

## Agreement for Coach Mentoring

This agreement, between **Anne Kelly, PCC, CMC**, and \_\_\_\_\_  
("Mentee") will begin on \_\_\_\_\_.

### The fees for this time period are:

\*\*Individual, one-on-one mentoring @ \$165 hour

\*\*Group mentoring @ \$100 hour/6 person minimum

The service provided to the client by **Anne Kelly, PCC, CMC**, is coaching and mentor coaching. Mentor Coaching is defined by the ICF as providing professional assistance in achieving and demonstrating the levels of coaching competency demanded by the desired credential level sought by a coach-applicant (mentee). Furthermore, Mentor Coaching means an applicant (mentee) being coached on their coaching skills rather than coaching on practice building, life balance, or other topics unrelated to the development of an applicant's coaching skill.

Mentoring consists of listening to recorded or live coaching sessions by the client with feedback, coaching and mentoring on the client's coaching skills, as defined by the ICF, with attention to the Core Competencies. Coaching consists of coaching the client for purposes of additional learning about the ACC, or PCC level of competencies.

### The time agreement is:

Mentoring will commence on or after \_\_\_\_\_, for \_\_\_\_\_ and will conclude on or about \_\_\_\_\_.

Note: ICF requires that 10-hours of mentoring take place over **at least a 3-month period**.

**Anne Kelly, PCC, CMC**, promises the above named client that all information provided will be kept strictly confidential to the extent allowed by law. I respect your willingness to be truthful, and I will treat this information as a special confidence.

You can count on me to be honest and straightforward; asking questions and making requests. The main purpose of our interaction is to mentor you on your coaching skills and presence to prepare you to apply for or renew your credential with the ICF.

### To begin our mentor coaching relationship, please read the following:

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.

2. I understand that "coaching" is a Professional-Client relationship I have with my coach that is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.

3. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues, incorporate coaching into those areas, and implement my choices is exclusively my responsibility.

4. I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment or therapy.

5. I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the mental health care provider regarding the advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship.

6. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.

7. I understand that certain topics may be anonymously and hypothetically shared with other coaching professionals for training or consultation purposes.

8. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.

9. Please insure your technology and links of recordings work! If our scheduled session has to be cancelled for any reason, without at least 24-hours notice, there will be no charge the first time, but **mentee will be charged for 1-hour of time for any subsequent occurrences.** To preclude this I suggest you **send me a link to your recording at least 24-48 hours prior to our scheduled mentoring appointment.**

**Please initial here: \_\_\_\_\_**

**10. I agree to obtain a written authorization/release from any client that I record for the purpose of sharing this recording with my mentor coach.**

**Please initial here: \_\_\_\_\_**

11. Mentoring with Anne Kelly, PCC, CMC, provides no guarantee of results, either of attainment of desired certification level or successful completion of the Coach Knowledge Assessment. All results obtained will be the result of mentees commitment to and continued mastery of ICF competencies. (As you mentor I do make you two "guarantees": 1) If you do not do the work, the results will not happen, and 2) As your mentor I will always provide a safe, celebratory and trusting environment in which you may continue on your road to master of the ICF competencies!

Our signatures on this agreement indicate full compliance with the requests and promises above, and complete understanding of the services to be provided.

---

Mentee	Date	Mentor	Date
--------	------	--------	------

~~~~~

Highlights of ICF Requirements related to renewal of coaching certification:

- The Mentor Coaching requirement must be fulfilled prior to submitting your application to the ICF. (Example: You must have completed **a minimum of three months** and 10 hours of Mentor Coaching prior to today's date if you were to submit your application today.)
- If participating in a group mentor experience, a minimum of 3 of the 10 mentoring hours must be one-on-one coaching with the mentor.
- On the online credential application, you will list the name of each Mentor Coach, the Mentor Coach email address, credential level of the Mentor Coach, the start and end date of each mentoring relationship, and the number of hours of coaching from each mentor. **You are not required to provide documentation from your Mentor Coach**, but your Mentor Coach should be able to confirm that the mentoring took place.
- You are required to have been mentor coached by a coach who holds an ICF ACC, PCC or MCC Credential.
- All coaches renewing their credential must [participate in at least 40 hours of Continuing Coach Education \(CCE\)](#) completed in the three years since the initial award of your credential or since your last credential renewal, with at least 24 hours in [Core Competencies](#). ICF Credential-holders are required to demonstrate completion of at least three (3) Continuing Coach Education (CCE) units in the area of **coaching ethics** to be eligible for renewal of their ICF Credentials.
- All credential applicants must complete a Coach Knowledge Assessment (CKA) consisting of multiple-choice questions. The CKA is only required to be completed one time. Learn more at <https://coachfederation.org/coach-knowledge-assessment>

For additional information, visit [www.CoachFederation.org](http://www.CoachFederation.org)

**Anne Kelly, PCC, CMC**

**Certified Mentor Coach**

**ICF Metro DC Chapter Group Mentor**

**University of Government Coaching Group Mentor**

**ICF Core Competency Class Facilitator**

(301) 693-9580

e-mail: [CertifiedCoachMentor@earthlink.net](mailto:CertifiedCoachMentor@earthlink.net)

Learn more at [www.CertifiedCoachMentor.com](http://www.CertifiedCoachMentor.com)

**Recommendations, Services, Handouts and more on LinkedIn!**

