Associations for Coaching (ICI)
NLP, Hypnosis, Constellation, Artificial Intelligence
Mindfulness, Positive Psychology, Enneagram
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ICI Certification Guidelines
International Association for Coaching Institutes (ICI)
www.Coaching-Institutes.net

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

1. the correct title of the qualification and the information regarding the amount of face-to-face training according to the respective ICI curriculum in days and hours:
   "Fundamental Coaching Skills, ICI": 60 hrs/8 days (more is always welcome)
   "Advanced Fundamental Coaching Skills, ICI": 32 hrs/4 days + entrance qualification "Fundamental Coaching Skills, ICI" or 92 hrs/12 days Coaching training
   "Expert Coaching Skills, ICI": 38 hrs/6 days + entrance qualification "Advanced Fundamental Coaching Skills, ICI" or 130 hrs/18 days Coaching training
   "Coach, ICI": 90 hrs/12 days + entrance qualification "Expert Coaching Skills" or "NLP Practitioner, IN" (or 220 hrs./30 days Coaching training)
   "Master Coach, ICI": 45 hrs/6 days + entrance qualification "Coach, ICI" (220 hrs./30 days) and "NLP Master, IN" (or 395 hrs/54 days Coaching training)
   "Coach Trainer, ICI": 130 hrs/18 days + entrance qualification "Master Coach, ICI" ("NLP Trainer, IN" is accepted as comparable to "Coach Trainer, ICI")
   Or the title from an ICI-approved qualification with corresponding information.
2. **If interactive online training was used,** the precise amount of hours and days of the interactive online training part must be stated on the certificate.
   If non-interactive online training (asynchronous training) was used, the "Coach Master Trainer, ICI" needs a written allowance from the online commission for this, and the precise amount of hours and days of the interactive online training part must be stated on the certificate. Details of the Online Commission are here: www.coaching-institutes.net/blog/commissions/commission-online-training
3. **the date** of the first and last day of the training
4. **the statement** that all ICI guidelines have been met - recommended text examples for 1. to 4.:
   The training comprised of … full hours in … days on-site face-to-face training, from …(date of first day) to ...(date of last day), in strict accordance with the high ethics and quality standards of the International Association of Coaching Institutes (ICI). The entrance qualification was…
   If a mixture of on-site face-to-face training and interactive online training was used, we recommend the following 2 sentences: The training comprised of … full hours in … days on-site face-to-face training and … full hours in … days interactive face-to-face online training, from …(date of first day) to ...(date of last day), in strict accordance with the high ethics and quality standards of the International Association of Coaching Institutes (ICI). The entrance qualification was ...
   You are welcome to add additional time, like homework or supervision, to the certificate text.
5. **the ICI seal** (sticker with ICI logo and seal number) - please note that if you use an ICI title on a certificate, an ICI seal is required.
6. **the signature** of the "NLP Master Trainer, IN" (with place and date)

Mandatory details for certificates and training organization

- **An ICI title** can only be used on a certificate together with an ICI seal.
- **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").
- **ICI sealed certificates** (sticker with the ICI logo and a unique seal number) are for ICI trainings that have been 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 by another highly qualified person under the supervision of an “Coach Master Trainer, ICI”.
- **Optional interactive online Training:** All “Coach Master Trainer, ICI” may use **online interactive** training (e.g., Zoom with breakout groups) as long as they specifically write the number of days and hours that were online in the text of the certificate.
- **Optional online non-interactive training hours** (asynchronous training), up to 20% of course hours, are only allowed for Master Trainers who have received a written approval from our online commission. To submit your request for approval, please write to office@we-evolve.world
  Details are here: www.Coaching-Institutes.net/blog/commissions/commission-online-training
- **Conducting the first “Coach Trainer, ICI” trainings** needs the approval of the Trainer Training Commission here: https://in-me.world/blog/commissions/trainer-training-commission

Optional Details

- In addition to our standard qualifications, it is possible to create and use a special new qualification with the written approval of the ICI Training Commission. Such trainings are listed in the curricula area under approved qualifications. The participants of such trainings, with a sealed certificate, can also apply for a free-of-cost membership forever. You can find such curricula under approved qualifications here: www.Coaching-institutes.net/about/approved-qualifications
  The title and content of an approved qualification should not look like it is of a lower standard than a qualification from our standard qualifications. The number of hours and days, as well as required entrance qualifications, need to be stated clearly.
- 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", "Coaching Business Expert, ICI", "Sports Master Coach, ICI", "Coach Health Trainer, ICI") can be used.
- With more than 10 participants, it is highly recommended to involve an assistant who must be qualified at least at the level of the relevant training qualification.
- We recommend individual or group supervision, buddies, peer coaching, and intervision.
- 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 on the backside of the certificate or on a separate signed document.
- Entry Requirements with not ICI sealed certificates: Certificates with a comparable amount of face-to-face training from an Coach Trainer with a comparable qualification background as a “Coach Master Trainer, ICI” can be accepted as an entry requirement as well. In case of any ambiguity or uncertainties, please contact the ICI President in charge or the ICI office.
- To state 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."

Sealing certificates

Only those “Coach Master Trainer, ICI” listed under the following link have the right to seal certificates according to our high ethics and quality standards: www.Coaching-institutes.net/users/all/mastertrainer

They can order seals in their login area. The options for certificates are:

1. our wonderful designed online certificate (you find for this a video in your login area)
2. jpg or png seals that you can print on your own certificates
3. physical seals (the old and most inconvenient time-consuming way by snail mail)

Every ICI seal consists of the ICI logo with a unique number.

We highly recommend online seals and certificates.

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 forever. Really totally free of cost. Registration has many advantages. First of all, it supports your marketing when members who come from you are listed in your profile. The benefits for the participants are listed here: www.Coaching-institutes.net/about/benefits

Your participants can register one by one at 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 easy approach to register all of your participants at once without the need to upload individual certificates. It's quick and easy.

In your login area, you can find the option for group upload. When you add participants to a course, you can automatically send them an invitation email. After activation, they automatically become members, and their qualification is unlocked.

Your courses can now serve three purposes:

1. Course search: Your course appears in the public training search and is visible to interested parties
2. Certificate creation: Create professional certificates for your participants for download or LinkedIn
3. Participant invitation: Invite participants and automatically unlock their qualification

You decide which functions you want to use – all three or just individual ones.

Schedule invitations for a specific date and time – perfect if you want to invite all participants at the end of the course at once.

Please see all the options and an explanation video in your login area.

Invitation letter for training participants

Dear Graduate,

Congratulations - we are happy with you about your successful graduation!

Please join our worldwide professional community across 9 associations.

- The certified training courses of our associations are scientifically based, and meet highest international quality and ethics standards.
- With a sealed certificate, your membership is free of cost: no admission fee and no annual membership fees.
- There are many advantages, like the possibility of exchanging and networking with others worldwide, and editing your profile yourself.
- With our qualifications, we are committed to lifelong learning and contribute to a peaceful world.

- We are more than 14.000 members in 117 countries (as of 7/2026). Our members learn with and from one another. You are very welcome to join us.

To become a member is easy

1. via a group upload by your master trainer
2. **or** individually by registering here: **www.coaching-institutes.net/apply** by uploading an image/PDF of your sealed certificate

You can set yourself up in your profile

- whether your address (including phone and email address) should be displayed publicly
- whether you only want to show which city you live in
- what you particularly value about your qualification and the training you attended
- which topics are of particular interest to you
- upload a picture, publish a link to your own website, and much more

You can find out more about us

- on the umbrella website of our associations: www.We-evolve.World
- in our videos: https://youtu.be/kbXiJDous-g and https://youtu.be/-SVj_rGOt3Q
- on the website of our world congresses: www.in-ici.net
- on our Facebook: www.facebook.com/we.evolve.world
- on our resource websites: www.We-evolve.World/resources

With very best wishes
Nandana Nielsen & Karl Nielsen
Global Presidents of the 9 Associations
Professors at Universidad Central de Nicaragua (UCN)

Benefits for Master Trainers and their training participants

The most important advantages for our Master Trainers

1. **Marketing**: Joint marketing ensures high awareness and measurable success.
2. **Quality and ethical standards**: Worldwide standards create trust and credibility.
3. **Exchange of experiences**: Mutual learning promotes knowledge and competence.
4. **Projects & Synergies**: Working together on big goals leads to extraordinary successes.
5. **Cooperation instead of competition**: Joint action strengthens our community.
6. **Free profiles**: Participants receive free profiles, thus encouraging exchange.
7. **Live what you teach**: Authentic role models excite and inspire.
8. **University cooperation**: Opportunity for scientific work and further development.
9. **Surveys**: Satisfaction measurements before and after training to monitor success and learn best practices.
10. **Free membership in other associations**: Be active in several of our associations without additional costs. Enjoy our interdisciplinary approach.
11. **Internal forum**: space for exchange and mutual support.
12. **Training management**: Publish courses, invite participants, present training publicly and create certificates online

The most important Advantages for training participants

1. **Profile design**: Upload specializations, texts, images, link your website and be easily found via the member search. Give feedback on your qualifications and assess their quality.
2. **Exclusive resources**: Access to members-only discussion forums and materials – ideal for knowledge sharing and collaborative projects.
3. **Survey**: Use a questionnaire to measure your life satisfaction and progress before and after training.
4. **World Congresses**: So far, there have been six major in-person world congresses with culturally diverse approaches and inspiring perspectives.
5. **Sense of community**: Join a community that is committed to a more peaceful world and better communication.
6. **Always informed**: Newsletters keep you updated with everything important.
7. **Marketing tools**: Use the official logos of our associations for your website.
8. **Anonymous contact system**: Let people contact you without sharing your email address.