

ICF Accreditation Formal Complaint Submission Form

On behalf of the International Coaching Federation (ICF) and its stakeholders, we thank you in advance for your cooperation with our Accreditation Complaint Process. This form should be used to report possible breaches of the ICF Global Accreditation Code of Conduct. Before completing and submitting this form, we highly recommend that you read and become familiar with the ICF Global Accreditation Code of Conduct. To more effectively serve all those involved, and to assist in a just resolution, please provide the information as requested on the form below. It is essential for consideration of your complaint that it be completed in full and submitted with any additional documentation that is directly relevant to your complaint.

I understand that a complaint must be filed with ICF within one (1) year of the date of conduct complained of. The one (1) year limitation is in place to stress the importance of timely reporting of complaints and to better ensure the likelihood of accurate recollections of fact and the preservation of relevant documentation by the parties to the complaint. *

- Yes
 No

What is the nature of your complaint? *

- Code of Conduct complaint against an organization providing coach-specific education/training;
 Complaint concerning a coach-specific education/training program's curriculum.
 Both

If you withdrew from the program prior to completion, then on what date?

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Month Day Year

Complainant (Individual filing the complaint)

Please know that the ICF will not investigate anonymous complaints.

Full Name: *

First Name

Last Name

Title: *

Address: *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country/Territory

Daytime Phone: *

E-mail address: *

example@example.com

Do you speak more than one language fluently? *

Yes

No

If yes, please state which language(s) you speak fluently. *

Preferred method of contact: *

Please Select

Information regarding the organization involved in the complaint

Name of the Accredited Organization: *

Name of the ICF accredited organization's coach-specific education/training program: *

Is this education/training program a Level 1 (formerly ACSTH), Level 2 (formerly ACTP), Level 3, or CCE? *

Please Select

Organization's Website:

Contact e-mail address for this organization (if known):

example@example.com

Address (if known):

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country/Territory

Daytime Phone:

Please know that in order to file a complaint regarding a coach-specific education/training program, the organization that offers the education/training program must be accredited by ICF.
Please click [here](#) to see what ICF will and will not investigate.

Information and documentation outlining the relationship

What was your relationship with this organization at the time of the alleged breach? *

Are you enrolled in an education/training program being delivered by this organization? *

- Yes, I am currently enrolled
- No, I was enrolled at one time but not any longer.
- I have never enrolled in an education/training program offered by this organization.

Date of enrollment:

Month Day Year

If you completed the program, then on what date?

Month Day Year

Number of education/training hours completed with this organization to date: *

Did you sign an agreement or contract to enroll in this education/training program? If so, please provide a copy of the signed agreement or contract at the end of this form. *

- Yes
- No

Information regarding the specific allegations

ICF Global Accreditation Code of Conduct

(https://coachingfederation.org/app/uploads/2023/06/ICF-CE_Code-of-Conduct_04.13.22-2.pdf) standard(s) that allegedly were breached by the coach-specific training organization named in this complaint: *

Please identify who was involved in the alleged breach of the ICF Global Accreditation Code of Conduct. *

When did these events take place? *

Where did the events relevant to your complaint occur? *

Specifically, please describe in narrative form what happened. *

Action taken to resolve the disagreement

What possible alternative resolutions have you and the organization discussed to date? *

Describe below any other actions you have taken to resolve this complaint and the outcomes: *

By submitting this complaint, what outcome would you like to see? *

Upload supporting documents

Instructions

1. Provide a document name (short display name for the document);
2. Browse your computer files for the document(s) you wish to upload;
3. Click the upload button;
4. Use the additional upload fields for the remainder of your supporting documents;
5. and, when finished upload all supporting materials, click the Next button to continue.

Document Name:

Document Name:

Document Name:

Document Name:

Authorization to Investigate

Please complete the following authorization for us to proceed with an investigation of your complaint. I declare the facts stated in this Complaint to be true and the supporting documents submitted to be authentic to the best of my knowledge and belief.

I further declare that I am filing this complaint in good faith and upon reasonable belief and that the complaint is not being filed for the purpose of harassment or embarrassment of the parties named. I hereby acknowledge my understanding that if after review of my complaint and supporting documentation ICF reasonably determines that my complaint is based upon false or misleading information and/or documents, that my complaint will be dismissed with prejudice and that I may be subject to sanctions as reasonably determined by the ICF.

If the complaint is deemed incomplete or insufficient in its allegations, the ICF, in its reasonable discretion, may reject the complaint and return it to me for completion or further supplementation.

I hereby authorize the ICF and its ICF staff to review and communicate the complaint and supporting documentation to the Organization identified in my complaint.

I further acknowledge that I have read, understand and agree to be bound by the following conditions of participation in the ICF's Accreditation Complaint Process: (1) the ICF, its officers, directors, staff and volunteers do not and cannot guarantee any outcome, and thus shall be held harmless from any claim arising out of this complaint and the Accreditation Complaint Process; (2) the ICF is not a court of law and cannot impose monetary damages or awards or provide injunctive or other equitable relief, but can provide certain remedies (such as, by way of example, requiring the organization named in the complaint to take certain trainings) and certain sanctions (such as, by way of example, suspending or terminating an organization's approval/accreditation with the ICF); and (3) the ICF and anyone associated with the Accreditation Complaint Process cannot serve in the capacity of my attorney, representative, or advisor. I acknowledge and agree that a copy of this complaint and all other supporting documents I submit will be disclosed in full to the Organization I have named in the complaint. In the event that the Organization identified by me in the complaint is not an ICF accredited/approved organization, I understand that the ICF has no authority to pursue the complaint or an investigation of the same, nor can ICF compel any action or response from the named Organization. In that event, ICF will notify me in writing that the complaint will not be considered. Where the Organization I have named in the complaint is subject to the authority of the ICF, the Organization will be provided with an opportunity to review and respond in accordance with established Accreditation Program Complaint Process process and procedures.

I further acknowledge my understanding and agreement that this is a confidential process and not a legal proceeding, thus the findings of the ICF will not be published. However, I will be advised of the outcome and any remedies or sanctions. I agree to at all times while my complaint is pending promptly and in good faith cooperate with the ICF in its investigation and review of the complaint. I further understand and agree that I will not be provided access to the reports, notes, findings or other written documents relied upon and which were generated in connection with the investigation and deliberation on this matter. ICF staff and the ICF Coaching Education Board shall be authorized to review any and all documents, statements, notes or other records submitted by me or by the Organization named in my complaint and/or which are obtained or developed in the course of the investigation and deliberation on this matter. ICF is authorized to retain copies of any documents that I may provide in support of my complaint. By filing this complaint against the Organization named, I hereby knowingly and voluntarily waive my right to confidentiality as it relates only to my interactions with the named Organization. The ICF's Program Complaint Process and the contents of this complaint are intended to be and remain confidential in nature. Notwithstanding that presumption of confidentiality, I understand and agree that some facts and information derived from my complaint, the investigation of the same and the findings may be disseminated and used by the ICF for educational and training purposes only. Prior to any education or training related dissemination and use, the ICF will undertake reasonable and good faith efforts to protect the identities of the parties and to remove those references that may identify or be used to identify the parties, as well as confidential information contained in the records.

I have read the above and agree to be bound by the same.

Full Name: *

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First Name

Last Name

Signature Date: *

Month Day Year

Submit

