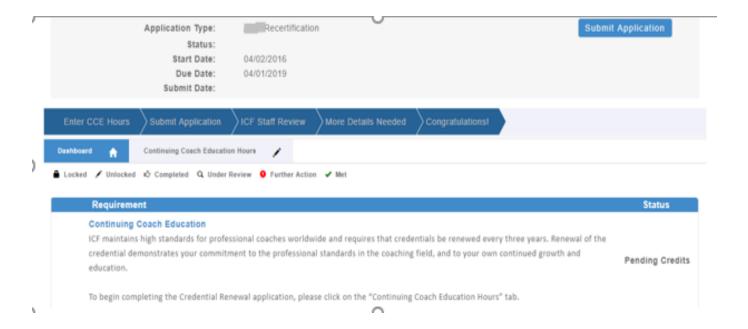
Credential Recertification Sample Application

Version 12.13.2020

Credential Recertification Application Dashboard



The application dashboard provides an overview of all requirements for the recertification. To begin the recertification application, you will need to click on the continuing coach education hours requirement tab to upload your information.

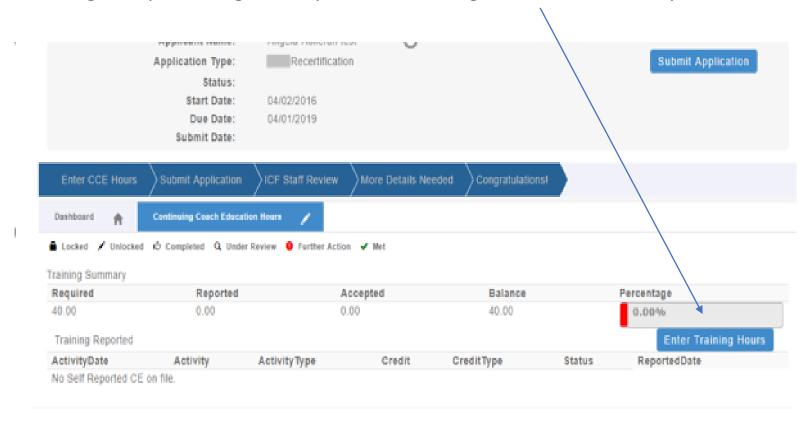
We have provided a screenshot of the requirement on the following pages.

You will see symbols on your requirement tab as you complete each task and once we have reviewed them.

Below the requirement tabs, you will see the key for what the different symbols mean.

Continuing Coach Education Hours Tab

When you click on the Continuing Coach Education Hours tab, you will see the 'Enter Training hours' button. You may click this button and complete each of the requested items (see next screen). Please note that as you report your coach training, the percentage of required continuing education hours reported will automatically update.



Activity Information

	Start Date:
~	
	Date Finished:
	Number of Hou
=	0

Upload Certificate: Choose File No file chosen

After clicking on the "Enter Training Hours" button, a window will populate where you will provide the details of your continuing coach education hours, including the type of hours your are submitting.

For example, if you are entering mentoring hours, you will choose the "mentor training" option from the "Type" dropdown menu. If you are entering "ethics training", you will choose the "coaching ethics" tab, etc.

Group mentoring hours are not required. However, if you have had group mentoring, you will be asked to indicate the number of hours. You are only allowed 7 hours of group mentoring.

You will need to complete the form for each type of training you are entering and upload your certificate for each training program.

Application Submission



ICF Application Submission

 I understand that the application fee is non-refundable once submitted. In the event of a medical emergency, we will consider a refund minus a \$50 administrative fee.

Terms and Conditions

- . I have read, acknowledge and agree to abide by the ICF Code of Ethics.
- I give permission for ICF to verify my documentation. I understand that ICF will keep all information confidential.
- 1 release any individual from any previous bond of confidentiality, whether explicit or implied, for the purpose of validating my qualifications for Credential Renewal.
- · I agree to honor the rules and regulations of the International Coach Federation's Credentialing Process.
- As the applicant, it is my responsibility to communicate and validate my qualifications to clearly show that I meet or exceed each of the requirements appropriate for the Credential Renewal for which I am applying.
- . I agree that ICF may change or modify the rules governing Credentialing at any time.
- . I will abide by all decisions of ICF regarding credentials.
- I acknowledge that ICF has the right to revoke a Credential for violations of the ICF Code of Ethics and to inform the public of such decisions.



Once you have completed all requirements for the recertification (indicated with a 'thumbs up' symbol or green check mark on every tab), the 'Submit Application' button will populate in the upper right corner and allow you to complete the submission of your application.

If you are entering the information on your profile but are not in your renewal year, you will not see the submit button until you are eligible to submit which will be 10 months prior to your credential expiration date.

To complete the submission process, you will need to agree to the terms and conditions by clicking the "I Agree" button at the bottom of the page.

Application Submission

ICF Application Submission

I Electronic Personal Info

Pursuant to the Canadian Anti-Spam Law (CASL) and the European Union General Data Protection Regulation (GDPR), ICF is seeking your express consent to have your electronic personal information stored on our system and receive regular information regarding ICF Credentialing and information pertaining to the ICF Network. If you decide that you don't want to receive content from the ICF Network any longer, please note that we may still be required to send you emails regarding factual, transactional and/or servicing information in connection with products or services that we are providing to you that is inherent to your ICF Credential and/or credential application. Please also note, by virtue of an ICF Credential, one's full name, current country, membership status (if applicable), and credential level will be displayed to the public for verification purposes.

Yes, I opt-in and hereby give my express consent to have my electronic information stored via ICF and to receive emails from ICF Headquarters regarding my Credentials and communications regarding ICF programs and services. I hereby acknowledge ICF's disclosure and my understanding that I have the right at any time to opt-out or unsubscribe from the receipt of any future emails from ICF Headquarters.

No, I do not consent to receive emails regarding my from ICF Headquarters or any information regarding ICF programs and services, but do acknowledge by virtue of my status as an ICF credential applicant and/or credential holder that ICF will have to store my personal data on their systems and communicate factual, transactional and/or servicing information in connection with products or services that ICF is providing to me and that is inherent to my ICF Credential.

As part of the submission process, you will be asked to either opt in or opt out to have your electronic personal information stored on our system and receive regular information regarding ICF Credentialing and information pertaining to the ICF Network.

Cancel

Next

Application Submission

ICF Application Submission

Add to Cart

Product Name: ICF Credential Renewal Fee

Price: **275.00**Quantity: 1.00

Checkout

I Add Application Fee

The final step of your application process is to pay for your application. You will need to click "Checkout" to complete this process.

If you have any problems submitting your payment, please contact us at support@coachfederation.org or click the chat feature on the ICF Credential page of our Website.