

Level 2 Renewal Survey

International Coaching Federation

Level 2 Renewal Survey

Thank you for renewing your ICF accreditation!

As part of our ongoing commitment to fostering excellence and continuous improvement within the ICF coaching education community, we kindly request your participation in the accreditation final renewal survey to facilitate the renewal of your three-year accreditation cycle.

We kindly ask that you complete the survey in full and submit it at your earliest convenience, and no later than the deadline specified on the ICF website. To expedite the process, please ensure timely payment of the accreditation fee through the "Make a Payment" activity on the application profile in the ICF accreditation portal.

Once your survey and payment have been received, your ICF Accreditation Excellence Manager will review your submission and provide feedback. The estimated timeline for the review process is approximately 8-12 weeks. Rest assured, we endeavor to complete the review process with the utmost attention to detail and efficiency.

Should you have any questions or require assistance at any stage of the process, please do not hesitate to reach out to us at support@coachingfederation.org. Our team is readily available to address any queries or concerns you may have.

Course Outline/Syllabus

Please upload a current course outline or syllabus

No document provided

Confirm total number of education hours currently accredited:

Current Faculty List

Please identify all current faculty and staff in the table below and select all roles that apply.

First Name	Last Name	Email Address	Role(s)
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Performance Evaluation

- Level 2 accredited providers must administer a final performance evaluation in a formal testing environment. The final performance evaluation must, at a minimum, contain an actual observation of coaching at 20 minutes to one hour in length which is graded as a final performance evaluation. Please reference all ICF Performance Evaluation requirement [here](#) on the ICF website.
- Standards: The performance evaluation must be graded at or above the ICF Credential PCC level, which is described in the minimum skill requirements for PCC. Participants must receive written feedback/scoring for their performance evaluation that provides information regarding their performance on each of the ICF Core Competencies. Performance evaluation reviewers must hold an ICF Credential at the PCC or MCC level and competently understand the ICF Core Competencies, Code of Ethics and successfully complete the ICF PCC Marker Assessor training.
- Please review the following **guidelines for your recorded coaching session** to be submitted for assessment:
 - The recording must be an audio only file (no video/pictures).
 - The following file types are acceptable: MP3, WMA, MP4 or M4A (audio) format. Other formats will not be accepted.
 - The audio file must be in one part. Multiple files for one coaching session will not be reviewed.
 - The audio file must be 95 megabytes (MB) or less. Use a lower bit rate to decrease file size, if needed.
 - You must upload the actual audio file. Providing a URL to download or stream audio recordings will not be accepted.
 - When naming your file(s), ensure that you use only letters and numbers. Please be sure there are no special characters in your document name (? / | \ ! @ # = \$ % +) in order to avoid issues when uploading your file.
- Please review the following **guidelines for the recorded coaching session transcript** to be submitted for assessment:
 - The transcript must be a word-for-word (verbatim) record of the coaching session(s), submitted in the language in which the session is held. NOTE: If ICF does not offer a performance evaluation in your language, you will need to submit a transcript in the language spoken AND an English transcript.
 - The Transcript must indicate who is speaking—the coach or the client—at any time in the conversation.

- List the coach's statements and the client's statements on separate lines of the transcript.
- Transcript must include timestamps at every change in speaker (coach and client).
- Transcript must be submitted as a Word document (e.g., .doc, .docx). No other file formats will be accepted.
- When naming your file(s), ensure that you use only letters and numbers. Please be sure there are no special characters in your document name (ie. ? / | \ ! @ # = \$ % +) in order to avoid issues when uploading your file.

Procedure: Performance Evaluation recordings will be sent to qualified ICF Assessors to be evaluated. This process is to ensure that the recording was assessed at the PCC Credential level within the program. If the recording does not pass at the PCC Credential level, the organization will be able to resubmit new recordings for a fee of \$250 USD per recording. This retake process can be completed a total of two (2) times. If the recordings still do not receive passing scores at that time, the education program will not be renewed as a Level 2 accreditation.

Please submit one (1) recordings of an actual participant coaching session that was used for the final performance evaluation and received a passing evaluation. Coaching demonstration should be no faculty interference, feedback or speaking in the recording or transcript.

Performance Evaluation	Recording	Transcript (.DOC/X or .XLS/X only)	Written Feedback
	No document provided	No document provided	No document provided

Statements of Agreement, Compliance and Limitations

As a condition of submission of this application for organization accreditation/approval, we hereby acknowledge and agree to the following binding terms and conditions:

- 1) We shall continuously comply with the rules, regulations and procedures of the ICF approval/ accreditation process;
- 2) The ICF has sole discretion to issue, amend and/or revoke the rules, regulations and procedures governing such approval/accreditation process;
- 3) We will abide by any decision of the ICF regarding the matters of approval/accreditation, including, but not limited to changes in rules, regulations and procedures and the revocation of credentials, approvals and/or accreditation;
- 4) The application fees for Accreditation(s) are fees for the review of the application only and payment of the same does not guarantee organization approval or accreditation;
- 5) All fees paid to ICF for Accreditation(s) are non-refundable, and that ICF retains the exclusive right to increase such fees without prior notice;
- 6) That ICF and the applicable ICF committees, members and/or volunteers have the right to validate/verify the accuracy of any and all information and documentation we provide in the course of the application process, and that if requested by ICF to provide additional or supplemental information or documentation in support of the application that we shall do so in a timely and responsive manner;
- 7) We agree to strictly adhere to the rules, regulations and procedures of the ICF approval and accreditation process and that ICF has the sole and exclusive discretion to issue, amend and/or revoke the rules, regulations and procedures governing such approval/accreditation process.
- 8) We agree that we shall abide by any decision of ICF regarding the matters of approval/accreditation, including, but not limited to changes in the rules, regulations and procedures from time to time as well as the revocation or suspension of credentials, approvals and/or accreditation;
- 9) The approval or accreditation of this organization, if granted by ICF, will apply only to the specific organizational program operated by the owner(s) identified in this application and that such approval or accreditation shall not apply to nor may it be transferred to, licensed or used by any franchisee, licensee, or secondary distributor of any kind or by any organization that does not use the existing infrastructure identified in the application and administered directly by the disclosed organization owner(s) and/or Director of Training. Any such organizations will be treated as new organizations and must file separate, independent applications for approval or accreditation;
- 10) As a training organization, we are required to submit written transcripts of recorded coaching sessions and that such transcripts shall be in the same language as the recorded sessions;
- 11) With respect to any documentation or educational content, images, graphics, etc. that we submit in support of this application and which we use in offering the educational and training content, we are in and shall remain in compliance with the applicable copyright and intellectual property laws of the United States and each country in which we operate our organization, including obtaining and providing ICF with a current copy of any license granted to us by the owner of content we use which is not our own original content/work product or for which we do not own copyright to the same. Where our content or work product is subject to a valid license, we shall submit a copy of the same with our application. Our failure to provide the same shall be grounds for ICF to decline further consideration of the application or deny the same;
- 12) ICF has the right to audit our organization at any time to ensure our continued compliance with the applicable requirements of the ICF Accreditation(s), and that we shall fully cooperate with such conformance audits, including, but not limited to ICF's review of files, classes, faculty, student records and interviews with students and staff by an authorized ICF auditor;
- 13) We will reimburse ICF for the reasonable and documented direct costs of such audit(s) incurred by the ICF in connection with the audit;
- 14) We shall generate and maintain all required and documented student records, including, but not limited to evaluations of each student's progress and the attendance/participation for each individual training course;
- 15) We shall comply within thirty (30) days with all written requests received from ICF for documentation, written responses, etc. required for
- 16) We shall promptly notify the ICF of material changes or amendments to our organization, its content and course materials, including, but not limited to:
 - a. a change in ownership or the addition of a new organizational partner, including the transfer or sale of the organization or our business entity under which the program is provided;
 - b. a new principal contact person within our business entity and all information required for contact, i.e. telephone, email, fax and physical mailing address;
 - c. a change to or addition of training location(s) disclosed in the application;
 - d. a change to the method(s) of curriculum delivery, including the number of course hours;
 - e. a change in program name;
 - f. a new class added or a disclosed class removed, without the need to disclose minor changes to class curriculum;
 - g. a new Director of Education;
 - h. a material change to the examination or the examination process.

As a further condition of our submission of this application for organization accreditation or approval, we hereby warrant and agree that:

- 1) As the organization provider identified in the application we are legally authorized to conduct business in each state(s) or country(s) in which we offer the program either as a sole proprietorship, limited liability company (LLC), partnership, or as a corporation or the corresponding business form of the country in which we operate;
- 2) We are and shall remain in full compliance with all applicable copyright and intellectual property laws of the United States, our home country and each country in which we operate or provide our program, training and services, including displaying appropriate copyright notices identifying the source and ownership of organization materials and training content;
- 3) If our program and training materials and content were not originally, uniquely or independently developed by us for our company, agency or organization, we shall secure and provide to ICF in advance a written and signed authorization/permission/license to make use of the education/training content and training materials included in our education/training which is not created or owned by or licensed to us for use in the education and training materials;
- 4) Our program is and shall continue to be taught and administered in strict alignment with the ICF "Definition of Coaching," the ICF Code of Ethics, the ICF Core Competencies and Code of Conduct as well as such ICF criteria as are required for the approval and continued accreditation of our program;
- 5) We shall defend, indemnify and hold harmless ICF, its affiliated entities, and their respective officers, directors, employees, contractors, agents and volunteers (Indemnified Parties) from and against any and all third party claims, actions, causes of action, losses, liabilities, judgments, injuries or damages to persons or property, costs and expenses, including reasonable attorneys' fees and court costs, incurred or to be incurred by or made against the Indemnified Parties and which arise out of or result from our negligent acts, errors or omissions, intentional or willful misconduct, infringement of copyright or other intellectual property rights, or any violation of the terms and warranties set forth in the ICF Organization Accreditation Application Terms, Conditions and Warranties. We further acknowledge that this warranty shall remain in effect throughout the application process, upon issuance of an ICF accreditation and will continue beyond the termination, expiration or revocation of the ICF accreditation for any reason.

That the application signatory is authorized to execute this application and make the representations and warranties contained herein.

Thank you for completing this renewal survey and you can now submit your survey for processing.