

Advanced Accreditation in Team Coaching (AATC) Application

International Coaching Federation

Welcome

Thank you for applying for the ICF Advanced Accreditation in Team Coaching (AATC)!

The Advanced Accreditation in Team Coaching (AATC) will allow coaching education providers to demonstrate that their education aligns with the Advanced Certification in Team Coaching (ACTC) and the needs and requirements to prepare coaches for the Team Coaching discipline. This is a stand-alone accreditation that does not require a prerequisite of a Level 1, Level 2, Level 3 or CCE accreditation to apply for the Advanced Accreditation in Team Coaching through ICF Coaching Education. *Please allow up to 12 weeks for the review of the application and course materials.*

Please review your organization's details to ensure Name, Mailing Address, Website and Telephone Number are up to date and accurate. Indicate confirmation by clicking the box below.

Please click Next at the bottom of this page to begin the application.

Team Coaching Education & Training

Team coaching is one of the fastest growing disciplines in the coaching profession. In today's complex workplace, organizations increasingly recognize the power of teams to innovate and drive their business or mission forward. Team coaching is critical to harnessing a teams' collective expertise, energy and experience to accelerate performance and improve results.

To address the increasing demand for this complex discipline, coaching education providers can apply for the **ICF Advanced Accreditation in Team Coaching (AATC)** through this application, which aligns directly with the ICF certification offering from ICF Credentials and Standards, the Advanced Certification in Team Coaching (ACTC).

This advanced accreditation will allow coaching education providers to demonstrate that their education aligns with the needs and requirements to prepare coaches for the Team Coaching discipline.

Accreditation Details

Program Languages

Please indicate in what language(s) your program is delivered (hold down CTRL on PC or Command on Mac to select more than one option):

Program Locations

Please indicate the location(s) in which education and training will be delivered. List only locations where you have a physical facility for any in-person portion of this offering (hold down CTRL on PC or Command on Mac to select more than one option).

Course List

No response provided

- At least 50% of all education must be delivered in synchronous activities and 80% focused on the ICF Team Core Competencies, ICF Core Competencies and ICF Code of Ethics. The remaining 50% of the education and education hours can be delivered asynchronously and remaining 20% focused on subjects not directly related to the ICF Core Competencies.
- Contact hours: Total clock hours spent in synchronous (real-time) and asynchronous (self study) interactions between faculty and participants. Synchronous hours would include time spent in direct instruction, real-time discussions, observation and feedback or practice coaching sessions, and mentoring participants. Asynchronous hours would include time spent outside of real-time interaction between faculty and participants (asynchronous). These may include outside reading, writing, research, journaling, practice coaching and various other activities that may occur outside of the synchronous setting. All asynchronous hours require some method of validating that the activity was completed by the participant.

Total Synchronous hours/percent		Total Asynchronous hours/percent		Total Core Competency related training hours/percent		Total Resource Development related hours/percent	

Total Core Competency Hours Delivered

Please confirm the total number of Core Competency related education/training hours for this program:

Total Resource Development Hours Delivered

Please confirm the total number of Resource Development related education/training hours for this program:

Total Contact Hours Delivered

Please confirm the total number of contact hours for this program:

Two (2) Observed Team Coaching Sessions for each Participant

ICF considers observed coaching sessions a vital component of quality coaching education. **Advanced Accreditation in Team Coaching (AATC)** providers are required to provide a minimum of two (2) observed team coaching sessions for each participant. Written feedback must be provided for at least one (1) of the two sessions.

- Observed coaching session definition: Sessions in which a participant is coaching any client (team), fellow participants or other persons as a method for practicing their team coaching skills.

Time requirement: ICF does not have a minimum length requirement for observed team coaching sessions. Sessions should be long enough for a team coaching conversation.

- Structure: Observed team coaching sessions are observed by an instructor/observer who is responsible for providing written feedback to the participant, noting the participant's use of the ICF Team Core Competencies, ICF Core Competencies and ICF Code of Ethics in the coaching session. These sessions may be observed live or through a recorded session. Observed team coaching sessions count as part of the total instructional hours of the program.

No document provided

Five (5) hours of Coaching Supervision

- Advanced Accreditation in Team Coaching (AATC) providers are required to provide or verify each participant receives at least five (5) hours of Coaching Supervision with an eligible Coaching Supervisor or ICF Mentor Coach with Coaching Supervision training and experience.
- Coaching Supervision definition: a collaborative learning practice to continually build the capacity of the coach through reflective dialogue for the benefit of both coaches and clients.
- Structure: Minimum of five (5) hours of Coaching Supervision. These five hours can be verified or integrated into the total contact hours and occur periodically throughout the course of the contact hours. Coaching supervision hours may be completed either one-to-one with a coaching supervisor or in a group supervision setting. Coaching supervision hours submitted to meet this requirement **must** focus on the participant's team coaching practice but may also include

some focus on other aspects of the participant's professional practice (individual coaching, group coaching, etc.). All Coaching Supervision should be completed verbally.

Teaching & Instruction

We evolve and innovate our current global program accreditation model to maintain the highest standards for coach-specific education and to ensure ICF remains the standard-bearer for excellence.

Your organization is making a real and measurable difference in people's lives, which is why we're passionate about making sure our coaches and the organizations that train them are well-equipped to do their jobs.

All Advanced Accreditation in Team Coaching (AATC) faculty must meet the following key standards areas depending on their role(s):

- ICF Credentialed Faculty and Staff
 - **Director of Education:** Directors must hold an active ICF PCC or MCC credential and subscribe to the ICF definition of coaching, ICF Team Coaching Competencies, ICF Core Competencies and ICF Code of Ethics.
 - **Instructors:** All instructors who are teaching content based on the ICF definition of coaching, ICF Team Coaching Competencies, ICF Core Competencies and ICF Code of Ethics. must hold one of the three ICF Credentials (ACC, PCC or MCC). Those teaching other optional content not related to the ICF definition of coaching, ICF Team Coaching Competencies, ICF Core Competencies or ICF Code of Ethics are not required to hold an ICF Credential (Resource Development instruction).
 - **Observers:** All those serving as observers of participant team coaching sessions, and those responsible for providing written feedback, must hold one of the three ICF Credentials (ACC, PCC or MCC).
 - **Coaching Supervisors:** All coaching supervisors must meet at least one of the following criteria:
 - Hold an active coaching supervision certification, credential or accreditation by a coaching or coaching supervision professional body
 - Have completed a coaching supervision education program of at least 60 hours and have at least 120 hours of coaching supervision experience
 - Be an eligible ICF Mentor Coach with 60 hours of coaching supervision education and at least 120 hours of experience

Faculty

Please identify all current faculty members and the faculty role they serve in.

Name	Credential Type	Role(s)
------	-----------------	---------

Faculty Professional Development

Please describe how all current or prospective faculty have received training and development in the ICF Team Coaching Competencies, facilitating adult learning and engagement in the classroom (in-person and virtual) and in the use of the technology they will rely on.

Assessment, Evaluation & Effectiveness

ICF-accredited providers must undertake and submit a set of self-study surveys annually. These surveys serve as a concise compliance assessment to verify the organization's adherence to all ICF accreditation standards and requirements. Please indicate your agreement with completing these surveys by checking the box below.

If granted accreditation, you agree to fulfilling accreditation incremental or renewal surveys annually or as directed by ICF Coaching Education. You also agree to uphold compliance standards by partnering with ICF to maintain the gold standard of coaching education. It is agreed that you will assess and integrate feedback and data collected by ICF Coaching Education into your practice.

Statements of Agreement, Compliance and Limitations

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 an 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 or changed certificate;
- h. a new Director of Training;
- i. 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.