



HPCN : The Coaching Log

Mentor Coach Lecture Series

Tracking your coaching hours- what counts, what doesn't and hp SBC requirements
Shawna Corden/December 3, 2014

NOTE: All of this ONLY applies if you are interested in becoming an ICF certified coach



Associate Certified Coach (ACC) Application Requirements

- Coaching log demonstrating 100 hours (75 paid) of coaching experience with at least 8 clients.
- **COACHFEDERATION.ORG**
 - <http://coachfederation.org/credential/landing.cfm?ItemNumber=2199&navItemNumber=744>

ACC ACTP Path	ACC ACSTH Path	ACC Portfolio Path
Completion of an entire ICF Accredited Coach Training Program (ACTP). Check for your program's approval here .	At least 60 hours of coach-specific training through an ACTP or ACSTH program. Check for your program's approval here .	At least 60 hours of coach-specific training with robust documentation.
Coaching log demonstrating 100 hours (75 paid) of coaching experience with at least 8 clients.	10 hours of Mentor Coaching to be documented on your online application.	10 hours of Mentor Coaching to be documented on your online application.
Complete the Coach Knowledge Assessment (CKA).	Coaching log demonstrating 100 hours (75 paid) of coaching experience with at least 8 clients.	Coaching Log demonstrating 100 hours (75 paid) of coaching experience with at least 8 clients.
	Complete the Coach Knowledge Assessment (CKA).	Performance evaluation (audio recording and written transcript of coaching session to be uploaded with your application).
		Complete the Coach Knowledge Assessment (CKA).
ICF Members: \$100 USD Non-members: \$300 USD	ICF Members: \$300 USD Non-members: \$500 USD	ICF Members: \$400 USD Non-members: \$600 USD
TIMELINE: 4 weeks	TIMELINE: 4 Weeks	TIMELINE: 14 weeks
Purchase the ACC ACTP Path Application	Purchase the ACC ACSTH Path Application	Purchase the ACC Portfolio Path Application

NOTE: Fees do not include ICF Membership. (Click [here](#) to apply for ICF Membership.) Additional fee applies if you need to take the CKA or performance evaluation more than once.

Definitions

Client Coaching Hours

- A client coaching hour is 60 minutes of actual coaching with a client who has hired the applicant as a coach and not in any other capacity. Client coaching sessions of less than 60 minutes will count as partial client coaching hours (for example, 30 minutes of client coaching will count as 0.5 client coaching hours). Coaching must be done in person or by telephone or other voice-to-voice technology.

Paid Hours

- Paid hours include:
 - Hours of coaching for which the coach receives payment from the client (payment may be in any amount, or barter of goods or services, including coaching in exchange for coaching)
 - Internal coaching that meets the definition below
 - Third-party coaching that meets the definition below

Internal Coaching

- Internal coaching is coaching done as part of the applicant's employment. In order to count as client coaching hours, **internal coaching must be part of the applicant's job description. Coaching of direct reports (employees for whom the coach is an immediate supervisor) does not count as client coaching hours.**

Documentation

As soon as you begin coaching, you should begin logging client coaching hours. A simple spreadsheet is the most effective log (see the sample below). Four types of clients may be included on the coaching log: individual clients, group clients, internal clients, and third-party clients.

Individual Clients- For each individual client, you must log:

- The client's name and email address
 - The start and end date of the coaching relationship
 - The number of paid and pro bono hours that you coached the client
- Individual clients who do not consent to have their names listed must be left off of the log. The consent may be verbal and does not need to be provided to the ICF.

Group Clients-For each individual client, you must log:

- The name and email address of one individual in the group (you do not need to provide the names of other individuals in the group or the name of the group itself)
- The start and end date of the coaching relationship
- The number of paid and pro bono hours that you coached the group
- The number of individuals in the group (only groups of 15 or fewer will count)

Each individual in a group counts as a client for the purpose of meeting the total number of clients required.

Internal and Third-Party Clients- Internal and third-party clients should be logged the same as other individual or group clients unless there is an organizational confidentiality policy that prevents you from disclosing the client's information. If there is a confidentiality policy, you must provide a reference letter from a contact person at the organization who is familiar with your work. The reference letter must include:

- The name and contact information for the contact person
- A description of the role of the contact person in the organization
- A description of your role in the organization
- Confirmation of the organization's confidentiality policy
- Confirmation of the information that you have logged for confidential clients

For internal or third-party confidential clients, you must also log:

- An alias for each confidential client (for example, "Confidential Client 1")
- The email address of the contact person at the organization
- The start and end date of the coaching relationship with each client
- The number of paid hours that you coached each client

Sample Coaching Log – Done in Excel

Outside hp
client not
subject to
SBC's

	Client Name	Contact info	Start and End dates	Paid Hours (in minutes)	Pro-Bono Hours
1					
2	Sandy xxx	555-555-5555	9/21/07-	135	
	Hewlett-Packard				
	Contact: Jim DuPree*				
3	reference letter included	jim.dupree@hp.com			
4	AC		9/26/07-		
5	AS		3/6/07-11/13/07	324.43	
6	AZ		3/9/07-	764.09	
7	AC		3/7/07-6/13/07	98.61	
8	BO		5/2/07-	297.59	
9	BT		11/19/2007-	90	
10	BB		3/27/2007	12	
11	BD		3/13/07-4/10/07	32.13	
12	BT		5/10/07-5/17/07	50.8	
13	BB		4/3/07-	172.2	
14	CM		7/27/2007	349.03	

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- An alias for each confidential client (for example, "Confidential Client 1")
- The email address of the contact person at the organization
- The start and end date of the coaching relationship with each client
- The number of paid hours that you coached each client

Sample Coaching Letter- The * in the spreadsheet

- Date

Dear Shawna,

Please consider this a letter of reference testifying to your client coaching log. As an executive coach with hp you have had an opportunity to coach many clients over the last 18 months. Since hp's standards of business conduct requires that we keep employee information private, I am willing to act as a reference for your work and can validate with the application review committee any questions they may have regarding your client coaching log.

Thank you for submitting the client coaching log for each person coached within hp. I understand that should the application review committee contact me, they will only see the initials of the person coached, rather than their full name.

Congratulations on your pending certification.

Regards,

Jim

Jim's title and contact info

His role description

Internal and Third-Party Clients- Internal and third-party clients should be logged the same way as internal clients. This prevents you from disclosing the client's information. If there is a confidentiality policy, you must follow it. The reference letter must include:

- The name and contact information for the contact person
- A description of the role of the contact person in the organization
- A description of your role in the organization
- Confirmation of the organization's confidentiality policy
- Confirmation of the information that you have logged for confidential clients

Q and A

