



EMCC Global Individual Accreditation Application

(recognising and taking FULL account of validated prior learning and experience)

Name		Recommended EIA LEVEL (delete as appropriate)
Date Submitted		FOUNDATION, PRACTITIONER, OR SENIOR PRACTITIONER

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EMCC GLOBAL INDIVIDUAL ACCREDITATION – EIA PROFESSIONAL DESIGNATION

CONTENTS

1. Personal Details and Personal Statement

1.1 Personal Statement

Useful LINKS to support sections:

- [Global code of ethics](#)
- Policy and Practice Guide [Reflection and Reflexivity as a Dynamic Inquiry of Professional Practice](#)
- [Coaching and mentoring competence framework](#)
- [Supervision Competence Framework](#)
- [Supervision Information Document](#) (a general guide to supervision)
- [EQA Equivalence LOG](#) (to log work based evidence or to use as a general 'backdrop' and guide to support ongoing dialogue)

2. Practice

2.1 Length of experience – Coaching and/or Mentoring

2.2 Client Contact hours

2.3 Client Feedback

3. Professional development

3.1 Continuing Professional Development – record of hours AND LEARNING FOCUS

3.2 Supervision for work as a Coach and/or Mentor/Leader (at least 1 hour per quarter spread across the year) - brief record of hours and key learning

3.3 Supervisor feedback (one or more if applicable)

4. Evidence of EQA or equivalent qualification

4.1 EQA and ESQA Training or equivalent

4.2 Recognised prior learning and experience equivalent to EMCC Global Quality Award - EQA Education and Training or other related formal Education and Training

4.3 Other professional body SUPERVISION designation/s (if applicable)

5. Declaration

1. Personal details

Name	
Address	
Telephone	
Mobile	
E-mail	
Current Role and LinkedIn LINK if applicable	
EU VAT ID if applicable (for invoice purposes) and name of organisation to which ID is registered	
Website	
Date of joining EMCC Affiliate and/or EMCC Global and current membership number	
What other memberships do you hold?	
What are your most common Mentoring/Coaching/Supervisor topics or themes?	
Describe the range of clients you typically see	

1.1 Personal statement (including approach to Global Code of Ethics AND, Inclusion and Diversity Declaration)

Personal Statement

Enter text here - approximately 300-500 words

Personal statement - a guide to planning your statement (about 300 - 500 words)

This helps us get to know you and understand your thinking and approach to mentoring/coaching (and most importantly, for you to be able to reflect very positively on the value of your mentoring and/or coaching practice, approach and experience to your role). This statement sets the context for you as a person and your approach to mentoring and/or coaching or leadership using these skills. You are asked to give a personal statement that covers the following questions.

You are asked to give a personal statement that covers the following questions:

- *What motivates you to be a mentor/coach OR leader/aspiring leader using mentoring and/or coaching skills in a wider leadership context?*
- *What is your vision of mentoring/coaching, your philosophy?*
- *What theoretical underpinning principles shape your practice/model? (You may like to include your own model/the model/s you use)*
- *How has your practice evolved and developed?*
- *How do you understand and apply the Global Code of Ethics?*

Please also attach a copy of your current Curriculum Vitae, Resume and/or LinkedIn link if applicable.

2. Practice

2.1 Length of experience

Length of experience and context
Enter text here - approximately 500 words

[insert more rows as required]

2.2 Client Contact hours

Total Hours over 1, 3 or 5 YEARS (delete as applicable)	
Total Clients	

2.3 Client feedback (5 required) unless EQA or equivalent education and training is recent ie completed in the last 2 years

Client feedbacks are attached to my application	<input type="checkbox"/> Yes	<input type="checkbox"/> <i>Not required, already covered in recent validated education and training programme delivery or via other professional body validated accreditations/credentials</i>
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3. Professional development

Describe your approach including learning focus to your CPD over the last 12 months
Enter text here

3.1 Continuing Professional Development – record of hours AND LEARNING FOCUS

Date	Hours	Event/Activity/Learning	Reflections against EMCC Global Competence Framework areas and assessment framework indicators including 'human' capacity development <i>Refer to: Policy and Practice Guide Reflection and Reflexivity as a Dynamic Inquiry of Professional Practice</i>

[insert more rows as required]

Total Hours (approximate)	
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3.2 Mentor/coach supervision OR leadership using these skills FOR THE PAST YEAR (at least 1 hour per quarter spread across the year/1 hour to every 35 hours of coaching/mentoring/leadership using these skills) – brief record of hours, key learning and reflections

Date	Hours	Type	Areas covered, KEY LEARNING and REFLECTIONS

[insert more rows as required]

Total Supervision Hours (last 12 months)	
Total Mentoring/Coaching or Leadership using these skills - hours (last 12 months)	

3.3 Supervisor feedback (one or more if applicable)

Supervisor Name: Click here to enter text. (indicate if you have more than one supervisor)	Supervisor Signature: Click here to enter text.	Date: Click here to enter a date.
[Enter details of supervisor’s qualifications and/or experience]		
Supervisor comments		

4. Evidence of EMCC Global Quality Award - EQA or equivalent education and training and/or learning from work based experience, and any current professional body mentor, coach, or supervisor designations

If you are an applicant who has earned a mentoring/coaching education and training certificate via an **EMCC Global Quality Award accredited programme** ('EQA Provider') – at least for the designated level within the last two years – **you are not required to submit evidence of capabilities and reflections via case studies**. You are only required to give details for the EQA accredited training programme OR equivalent that you attended and attach a copy of your diploma/certificate to this form.

4.1 EQA or equivalent certificate/diploma education and training and/or work based learning equivalent to formal education and training

Date	EQA or equivalent education and training provider	Level	Place of Delivery	Title of the Education and Training Programme/s

4.2 OTHER recognised 'work based' prior learning and experience equivalent to EMCC Global Quality Award - EQA Education and Training

Date	Organisation Name	Role	Country Location	Coach and/or Mentor experience in work based position
	Including website LINK if applicable	<i>Validated by Assessor in dialogue and/or organisational sponsor</i>	<i>Where the organisation is located/headquartered</i>	<i>Paid or voluntary, including work-based micro credentials if applicable</i> <i>Use Capability Indicators as a guide to inform reflections and dialogue</i> <i>Also Refer to: Policy and Practice Guide Reflection and Reflexivity as a Dynamic Inquiry of Professional Practice</i>

Please complete the following to support your application if you have not completed an EMCC Global Quality Award - EQA or equivalent education and training, or **use as a guide to inform ongoing dialogue and reflections:**

- [EQA Equivalence LOG](#) Please use this form to map and celebrate your EQA equivalent education and training and/or learning from work based experience
- **Case Studies** may also be provided, if helpful to illustrate, for example, breadth and excellence of your related and relevant work based learning and experience

4.3 Other professional body designation/s (if applicable)

Date	EMCC EIA or equivalent e.g. AC, ICF Credential, WABC Designation, BCC EMCC ESIA OR EQUIVALENT e.g. AOCS, APECS (SUPERVISOR ACCREDITATION)	LEVEL (if applicable)
	<i>Note: ICF Credential ACC aligns to EMCC Global Practitioner level; PCC and MCC align to EMCC Global Senior Practitioner level</i>	

5. Declaration

EMCC Global Individual Accreditation: EIA Professional Designation to 'frame' ongoing practice as a coach and/or mentor or leader using coaching and/or mentoring skills as part of a wider leadership role.

In submitting this form I declare that the information provided below is a true and fair representation of my mentor/coach/leader and supervision practice:

- I have read the [Global Code of Ethics](#) and [Diversity & Inclusion declaration](#) and agree to abide by them
- I have at least 1 years experience as a Coach and/or Mentor or Leader using coaching and/or mentoring skills (minimum of 50 hours and at least 5 clients over five years – Foundation level) *(delete as applicable)*
- OR I have at least three years experience as a Coach and/or Mentor or Leader using coaching and/or mentoring skills (minimum of 100 hours and at least 10 clients over three years – Practitioner level) *(delete as applicable)*
- OR I have at least five years experience as a Coach and/or Mentor or Leader using coaching and/or mentoring skills (minimum of 250 hours and at least 20 clients over five years – Senior Practitioner level) *(delete as applicable)*
- I have supervision in place (minimum 1 hour per quarter for Foundation and Practitioner Level) OR I have supervision in place (minimum 1 hour per quarter/35 hours Coaching and/or Mentoring for Senior Practitioner Level)
- I accept that it is my responsibility to maintain ongoing evidence (logs) to celebrate my ongoing accreditation illustrating how I meet the defined criteria for the professional designation level I have been recommended for, including:
 - Professional Practice [Client Log](#)
 - Ongoing CPD [CPD Log](#) (Practitioner level minimum 16 hours per year; SP level minimum 32 hours per year)
 - Reflective practice [Reflective Practice Log](#)
 - Supervision [Supervision Log](#) (minimum 1 hour per quarter/35 hours Coaching and/or Mentoring)
 - Feedback from Clients [SAMPLE TEMPLATES/Framework](#) available on request
- I acknowledge that the EMCC Global Individual Accreditation - EIA Professional Designation as an EMCC Global Accredited Coach/Mentor and/or Leader, internationally benchmarked, is valid for five years and that to renew the award after five years, I will have to provide evidence that I meet the renewal criteria.

In addition I also

- Agree that EMCC Global may hold my details, in line with GDPR (May 2018), for the purposes of administering my accreditation
- Agree that EMCC Global may publish details of my Professional Designation/s (*EIA, ESIA, ITCA, IPMA*) on the EMCC Global website page that lists all awarded
- Agree that EMCC Global may contact me, in line with GDPR (May 2019), for the purpose of on-going Continuous Professional Development related to my practice and to provide support to maintain my Professional Designation/s
- Agree that EMCC Global may contact me, in line with GDPR (May 2019), to keep me informed of EMCC Global news and other related matters.

NAME: _____ **SIGNATURE:** _____ **DATE:** _____