



April 10, 2014

Dorothe Fritzsche
Synapsen Coaching

Dear Dorothe,

Thank you for submitting an Approved Coach Specific Training Hours (ACSTH) application to the International Coach Federation (ICF). The ICF has reviewed the application for your Personal Coach Program and is pleased to grant approval. You may now represent in your marketing materials that this program is approved by the ICF for 202 hours of coach training. To avoid confusion, please use the term "approved" rather than "accredited" when referring to your program. The approval date of your program is April 08, 2013 and the program will be due for renewal on May 31, 2017. As part of the approval cycle, we will be sending you a series of surveys called the Incremental Renewal Process. These surveys will need to be completed in order to keep your program up-to-date and current with ICF and to renew your program in 3 years. Please see below for the date you will receive these surveys throughout your approval cycle:

Incremental Renewal Survey 1: December 01, 2014
Incremental Renewal Survey 2: June 01, 2015
Incremental Renewal Survey 3: December 01, 2015
Incremental Renewal Survey 4: June 01, 2016
Incremental Renewal Survey 5: December 01, 2016
Incremental Renewal Survey Final: May 31, 2017

Incremental Renewal Survey 1 Due: February 28, 2015
Incremental Renewal Survey 2 Due: August 31, 2015
Incremental Renewal Survey 3 Due: February 29, 2016
Incremental Renewal Survey 4 Due: August 31, 2016
Incremental Renewal Survey 5 Due: February 28, 2017
Final Renewal Survey Due: July 31, 2017

You can get the most out of your approval by staying in touch with the ICF in the following ways:

- Add details to your program's listing on the ICF's [Training Program Search Service](#). Please complete the following [questionnaire](#).
- Distribute certificates to students according to [ICF guidelines](#). Submit a sample copy of each type of certificate to angie.holleran@coachfederation.org.
- Use ICF logos on your certificates and marketing materials. Logos are given to all programs that submit a copy of the ICF [logo guidelines](#).
- Refer students to the ICF web site for information on [credentialing](#).
- In between renewals, keep the ICF apprised of the following changes to your program:
 - New ownership or new organizational partner
 - New contact person or contact information
 - New training location or new delivery method
 - New program name
 - New class added or class taken away (no need to notify of minor changes to class curriculum)
 - New certificate

The ICF will keep in touch periodically through email updates with news that affects approved programs. We will also contact you with a reminder before your next renewal date.

Remember the following limitations on the approval of your program:

- The approval applies only to the Personal Coach Program. It does not apply to any other program operated by your organization.
- The approval of your program applies only to the program operated by the owner(s) listed in the application. It does not apply to and cannot be used by any franchisee, licensee, or secondary distributor of any kind or by any program that does not use the existing infrastructure described in the application and administered directly by the applicant. Any such programs are considered new programs and must file separate, independent applications for approval.
- You should refer to the program as "approved" rather than "accredited." Only ACTPs may use the term "accredited."

Congratulations on your program's approval and thank you for your continuing commitment to excellence in the coaching profession. Please do not hesitate to contact me with any questions.

Sincerely,

Emily Williams, Senior Credentialing Coordinator

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