

# Sample Application: Continuing Coaching Education (CCE)



rev. 2026.2.24

## Continuing Coaching Education Sample Application

### 1. Enter Program Details

Your program information will be displayed on the ICF Education Search Service (ESS). You will be asked for:

- Organization type
- Program name
- Scope of hours
- Program description
- Delivery methods
- Program specialties
  - If your organization is internal only, please check the box that says, "This is an internal or non-public facing program (no ESS listing needed)."

## 2. View application summary

The application summary is an overview of the requirements you will need to complete before submitting your application. Click "Start Now" on any of the requirements to begin. Requirements can be completed in any order.

**Continuing Coach Education (CCE) Accreditation Application**

Application For: Sample  
Status: **In Process**  
Start Date: 02/08/2025  
Due Date: 02/08/2025

**Sample**

**Program Information**  
ID: 10  
Type: CCE  
Status: In Process  
Scope: 11-20 Contact Hours  
Primary Contact: International Coaching Federation

**Application Information**  
Application: CCE App  
Status: In Process  
Start Date: 02/08/2025  
Due Date: 02/08/2025

**Steps:**  
Step 1: Submit Your Application  
Step 2: Application Review Timeline  
Step 2: Final Approval

**Requirements**

- Languages**  
Select the languages in which your program is offered.  
Select language(s)  
Start Now
- Program Details**  
Organizations must clearly outline key program details, including the target audience, learning objectives, completion requirements, and attendance tracking methods.  
Enter your program details  
Start Now
- Program Instructors**  
To support quality and consistency in program delivery, organizations must demonstrate the qualifications of their instructors.  
Enter your instructor information  
Start Now
- Locations**  
Select the locations where your program is offered.  
Select location(s)  
Start Now
- Program Schedule**  
CCE applicants must submit a detailed program schedule that clearly outlines instructional time, topics covered, delivery methods, and applicable CCE strategies (Core Competency or Resource Development).  
Enter your program schedule  
Start Now
- Verification of Learning**  
Asynchronous learning programs must provide robust proof of a verification model within the CCE application.  
Enter verification of learning process  
Start Now

**Submit Application**  
Submitting your Application will include:  
• Statements of Agreement, Compliance and Limitations  
• CCE Application Fee

International Coaching Federation  
2355 Harrodsburg Rd  
Suite 4025  
Lexington, KY 40504  
coachingfederation.org

Powered by CredoHQ

### 3. Enter program languages. Select all that apply.

**Continuing Coach Education (CCE) Accreditation Application**

Application For: Sample  
 Status: The application is in process.  
 Started: 02/08/2020  
 Due: 02/08/2025

**Languages**  
 Select the languages in which your program is offered.  
 Completed

**Registered Program Languages**

Languages:

- Afrikaans
- American Sign Language (ASL)
- Arabic
- Armenian
- Audiotran
- Bulgarian
- Catalan
- Chinese
- Chinese - Complex
- Chinese - Simplex
- Croatian
- Czech
- Danish
- Dutch
- English
- Farsi
- Finnish
- Flemish
- French
- Georgian
- German
- Greek
- Hebrew
- Hindi
- Hungarian
- Icelandic
- Indonesian
- Italian
- Japanese
- Kazakh
- Korean
- Latvian
- Lithuanian
- Macedon
- Norwegian
- Polish
- Portuguese
- Punjabi
- Romanian
- Russian
- Serbian
- Slovenian
- Slovenian
- Spanish
- Swedish
- Tagalog
- Taiwanese
- Tamil
- Telugu
- Thai
- Turkish
- Ukrainian
- Vietnamese

Save Cancel

**International Coaching Federation**  
 2355 Harrodsburg Rd  
 Suite 4225  
 Lexington, KY 40504  
 coachingfederation.org

Powered by CCE42

### 4. Enter program details

You will be prompted to provide information on your target audience, attendance tracking, learning objectives, and completion requirements for your program.

**Continuing Coach Education (CCE) Accreditation Application**

Application For: Sample  
 Status: The application is in process.  
 Started: 02/08/2020  
 Due: 02/08/2025

**Program Details**  
 Organizations must clearly outline key program details, including the target audience, learning objectives, completion requirements, and attendance tracking methods.  
 Enter your program details.

**Program Details**

Please Indicate The Target Audience For Your Program:

Required

Please Indicate How You Monitor Participant Attendance:

Required

Please Indicate The Learning Objectives For This Program:

Required

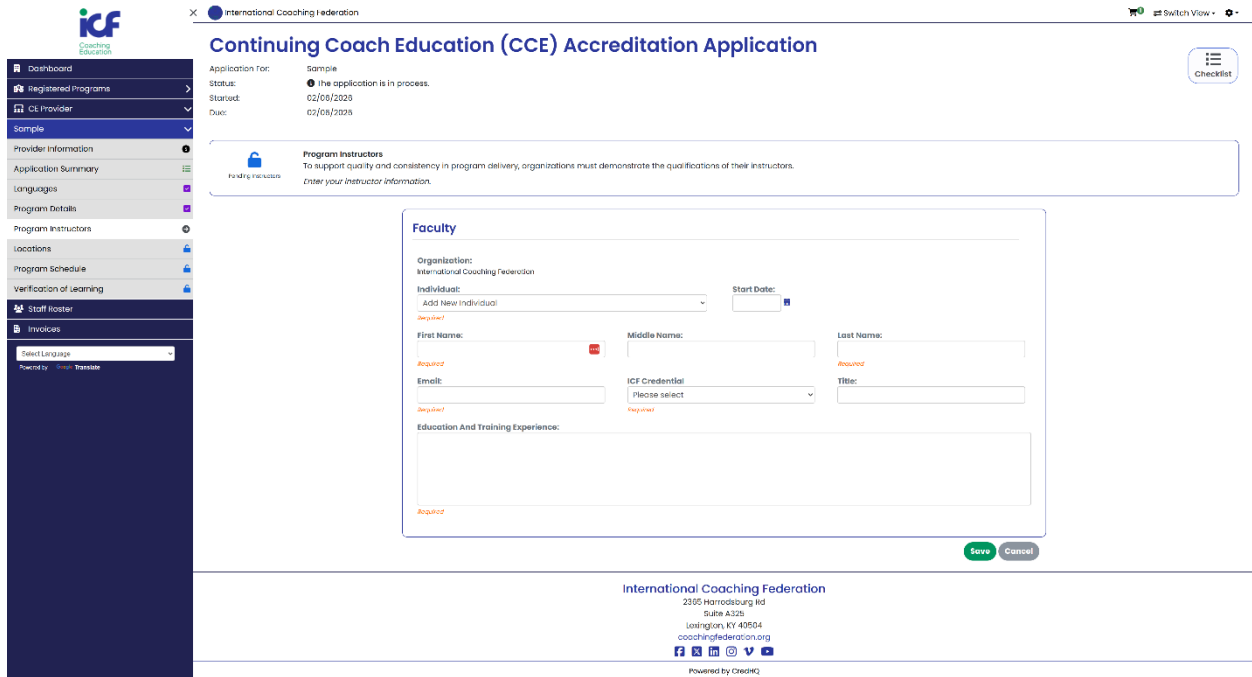
Please Indicate What Requirements Participants Must Meet in Order To Receive A Certificate Of Completion:

Required

Save Cancel

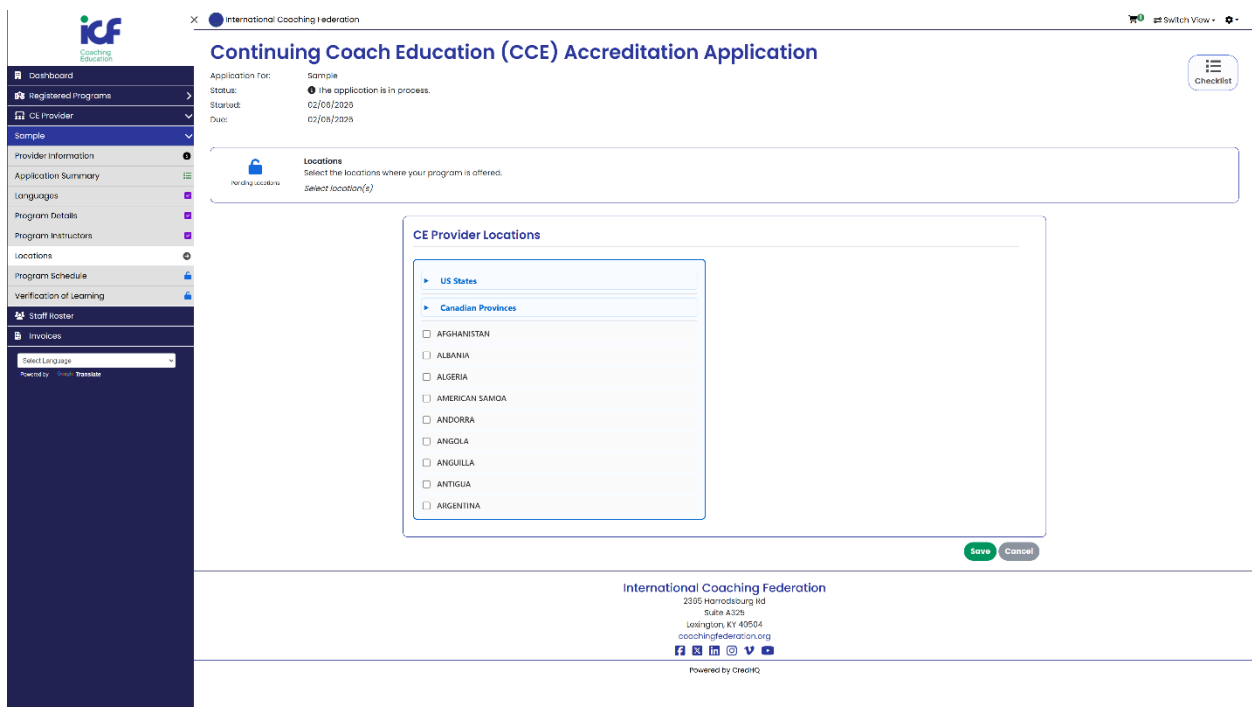
### 5. Enter faculty information

Complete the required fields to add faculty to your program. Include any ICF credentials and the education and teaching experience for your instructors.



### 6. Enter program locations. Select all that apply.

For locations in the United States, Canada, and Australia, you will be prompted to provide a state or territory.



## 7. Upload additional program marketing materials if relevant.

The screenshot displays the ICF Continuing Coach Education (CCE) Accreditation Application interface. On the left is a dark blue sidebar with a navigation menu including: Dashboard, Registered Programs, CI Provider, Sample, Provider Information, Application Summary (Languages), Program Details, Program Instructors, Locations, Program Schedule, Verification of Learning, Staff Roster, and Invoices. The main content area is titled "Continuing Coach Education (CCE) Accreditation Application" and shows application details for "Sample". The status is "The application is in process." with a "Continue Application" button. The "Program Schedule" section contains instructions and a list of requirements: Number of hours spent in training (e.g., 25 hours), Instructional time (e.g., 8-10:30 a.m.), Name of instructor, Description of content, CCE category, and Total hours (max 40). Below this is a "Start Now" button. The "Additional Program or Marketing Materials" section features a file upload area with a "Description" field and "Upload" and "Cancel" buttons. The "Uploaded Documents" section shows "No supporting documents have been uploaded." and a "Next" button.

8. Click "Start Now" to add program schedule and detailed program information.

Please ensure the program schedule contains the following:

- Number of hours spent training (e.g. 2.5 hours). Do not include breaks
- Instructional time
- Name of instructor delivering that portion of the training
- Description of the content being covered and the method of delivery
- CCE category (i.e. Core Competency or Resource Development)
- Total hours should not exceed 40

International Coaching Federation

### Continuing Coach Education (CCE) Accreditation Application

Application For: Sample  
Status: The application is in process.  
Started: 02/08/2020  
Due: 02/08/2025

**Program Schedule**  
CCE applicants must submit a detailed program schedule that clearly outlines instructional time, topics covered, delivery methods, and applicable CCE categories (Core Competency or Resource Development).  
Enter your program schedule

**Instructional Time**

Synchronous Hours:

Core Competency:  Resource Development:

Asynchronous Hours:

Core Competency:  Resource Development:

**Program Schedule**

Please Upload The Complete Program Schedule Here. All Synchronous And Asynchronous Hours Should Be Included And Described.

Choose File: No file chosen

Description:

**Program Materials or Promotional Information**

Please Upload Additional Program Materials Or Files, Brochures, Other Marketing Pieces For Your Course. Additional Items May Be Uploaded On The Program Schedule Page.

Choose File: No file chosen

Description:

Save Cancel

## 9. Add Verification of Learning Process

If your program includes asynchronous hours, you will be required to provide information on how you verify learning. Complete the required fields.

International Coaching Federation

### Continuing Coach Education (CCE) Accreditation Application

Application For: Sample  
Status: **!** the application is in process.  
Started: 02/06/2020  
Due: 02/08/2020

**Verification of Learning**  
Asynchronous learning programs must provide robust proof of a verification model within the CCE application.  
Enter verification of learning process

**Verification of Learning**

Description Of Process Of Verification Of Learning:

*Required*

Description Of Asynchronous Hours Delivery Method:

*Required*

Example Of How The Asynchronous Content Is Delivered:  
Choose File: No file chosen

How Will The Instructor Verify The Learning Has Been Completed:  
Please select:

*Required*

What Is Required In Order For The Participant To Reach Full Verification/Completion?

*Required*

Save Cancel

International Coaching Federation  
2302 Harrodsburg Rd  
Suite A-126  
Lexington, KY 40504  
coachingfederation.org  
f i n t v  
Powered by CREDIQ

## 10. Agree to Statement of Agreement, Compliance & Limitations

Review the information provided and agree to the terms by clicking the checkbox.

The screenshot displays the 'Continuing Coach Education (CCE) Accreditation Application' page. On the left is a dark blue sidebar with navigation options: Dashboard, Registered Programs, CCE Provider, Sample, Provider Information, Application Summary, Languages, Program Details, Program Instructors, Locations, Program Schedule, Verification of Learning, Staff Roster, and Invoices. The main content area shows application details for 'Sample' with status 'The application is in process', start date '02/05/2025', and due date '07/08/2025'. A 'Checklist' button is in the top right. The central focus is the 'Statements of Agreement, Compliance and Limitations' section, which contains a scrollable area with the following text:

Scroll to bottom of attestation text to enable confirmation checkbox.

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. This application fees for Accreditation(s) and 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, 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.

By Checking This Box, We Consent.

At the bottom right of the scrollable area are 'Next' and 'Cancel' buttons. Below the scrollable area is the International Coaching Federation logo and contact information: 2330 Heroldsburg Rd, Suite A326, Wellington, K1 40504, coachingfederation.org, and 'Powered by CredIQ'.

## 13. Submit application and complete payment

After all requirements have been completed, you will be prompted to submit your application and complete payment. Once payment is submitted, your application will be added to the queue for review.



Inspire. Transform. Thrive.

