



## 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 (8 days "Fundamental Coaching Skills, ICI" can be accounted)
  - "**Expert Coaching Skills, ICI**": 130 hrs/18 days (8 days "Fundamental Coaching Skills, ICI" or 12 days "Advanced Fundamental Coaching Skills, ICI" can be accounted)
  - "**Coach, ICI**": 220 hrs/30 days (18 days "NLP Practitioner, IN" or "Expert Coaching Skills" 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>
  - "**Coach Trainer, ICI**": 520 hrs/72 days ("NLP Trainer, IN" is accepted as comparable) \*<sup>4</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.

**\*1:** 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:

<https://www.coaching-institutes.net/about/accredited>

**\*2:** 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" or "Expert Coaching Skills, ICI" certificate.

**\*3:** 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.

**\*4:** If for "Coach Trainer, ICI" only the Coach Trainer module time of 130 hrs./18 days is used on the certificate, then it is needed to include, that the entry requirements for this qualification are a valid "Master Coach, ICI" certificate. A 130 hrs./18 days "NLP Trainer, IN" training can be accepted as comparable to a "Coach Trainer, ICI" training.

### 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.

**Free membership with a sealed certificate**

We highly recommend that you motivate your training participants to become a member for free. No admission fee and no yearly membership fee. Really totally free of cost. Registration has many advantages. First of all, it supports your marketing for all the members who come from you are listed in your profile. The benefits for the participants: [www.coaching-institutes.net/about/benefits](http://www.coaching-institutes.net/about/benefits)

Your participants can register individual one by one at [www.coaching-institutes.net/application](http://www.coaching-institutes.net/application)  
This application process is time consuming for your participants and requires them to upload their certificate for validation. Therefore, we recommend a more easily approach to register all of your participants at once without the need to upload individual certificates. Its quick and easy.

**There are 2 methods to register all of your participants in one step:**

**Method A** (recommended): Let your participants register with a simple magic link when you hand out the sealed certificates directly at the end of your training.

**Method B** (not recommended): Group Registration per E-Mail some days after the end of a training.

Please find all details here: [www.coaching-institutes.net/pdf/registration.pdf](http://www.coaching-institutes.net/pdf/registration.pdf)