RECORDED COACHING INSTRUCTIONS

Please return your recording(s) and client release form(s) directly back to me at
sherrie.harvey@coachfederation.org

Coaching Sessions

Each recording should be of a complete coaching session only (additional discussion of training,
discussing a client contract, interviewing the client, etc. are not to be part of the recorded coaching
session). The recording can be between 20-60 minutes in length. Recordings that exceed 60 minutes
will not be scored. The recordings must be of actual client coaching sessions between you and a paid or
pro-bono client. The client may not be a coach unless the coach is one of your regular clients. Sessions
that occur as a part of coach training may not be used.

Procedure

ICF suggests making several recordings before you submit one, and you select a recording that
demonstrates using a wide variety of ICF Core Competencies. Keep at least one copy of the recording for
your records. Only a recording in one part is acceptable.

ICF will not review your recording before providing it to assessors. It is your responsibility to listen to your
recording and make sure the conversation is audible and clear. The quality and proximity of the
microphone are much more important than the bit rate of the recording in determining the overall quality
of the recording. Inaudible recordings will result in lower scores and delays. Also, the recording cannot
be edited. If an assessor deems the recording has been edited, they can elect to fail it.

File Format

- The ICF can accept only the following formats: MP3 or WMA
- The size of the recording must be 95 megabytes or less. Use a lower bit rate to decrease file size
  (if you need to reduce the file, please do a "Google" search on how to condense the file).
- You must upload the actual recording file; a URL to a download location will not be accepted.
- Video or Skype recordings are not accepted.

If you are a member of ICF, this recording can be done by using one of our official resource partners,
Audio Acrobat. You will find information on Audio Acrobat at the ICF Web site:
http://www.coachfederation.org/members/landing.cfm?ItemNumber=857&navItemNumber=595
If you are not a member of ICF, an option to assist with a recording is www.hightail.com

Release of Confidential Information

You and the client in the recording(s) must sign a release form authorizing you to record the session. I
understand that the audio recording of my coaching session will be reviewed only by ICF staff and
assessors who will use it for assessing the quality and methods of my coaching, and possibly for use
of training. I understand that the information will be kept confidential and will not be shared with any other
party. In this release form, Surnames must not be used so that the identities of the coach and client are
protected. Following is the client release form. Please fully execute it and return to me along with your
recording(s). Thank you.

Sherrie Harvey

CLIENT RELEASE FORM

Purpose: The purpose of this release is to facilitate the ICF credentialing application of

Name of credential applicant:_____

I, (insert name of client)_____, authorize
(insert name of credential applicant)_____, to record and release a
recorded coaching session to the International Coach Federation. Information to be
released: recorded coaching session on (insert date_____):

Permission to release to:

International Coach Federation

2365 Harrodsburg Road, Suite A325

Lexington, KY 40504

I understand that my recorded coaching session(s) will be reviewed only by ICF Staff
and Assessors who will use it for the sole purpose of assessing the quality and methods
of my coaching and may be used for the training of ICF assessors. I understand that the
information will be kept confidential and will not be shared with any other party.

This release form has been read and reviewed by us and we understand its content.
Typed-in signatures are not acceptable.

Client's Signature:_____ **Date:** _____

Coach's Signature _____ **Date:** _____

Language used in this coaching session: _____