

Instructions for Leaders of Local Coaching Groups to apply for Continuing Coaching Education Units (CCEUs)

INSTRUCTIONS

Contact the ICF office and ask for the application form for use by ICF UK Chapter Local Coaching Group representatives to request authorization to issue Continuing Coaching Education Units (CCEUs) to attendees of LCG educational offerings, including regular meetings and special events of one day or less.

Conferences

Local Coaching Group leaders who are organizing conferences or multi-day events should contact ICF Staff at the address below for instructions.

Non-ICF Events

Events that are not affiliated with an ICF Chapter may not be approved using this application. Organizers of those events will need to complete a CCE Provider Application which can be found on the ICF Website <http://coachfederation.org/cce> .

Fees

There is currently no fee for processing each event application and issuing certificates. This expense is being covered by the UK Chapter annual subscription fee.

Completing the Form

A separate form is required for each educational offering.

Please take time to review the entire form and the CCE information prior to completing the form.

Information regarding the different designations of CCE units is included at the end of this form.

Events that are only offering resource development do not need approval from the ICF, only events that will be offering core competencies.

Submitting the Form

When you have completed the form you will have the option to print a copy for your records, you will need to print the form before you hit the submit button. After clicking the submit button at the bottom of the form it will automatically be forwarded to ICF.

In order to receive approval before the event, this form must be completed and submitted at least 2 weeks prior to the event to allow time for review by ICF staff. However, events may also be approved retroactively. Following review, a notice granting or denying approval will be sent by email to the contact person that submitted the application.

Process:

LCG leader (must be ICF credentialed) goes to LCG page on website and uses contact form to request the CCEU application form and simple process guidance notes (JAH to write)

LCG leader completes the form and returns it to the ICF office

ICF UK office submits the information to ICF Global for approval.

Once approved, ICF UK office informs the LCG leader and issues the UK ICF CCEU certificate as a pdf template for the LCG leader to handwrite recipient and sign

After the event the LCG leaders sends a list of attendees (and CCEU recipients) to the ICF UK office for filing.