



CCE Certificate Guidelines

The CCE Advantage

Congratulations on the approval of your coach training program. Credentialed coaches who attend your approved program are guaranteed that these hours will be accepted toward the renewal requirements of an ICF credential.

Because of this advantage, it is important that your communications and student records clearly indicate the number of approved hours offered as part of your program, and the number of approved hours completed by each student.

Requirements for Notification Given to Students

You should send students a certificate or letter documenting completion of the CCE program. This certificate or letter should include the following information:

1. The name of your organization
2. The name of the approved program
3. The name of the student
4. The number of approved hours in each category (Core Competencies and Resource Development)
5. The date of completion of the hours
6. The signature of the owner of the program or university dean
7. The CCE logo

If a student completes a portion of the program, you may give the student credit for the approved hours. Contact the ICF if you are unsure of the correct number of hours to give for the portion completed. To give credit for a portion of the program, you should send the student a certificate or letter that includes the following information:

1. The name of your organization
2. The name of the portion of the program that was completed
3. The name of the student
4. The number of CCE hours completed by the student in each category (Core Competencies and Resource Development)
5. The date of completion of the hours
6. The signature of the owner of the program or university dean
7. The CCE logo

Other Programs within Your Organization

If your organization offers other programs that are separate from the approved program, you may not use the CCE designation or logo in any way in connection with these programs.

What Students Will Do with the Notification

Students should retain the letter or certificate until it is time to renew their credential. Credential renewal applications are due in December of the year the credential expires. Students should submit the letter or certificate according to the requirements of the renewal application, which will be available on the ICF web site at <http://www.coachfederation.org/icfcredentials/renew/>.