

# Sample ICF Coaching Log

This log is provided as a courtesy to Coachville (TM) students.



## Sample Explanations

**Numbers 1-5: Individual Client examples**

**Numbers 6-8: Group Coaching examples**

**Number 9: Internal/Third Party Coaching if unable to give/reveal client names example**

### Notes:

- A client coaching hour is 60 minutes of actual coaching with someone who has hired you as a coach and not in any other capacity.
- Paid hours are any hours for which any kind or amount of compensation, including barter, is received.
- Only 10 percent of the minimum hours needed to qualify for the ICF Credential can be Pro-Bono hours, including complimentary sessions.
- Teaching coaching classes does not count as client-coaching hours.

On your coaching log, include the following information for each client:

- Client name(s)
- Contact information
- Dates of coaching relationship
- Total hours in coaching relationship, paid and pro bono

- In order to count as client-coaching hours, a coaching group can have no more than 15 clients as participants.
- One hour of group coaching counts as one client-coaching hour, not the number of hours multiplied by the number of clients in the group.

### Group Coaching

- In order to count as client-coaching hours, a coaching group can have no more than 15 clients as participants.
- Group coaching shall be documented listing the group name, number of group participants and full contact information for one person, who shall represent the group.
- One hour of group coaching counts as one client-coaching hour, not the number of hours multiplied by the number of clients in the group.

### Internal or Third Party

- If coaching is paid for by a third party or done as part of the coach's employment, it counts as paid coaching. Internal coaching hours count as paid hours toward an ICF Credential when coaching is a designated part of the applicant's job description. Coaching of a direct report (your boss) may not be considered in the coaching hours.

If the organization or third party has a confidentiality policy that prevents disclosure of individual names and contact information, applications should document the hours with the organization as follows:

- 1) list the organization/third party name with total number of coaching hours.
- 2) Select one contact person at the organization/third party and list their full name and contact in the log. The contact person should be someone familiar with your work, who can verify that the number of hours presented in the log is an accurate reflection of your coaching experience with the organization.
- 3) The contact person should provide you with a letter of reference testifying to the information in the log, explaining your role with the organization, and the organization's confidentiality policy.
- 4) Illustrate your work with individuals at the organization by assigning aliases for each individual (i.e. Client "A", Client "B", etc.)

For more details on ICF requirements for documentation, go to  
<http://www.coachfederation.org/about-icf/credential-program>

# ICF Submission Format Sample



The ICF requires a more condensed format. Below is a sample that you may use. For details about ICF requirements, please go to <http://www.coachfederation.org/about-icf/credential-program>.

|   | Client Name  | Contact Information:<br>Phone/e-mail   | Start/End Date  | Paid Hours            | Pro bono Hours |
|---|--|--|---|-----------------------|----------------|
| 1 | Backer, Simon  | (515) 987-6543<br>sbacker@nowhere.com  | 5/30/2011 - 7/4/2011  | 3:00                  |                |
| 2 | Capua, Maria   | (123) 456-7890<br>mcapua@nowhere.com   | 3/25/2011 - 3/25/2011   |                       | 0:30           |
| 3 | Davis, Sammy   | (212) 123-4567<br>sdavis@nowhere.com   | 4/1/2011 - 6/10/2011  | 11:00                 |                |
| 4 | Doe, Jane  | (614) 123-4567<br>jdoe@nowhwere.com    | 1/3/2011 - 2/21/2011  |                       | 3:30           |
| 5 | Duck, Daniel   | (216) 987-6543<br>dduck@nowhere.com    | 3/31/2011 - 7/7/2011  | 5:30                  | 2:00           |
| 6 | ABC Company<br>Participants: (15)<br>Contact: Janet Cobb   | (614) 123-4444<br>jcobb@nowhere.com    | 1/3/2011 - 1/31/2011  | 8:00                  |                |
| 7 | Big Company<br>Participants: (7)<br>Contact: Angenette Smith   | (312) 123-3333<br>asmith@nowhwhere.com | 1/3/2011 - 5/2/2011   | 18:00                 |                |
| 8 | Silly Company<br>Participants: (10)<br>Contact: Reece Cast   | (123) 456-7899<br>rcast@nowhere.com    | 3/23/2011 - 4/27/2011   | 6:00                  |                |
| 9 | 123 Company<br>Contact: Jane Johnson<br>*reference letter included<br>Client "A"<br>Client "B"<br>Client "C" | (515) 987-6543<br>jjohnson@nowhere.com | 1/5/2011 - 2/23/2011<br>1/5/2011 - 3/16/2011<br>1/5/2011 - 3/2/2011 | 8:00<br>11:00<br>9:00 |                |
|   |  |  | <b>Total Hours Submitted:</b>                                       | <b>79 Hrs 30 Min</b>  | <b>6 Hours</b> |

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|                        | Client Name | Contact Information:<br>Phone/e-mail | Start/End Date | Paid Hours | Pro bono Hours |
|------------------------|-------------|--------------------------------------|----------------|------------|----------------|
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|                        |             |                                      |                |            |                |
| Total Hours Submitted: |             |                                      |                |            |                |