

Sample ICF Coaching Log



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

Sample Clients Logged-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

Client Coaching Hours

A client coaching hour is 60 minutes of actual coaching with a client who has hired the applicant as a coach and not in any other capacity. Client coaching sessions of less than 60 minutes will count as partial client coaching hours (for example, 30 minutes of client coaching will count as 0.5 client coaching hours). Coaching must be done in person or by telephone or other voice-to-voice technology.

Paid Hours

Paid hours include:

Hours of coaching for which the coach receives payment from the client (payment may be in any amount, or barter of goods or services, including coaching in exchange for coaching)

Internal coaching that meets the definition below

Third-party coaching that meets the definition below

Internal Coaching

Internal coaching is coaching done as part of the applicant's employment. In order to count as client coaching hours, internal coaching must be part of the applicant's job description. Coaching of direct reports (employees for whom the coach is an immediate supervisor) does not count as client coaching hours.

Third-Party Coaching

Third-party coaching is coaching in which either:

The coach receives payment from an organization specifically for coaching the client, or

The coach volunteers to coach the client on behalf of an organization that receives payment from a client

Payment may be in any amount, or barter of goods or services.

Documentation

As soon as you begin coaching, you should begin logging client coaching hours. A simple spreadsheet is the most effective log (see the sample below). Four types of clients may be included on the coaching log: individual clients, group clients, internal clients, and third-party clients.

Individual Clients

For each individual client, you must log:

The client's name and email address

The start and end date of the coaching relationship

The start and end date of the coaching relationship

The number of paid and pro bono hours that you coached the client

Individual clients who do not consent to have their names listed must be left off of the log.

The consent may be verbal and does not need to be provided to the ICF.

Group Clients

For each individual client, you must log:

The name and email address of one individual in the group (you do not need to provide the names of other individuals in the group or the name of the group itself)

The start and end date of the coaching relationship

The number of paid and pro bono hours that you coached the group

The number of individuals in the group (only groups of 15 or fewer will count)

Each individual in a group counts as a client for the purpose of meeting the requirement of 25 total clients.

Internal and Third-Party Clients

Internal and third-party clients should be logged the same as other individual or group clients unless there is an organizational confidentiality policy that prevents you from disclosing the client's information.

If there is a confidentiality policy, you must provide a reference letter from a contact person at the organization who is familiar with your work. The reference letter must include:

The name and contact information for the contact person

A description of the role of the contact person in the organization

A description of your role in the organization

Confirmation of the organization's confidentiality policy

Confirmation of the information that you have logged for confidential clients

For internal or third-party confidential clients, you must also log:

An alias for each confidential client (for example, "Confidential Client 1")

The email address of the contact person at the organization

The start and end date of the coaching relationship with each client

The number of paid hours that you coached each client

Applicants Who Hold the ACC applying for PCC

Applicants who hold the ACC may count all client coaching hours that were submitted for the ACC application.

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

ICF Submission Format Sample



For details about ICF credentialing requirements, please go to <http://coachfederation.org/credential/>

Example #	Client Name	Individual/ Group	Contact Information: Phone/e-mail	Start/End Date	Paid Hours	Pro bono Hours
1	Backer, Simon	Individual	(515) 987-6543 sbacker@nowhere.com	5/30/2013 - 7/4/2013	3:00	
2	Capua, Maria	Individual	(123) 456-7890 mcapua@nowhere.com	3/25/2013 - 3/25/2013		0:30
3	Davis, Sammy	Individual	(212) 123-4567 sdavis@nowhere.com	4/1/2013 - 6/10/2013	11:00	
4	Doe, Jane	Individual	(614) 123-4567 jdoe@nowhwere.com	1/3/2013 - 2/21/2013		3:30
5	Duck, Daniel	Individual	(216) 987-6543 dduck@nowhere.com	3/31/2013 - 7/7/2013	5:30	2:00
6	ABC Company	Group-15 members	Janet Cobb (614) 123-4444 jcobb@nowhere.com	1/3/2013 - 1/31/2013	8:00	
7	Big Company	Group-7 Members	Anjanette Smith (312) 123-3333 asmith@nowhwhere.com	1/3/2013 - 5/2/2013	18:00	
8	Silly Company	Group-10 Members	Reece Cast (123) 456-7899 rcast@nowhere.com	3/23/2013 - 4/27/2013	6:00	
9	Confidential Client "A" 123 Company*	Individual	Jane Johnson, HR Manager (515) 987-6543 jjohnson@nowhwere.com	1/5/2013 - 2/23/2013	8:00	
9	Confidential Client "B" 123 Company*	Individual	Jane Johnson, HR Manager (515) 987-6543 jjohnson@nowhwere.com	1/5/2013 - 3/16/2013	11:00	
9	Confidential Client "C" 123 Company*	Individual	Jane Johnson, HR Manager (515) 987-6543 jjohnson@nowhwere.com	1/5/2013 - 3/2/2013	9:00	
				Total Hours Paid & ProBono	Total Paid Hours	Total ProBono Hours
				85:30	79:30	6:00

*Reference Letter/documentation included

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Client Name	Individual/ Group	Contact Information: Phone/e-mail	Start/End Date	Paid Hours	Paid Hours
			Total Hours Paid & ProBono	Total Paid Hours	Total Pro bono Hours

*Reference Letter/documentation included