

# 100 COACHING HOURS

## What counts toward my 100 coaching hours?

You may count the following in your 100 coaching hours:

- Time you spend with your coach being coached (minimum of six hours, one per month is required, and a maximum of 12 hours).
- Time you spend with a client in a Discovery Session.
- Weekly coaching calls with clients who pay you for your coaching services.
- Special calls with clients (completion, planning etc...).
- Group or relationship coaching hours that you are paid for. One hour of coaching with a couple or a group is counted as one coaching hour. It is not the number of hours multiplied by the number of clients in the group. In order for a group coaching hour to count, the group must be ongoing and may have no more than 15 participants. Please fill out the Group/Relationship Coaching form in the FORMS area on MY CO-ACTIVE.COM.
- Up to 15 hours of barter or pro bono coaching. As long as you have determined a fair dollar amount of services provided and are receiving services other than coaching in return from your client. Trading coaching services does not count toward barter or toward your 100 coaching hours for the Program.
- Hours spent as an internal coach count toward your 100 hours of coaching time for your CPCC so long as coaching is part of your job description and you are not coaching a direct report. Please fill out the Documentation for Internal Coaches form in the FORMS area on MY CO-ACTIVE.COM.

As a guideline, you may count hours spent on the job coaching (Internal Coaches) IF you meet the following requirements:

1. Coaching is a part of your job description or job objectives.
2. You are paid for the coaching as part of your salary.
3. You meet on an on-going basis with your client (i.e. once a week, once a month, etc.).
4. You are only doing one-on-one coaching and no other functions (e.g., consulting, time management, etc.) with these internal clients.
5. Your clients are not your direct reports.

## What *does not* count toward my 100 coaching hours?

- Coaching current Certification students does not count toward your 100 coaching hours.\*\*
- Demo coaching in a workshop does not count toward your 100 hours.
- Coaching workshop or class participants does not count toward your 100 hours. We are looking for your coaching of clients 1:1 on an ongoing basis.
- Sample Sessions do not count toward your coaching hours for the Certification Program.\*\*

\*\*These hours do count toward an ICF accreditation however, so keep track of these coaching sessions separately and refer to the ICF website for their accreditation requirements.