



## ICI Certification Guidelines

### A certificate with an ICI title has to include the following:

1. the correct title\*<sup>1</sup> of the qualification and the information regarding the amount of face to face training according to the ICI respective curriculum in days and hours:  
"Fundamental Coaching Skills, ICI": 60 hrs/8 days  
"Advanced Fundamental Coaching Skills, ICI": 92 hrs/12 days  
"Expert Coaching Skills, ICI": 130 hrs/18 days  
"Coach, ICI": 220 hrs/30 days (18 days "NLP Practitioner, IN" can be accounted) \*<sup>2</sup>  
"Master Coach, ICI": 395 hrs/54 days (30 days "Coach, ICI" and 18 days "NLP Master, IN" can be accounted) \*<sup>3</sup>
2. the date of the first and last day of the training
3. a statement that all ICI guidelines have been met
4. the ICI seal (sticker with ICI logo and seal number)
5. the signature of the "Coach Master Trainer, ICI"

Please note that if you use an ICI title on a certificate, an ICI seal is required.

\*<sup>1</sup>: In addition to the already existing standard qualifications the following related qualifications: Life, Business, Executive, Sport, Health, systemic (e.g.: "Fundamental Life Coaching Skills, ICI", "Advanced Fundamental Business Coaching Skills, ICI", "Sport Coach, ICI", "Health Master Coach, ICI") can be used. With a written approval of the ICI Training Commission special new qualification can be created and used as well: [www.coaching-institutes.net/about/curricula](http://www.coaching-institutes.net/about/curricula)

\*<sup>2</sup>: If for "Coach, ICI" only the Coach module time of 90 hrs./12 days is used on the certificate, then it is needed to include, that the entry requirement for this qualification is a valid "NLP Practitioner, IN" certificate.

\*<sup>3</sup>: If for "Master Coach, ICI" only the Master Coach module time of 45 hours/6 days is used on the certificate, then it is required to include, that the entry requirements for this qualification is a valid "Coach, ICI" (220 hrs./30 days) and a "NLP Master, IN" (module time: 130 hrs./18 days) certificate.

### Optional

**1. Training content for the qualification:** We highly recommend to list the complete trained main content and the complete amount of training hours and days that is needed for the certified qualification in Coaching on the backside of the certificate or on a separate signed document.

**2. Entry Requirements with not ICI sealed certificates:** Certificates with a comparable amount of face to face training from a Coach Master Trainer with comparable qualification background as a "Coach Master Trainer, ICI" can be accepted as entry requirement as well. In case of any ambiguity or uncertainties please contact the ICI President in charge or the ICI office.

**3. For stating the academic value of an ICI sealed certificate the following statement can be used:** "Because of the high quality of this training it may be recognized as ECTS credit points in academic studies in psychology with a focus on Coaching."

### More Details regarding ICI Certification and Training Standards:

A training hour has 60 minutes. Brakes longer than 30 minutes are not counted as training time. A training group has at least 6 members (counted without assistants or "Coach Master Trainer, ICI").

We highly recommend assistants for trainings bigger than 10 participants. An ICI certification training with ICI sealed certificates (sticker with ICI logo and seal number) has to be conducted at least 80% of the time by an approved "Coach Master Trainer, ICI". The remaining up to 20% of the training can be conducted under his supervision and responsibility.

The list of appointed "Coach Master Trainer, ICI": [www.coaching-institutes.net/mastertrainer](http://www.coaching-institutes.net/mastertrainer)

**ICI seals:** For ordering ICI seals please use the login area. In this online process you can define the correct address where the seals should be sent, the system sends you the invoice immediately, you can pay immediately, and everything goes faster this way. A seal costs 15 €. The ICI pays the shipment. Every ICI seal consist of the ICI logo with a unique number.

**We highly recommend to offer a Group Registration at the end of a training.**

( Alternatively single registration is possible here: [www.coaching-institutes.net/application](http://www.coaching-institutes.net/application) )

## Group Registration

Your sealed participants can join the ICI for free and enjoy all the benefits that are listed here: [www.coaching-institutes.net/about/benefits](http://www.coaching-institutes.net/about/benefits) .

**The group registration requires that you send to [admin@in-ici.net](mailto:admin@in-ici.net)**

1. a copy (PDF, jpg) of one certificate as an example (with the sealed ICI qualification)
2. please chose the language of the profile of the new member - the possible languages are: English, German, Portuguese or French
3. the following data from each sealed new member:

Forename	Surname	Gender	Seal-Number	Email	Country	City
Sally	Sample	f	13554	<a href="mailto:sally@sample.de">sally@sample.de</a>	Germany	Berlin
John	Doe	m	154872	<a href="mailto:john@example.fr">john@example.fr</a>	France	Paris

Feel free to use one of the following table templates

Microsoft Excel: [www.coaching-institutes.net/home/downloads/templateGroupUpload.xlsx](http://www.coaching-institutes.net/home/downloads/templateGroupUpload.xlsx)

Open Office: [www.coaching-institutes.net/home/downloads/templateGroupUpload.ods](http://www.coaching-institutes.net/home/downloads/templateGroupUpload.ods)

Please tell your applying participants that the administrator will send each of them an email where they need to confirm their application, our European General Data Protection Regulation (GDPR) and the following ICI-Membership Statement:

1. I abide by the Code of Ethics and the Quality Guidelines of the ICI and when I use or offer Coaching I do this only within the legal requirements of the relevant country.
2. I'm a point of reference for others who want information about the ICI, actively support the good reputation of the ICI and of Coaching, and commit myself to the high quality promotion of Coaching according to my own ways and resources.
3. I'm fully responsible for all content and links to other websites that I have placed on the ICI website, and I keep my data on the ICI website up to date.