Board Certified COACH™

Approved Methods of Obtaining BCC Continuing Education Clock Hours

Unless noted otherwise, requirements apply to both distance learning and in-person activities.

Activity	Requirements for CE Credit	Maximum Clock Hours Allowed	Determining CE Clock Hours	Required Documentation
College/University Courses	• The course must be at a postsecondary institution accredited by an agency recognized by the U.S. Secretary of Education. • The course must cover one or more BCC competency areas. • You may audit the course.	• No limit • Each course counts once during each five-year certification period.	• One semester credit equals 15 clock hours • One quarter credit equals 10 clock hours	• Transcript, grade report or verification form
Seminars, Workshops, Conferences and Webinars (Presenting)	• Attendees must be your peers.* • Activity must cover one or more BCC competency areas.	• No limit • Each activity counts once during each five-year certification period.	• Only actual presentation time counts for clock hours (exclude breaks, lunch, etc.).	• A confirmation letter from the activity sponsor or an official activity program showing presenter name, presentation title, date of presentation and duration
Seminars, Workshops, Conferences and Webinars (Attending)	• Activity must cover one or more BCC competency areas.	• No limit • Each activity counts once during each five-year certification period.	• Only actual presentation time counts for clock hours (exclude breaks, lunch, etc.). • If reading prework is required, 6,000 words equal one CE clock hour.	• Certificate of completion or letter confirming your completion of the activity, including presenter name, presentation title, date of presentation and duration

*CCE defines a peer as an individual who works in the same field or occupation and has approximately the same overall level of expertise, training, education and relevant experience.

Activity	Requirements for CE Credit	Maximum Clock Hours Allowed	Determining CE Clock Hours	Required Documentation
Publications (Writer or Editor)	• Articles must be published in a peer-reviewed journal or as a chapter in a book. • Books cannot be self-published. • Topic must directly relate to coaching. • Topic must address one or more BCC competency areas. • Work must be published during current five-year certification period.	• 10 per published article/book chapter • 20 per published book	• 6,000 words equal one clock hour	• Letter from publisher on letterhead stating word count
Self-Study Programs	• Program must directly relate to coaching. • Program must address one or more BCC competency areas.	• No limit	• 6,000 words equal one clock hour	• Certificate of completion or letter from provider verifying completion
BCC Training Curriculum Author	• Curriculum must be approved by CCE. •Curriculum must be for 30-, 60- or 120-hour training program.	• 15 clock hours	• Time spent developing the curriculum, up to the maximum	• Detailed curriculum outline with timeframes listed for each component
Educator	• You must both develop and teach a course. • Course must relate directly to coaching.	• 15 clock hours	• Time spent developing and teaching course, up to the maximum	• Signed letter of verification on institution letterhead that includes educator's name, amount of course credit given to students, course dates and institution contact information
Leadership	• Acceptable positions include: regional/national/international coaching organization officer, professional coaching journal editor, coaching certification board member, ethics/disciplinary review committee member, active member of a committee creating substantial written coaching materials, or regional/national/ international coaching conference chair.	• 15 clock hours	• Hours of service per month, up to the maximum	• Letter from organization attesting to type and dates of service performed