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Continuing Professional Development (CPD)

ICF's Position Regarding Continuing Professional Development (CPD)

As part of a self-regulating industry, ICF is committed to coaches providing consistent value to their clients. In order to maintain these professional standards, ICF's position on Continuing Professional Development (CPD) keeps pace with industry expectations and emerging standards. Each distinct element of CPD is explored below.

Education: Training and Skills Enhancement

This includes a variety of learning modalities that continually build the capacity of the coach through content exposure, to benefit his or her clients and the overall knowledge base. It focuses on the development of the coach's competence with a wide range of rich opportunities for the support and development of a coach's skill set. ICF is committed to providing opportunities for coaches to consistently develop and grow professionally through training and skills enhancement.

Various components of education include:

- Additional coach-specific training
- Professional development events
- Coaching tools training

Many education activities are eligible for Continuing Coach Education (CCE) units coaches can apply toward renewal of an ICF Credential.

Accepted CCE Sources

ICF-approved Training



For each activity, required supporting documentation is listed in parentheses.

- CCE hours delivered by an ICF Chapter (certificate issued by the Chapter with the name of the event/class, date, amount and type of CCE)
- CCE hours delivered by an approved training provider (certificate, letter or email on letterhead issued by the provider with the name of the event/class, date, amount and type of CCE)
- CCE hours delivered during an ICF Regional or Global conference or event (certificate or passport issued from ICF with the name of the event/conference, date, amount and type of CCE)
- Training hours from an ICF ACSTH or ACTP program (certificate, letter or email on letterhead issued by the provider with the name of the event/class,

date and amount of coach-specific training hours)

- Special projects and activities approved in advance by ICF (dependent upon the agreement made with ICF staff when your special project or activity is approved)

Other Training



For each activity, required supporting documentation is listed in parentheses.

- Training that has not been approved in advance by ICF involving live, voice-to-voice interaction between instructors and students (certificate, letter or email on letterhead issued by the provider with the name of the event/class, date and amount of training hours completed, as well as documentation to demonstrate the course curriculum and method of delivery, including course syllabus, summary, student or instructor's manual, and any handouts or course materials that provide a detailed description of the curriculum)
- Serving as an instructor of ICF-approved training (letter from your supervisor on the training organization's letterhead with the name of the course, date and amount of hours taught)*
- Serving as a Mentor Coach and/or supervisor (letter including the client name, contact information, dates and number of hours completed)
- Being mentored by an ICF-credentialed coach on the ICF Core Competencies (Mentor Coach's name, email address, credential level, start and end date of mentoring, and total number of hours mentored)
- Obtaining coaching supervision to engage in reflective dialogue and collaborative learning for the development and benefit of your coaching

skills (coaching supervisor's name, email address, start and end date of supervision, and total number of hours of supervision)

- Developing training curriculum that has been submitted to ICF for approval as a CCE, ACSTH or ACTP program (date the training was submitted to ICF for review)
- Publishing writing (documentation verifying the publication date)**
- Publishing peer-reviewed research (documentation verifying the publication date)

*You may only claim the number of hours taught for a one-time delivery of content

**We cannot accept time spend writing social media posts (e.g., Facebook, Twitter, LinkedIn, etc).

Self-paced Courses and Other Self-study



Self-paced courses and other self-study fall in the category of Resource Development. Renewal candidates are limited to 16 hours of self-paced courses and other self-study.

For each activity, required supporting documentation is listed in parentheses.

- Non-coach-specific training; i.e., training outside of ICF Core Competencies that contributes to your personal or professional development as a coach (certificate, letter or email on letterhead from the provider with the name of the event/class, date and amount of hours completed)

- Activities unrelated to the ICF Core Competencies, including reading, writing, research and other experiences (summary information of your activities and how they contributed to your development as a coach)
- Archived Learning (the name of the session and date completed in the self-study section of the renewal application)
- ICF-approved training within an ACTP or ACSTH program completed as self-study (certificate, letter or email on letterhead issued by the provider with the name of the event/class, date and amount of hours completed)

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