

Level 1 Renewal Survey

International Coaching Federation

Level 1 Renewal Survey

Thank you for renewing your ICF accreditation!

As part of our ongoing commitment to fostering excellence and continuous improvement within the ICF coaching education community, we kindly request your participation in the accreditation final renewal survey to facilitate the renewal of your three-year accreditation cycle.

We kindly ask that you complete the survey in full and submit it at your earliest convenience, and no later than the deadline of June 24, 2025. To expedite the process, please ensure timely payment of the accreditation fee through the "Make a Payment" activity on the application profile in the ICF accreditation portal.

Once your survey and payment have been received, your ICF Accreditation Excellence Manager will review your submission and provide feedback. The estimated timeline for the review process is approximately 8-12 weeks. Rest assured, we endeavor to complete the review process with the utmost attention to detail and efficiency.

Should you have any questions or require assistance at any stage of the process, please do not hesitate to reach out to us at support@coachingfederation.org. Our team is readily available to address any queries or concerns you may have.

Current Program Name

Request for GDPR-Compliant Student Data Submission

As part of the ICF accreditation renewal process, we require organizations to provide student data for those students who have explicitly opted in to sharing their information with us, in accordance with the General Data Protection Regulation (GDPR). For more information, [click here](#).

Student Data Submission Requirements:

- 1. Opt-In Consent: Please ensure that any student data you submit is only for those students who have given explicit, informed consent for their data to be shared with ICF. This consent must be in line with the processes outlined in your GDPR-compliant consent procedures. [Student Opt-In document linked here.](#)
- 2. Data Scope: The data submitted should include only relevant information necessary for the accreditation process, such as names, emails, enrollment and program completion dates. No additional or sensitive personal data should be provided.
- 3. Consent Documentation: By submitting this data, you confirm that the appropriate consent has been obtained from each student. Please ensure that you have adequate records of each student’s opt-in consent, in case further verification is required.
- 4. Data Security & Privacy: The student data must be submitted in a secure format, in line with GDPR requirements. We are committed to maintaining the highest level of data protection and privacy, and the information will only be used for accreditation and verification purposes. Data shared with ICF will be stored for a total of two (2 years).

No document provided

Course Outline/Syllabus

Please upload a current course outline or syllabus.

No document provided

Confirm total number of education hours currently accredited:

Current Faculty List

Please identify all current faculty and staff in the table below and select all roles that apply. **Please indicate the full name of the faculty/staff member and email address associated with their ICF Credential.*

First Name	Last Name	Email Address affiliated with ICF credential	Primary Contact for ICF accreditation	Role(s)

Level 1 Accreditation Types

Level 1 (Stand-alone) Accreditation:

- For providers offering only a Level 1 accredited program, with no accompanying Level 2 accredited program. Consists of independent content and curriculum, not part of a larger Level 2 program.
- Provides a direct pathway to the ICF ACC credential for participants who meet all program requirements.
- Providers must submit a final performance evaluation recording, transcript, and participant written feedback annually to ICF Coaching Education. Evaluations must demonstrate that participants are assessed at the ICF ACC minimum skill level.

Level 1 (Add-on) Accreditation:

- For providers who hold both an active Level 2 accreditation and a Level 1 accreditation. The Level 1 is a subset of the larger Level 2 accredited program, focused on developing participants to the ACC skill level.
- Provides a direct pathway to the ICF ACC credential when all program requirements are met.
- Since providers submit final PCC-level performance evaluation recordings, transcripts, and participant written feedback for Level 2, they do not need to submit these materials separately for the Level 1 add-on during the incremental and renewal processes.

Statements of Agreement, Compliance and Limitations

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) The application fees for Accreditation(s) are 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 to, 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;

10) As an training organization, we are required to submit written transcripts of recorded coaching sessions and that such transcripts shall be in the same language as the recorded sessions;

11) With respect to any documentation or educational content, images, graphics, etc. that we submit in support of this application and which we use in offering the educational and training content, we are in and shall remain in compliance with the applicable copyright and intellectual property laws of the United States and each country in which we operate our organization, including obtaining and providing ICF with a current copy of any license granted to us by the owner of content we use which is not our own original content/work product or for which we do not own copyright to the same. Where our content or work product is subject to a valid license, we shall submit a copy of the same with our application. Our failure to provide the same shall be grounds for ICF to decline further consideration of the application or deny the same;

12) ICF has the right to audit our organization at any time to ensure our continued compliance with the applicable requirements of the ICF Accreditation(s), and that we shall fully cooperate with such conformance audits, including, but not limited to ICF's review of files, classes, faculty, student records and interviews with students and staff by an authorized ICF auditor;

13) We will reimburse ICF for the reasonable and documented direct costs of such audit(s) incurred by the ICF in connection with the audit;

14) We shall generate and maintain all required and documented student records, including, but not limited to

- evaluations of each student's progress and the attendance/participation for each individual training course;
- 15) We shall comply within thirty (30) days with all written requests received from ICF for documentation, written responses, etc. required for
- 16) We shall promptly notify the ICF of material changes or amendments to our organization, its content and course materials, including, but not limited to:
- a. a change in ownership or the addition of a new organizational partner, including the transfer or sale of the organization or our business entity under which the program is provided;
 - b. a new principal contact person within our business entity and all information required for contact, i.e. telephone, email, fax and physical mailing address;
 - c. a change to or addition of training location(s) disclosed in the application;
 - d. a change to the method(s) of curriculum delivery, including the number of course hours;
 - e. a change in program name;
 - f. a new class added or a disclosed class removed, without the need to disclose minor changes to class curriculum;
 - g. a new Director of Education;
 - h. a material change to the examination or the examination process.

As a further condition of our submission of this application for organization accreditation or approval, we hereby warrant and agree that:

- 1) As the organization provider identified in the application we are legally authorized to conduct business in each state(s) or country(s) in which we offer the program either as a sole proprietorship, limited liability company (LLC), partnership, or as a corporation or the corresponding business form of the country in which we operate;
- 2) We are and shall remain in full compliance with all applicable copyright and intellectual property laws of the United States, our home country and each country in which we operate or provide our program, training and services, including displaying appropriate copyright notices identifying the source and ownership of organization materials and training content;
- 3) If our program and training materials and content were not originally, uniquely or independently developed by us for our company, agency or organization, we shall secure and provide to ICF in advance a written and signed authorization/permission/license to make use of the education/training content and training materials included in our education/training which is not created or owned by or licensed to us for use in the education and training materials;
- 4) Our program is and shall continue to be taught and administered in strict alignment with the ICF "Definition of Coaching," the ICF Code of Ethics, the ICF Core Competencies and Code of Conduct as well as such ICF criteria

as are required for the approval and continued accreditation of our program;

5) We shall defend, indemnify and hold harmless ICF, its affiliated entities, and their respective officers, directors, employees, contractors, agents and volunteers (Indemnified Parties) from and against any and all third party claims, actions, causes of action, losses, liabilities, judgments, injuries or damages to persons or property, costs and expenses, including reasonable attorneys' fees and court costs, incurred or to be incurred by or made against the Indemnified Parties and which arise out of or result from our negligent acts, errors or omissions, intentional or willful misconduct, infringement of copyright or other intellectual property rights, or any violation of the terms and warranties set forth in the ICF Organization Accreditation Application Terms, Conditions and Warranties. We further acknowledge that this warranty shall remain in effect throughout the application process, upon issuance of an ICF accreditation and will continue beyond the termination, expiration or revocation of the ICF accreditation for any reason.

That the application signatory is authorized to execute this application and make the representations and warranties contained herein.

Thank you for completing this renewal survey, you can now submit your survey for processing and complete the accreditation fee payment.