



4 year Recertification Guide

Recertification Program Overview

Achieving certification through The Spencer Institute as a certified Coach ensures that you have achieved the necessary knowledge and ability to apply basic skills and concepts toward both useful and effective coaching skills and operating your own practice as a certified Coach.

In order to ensure knowledge, skill and ability levels are both maintained and increased, The Spencer Institute Executive Certification Board (ECB) requires all Spencer Institute Coaches to obtain continuing education on a consistent and continuous basis and that certification as a professional is upheld.

Continuing Education Requirements and obtainment of CEUs

The Spencer Institute ECB requires its certified Coaches to complete 20 Continuing Education Units (CEUs) over a four year period. Each 0.1 CEU is worth one hour of study time or one contact hour in a live training format. All Spencer Institute ECB approved coursework is listed with predetermined CEU values at:

<http://spencerinstitute.com/life-coach-continuing-education.html>

The Spencer Institute ECB has chosen a four year time frame for renewal as scientific research and the application of that research changes over the course of a four year period. Spencer Institute Coaches must stay abreast of scientific research and its applications as it changes in order to continue to deliver both advanced and effective coaching that is progressive in nature and useful at an individual level. Spencer Institute Coaches are encouraged to learn and obtain further education on a consistent and ongoing basis every year by attending a live training or completing a home study course at least once every 6-9 months and encouraged to exceed the required 4.0 (or 20 hours) CEUs for recertification.

Recertification Fees and Payment Options

The fee for a 2-year recertification as a Spencer Institute ECB recognized Coach is \$75. Fees and recertification applications with the necessary CEU credits accomplished must be received by The Spencer Institute ECB on or before certification expiration date (as shown on The Spencer Institute Certification Award) to avoid late fees and ensure reception of certification renewal within 30 days of certification expiration.

Recertification applications with necessary completed CEUs and full fee payments are accepted and on time if submitted as early as 90 days prior to certification expiration and no later than the actual expiration date.

Recertification applications are considered late if not received complete on or before certification expiration date by The Spencer Institute ECB. Late applicants may

Category B - SPENCER INSTITUTE Approved Live Training

- The Spencer Institute will make final determinations for actual CEUs awarded for any live training course, workshop, conference, symposium or seminar.
- See listing of Spencer Institute Approved Educational Providers at : <http://spencerinstitute.com/life-coach-continuing-education.html>
- Live coursework that is not listed as approved by The Spencer Institute will require submission of a petition form for recognition (found at the end of this guide) and a petition fee.
- A maximum of 4.0 CEUs is allowed from this category for each four year recertification period.

Category B Activity	CEUs Awarded	Required Documents
Program-specific workshops or conferences	0.1 CEUs per contact hour	Certificate of attendance
Spencer Institute- approved provider workshops, seminars, conferences or symposiums	0.1 CEUs per contact hour	Certificate of attendance

Category C - SPENCER INSTITUTE Approved Home Study Courses

- The Spencer Institute will make final determinations for actual CEUs awarded for any home study course.
- See listing of Spencer Institute Approved Educational Providers at <http://spencerinstitute.com/life-coach-continuing-education.html>
- Home study courses that are not listed as approved by The Spencer Institute will require completion and submission of a petition form for recognition (found at the end of this guide) and a petition fee.
- A maximum of 4.0 CEUs is allowed from this category for each four year recertification period.

Category C Activity	CEUs Awarded	Required Documents
Spencer Institute home study courses	0.1 CEUs per education hour	Certificate of completion
Spencer Institute ECB approved provider home study courses	0.1 CEUs per education hour	Certificate of completion

Petition for CEUs

Coursework that is consistent with the content of the performance domains for The Spencer Institute, but not pre-approved by The Spencer Institute, will require completion and submission of the petition form included at the end of this guide. A \$25 petition fee is required with the submission of a petition for each course to be reviewed.

Recertification Application (20__ through 20__)

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work/Cell
Phone _____

Email _____

Certification Number _____

Recertification Fees:

2-Year Recertification Fee:	\$75.00ea.	=	_____
Late Fee (1-30 days):	\$25.00ea.	=	_____
(31-60 days):	\$50.00ea.	=	_____
(61-90 days):	\$95.00ea.	=	_____
Petition Fee	\$25.00ea.	=	_____

Payment Information

VISA MasterCard American Express Money Order Company Check

IF PAYING BY CHECK - Please make checks payable to:

John Spencer Ellis Enterprises, Inc.

Credit Card Number: _____ Expiration: _____

CVV Code: _____ Name on card: _____

Signature: _____

Recertification Application Checklist: (Did you include everything before submission?)

- Complete application form
- Payment Information with payment included
- Submit between 90-1 days prior to recertification expiration

Mail complete application and materials to:

John Spencer Ellis Enterprises, Inc.
c/o ECB Recertification Program
30245 Tomas
Rancho Santa Margarita, CA 92688 USA

Signature Confirmation

I hereby attest that the above application information and all materials included in submission are complete and accurate to the best of my knowledge. I understand The SPENCER INSTITUTE Code of Ethics and standards of practice required of a Spencer Institute Coach and agree to its terms.

Signature of Primary Contact Person

Date

The Spencer Institute Executive Certification Board
Continuing Education Petition Form

STUDENT INFORMATION

Last Name: _____ First Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Email: _____

COURSE INFORMATION

Course name: _____ Date(s) completed: _____

Description of course and its educational elements:

TYPE OF COURSE

- Workshop
- Home Study
- Conference
- Other

There is a petition fee of \$25.00 per course.

IMPORTANT INSTRUCTIONS:

Mail your completed form and petition documents to The Spencer Institute. Your correspondence should be addressed as:

John Spencer Ellis Enterprises, Inc.

c/o ECB Recertification Board

30245 Tomas
Rancho Santa Margarita, CA 92688 USA

CEU PROVIDER INFORMATION

Course/CEU Provider: _____ Contact Hours: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Contact Phone (main) _____ Contact Phone (alternate) _____

Email: _____ Website: _____

It is advised to include additional reference materials, such as: Certificate of completion, college transcript(s) and instructors/provider resume (if available).

Please allow 30 days for the process of reviewing your petition. An incomplete petition will be returned for resubmission.

