

## **Coaching Agreement for Coach Mentoring**

This agreement, between **Anne Kelly, PCC, CMC**, and \_\_\_\_\_ ("Mentee") will begin on date.

The fees for this time period are:

Individual mentoring @ \$125 hour, or

Group mentoring @ \$75 hour/4 person minimum

The service provided to the client by **Anne Kelly, PCC, CMC**, is coaching and mentor coaching. Mentor Coaching is defined by the ICF as providing professional assistance in achieving and demonstrating the levels of coaching competency demanded by the desired credential level sought by a coach-applicant (mentee). Furthermore, Mentor Coaching means an applicant (mentee) being coached on their coaching skills rather than coaching on practice building, life balance, or other topics unrelated to the development of an applicant's coaching skill.

Mentoring consists of listening to recorded or live coaching sessions by the client with feedback, coaching and mentoring on the client's coaching skills, as defined by the ICF, with attention to the Core Competencies. Coaching consists of coaching the client for purposes of additional learning about the ACC, or PCC level of competencies.

The time agreement is:

Mentoring will commence on or after \_\_\_\_date\_\_\_\_, for \_\_\_\_\_ hours and will conclude on or about \_\_\_\_date\_\_\_\_\_.

Note: ICF requires that 10-hours of mentoring take place over **at least a 3 month period**.

**Anne Kelly, PCC, CMC**, promises the above named client that all information provided will be kept strictly confidential to the extent allowed by law. I respect your willingness to be truthful, and I will treat this information as a special confidence.

You can count on me to be honest and straightforward; asking questions and making requests. The main purpose of our interaction is to mentor you on your coaching skills and presence to prepare you to apply for or renew your credential with the ICF.

To begin our mentor coaching relationship, please read the following:

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.
2. I understand that "coaching" is a Professional-Client relationship I have with my coach that is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.
3. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowl-



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Highlights of ICF Requirements related to renewal of coaching certification:

- The Mentor Coaching requirement must be fulfilled prior to submitting your application to the ICF. (Example: You must have completed **a minimum of three months** and 10 hours of Mentor Coaching prior to today's date if you were to submit your application today.)
- If participating in a group mentor experience, a minimum of 3 of the 10 mentoring hours must be one-on-one coaching with the mentor.
- On the online credential application, you will list the name of each Mentor Coach, the Mentor Coach email address, credential level of the Mentor Coach, the start and end date of each mentoring relationship, and the number of hours of coaching from each mentor. **You are not required to provide documentation from your Mentor Coach**, but your Mentor Coach should be able to confirm that the mentoring took place.
- You are required to have been mentor coached by a coach who holds an ICF ACC, PCC or MCC Credential.
- All coaches renewing their credential must **participate in at least 40 hours of Continuing Coach Education (CCE)** completed in the three years since the initial award of your credential or since your last credential renewal, with at least 24 hours in **Core Competencies**. Beginning 2016, ICF Credential-holders will be required to demonstrate completion of at least three (3) Continuing Coach Education (CCE) units in the area of **coaching ethics** to be eligible for renewal of their ICF Credentials.
- All credential applicants must complete a Coach Knowledge Assessment (CKA) consisting of multiple-choice questions. The CKA is only required to be completed one time. Learn more at <http://coachfederation.org/credential/landing.cfm?ItemNumber=3441&navItemNumber=3451>

For additional information, visit [www.CoachFederation.org](http://www.CoachFederation.org)

**Anne Kelly, PCC, CMC**

**Certified Mentor Coach**

ICF Core Competency Class Facilitator

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Does your **Mentor Coach** possess these **“15 Must-Have Skills”**? Learn more at [www.CertifiedCoachMentor.com](http://www.CertifiedCoachMentor.com)

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