

# Registered Credential Training Provider (RCTP) International

## Part 1

**For your convenience, this is a fillable application.  
Please download the form to your computer to fill it out.**

Name of Organization: \_\_\_\_\_

CCE Credential: \_\_\_\_\_

Country Training is Offered: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_



3 TERRACE WAY  
GREENSBORO, NC 27403-3660 USA  
TEL: 336-482-2856 • FAX: 336-482-2852  
cce-global.org • ccebusiness@cce-global.org

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.

# RCTP Application (Part I) Checklist

All of the following materials must be received by CCE before the review process for Part 1 of the RCTP Application can begin:

- RCTP Requirements**  
Please check here to indicate that you have read all of the requirements for the RCTP Program. The requirements can be found in the [CCE Registered Credential Training Provider Program Policy](#).
- RCTP Application (Part 1)**  
The application form must be *completed, signed, and dated*. English is the required language for all application submissions. Applications will be returned if incomplete.
- Application Fee**  
This fee is nonrefundable and nontransferable. Please see p. 6 of the RCTP Application for details on how to submit the application fee. CCE accepts payment via our online portal, Xpress-pay.
- Provider Policies**  
Provide copies of the following policies. Refer to Section B of the [CCE Registered Credential Training Provider Program Policy](#) for specific details.
  - Fees, refunds, and cancellations (Section B.11)
  - Complaints, disputes resolutions (Section B.12)
  - Disability accommodations (Section B.7)

## How did you hear about the RCTP program?

- RCTP Website
- Internet Search
- Referral
- Conference (please let us know which one): \_\_\_\_\_

*CCE will take reasonable measures to keep all information shared as part of the credential training application process confidential. Such information will only be distributed to and/or reviewed by CCE staff who have a need to review and evaluate the information.*

# RCTP Application (Part I)

The Registered Credential Training Provider (RCTP) program is for educational and training providers to offer approved training programs and courses that qualify applicants for CCE credential eligibility credit. The RCTP application process includes two parts: Part 1 of the application reviews the overall administration and structure of the training courses, and Part 2 of the application reviews the program documentation and content. Following an initial evaluation of your application, CCE will notify your authorized representative on the outcomes and how to proceed with the documentation phase to complete the review process.

Submission of a completed application does not guarantee approval. CCE will not pre-review applications or programs. Application or program management cannot be delegated to another entity.

## Registered Credential Training Provider Information

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State/Province, Country, Country Code: \_\_\_\_\_

Physical Address (if different from above): \_\_\_\_\_

Name of Training Program: \_\_\_\_\_

Program Website (URL): \_\_\_\_\_

Business Email(s): \_\_\_\_\_ Tel. no(s): \_\_\_\_\_

Primary Executives and Titles: \_\_\_\_\_

Primary Executives' Email Addresses: \_\_\_\_\_

## RCTP Program Administrator Information

*The organization must designate a representative to serve as program administrator. The program administrator is responsible for assuring that the content of all training programs offering CCE credit and the qualifications of all program instructors satisfy CCE requirements. This individual serves as the primary contact with CCE for all program-related communications.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## RCTP Representative Information Check here if this person is also the program administrator

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Educational Degree and Field of Study: \_\_\_\_\_

RCTP Application	Program Delivery Format	Fee
Application Fee	Includes review of one delivery format (Either live event or on- demand)	\$800
Additional Delivery Format	To apply for both live event and on-demand delivery formats, add this additional fee.	Additional \$400

**Application fees are nonrefundable and nontransferable.  
Application will be processed upon receipt of payment.**

# RCTP Approval Requirements

RCTP status is granted by CCE to eligible training programs demonstrating compliance with all RCTP provider and program requirements, including all applicable terms of the [CCE Registered Credential Training Provider Program Policy](#). CCE retains the sole authority to determine if an organization's program qualifies for RCTP status.

A program that has been granted RCTP status for a CCE credential is registered as meeting the educational and training eligibility requirements for this credential in the approved delivery format.

The guiding principle and operational goal of the CCE RCTP process is to identify qualified training programs consistent with the content requirements of specified CCE credentials and the requirements of the CCE Registered Credential Training Provider Policy. RCTP status is limited to organizations and individuals that can function independently and have the resources to satisfy all policy requirements.

## RCTP Status Eligibility Requirements

In order to qualify for RCTP status, the organization must satisfy all CCE RCTP eligibility requirements, including the following:

- a. The provider must conduct all activities and qualified courses consistent with the Registered Credential Training Provider Program Policy, and related CCE agreements and requirements. All eligibility requirements are presented in this Policy and must be fulfilled by the provider.
- b. The provider must submit to CCE complete and accurate application and continuing registration information, materials, agreements, and fees in a timely manner as required by CCE. All such information and materials become the property of CCE, and all application and continuing registration fees are not refundable or transferable.
- c. The provider organizational governance documents and operational principles must be consistent with CCE policy and agreement requirements, and applicable legal rules. The Provider's organizational governance documents and operational principles must not include or promote any unlawful discriminatory policies, rules, or practices.
- d. In the event that a Provider fails to satisfy, or acts contrary to, the requirements of this Policy, or a related CCE agreement or requirement, CCE has the sole authority and discretion to impose conditions or sanctions on any such Provider, including suspension or termination of RCTP status.

## RCTP Application Requirements

*Incomplete or unsigned applications will not be reviewed. Correct payment must accompany the application.*

**Check the delivery format(s) for which you are applying:**

- Live Interactive Course Delivery Format:** Live, in-person courses may be delivered in person or by an electronic device that permits trainees to interact with the presenter(s), including qualified programs delivered solely for in-service training directly related to employment.
- Virtual, On-Demand Course Delivery Format:** Virtual, on-demand courses may be delivered by recorded electronic device or in print format, which include video, audio, and/or text materials.

**Choose the training credential for which you are applying** (*refer to training hours requirements linked below*):

[Board Certified Coach \(BCC\)](#)  
(45+ hours)

[Global Career Development Facilitator \(GCDF\)](#)  
(120 hours)

1. Describe the primary purpose of the training program.

2. Describe the target audience (education level and profession) to whom you direct your training program.

3. Describe how you will promote and advertise your training program.

4. Has the provider previously been denied approval as a training provider or had a program denied?

Yes  No

If yes, by which organization(s) was the provider or program denied and why?

5. Describe the process by which you select presenters/authors for your training programs.

6. Does the provider maintain policies concerning program fees, refunds, and cancellation?

*These policies must be provided with the application materials.*

Yes  No

7. Does the provider maintain a published policy concerning the review and resolution of student/trainee complaints and disputes related to programs? *A copy of this policy or a link to the current policy must be provided to CCE with the application materials.*

Yes  No

8. Will the applicant provide all legally required disability accommodations to trainees in compliance with Section B.7 (Provider Americans with Disabilities Act (ADA) Requirement or your country's equivalent) of the [CCE Registered Credential Training Provider Program Policy](#).

Yes  No

All education programs offered for CCE eligibility credit will be presented in a manner compliant with all country and regional laws, including the Americans with Disabilities Act (ADA) or your country's equivalent.

Yes  No

Describe the process in which students request appropriate accommodations. Include a description or URL where this process is published.

I attest that I understand the [CCE Registered Credential Training Provider Program Policy](#) (Policy), that the information provided in this application is complete, and that I must provide documentation to support my responses in this application if requested by CCE. I understand that submission of application does not indicate approval. If approved as an RCTP, the provider will comply with the terms set forth in the policy.

Name: \_\_\_\_\_

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

## RCTP Application Payment

Please follow the steps below to make payment:

- Determine which delivery format you would like to apply for:
  - \$800 application fee for **either** live event **or** on-demand delivery format
  - or \$1,200 application fee for **both** live event and on-demand delivery formats
    - [Click here to pay the \\$800 application fee](#)
    - [Click here to pay the \\$1,200 application fee](#)
  - o Payment on Behalf of: RCTP Name
  - o Reason for Payment: RCTP Application (specify CCE credential)
  - o Submission Date
  - o Credential Holder or Examinee Name: Organization Name
- Click "Next"
- Enter your credit card information

Please send application and proof of payment to [ccebusiness@cce-global.org](mailto:ccebusiness@cce-global.org).