



## Board Certified Coach Credential Eligibility Policy

---

TITLE: Board Certified Coach Credential Eligibility Policy

Policy Number: POL.02.920.BCC Credential Eligibility Policy.111121.A

Policy Manager: Director of Certification and Credentialing Services

Applies to: BCC Candidates

Date Approved: 11/11/21

---

### A. POLICY INTRODUCTION.

The Center for Credentialing & Education (CCE) administers a rigorous, examination-based, professional credential program for professional coach recognition – designated as the CCE Board Certified Coach (BCC) Program. In order to satisfy the requirements of this Program, individuals who wish to be granted the BCC credential must: demonstrate that they have met specific educational requirements related to a professional specialization in coaching; have completed relevant experience requirements; and, successfully complete an examination to assess content knowledge.

Effective as of November 11, 2021 this Policy establishes the eligibility requirements that must be satisfied in order to obtain the BCC credential, including the BCC standards, guidelines, and procedures (BCC Program). Questions concerning this Policy or the credentialing process should be directed to the Director of Certification and Credentialing Services.

### B. POLICY PURPOSE.

The primary purpose of this Policy is to identify and explain the Board Certified Coach (BCC) credential eligibility requirements. Specifically, the BCC Program establishes valid and appropriate eligibility requirements concerning: professional education and training necessary for competent practice as a certified coach; professional coaching experience; professional knowledge demonstrated by the completion of a comprehensive examination; and, ethical standards, including the reporting of ethics-related matters.

Candidates for the BCC credential understand and agree that their professional qualifications, including their education, experience, professional coaching knowledge, and ethical standing will be evaluated by the Center for Credentialing & Education, and that such CCE eligibility determinations are final. CCE has the exclusive authority to make and issue all BCC credential eligibility decisions.

C. CREDENTIAL EDUCATION/TRAINING REQUIREMENTS.

In order to qualify for BCC credential eligibility, the candidate must satisfy certain education, and training rules related to alternate eligibility paths explained below. These eligibility paths include specific requirements concerning the completion of: a qualifying educational degree, and coaching credential; coach training contact hours; and, coach training content completion. The education and training requirements for candidates with advanced degrees, and candidates who hold current professional coaching certifications, reflect the prior completion of relevant eligibility requirements.

Consistent with the terms of this Policy, candidates must demonstrate the completion of the following education and training requirements in order to be eligible for the BCC credential:

1. Educational Degree Requirement: Candidates must hold either a Bachelors or graduate degree in any field of study.
2. Coaching Training Requirements:
  - a. Candidates who have completed a Masters degree in business administration, social sciences, or behavioral health, and who hold an active State license or national certification must complete at least thirty (30) clock hours of CCE-approved, coaching training, consistent with the requirements in this Policy. Other related degrees may be considered on a case-by-case basis.
  - b. Candidates who have completed a Masters degree in business administration, social sciences, or behavioral health must complete at least sixty (60) clock hours of CCE-approved coaching training, consistent with the requirements in this Policy. Other related degrees may be considered on a case-by-case basis.
  - c. Candidates who hold a current International Coaching Federation (ICF) Associate Certified Coach (ACC) coaching credential or higher, and have completed a Bachelors degree in any field of study, must complete at least sixty (60) clock hours of CCE-approved, coaching training, consistent with the requirements in this Policy.
  - d. All other candidates must have completed at least one hundred and twenty (120) clock hours of approved coaching training consistent with the requirements in this Policy. Such qualifying training must be verified by the submission of official certificates of completion issued by an appropriate training program.

3. Training Content Areas Requirement: Candidates must complete approved coaching training courses, which include and address the following content areas:
  - a. Ethics and Regulatory Guidelines
  - b. Coaching Knowledge and Applications
  - a. Assessment
  - b. Practice Management
  
4. Education and Training Requirements Verification: BCC credential educational degree requirements must be verified by an official transcript submitted to CCE. Credential coaching training requirements must be verified by an official certificate of completion issued by the training provider, which shows the completion of a required training program or courses from a CCE-approved training program provider. CCE also may require the submission of course syllabi necessary to verify qualifying course alignment with the BCC content areas. CCE approved training providers, are identified on the following website: <https://www.cce-global.org/credentialing/bcc/training>
  
5. Professional Endorsement Requirement: Candidates must submit to CCE a positive endorsement from a professional colleague, coaching professional, or employment supervisor, who may speak to the candidate's professionalism and integrity. The individual providing the endorsement cannot be related to the candidate by blood, marriage, or other familial relationship.

D. POST-DEGREE COACHING EXPERIENCE REQUIREMENTS.

Candidates must have completed at least thirty (30) hours of post-degree coaching services. The completion of these service hours must be verified by a professional coach, professional colleague, or supervisor who is able to personally confirm the candidate's coaching experience. All such coaching experience must be documented on the CCE Coaching Experience Form(s).

E. CREDENTIAL EDUCATION AND EXPERIENCE ELIGIBILITY APPEALS.

Under certain, limited circumstances, a candidate, who is denied eligibility for the BCC credential, may submit an appeal and request for reconsideration of his/her/their eligibility with respect to the training requirements in this Policy. All such appeals must be submitted consistent with the requirements of the Application and Certification Appeals Procedures, which is published on the following website: <https://www.cce-global.org/Assets/Ethics/applicationCredentialingAppealsProcedures.pdf>.

F. EXAMINATION REQUIREMENTS.

In order to be eligible for the BCC credential, candidates must achieve a passing score on the Board Certified Coach Examination (BCCE or Examination). Complete information about the Examination is published on the following website: <https://www.cce-global.org/credentialing/bcc/exam>.

1. Examination Requirements: Candidates must successfully complete the Board Certified Coach Examination (BCCE) to fulfill the examination requirement for the BCC credential. The Examination measures a candidate's knowledge and understanding of professional skills and knowledge necessary to practice competently as a credentialed coach. The BCCE consists of approximately one hundred (100) multiple-choice questions, of which twenty (20) items are included for field testing and are not scored. Two (2) hours are allowed for the completion of the BCCE, unless a different testing period is authorized by CCE.
2. Special Examination Accommodations: CCE complies with the Americans with Disabilities Act, and ensures that no candidate with a qualified disability is deprived of the opportunity to take an Examination solely by reason of that disability. CCE will provide reasonable accommodations to candidates with disabilities. A complete explanation of the CCE disability accommodations rules and request procedure is provided in the Special Examination Accommodations Policy, which is published on the following website: [https://www.cce-global.org/Assets/AssessmentAndExams/NBCC-CCE Special Examination Accommodations Policy.pdf](https://www.cce-global.org/Assets/AssessmentAndExams/NBCC-CCE%20Special%20Examination%20Accommodations%20Policy.pdf).
3. Examination Retest Policy: Candidates, who fail to pass the BCCE on the first attempt, are eligible to schedule a retest ninety (90) days after the failed attempt, and may schedule a retest on the next available administration date by re-registering for the Examination, including the payment of the required fee. Candidates are permitted to retest up to two (2), additional, test administrations through the credential application process within two (2) years of the candidate's original application date. If a candidate fails the Examination three (3) times, or when two (2) years have passed since submission of the credential application, the application will be closed. After the application is closed, a new BCC application must be submitted if the candidate seeks to be credentialed by CCE.
4. Examination Appeals: Under certain, limited circumstances, candidates, who fail to pass the BCCE, may submit an appeal and request another test administration without a re-registration fee. The permitted reasons or grounds for appeal are explained in the Examination Appeal Policy, and are summarized as follows:
  - a. Examination Administration Appeals. The candidate claims that a test administration condition negatively affected his/her/their ability to complete or pass the Examination, including such appeals related to: documented physical test site problems; test computer equipment problems; test administration issues; or, conduct issues concerning test center personnel or others present during the test administration.
  - b. Special Examination Accommodation Appeals. The candidate claims that he/she/they was not provided with an approved special examination accommodation during the test administration, or alleges that another problem existed with respect to a disability accommodation during an Examination

administration. A candidate cannot submit an appeal concerning a special disability accommodation that was not previously approved by CCE.

- c. Examination Content Appeals. The candidate claims that one (1) or more specific Examination items and/or answers are inaccurate or incorrect, and that his/her/their failure to receive credit for such items and/or answers caused the candidate to fail the Examination.
- d. Unacceptable Grounds For Examination Appeals. As established and explained in the Examination Appeal Policy, certain candidate claims and issues concerning a variety of test-related circumstances cannot be the subject of an Examination appeal, including, but not limited to: lack of understanding of test administration policies, instructions, or requirements; test anxiety or nervousness; a personal situation that may have negatively affected the candidate, such as illness, injury, or family problem; errors related to understanding or recording test questions; computer-related problems that are not promptly reported to a proctor, or do not significantly affect the test administration; reasonable and commonly occurring sounds in the testing location; late test arrival; the general validity of the BCCE; the Examination passing score; and, a belief that the candidate should have received a passing score on the Examination.

#### G. ETHICS REQUIREMENTS.

CCE candidates and credential holders are responsible for ensuring that their behavior adheres to the standards and rules identified in all applicable ethics codes, including professional license and certification ethical standards, and all applicable CCE policies.

1. Ethics Requirement: CCE candidates and credential holders must ensure that their professional and public behaviors are consistent with the conduct standards set forth in the CCE Eligibility Ethics Policy, the Code of Ethics and conduct standards applicable to their professional license and/or national certification, and the CCE Ethics Case Procedures.
2. Ethics Disclosure Requirement: As a condition of credential eligibility, a candidate must accurately and fully complete the required BCC Application Sections titled: Attestation; and, Candidate Agreement and Release Authorization. These Application Sections require the disclosure of all prior legal, criminal, and disciplinary matters related to the candidate. All such application ethics-related disclosures are reviewed in accordance with the CCE Credential Eligibility Ethics Policy, which is published on the following website: <https://www.cce-global.org/Assets/Ethics/credentialEligibilityPolicy.pdf>.