# Approved Methods of Obtaining BCC Continuing Education Clock Hours

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Requirements for CE Credit</th>
<th>Maximum Clock Hours Allowed</th>
<th>Determining CE Clock Hours</th>
<th>Required Documentation</th>
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</table>
| **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.  
• Distance learning activities must allow interaction with presenter (Internet chat, telephone, e-mail, etc.) even if prerecorded. | • 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.*
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| 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                                    |