

Approved Methods of Obtaining BCC Continuing Education Clock Hours

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

Activity	Requirements for CE Credit	Maximum Clock Hours Allowed	Determining CE Clock Hours	Required Documentation
College/University Courses	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • No limit • Each course counts once during each five-year certification period. 	<ul style="list-style-type: none"> • One semester credit equals 15 clock hours • One quarter credit equals 10 clock hours 	<ul style="list-style-type: none"> • Transcript, grade report or verification form
Seminars, Workshops, Conferences and Webinars (Presenting)	<ul style="list-style-type: none"> • Attendees must be your peers.* • Activity must cover one or more BCC competency areas. 	<ul style="list-style-type: none"> • No limit • Each activity counts once during each five-year certification period. 	<ul style="list-style-type: none"> • Only actual presentation time counts for clock hours (exclude breaks, lunch, etc.). 	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • No limit • Each activity counts once during each five-year certification period. 	<ul style="list-style-type: none"> • Only <u>actual presentation time</u> counts for clock hours (exclude breaks, lunch, etc.). • If reading prework is required, 6,000 words equal one CE clock hour. 	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 10 per published article/book chapter 20 per published book 	<ul style="list-style-type: none"> 6,000 words equal one clock hour 	<ul style="list-style-type: none"> Letter from publisher on letterhead stating word count
Self-Study Programs	<ul style="list-style-type: none"> Program must directly relate to coaching. Program must address one or more BCC competency areas. 	<ul style="list-style-type: none"> No limit 	<ul style="list-style-type: none"> 6,000 words equal one clock hour 	<ul style="list-style-type: none"> Certificate of completion or letter from provider verifying completion
BCC Training Curriculum Author	<ul style="list-style-type: none"> Curriculum must be approved by CCE. Curriculum must be for 30-, 60- or 90-hour training program. 	<ul style="list-style-type: none"> 15 clock hours 	<ul style="list-style-type: none"> Time spent developing the curriculum, up to the maximum 	<ul style="list-style-type: none"> Detailed curriculum outline with timeframes listed for each component
Educator	<ul style="list-style-type: none"> You must both develop and teach a course. Course must relate directly to coaching. 	<ul style="list-style-type: none"> 15 clock hours 	<ul style="list-style-type: none"> Time spent developing and teaching course, up to the maximum 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 15 clock hours 	<ul style="list-style-type: none"> Hours of service per month, up to the maximum 	<ul style="list-style-type: none"> Letter from organization attesting to type and dates of service performed