



# ICF Toronto Chapter Member Kit

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# Welcome to ICF

## Toronto Charter Chapter

Being a professional coach means taking on many roles, including practitioner, business-builder, and trainer or researcher. You do this in service of a single goal: transforming lives, one client at a time, by being the best coach you can be. We are so glad that you've made the choice to continue the role as ICF Member.

ICF Members represent the highest quality of professional coaching. We are committed to helping you be the best coach you can be by connecting you with opportunities for network building and continuous growth. We are honored to be your partner as you continue to develop yourself and grow your coaching practice.

ICF-Toronto Chapter was founded in 1999 to promote awareness and public recognition of the value and positive impact of coaching, and cultivates a collaborative, inclusive community for Southern Ontario coaches from all schools and traditions, by:

- Maintaining standards for professional coaching, set by ICF, and continually "raising the bar",
- Providing professional development opportunities for its members,
- Celebrating organizational and member coaching achievements,
- Creating opportunities for research and the development of the art and science of coaching.

### **Our Mission:**

ICF Toronto supports its membership through learning and networking and leads the advancement of the coaching profession.

### **Our Vision:**

ICF Toronto is a thriving community that shapes marketplace awareness of professional coaching and ICF credentialed coaches.

### **Our Values:**

**Inclusiveness** – We respect people, value diversity, and are committed to equality.

**Collaboration** – We believe in the power of teamwork and delivering exceptional outcomes.

**Fun** – We create a culture of warmth and openness and we celebrate our successes.

**Transformation** – We boldly create what is needed for future growth.

# Chapter's Portfolios and Current Board of Directors

## Chapter's Portfolios:

- Annual Conference
- Community Outreach and International Coaching Week
- Corporate Outreach, Sponsorship and Annual Awards
- Digital Transformation
- Marketing and Communication
- Member Meetings
- Membership and Volunteering
- Programming and Professional Development

## Current Board of Directors:

[Click here](#)

## Email for general inquiries:

[info@icftoronto.com](mailto:info@icftoronto.com)



# Your next steps:

- 1 Update your profile on [ICF Global](#) and [ICF Toronto Chapter](#) websites
- 2 Find and join us on Social Media: [LinkedIn](#) and [Facebook](#)
- 3 Pay [Activity Fee](#) to take full advantage of your membership
- 4 [Volunteer](#) on our committees, International Coaching Week, and [Coach Connect](#)
- 5 Check out [our calendar](#) and join us for monthly meetings and webinars
- 6 Claim your [Membership Badge](#) and learn more about [ICF branding](#)
- 7 Plan to register for our [Annual Conference](#)
- 8 Spread the good word about our Chapter

# Benefits of Activity Fee

- Access to Chapter's monthly meetings with the amazing opportunities for networking, learning, and CCEU for your ICF credential. (The registration fee for each meeting is \$35 for pay-as-you-go format)
- Additional Professional Development program to earn CCEU for your ICF credential. In 2020 our chapter hosted 11 webinars, focused on business development and new coaching methodologies, and everything in between. (The registration fee for each webinar is \$35 for pay-as-you-go format)
- A discount for Toronto Chapter's Annual Conference
- Eligible to be nominated and receive ICF Toronto Awards
- Eligible to participate in International Coaching Week and Coach Connect and Ignite initiatives and not just give back to the community in a form of pro-bono coaching, but also collect coaching hours for your ICF accreditation
- Will be listed in the "Find-a-coach" directory on our website
- Enjoy ICF Toronto Partners Discounts
- Eligible for nomination to the Board of Directors

**The annual Activity Fee is \$100 CAD.**

**[To pay the Activity Fee click here](#)**

# Mentor Coaching

To be qualified as a mentor coach you have to be a member of ICF Global in good standing, and hold ICF credentials at the level the applicant is applying for or higher. If you are currently holding ACC credentials, you must have been through at least one credential renewal cycle before you are eligible to provide Mentor Coaching hours.

If you are interested in joining the ICF Global Mentor Coach Registry, there are a few more requirements that need to be met:

- Be an ICF Global Member in good standing
- Have held an ICF Credential for a minimum of three years
- Pass the ICF Coach Knowledge Assessment (CKA) (if not previously passed as a part of the credentialing process)
- Agree to follow the ICF definition of Mentor Coaching
- Agree to all terms and conditions and use accepted best practices in their work
- Pay an annual listing fee of \$50 USD

Listing on this registry is for a period of one year and requires an application/listing fee of \$50 USD. Mentor Coaches may renew their listing by meeting requirements in place at the time of renewal.

**[For more information click here](#)**

# Helpful Websites:

[ICF Global](#)

[ICF Learning Portal](#)

[ICF Toronto Charter Chapter](#)

[ICF Toronto Events Calendar](#)

[Volunteer Application](#)





Toronto  
*Charter Chapter*

# **ICF Credentialing Handbook**

**Helpful Tips, Tools, and Resources to Navigate  
the Credentialing Process**

# THREE CREDENTIALS, THREE PATHS

## Associate Certified Coach (ACC)

- ACC ACTP Path
- ACC ACSTH Path
- ACC Portfolio Path

To see the requirements of each, click [here](#).

## Professional Certified Coach (PCC)

- PCC ACTP Path
- PCC ACSTH Path
- PCC Portfolio Path

To see the requirements of each, click [here](#)

## Master Certified Coach (MCC)

- MCC Path

To see the requirements of the MCC Path, click [here](#)

# APPLYING FOR YOUR CERTIFICATION

1

## Coach Specific Training

Check if your training program qualifies

2

## Coaching Hours

- ACC – 100 hours (75 paid); minimum of eight (8) clients and client coaching experience hours following the start of coach-specific training. At least 25 hours must occur within the 18 months prior to submitting the credential application.
- PCC – 500 hours (450 paid); minimum of 25 clients following the start of coach-specific training. At least 50 hours must occur within the 18 months prior to submitting the credential application.
- MCC – 2,500 hours (2,250 paid) following the start of coach-specific training; minimum of 35 clients.

### Clients log should include:

- Client Name
- Contact Info
- Individual/Group
- Number of participants in the group
- Start Date
- End Date
- Paid Hours
- Pro-bono Hours

## 3

### Mentor Coaching

[Find Mentor Coach here](#)

## 4

### Recorded Coaching Session

- ACC ACSTH and ACC Portfolio: one audio recording and transcription
- PCC Portfolio and PCC ACSTH: two audio recordings and transcriptions
- MCC: two audio recordings and transcriptions

**Session Length:** A complete coaching session (not edited) between 20 and 60 minutes. Those exceeding 60-minutes will not be scored.

**Client** - An actual coaching session between you and a paid or pro-bono client (not part of coach training). The client may not be a coach unless they are a regular client.

**One File** - Multiple files for one coaching session will not be reviewed.

**Format:** MP3 or WMA formats. Video files and other formats will not be accepted; 95 megabytes or less. Use a lower bit rate to decrease file size, if needed. Upload with the online credential application URLs to download or stream audio recordings will not be accepted.

**Label** - your name and a number, i.e., JoeSmith1.mp3 and JoeSmith2.mp3.

**Available service:** [www.transcribeme.com](http://www.transcribeme.com)

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## ICF Coach Knowledge Assessment (CKA)

At the end of 2021 ICF Global made a decision to implement a new CKA. The launch date for the exam has not been determined yet, but most likely it will start at the end of the first quarter of 2022.

For more detailed information about the new CKA, please check ICF Global website.

### Sample of Release letter for Coaching Clients Log

Dear Client,

As part of my ongoing commitment to the field of professional coaching, I am now working to become certified by the International Coaching Federation (ICF). short, This is a certification that acknowledges I have met specific professional and ethical guidelines that are considered the industry standard.

The ICF requires that I submit the number of coaching hours I have accumulated to date. I am asking your permission to provide your name and the number of hours we have worked together as part of this process. Please be assured that this is 100% confidential and no content or any conversation or other record of our sessions is shared with them or any outside source.

Please let me know if I have your permission to share your name and the number of our coaching hours together. If you grant me this permission, you may be contacted by the ICF in order to confirm our engagement.

Sincerely,  
Coach



# CREDENTIALS RENEWAL

- Credentials are valid for the three-year period following the initial approval or latest renewal,
- There is a 2-month grace period from your credential's expiration date to get your credential renewal submitted without needing any additional CCEs. If you submit more than 2 months following your expiration date, you can still renew your credential but need additional CCEs depending on the month you renew.

For more information click [here](#).

- 40 hours of Continuing Coach Education (CCE), minimum 24 hours in Core Competencies (3 hours must be in Coaching Ethics)
- For ACC renewals only, an additional 10 hours of Mentor Coaching above those hours required for initial credential or since your last credential renewal.

## Good luck!