

San Antonio Professional Coaches Association (SAPCA) of the International Coach Federation (ICF)
CREDENTIALLED COACH and AFFILATE Membership Application

PRINTED Name: _____
First Name you want us to use: _____ (for Badge purposes)
Preferred Mailing Address: _____
City: _____ State: _____ Zip: _____
Preferred Phone (REQUIRED): (____) _____ which is ___ Home ___ Work
Preferred Email (REQUIRED): _____ which is ___ Home ___ Work
Preferred FAX (optional) : _____ which is ___ Home ___ Work
Your Website URL (if any): _____

WHAT IS YOUR ICF Member Number? _____ **NOTE: YOU MUST BE A MEMBER OF THE ICF TO JOIN SAPCA as a Credentialed Coach or Affiliate Member. You can join online at www.coachfederation.org and resume your application process.**

YOUR CREDENTIAL FROM THE ICF: ___ ACC ___ PCC ___ MCC ___ do not currently have an ICF credential

SAPCA Local Activity Fees: please check one (see requirements below)
___ **Credentialed Coach** Member \$50.00 annually (after twelve months, renewals are \$40)
___ **Affiliate** Member \$75.00 annually (after twelve months, renewals are \$65)

Form of Payment: April 1st of each year is the annual renewal date; you will be prorated during your first year
___ Personal or Business Check payable to "SAPCA" Your Check Number _____ dated _____
___ Visa, M/C or AMEX Credit Card Number _____ Exp. Date ___/___
Name exactly as on Card: **PLEASE PRINT** _____
Billing address for Card: _____

Complete and return all three pages of this form to the SAPCA, Post Office Box 780114 - San Antonio, TX 78278-0114, or with a credit card number, you can fax to (210) 492-2166. For more information, call 872-5490 or email CommunicationChair@SAPCA.org

If you would like us to know more about you than the form allows for, please add additional sheets as necessary.

Professional Coach Training:
___ Coach U ___ CTI ___ Other Accredited Institution(Name: _____)
Graduated on (Completion Date) _____ (mm/yyyy)
Additional/Other Coach Training/Coursework/Online (e.g. CoachVille): _____

Professional Coaching Practice: ___ New to Coaching (0-6 months) ___ Part Time ___ Full Time
Hours of Actual Client Coaching: ___ 0-250 ___ 251-500 ___ 501-750 ___ 751-2000 ___ Over 2000
Coaching-Related Field/Experience: _____

Primary Kind of Professional Coaching (please check only one): ___ Personal ___ Business
Personal Sub-Category (please check no more than three) ___ Personal Growth ___ Relationships ___ Financial ___ Career
Business Sub-Category ___ Small Business ___ Corporate ___ Other (explain: _____)
If you have a unique specialty beyond these key categories, please describe: _____

Niche (Who you coach): ___ Executives ___ Parents ___ Couples ___ Groups ___ Other (explain: _____)

Coaching Services YOU Offer (i.e. 1:1, groups, workshops, assessments, in person, virtual only)

Other Education, Training and/or Degrees:
Designation/Degree _____ Institution/University _____ Year Graduated _____

Awards/Accreditations/Associations/Certifications other than ICF Credentials:

SAPCA Credentialed Coach Membership (full voting rights) is granted to an individual upon acceptance of this application, to include being a current ICF member and agreeing to abide by the ICF Code of Ethics and the Ethical Conduct Review Process of the ICF, while continuing to pay local SAPCA activity fees and annual ICF dues as directed by the ICF's Board of Directors. **Also**, the candidate holds an ACC, PCC or MCC credential from the ICF and maintains that credential over time. Credentialed Coaches can be elected to any SAPCA leadership role or serve on any committee.

SAPCA Affiliate Membership (full voting rights) is for professionals actively engaged in business or personal coaching who do not yet hold an ICF credential. All other requirements and benefits of the Credentialed Coach membership apply (see above)

Pledge of Ethics	Initial:
<p>As a professional coach, I acknowledge and honor my ethical obligations to my coaching clients and colleagues and to the public at large. I pledge to comply with ICF Standards of Ethical Conduct, to treat people with dignity as free and equal human beings, and to model these standards with those whom I coach. If I breach this Pledge of Ethics or any ICF Standards of Ethical Conduct, I agree that the ICF in its sole discretion may hold me accountable for so doing. I further agree that ICF's holding me accountable for my breach may include loss of my ICF membership or my ICF certification.</p>	

Part One: The ICF Philosophy of Coaching

The International Coach Federation adheres to a form of coaching that honors the client as the expert in his/her life and work and believes that every client is creative, resourceful, and whole. Standing on this foundation, the coach's responsibility is to:

- Discover, clarify, and align with what the client wants to achieve
- Encourage client self-discovery
- Elicit client-generated solutions and strategies
- Hold the client responsible and accountable

Part Two: The ICF Definition of Coaching

Professional Coaching is an ongoing professional relationship that helps people produce extraordinary results in their lives, careers, businesses or organizations. Through the process of coaching, clients deepen their learning, improve their performance, and enhance their quality of life. In each meeting, the client chooses the focus of conversation, while the coach listens and contributes observations and questions. This interaction creates clarity and moves the client into action. Coaching accelerates the client's progress by providing greater focus and awareness of choice. Coaching concentrates on where clients are now and what they are willing to do to get where they want to be in the future. ICF member coaches and ICF credentialed coaches recognize that results are a matter of the client's intentions, choices and actions, supported by the coach's efforts and application of the coaching process

Part Three: The ICF Standards of Ethical Conduct

Professional Conduct At Large

As a coach:

- 1) I will conduct myself in a manner that reflects positively upon the coaching profession and I will refrain from engaging in conduct or making statements that may negatively impact the public's understanding or acceptance of coaching as a profession.
- 2) I will not knowingly make any public statements that are untrue or misleading, or make false claims in any written documents relating to the coaching profession.
- 3) I will respect different approaches to coaching. I will honor the efforts and contributions of others and not misrepresent them as my own.
- 4) I will be aware of any issues that may potentially lead to the misuse of my influence by recognizing the nature of coaching and the way in which it may affect the lives of others.
- 5) I will at all times strive to recognize personal issues that may impair, conflict or interfere with my coaching performance or my professional relationships. Whenever the facts and circumstances necessitate, I will promptly seek professional assistance and determine the action to be taken, including whether it is appropriate to suspend or terminate my coaching relationship(s).
- 6) As a trainer or supervisor of current and potential coaches, I will conduct myself in accordance with the ICF Code of Ethics in all training and supervisory situations.
- 7) I will conduct and report research with competence, honesty and within recognized scientific standards. My research will be carried out with the necessary approval or consent from those involved, and with an approach that will reasonably protect participants from any potential harm. All research efforts will be performed in a manner that complies with the laws of the country in which the research is conducted.
- 8) I will accurately create, maintain, store and dispose of any records of work done in relation to the practice of coaching in a way that promotes confidentiality and complies with any applicable laws.
- 9) I will use ICF member contact information (email addresses, telephone numbers, etc.) only in the manner and to the extent authorized by the ICF.

Professional Conduct With Clients

- 10) I will be responsible for setting clear, appropriate, and culturally sensitive boundaries that govern any physical contact that I may have with my clients.
- 11) I will not become sexually involved with any of my clients.
- 12) I will construct clear agreements with my clients, and will honor all agreements made in the context of professional coaching relationships.
- 13) I will ensure that, prior to or at the initial session, my coaching client understands the nature of coaching, the bounds of confidentiality, financial arrangements and other terms of the coaching agreement.
- 14) I will accurately identify my qualifications, expertise and experience as a coach.
- 15) I will not intentionally mislead or make false claims about what my client will receive from the coaching process or from me as their coach.
- 16) I will not give my clients or prospective clients information or advice I know or believe to be misleading.

- 17) I will not knowingly exploit any aspect of the coach-client relationship for my personal, professional or monetary advantage or benefit.
- 18) I will respect the client's right to terminate coaching at any point during the process. I will be alert to indications that the client is no longer benefiting from our coaching relationship.
- 19) If I believe the client would be better served by another coach, or by another resource, I will encourage the client to make a change.
- 20) I will suggest that my clients seek the services of other professionals when deemed appropriate or necessary.
- 21) I will take all reasonable steps to notify the appropriate authorities in the event a client discloses an intention to endanger self or others.

Confidentiality/Privacy

- 22) I will respect the confidentiality of my client's information, except as otherwise authorized by my client, or as required by law.
- 23) I will obtain agreement from my clients before releasing their names as clients or references, or any other client identifying information.
- 24) I will obtain agreement from the person being coached before releasing information to another person compensating me.

Conflicts of Interest

- 25) I will seek to avoid conflicts between my interests and the interests of my clients.
- 26) Whenever any actual conflict of interest or the potential for a conflict of interest arises, I will openly disclose it and fully discuss with my client how to deal with it in whatever way best serves my client.
- 27) I will disclose to my client all anticipated compensation from third parties that I may receive for referrals of that client.
- 28) I will only barter for services, goods or other non-monetary remuneration when it will not impair the coaching relationship.

Part Four: The ICF Pledge of Ethics

As a professional coach, I acknowledge and agree to honor my ethical obligations to my coaching clients and colleagues and to the public at large. I pledge to comply with the ICF Code of Ethics, to treat people with dignity as independent and equal human beings, and to model these standards with those whom I coach. If I breach this Pledge of Ethics or any part of the ICF Code of Ethics, I agree that the ICF in its sole discretion may hold me accountable for so doing. I further agree that my accountability to the ICF for any breach may include loss of my ICF membership and/or my ICF credentials.

The mission of the International Coach Federation (ICF) is to be the global forum for the art and science of coaching, where we inspire transformational conversations, advocate excellence, and expand awareness of the contribution coaching is to the future of humankind. The ICF's internationally recognized standards of excellence, professionalism and Code of Ethics establish a strong foundation for self-governance of the coaching profession.

As part of my application to become a member of the San Antonio Professional Coaches Association (SAPCA), I agree to abide by this ICF Code of Ethics.

 Signed: _____ DATE: _____

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