



Continuing Education Listing Request Form

Thank you for your interest in CCE's Board Certified Coach (BCC) continuing education listing. Listings are displayed alphabetically by course title in the continuing education section of the BCC website. Once your request has been accepted, the course listing will remain available for up to 12 months.

Continuing Education Listing Fee per Course Title: \$75 (BCCs pay only \$50)

- ✓ The same course title offered multiple times in a 12-month period counts as a single title.

Listing Request Requirements

1. Submission of a complete and accurate Continuing Education Listing Request Form
2. Payment of required fees (All fees are nonrefundable)
3. Your BCC certification number, if applicable
4. URL of website containing course and registration information
5. All information concerning the listed course must be accurate and complete
6. Listed course must directly relate to one or more BCC competency areas described below

REQUEST REVIEW PROCESS

1. Please allow two weeks for processing from the date of receipt.
2. Upon acceptance, course offering(s) will be listed on the CCE website for 12 months or until the specified course date.

BOARD CERTIFIED COACH COMPETENCY AREAS

1. **Approaches for Businesses and Organizations:** These coaching work behaviors include organization roles, change processes, mentoring, and conflict management related to the coaching process.
2. **Approaches for Individuals:** These coaching work behaviors pertain to specific skills aimed at facilitating the client's desired goals during the coaching process, and include monitoring client progress, decision making, and use of resources.
3. **Assessment:** These coaching work behaviors assess coaching goals, client strengths, and specific issues concerning the coaching process.
4. **Fundamental Coaching Skills:** These coaching work behaviors focus on the basic coaching alliance, helping skills, coaching plans, and other essential issues concerning the coaching process.
5. **Screening and Orientation:** These coaching work behaviors focus on client motivation level, informed consent, coach and client roles, and general parameters for establishing the coaching process.

NOTICE TO CONTINUING EDUCATION PROVIDERS

The Center for Credentialing & Education (CCE) reserves the exclusive right to accept or reject any course, activity or continuing education program for listing on the CCE website. By identifying courses in the online CCE BCC Continuing Education Listing, CCE does not endorse or approve the course or the course provider's services, nor does CCE make any representation or guarantee concerning the provider or course. CCE disclaims all liability and responsibility for any action or decision made in reliance on the information contained in the listing, or for any actions or inactions of the course provider with respect to any party, or for any related claim, loss or injury. CCE is not responsible for provider compliance with legal requirements related to its business activities or otherwise.



For Office Use Only

REF.#: _____

BATCH #: _____

DATE: _____

AMOUNT: _____

Please complete all areas of the form below. Your course offering will only be posted on the CCE website once all information has been provided and reviewed.

Name of Sponsoring Organization: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Name of Primary Contact Person: _____ BCC ID#: _____

Telephone: _____ Fax: _____ E-mail Address: _____

Title of Course: _____

Delivery Method (Live/Distance): _____ Total CE Clock Hours: _____

Dates Offered (maximum 12 months): _____

Direct URL for Course Offering: _____

Course Description: _____

Competency Areas covered by the Course:

Please indicate all that apply. See competency area descriptions on prior page.

Approaches for Businesses and Organizations	Approaches for Individuals	Assessment	Fundamental Coaching Skills	Screening and Orientation

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