

Tracking Your Hours

Certification through an ICF credentialed coaching program like CTI's and an additional coaching credential through the ICF are becoming more and more important in the industry. If you are interested in becoming a certified coach, it is important to track all of the hours that you spend coaching or being coached **from the very start of your practice**. There is software available on the market to help you with this aspect of your business, or you can create a spreadsheet to track this information for yourself.

The ICF accepts the hours you coach **from the start of your practice** toward their credentialing requirements. As of this writing, they require that you track the following information for your clients (please check the ICF web site for current information):

1. Client name
2. Contact info of the client
3. Dates of the relationship (i.e. 9/12/04-4/15/05)
4. Total hours (paid and pro bono) within that relationship

Once you have completed CTI's Core Coaching Curriculum, you are eligible to sign up for the Certification Program. Refer to CTI's web site at www.thecoaches.com for more information about the Certification Program. **During this program only** you will need to track some additional client information:

1. Hours per week broken out by:
 - a. Hours you coach clients (pro bono, paid hours, and intake hours listed separately)
 - b. Hours you are coached by a certified coach

If you are serious about coaching, CTI encourages you to become a Certified Professional Co-Active Coach (CPCC) because the CTI program deepens your understanding and practice of the Co-Active model while challenging you to keep rigorous accountability around maintaining clients. You'll get in-depth and personalized feedback about your coaching from the supervisors in the program, solid training, and lots of practice coaching. Andy Denne, former student of certification, says, "I thought I was a good coach until I went into certification, now I'm a great coach. Certification provided a direct payoff to clients and I doubled my income last year."

After you've completed your CPCC, we encourage you to further your professional development as a coach by gaining an ICF credential. The ICF is the professional association of personal and business coaches that seeks to preserve the integrity of coaching around the globe. It supports and fosters development of the coaching profession, has programs to maintain and upgrade the standards of the profession, conducts a certification program, and conducts a worldwide conference and other educational events for coaches. Please refer to their web site at www.coachfederation.org for more information about the organization and their coaching credentials.

Individual Client Tracking Sheet

Client Name:

Address:

Phone:

Email:

Start date:
Completion
date:

Coaching Hours:

[illegible]

*Please record time as follows: 15 minutes = .25, 30 minutes = .5, 45 minutes = .75, 60 minutes = 1

To record time spent with your coach, please list yourself as the client