

Specialty designations available in the following areas:

- Executive/Corporate/Business/Leadership Coaching
- Health/Wellness Coaching
- Career Coaching
- Personal/Life Coaching



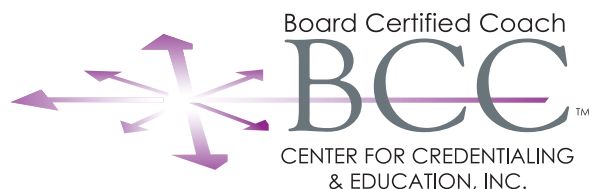
CENTER FOR  
**CREDENTIALING  
& EDUCATION**

3 TERRACE WAY  
GREENSBORO, NC 27403-3660 USA  
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[www.cce-global.org](http://www.cce-global.org) \* [cce@cce-global.org](mailto:cce@cce-global.org)

The Board Certified Coach (BCC) mark is a trademark of the Center for Credentialing & Education, Inc (CCE).  
CCE® and NBCC® are registered trade and service marks of the National Board for Certified Counselors, Inc.

The Center for Credentialing & Education, Inc. (CCE) values diversity.  
There are no barriers to certification on the basis of gender, race, creed, age, sexual orientation or national origin.

BOARD CERTIFIED COACH APPLICATION



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**Be sure to make copies of all your forms and documents (except the sealed transcript) before mailing your application. CCE will not return any forms or documents to you or to a third party once your application has been submitted.**

## ABOUT THE BCC CREDENTIAL

The Board Certified Coach (BCC) credential is offered by the Center for Credentialing & Education, Inc. (CCE) as a means to independently verify that credential holders have met professional coaching competency standards established by CCE and subject matter experts.

## GENERAL ELIGIBILITY REQUIREMENTS

All qualified applicants must demonstrate that they have met specific requirements and pass the BCC Examination. The application fee is nonrefundable and nontransferable. If you have any questions about the requirements, please contact CCE prior to submitting an application.

There are six sets of requirements that are based on the applicant's education level. Applicants must fulfill all of the requirements for **ONE** of the following sets:

1. Applicants holding a master's degree\* in counseling or the National Certified Counselor (NCC) credential or a full professional counselor license (e.g., LPC, LPCC, LMHC)

**Requirements:**

- **Training\*\*:** Completion of coach-specific training (30 hours minimum)
- **Experience:** 30 hours of postdegree coaching experience working with individuals, groups or organizations
- **Endorsement:** One professional endorsement
- Please submit an official sealed transcript with your application.

**OR**

2. Applicants holding a doctoral degree\* in social or behavioral sciences

**Requirements:**

- **Training\*\*:** Completion of coach-specific training (30 hours minimum)
- **Experience:** 30 hours of postdegree coaching experience working with individuals, groups or organizations
- **Endorsement:** One professional endorsement
- Please submit an official sealed transcript with your application. Automatically acceptable fields in social and behavioral sciences are business, management, social work, marriage and family therapy, psychology, medicine, health and wellness, education, and law. Other related fields will be considered on a case-by-case basis. In order to request such consideration, please submit written information regarding the degree to [cce@cce-global.org](mailto:cce@cce-global.org) or mail the submission to CCE headquarters.

**OR**

3. Applicants holding a master's degree\* in social or behavioral sciences

**Requirements:**

- **Training\*\*:** Completion of coach-specific training (60 hours minimum)
- **Experience:** 30 hours of postdegree coaching experience working with individuals, groups or organizations
- **Endorsement:** One professional endorsement
- Please submit an official sealed transcript with your application. Automatically acceptable fields in social and behavioral sciences are business, management, social work, marriage and family therapy, psychology, medicine, health and wellness, education and law. Other related fields will be considered on a case-by-case basis. In order to request such consideration, please submit written information regarding the degree to [cce@cce-global.org](mailto:cce@cce-global.org) or mail the submission to CCE headquarters.

OR

## 4. Applicants holding a bachelor's degree\* or higher in any field

**Requirements:**

- **Training\*\*:** Completion of coach-specific training (120 hours minimum)
- **Experience:** 30 hours of postdegree coaching experience working with individuals, groups or organizations
- **Endorsement:** One professional endorsement
- Please submit an official sealed transcript with your application.

OR

## 5. Applicants holding a current and active national or regional certification in coaching and a bachelor's degree\* or higher in any field

**Requirements:**

- **Certification:** A certification as defined by CCE is a voluntary process by which a nongovernmental agency or association grants recognition to an individual who has met predetermined qualifications specified by the agency or association. Such qualifications must include graduation from an accredited or approved training program, acceptable performance on a qualifying examination, and completion of some specified amount or type of work experience. The certification granted must be time-limited and require documentation of continuing education in order to renew.
- **Experience:** 30 hours of postdegree coaching experience working with individuals, groups or organizations
- **Endorsement:** One professional endorsement
- Please submit an official sealed transcript with your application.

**This option will expire December 31, 2012. In order to be considered under this option, your application must be postmarked by December 31, 2012.**

OR

## 6. Applicants with at least five years of experience including a minimum of 2,500 hours and a bachelor's degree\* or higher in any field

**Requirements:**

- **Training:** Waived
- **Experience:** 2,500 hours of postdegree coaching experience working with individuals, groups or organizations over a period of at least 5 years or more
- **Endorsement:** One professional endorsement
- Please submit an official sealed transcript with your application.

**This option will expire December 31, 2012. In order to be considered under this option, your application must be postmarked by December 31, 2012.**

\* Degrees must be from a postsecondary educational institution or program accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education.

\*\* CCE will only accept training completed through CCE-approved training providers. Please submit a transcript or certificate of completion of training with your application. Visit [www.cce-global.org/BCC](http://www.cce-global.org/BCC) for a list of CCE-approved training providers.

## SPECIALTY DESIGNATIONS

Specialty Designations allow BCC credential holders to designate an area of coaching in which they specialize. Applicants may apply for a specialty designation in the following categories:

**Executive/Business/Corporate/Leadership Coaching** is a set of evidenced-based methods and strategies used by business professionals to assist executives, leaders and managers in achieving business goals and developing themselves, their organizations and their employees.

**Health and Wellness Coaching** is a set of evidence-based methods and strategies used by health, fitness and mental health professionals to assist clients in setting and reaching sustainable, self-determined health and wellness goals.

**Career Coaching** is a set of evidence-based methods and strategies used by career professionals to assist clients in the behavioral change process that will facilitate positive results in career exploration and decision-making.

**Personal/Life Coaching** is a set of evidence-based methods and strategies used by a variety of professionals to assist the whole person or client in creating and designing future-based goals for personal development or change, and solutions for any or all aspects of life.

**In order to apply for a specialty designation, an applicant will need to submit the following information in addition to all other required documents.**

- Experience form to verify 30 additional hours of coaching experience in the specialty area
- One professional endorsement to verify that the applicant is competent in the specialty area
- \$25 specialty designation review fee per specialty area

## APPLICANTS WITH NON-U.S. DEGREES

All application materials must be submitted in English. If application materials are not available in English, applicants must arrange to have an English translation provided at their own expense. CCE accepts translations from University Language Services ([www.universitylanguage.com](http://www.universitylanguage.com)). The translation must be forwarded directly to CCE by University Language Services.

## THE BCC EXAMINATION

Applicants must satisfy the relevant education, experience and training requirements in order to become eligible to sit for the examination. Upon CCE's approval of the application, examination registration materials will be forwarded to the applicant, and the applicant will be eligible to register for the BCC examination. The examination will be administered via computer-based testing at more than 180 locations throughout the United States.

The examination will be available to all applicants beginning in August 1, 2012.

All qualifying applicants are required to pass the BCC examination in order to successfully complete the application process. Information regarding eligibility to reregister for the exam can be found in the BCC examination candidate handbook available at [www.cce-global.org](http://www.cce-global.org).

## ABOUT THE BCC CODE OF ETHICS

BCC applicants and certificants are responsible for ensuring that their behavior adheres to the standards identified in the *BCC Code of Ethics*.

An applicant must complete all portions of the BCC application, including the Ethics Certification and Attestation, and the Applicant Certification and Agreement/Release Authorization. Application disclosures and other ethics matters are reviewed in accordance with CCE procedures. Disclosures do not automatically render an individual ineligible for certification. CCE reserves the right to deny eligibility based on an ethics disclosure. Application fees are not refundable when an application is rejected.

The *Credential Eligibility Policy Relating to Criminal or Lesser Offense Convictions and Other Disciplinary Matters*, the *CCE Ethics Case Procedures* and the *BCC Code of Ethics* are available for your review on the CCE Web site at [www.cce-global.org](http://www.cce-global.org).

## RECERTIFICATION

BCC credentials are valid for five years. At the end of each five-year period, credential holders must recertify. This process requires the credential holder to list and attest to the accumulation of a minimum of 100 clock hours of continuing education (CE). CE hours must include a minimum of three clock hours earned in ethics or in the area of “Ethical and Professional Practice in Coaching.” The remaining CE hours must be related to the BCC competency areas listed below. Since CCE recognizes a variety of continuing education activities, these activities are clearly outlined in the recertification standards provided to all BCC in their recertification year or on our Web site at [www.cce-global.org/BCC/Maintain](http://www.cce-global.org/BCC/Maintain).

### Board Certified Coach competency areas:

1. Fundamental Coaching Skills
2. Screening/Orientation in Coaching
3. Assessment in Coaching
4. Coaching Approaches for Individuals
5. Coaching Approaches for Businesses and Organizations
6. Ethical and Professional Practice in Coaching

Each year, a random sample of 10 percent of all recertification packets will be audited. Those selected for an audit are required to provide documentation of 100 clock hours of continuing education earned during the recertification cycle. Documentation may be in the form of academic transcripts, certificates of attendance from a recognized provider, or other proof as outlined in the recertification instructions.

It is the expectation of CCE that all submitted recertification materials will be complete and on time. Incomplete packets and/or late submissions are subject to late and/or administrative fees.

**Specialty Designations:** For those credential holders who wish to maintain their BCC specialty designation(s), they must include at least 18 continuing education clock hours for each specialty area they hold within the 100 required clock hours. CE hours must still include a minimum of three clock hours earned in ethics or in the area of “Ethical and Professional Practice in Coaching.”

## FEES AND CREDENTIAL MAINTENANCE

### **BCC application and examination fees: \$249 (U.S. dollars)**

Fees are nonrefundable and nontransferrable.

### **Specialty designation reviews fee: \$25 (U.S. dollars) per specialty designation**

### **Annual maintenance fees: \$40 (U.S. dollars)**

The annual maintenance fee for certificate holders is \$40. CCE will send BCC certificants an annual statement and BCCs must remit the fee by the due date in order to maintain certification.

## THE APPLICATION PROCESS

1. All applications are reviewed in the order of receipt
2. Within 10 business days of receipt, CCE will mail a postcard verifying that the application has been received. **We ask that applicants not call to confirm receipt of application as time spent answering these inquiries slows the review process.**
3. Review results will be sent via mail within 8 weeks. Failure to include all required items (correctly completed) will result in the need for additional reviews. Each subsequent review will take eight weeks from the date the required documentation is received.
4. If additional documentation is needed for your BCC application, CCE will contact you with details regarding the documentation needed and the deadline for submission. CCE reserves the right to request clarifying information as needed.
5. Once your application has been approved, CCE will mail information regarding registration for the examination. All qualifying applicants must pass the BCC Examination to receive the BCC credential.

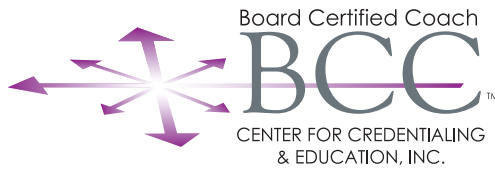
If you have specific questions regarding the BCC application and certification, contact CCE at  
CCE, Attn: BCC Reviewer  
P.O. Box 77759  
Greensboro, NC 27417-7759 USA

Tel: 336-482-2856  
Fax: 336-482-2852  
E-mail: [cce@cce-global.org](mailto:cce@cce-global.org)

Information about all of the credentials offered by CCE is available at [www.cce-global.org](http://www.cce-global.org).

## SUBMITTING THE APPLICATION

- Applications must include the application fee of \$249. The application fee is nonrefundable and nontransferable. Submission of an application and fee does not guarantee the BCC will be granted.
- All application materials must be submitted in English. If application materials are not available in English, applicants must arrange to have an English translation provided at their own expense. Please see the Applicants With Non-U.S. Degrees section for more information.
- All forms must include original signatures in **blue** ink. Photocopied or facsimile signatures will not be accepted.
- We recommend that all application materials be submitted to CCE as one packet.
- We recommend making copies of all unsealed application materials before submitting the originals to CCE. Copies of application materials will not be released once an application has been received by CCE.
- Review the checklist on the payment voucher to ensure your packet is complete before sending.
- Mail your application packet to CCE, Attn: BCC Reviewer, P.O. Box 77759, Greensboro, NC 27417-7759.



**PLEASE PRINT CLEARLY IN BLUE INK**

1. First Name/MI:

Last Name:

Previous Names (please attach a separate sheet if necessary):

2. Preferred Mailing Address:

City/State/ZIP/Country:

3. Home Telephone:       Business Telephone:       ext: \_\_\_\_\_

4. E-mail:

[ ] Please check here if you do NOT want your contact information shared with education providers.

5. Gender:  M  F

6. Date of Birth (MM/DD/YYYY):   /   /

7. Ethnic Origin (optional; used for statistical purposes only):

African American  
  Native American  
  Asian  
  Hispanic/Latino  
  Multiracial  
  Native Hawaiian  
  Caucasian  
  Other

| FOR OFFICE USE ONLY |       |
|---------------------|-------|
| REF.#1:             | _____ |
| BATCH #1:           | _____ |
| DATE:               | _____ |
| AMOUNT:             | _____ |

8. How did you hear about the BCC credential? \_\_\_\_\_

9. Education/Degree (official sealed transcript must be enclosed):  
**Note:** If registrar will not provide you with a sealed transcript, please have your official sealed transcript sent directly to CCE, Attn: BCC Reviewer, P.O. Box 77759, Greensboro, NC 27417-7759. Include a brief note on the application checklist indicating that the transcript is being sent separately.

| Degree Earned | Date Degree Conferred | Institution Name and City/State | Field of Study* |
|---------------|-----------------------|---------------------------------|-----------------|
|               |                       |                                 |                 |
|               |                       |                                 |                 |
|               |                       |                                 |                 |

\* e.g., Master of Business Administration, etc.

10. Licenses/Certifications/Registrations/Credentials/Memberships (include copy of license/certificate):  
 (Use additional pages if necessary.)

| Issuing State or Organization | License/Certificate/Membership Type | License/Certificate/Membership Number | Issue Date | Expiration Date |
|-------------------------------|-------------------------------------|---------------------------------------|------------|-----------------|
|                               |                                     |                                       |            |                 |
|                               |                                     |                                       |            |                 |
|                               |                                     |                                       |            |                 |

11. Special Accommodations:

- Check here if you are requesting SPECIAL EXAMINATION ACCOMMODATIONS. Include the Special Testing Accommodations Request form and supporting documentation with your application. Additional fees will apply for ESL applicants. For information regarding fees, contact CCE before applying.

12. Ethics Certification and Attestation (You must respond to each statement):

- a. *I understand that I am required to report in writing any changes concerning my responses to this application to CCE within sixty (60) days.*  Yes  No
- b. *I agree to act in accordance with the CCE policies including the CCE Ethics Case Procedures and the BCC Code of Ethics.*  Yes  No
- c. *I have specifically identified to CCE all professional and occupational licenses and credentials.*  Yes  No
- d. *My past record is free of any charge or complaint related to governmental, regulatory or professional organizations.*  Yes  No
- e. *My past record is free of any charge or violation of any criminal or legal matter.*  Yes  No

**Note: Please provide a complete, detailed explanation of the circumstances related to "No" responses in items d or e above. You should also provide copies of the final disposition(s). Place the materials in a sealed envelope marked "ETHICS" and return with your application. Failure to provide required information will delay the processing of your application.**

13. Applicant Certification and Agreement/Release Authorization:

*I certify that the information provided in this application is accurate to the best of my knowledge.*

*I agree that CCE has the right to contact any person or organization in reviewing this application, and I authorize the release of any information requested by CCE to verify the accuracy of information provided. I further agree that CCE has the right to communicate with pertinent organizations about this application.*

*I understand that credentialing through CCE depends on my fulfillment of all required criteria including compliance with the BCC Code of Ethics. I understand that CCE certification does not create membership or other similar rights with CCE including the right to use CCE trademarks. I agree to comply with all CCE policies including my use of CCE designation marks.*

*I understand that certification through CCE is personal to me and may not be transferred to another individual or group. I also understand that any certification granted by CCE does not represent licensure or other authorization to practice business activities for a fee or otherwise. I release CCE and its representatives from all liability and claims arising from any occupational activity.*

*I agree to provide CCE with written notice within sixty (60) days of my knowledge the following:*

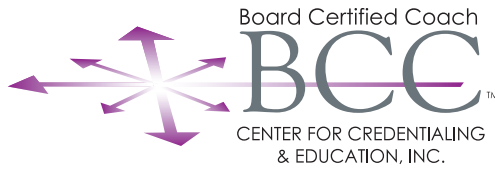
- Any home or business address, telephone or e-mail change
- Any modifications to this application
- Any formal charge or complaint related to a criminal or legal action
- Any other charge or complaint by a regulatory or professional organization related to my practice
- Any other court or governmental matter related to my occupational practice

*I understand that professional biographical data and credential data is considered to be public information. I further agree that for research and statistical purposes only, data resulting from my participation in the CCE credentialing process may be used. I understand that all application materials become the property of CCE and that neither the originals nor photocopies will be returned.*

*In the event that my credential has a special sanction, I agree to comply with all directives of the CCE ethics office or the CCE Board of Directors.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ORIGINAL SIGNATURES IN BLUE INK ONLY - COPIES WILL NOT BE ACCEPTED**



**PLEASE PRINT CLEARLY IN BLUE INK**

Applicant's Name: \_\_\_\_\_

This form should be completed by a professional colleague, coaching professional or supervisor who is familiar with your work performance and coaching competency. Include this form with your application packet.

*I am applying to the Center for Credentialing & Education (CCE) for the Board Certified Coach (BCC) credential. I am required to provide documentation of my experience as a coach. Please complete the information below and return the form to me. My application cannot be processed without this form.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**INFORMATION BELOW TO BE COMPLETED BY EXPERIENCE VERIFIER (not applicant)**

Please complete all information below. If you make an error, do not use correction tape or correction fluid. Mark through the error, write the correction above or beside it and initial the correction.

*I verify that the applicant named above provided coaching from \_\_\_\_\_ (mm/yyyy) to \_\_\_\_\_ (mm/yyyy) after completing his/her highest level of education.*

*I verify that during the above-mentioned time period, the applicant completed \_\_\_\_\_ **total hours** of experience as a coach. This applicant was/is employed in the position of (job title) \_\_\_\_\_.*

Briefly identify and describe all experience related to coaching. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To the person verifying experience: Please provide the following information about yourself. **Please print.**

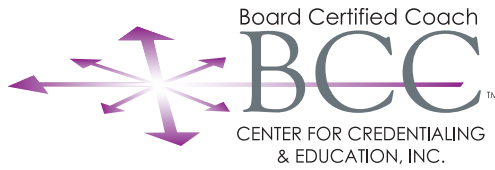
1. Your Name: \_\_\_\_\_
2. Agency/institution: \_\_\_\_\_  
\_\_\_\_\_
3. Your title at agency/institution: \_\_\_\_\_
4. Your current telephone number (required): \_\_\_\_\_

\_\_\_\_\_  
Verifier's Original Signature (**blue** ink signature required)

\_\_\_\_\_  
Date

**VERIFIER OF EXPERIENCE:** Please return this form to the applicant.

VERIFICATION OF EXPERIENCE FORM



**PLEASE PRINT CLEARLY IN BLUE INK**

Applicant's Name: \_\_\_\_\_

This form should be completed by a professional colleague, coaching professional or supervisor who is familiar with your work performance and coaching competency. Include this form with your application packet. Individuals completing the Verification of Experience Form may also complete a Professional Endorsement Form.

**Information below is to be completed by the person providing the endorsement.**

### ENDORSER'S INFORMATION

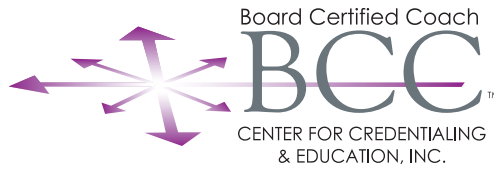
1. Endorser's Full Name: \_\_\_\_\_
2. Profession: \_\_\_\_\_
3. Business Address: \_\_\_\_\_  
\_\_\_\_\_
4. City/State/ZIP Code: \_\_\_\_\_
5. Daytime Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_
6. Endorser holds a coaching credential.     YES     NO  
(Endorser is not required to hold a coaching credential.)
7. Endorser acknowledges that the applicant is competent in coaching, including fundamental coaching skills, ethical and professional practice, screening and orientation skills, assessment skills, and the ability to work with individuals and/or businesses and organizations, and endorses the applicant for the BCC credential.

*I, the undersigned, do state that the answers given above are complete and true. I agree to provide any additional information requested by CCE.*

\_\_\_\_\_  
Signature of Person Providing Endorsement (**blue** ink signature required)

\_\_\_\_\_  
Date

**PROFESSIONAL ENDORSEMENT PROVIDER:** Please return this form to the applicant.



**PLEASE PRINT CLEARLY IN BLUE INK**

Applicant's Name: \_\_\_\_\_

Individuals completing the Verification of Experience Form also may complete a Designation Experience Form. This form should be completed by a coaching professional, supervisor or professional colleague who is familiar with your work performance and coaching skills in the designation area. Include this form with your application packet.

**Information below is to be completed by the experience verifier (not applicant).**

In addition to general eligibility requirements, applicants may add a designation. Please mark the appropriate designation for endorsement. A separate Designation Experience Form is required for *each* designation.

- Executive/Corporate/ Business/Leadership Coaching
- Health/Wellness Coaching
- Career Coaching
- Personal/Life Coaching

In addition to the general eligibility requirements, applications must have the following:

- 30 *additional* hours of experience in the designation area
- One additional professional endorsement attesting to the applicant's coaching experience in the designation area

**VERIFIER'S INFORMATION**

*I verify that the applicant named above provided at least **30 hours** of coaching from \_\_\_\_\_ (mm/yyyy) to \_\_\_\_\_ (mm/yyyy) after completing his/her highest level of education. The 30 hours of coaching experience, which I am able to verify, was completed in the specialty designation checked above.*

1. Verifier's Full Name: \_\_\_\_\_
2. Profession: \_\_\_\_\_
3. Business Address: \_\_\_\_\_  
\_\_\_\_\_
4. City/State/ZIP Code: \_\_\_\_\_
5. Daytime Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_

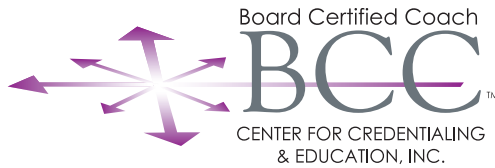
*I, the undersigned, do state that the answers given above are complete and true. I agree to provide any additional information requested by CCE.*

\_\_\_\_\_  
Verifier's Original Signature (**blue** ink signature required)

\_\_\_\_\_  
Date

**VERIFIER OF EXPERIENCE:** Please return this form to the applicant.

DESIGNATION EXPERIENCE FORM



**PLEASE PRINT CLEARLY IN BLUE INK**

Applicant's Name: \_\_\_\_\_

Individuals completing the Professional Endorsement Form also may complete a Designation Endorsement Form. This form should be completed by a coaching professional, supervisor or professional colleague who is familiar with your work performance and coaching skills in the designation area. Include this form with your application packet.

**Information below is to be completed by the person providing a designation endorsement.**

In addition to general eligibility requirements, applicants may add a designation. Please mark the appropriate designation for endorsement. A separate Designation Experience Form is required for *each* designation.

- Executive/Corporate/ Business/Leadership Coaching
- Health/Wellness Coaching
- Career Coaching
- Personal/Life Coaching

In addition to the general eligibility requirements, applications must have the following:

- 30 *additional* hours of experience in the designation area
- One additional professional endorsement attesting to the applicant's coaching experience in the designation area

### ENDORSER'S INFORMATION

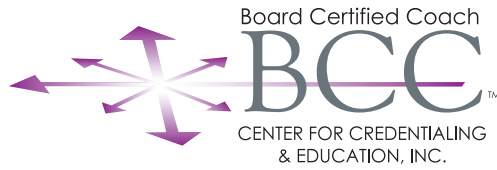
1. Endorser's Full Name: \_\_\_\_\_
2. Profession: \_\_\_\_\_
3. Business Address: \_\_\_\_\_  
\_\_\_\_\_
4. City/State/ZIP Code: \_\_\_\_\_
5. Daytime Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_
6. Endorser holds a coaching credential. (Endorser is not required to hold a coaching credential.)  YES  NO
7. Endorser acknowledges that the applicant is competent in coaching, including fundamental coaching skills, ethical and professional practice, screening and orientation skills, assessment skills, and the ability to work with individuals and/or businesses and organizations, and endorses the applicant for the BCC credential, as well as a designation as marked above.

*I, the undersigned, do state that the answers given above are complete and true. I agree to provide any additional information requested by CCE.*

\_\_\_\_\_  
Signature of Person Providing Endorsement (**blue** ink signature required)

\_\_\_\_\_  
Date

**PROFESSIONAL ENDORSEMENT PROVIDER:** Please return this form to the applicant.



**PLEASE PRINT CLEARLY IN BLUE INK**

Applicant's Name: \_\_\_\_\_

**This request will be reviewed by CCE's assessment department once your application has been approved and you are eligible to register for the BCC examination.**

### CANDIDATES WITH DISABILITIES

**NOTE:** There is no extra charge for these arrangements.

Identify briefly the nature of your disability. Attach documentation from a qualified professional. Diagnosis must be included in the documentation. Specify the special accommodations and/or arrangements you will need to complete the BCC examination. Documentation may not be more than five years old.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I certify that this information is correct.*

Applicant's Signature: \_\_\_\_\_  
(**Blue** ink signature required)

Date: \_\_\_\_\_

### CANDIDATES FOR WHOM ENGLISH IS A SECOND LANGUAGE

**NOTE:** Additional fees will apply for ESL applicants. For information on fees, contact CCE before applying.

*I request extended time for the BCC examination because English is not my native language.*

Applicant's Signature: \_\_\_\_\_  
(**Blue** ink signature required)

Date: \_\_\_\_\_

### CANDIDATES FOR INTERNATIONAL TESTING

**NOTE:** Accommodations will be made for international testing candidates to test outside of the United States. CCE will send additional information regarding available international testing sites upon completion of the application review process.

- Please check here if you request to test for the BCC outside of the U.S. Please indicate the city/country that you wish to test in: \_\_\_\_\_

*Upon review of my application, I request more information regarding how to set up the BCC examination internationally.*

Applicant's Signature: \_\_\_\_\_  
(**Blue** ink signature required)

Date: \_\_\_\_\_

SPECIAL TESTING ACCOMMODATIONS REQUEST

