



4-Year Recertification Guide

The Spencer Institute Executive Certification Board recently changed the recertification policy from (4) four years to a (2) two year certification policy. Students who have purchased or completed a Spencer Institute certification on or prior to 8/10/2009, will remain under the (4) four year recertification guidelines.

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 personal fitness trainers to complete 4.0 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 CEUs for recertification.

If a student holds multiple Spencer Institute certifications or is planning on purchasing additional certifications, the student is only required to submit a total of 4.0 units and will be applied to each certification completed by the student.

Recertification Fees and Payment Options

The fee for 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 experience a delay in award of recertification depending upon the number of days late and applicant volume.

Late applications for Spencer Institute Coach recertification will be accepted by The Spencer Institute ECB between 1-90 days after expiration. Late applications will require an additional \$25 fee every 30 days late up to 90 days. After 90 days following certification expiration, Spencer Institute certifications will be null and void. Formerly certified Spencer Institute Coaches who fail to comply with recertification policies and procedures will be required to retake the specific course exams for which they are certified in order to be certified and recognized by The Spencer Institute and The Spencer Institute ECB once again.

Recertification Fee	\$75 (between 90-1 day(s) prior to expiration)
Late Application Fee	\$25 (between 1-30 days late)
	\$50 (between 31-60 days late)
	\$75 (between 61-90 days late)

Fees are payable by: Visa/MasterCard/Amex Money Order/Cashier’s Check
Company Check

CEU Category Descriptions

All coursework completed for CEUs and recertification must be completed following Coach Certification. Coursework completed prior to certification is not valid for CEUs. Coursework must be completed from at least two of the three CEU categories listed below.

Recertification Fee	Required CEUs over four years	Category A Maximum	Category B Maximum	Category C Maximum
\$75	4.0	3.0	3.0	3.0

Category A - College Coursework

- Any content for coursework completed at a college or university must fall within the performance domains of The Spencer Institute for the credential held by the candidate or Coach. If you have any questions about this aspect of recertification, please contact our support staff at The Spencer Institute for clarification.
- Such coursework will be granted 0.3 CEUs for each quarter credit hour or 0.5 CEUs for semester credit hour (a quarter course worth 5 credits = 1.5 CEUs and a semester course worth 3 credits = 1.5 CEUs)
- A maximum of 3.0 CEUs is allowed from this category for each four year recertification period

<u>Category A Activity</u>	<u>CEUs Awarded</u>	<u>Required Documents</u>
College/university course (semester)	0.5 CEUs per credit hour	Official transcript
College/university course (quarter)	0.3 CEUs per credit hour	Official transcript
Primary contributor to university research study	0.5 CEUs for 8 wk study 1.0 CEUs for 12+ wk study	Copy of study

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 3.0 CEUs is allowed from this category for each four year recertification period

<u>Category B Activity</u>	<u>CEUs Awarded</u>	<u>Required Documents</u>
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 3.0 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 available at the end of this guide. A \$25 petition fee is required with submission of petition for each course to be reviewed.

Recertification Application (20__ through 20__)

Please submit an application for each certification to be renewed. CEU credits can be reused and applied to multiple certifications completed by the student.

Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Work/Cell Phone _____
Email _____
Certification _____

Recertification Fees:

Recertification Fee:	\$75	=	_____
Late Fee (1-30 days):	\$25	=	_____
(31-60 days):	\$50	=	_____
(61-90 days):	\$75	=	_____

Total Fees: = \$_____

Payment Information

VISA Mastercard American Express Money Order Company Check

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:

SPENCER INSTITUTE
C/O ECB Recertification Program
30245 Tomas
Rancho Santa Margarita, CA 92688

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