

<b>Professional Ontological Coaching Training Program– POCP Accreditation Requirements</b>	POLICY: Professional Ontological Coaching Training Program Accreditation F01.V3 Pg. 1 of 7
	MANAGING DIVISION: Accreditation
Decision No. 20220315 Board of Directors 15/03/2022	

## Professional Ontological Coaching Training Program– POCP Accreditation Requirements

FICOP welcomes your school's desire to obtain international certification for its training program. At the International Federation of Professional Ontological Coaching - FICOP, we encourage the international development of professional ontological coaching; regulating, promoting, representing, integrating and accompanying national and regional organizations that, founded on the pillars of ethics, conceptual rigor and the capacity for effective transformation, engage professional ontological coaches for the sustainable development of the profession.

Please read carefully the following information:

### 1: INTERNATIONAL ACCRETITATION

The International Federation of Professional Ontological Coaching - FICOP, will grant the international accreditation to the Training Programs in Professional Ontological Coaching, when the requirements expressed in Art. 2 herein are met.

### 2: REQUISITS

To apply for the accreditation of a training program corresponding to a School or Training Center, we invite you to first contact the National Association Member - ANM, which corresponds to your country.

Currently, FICOP has eleven National Member Associations, which are: AACOP Argentina, ACCOP Chile, APCO Paraguay, ACOP Uruguay, ACCOP Colombia, ACOPP Peru, ACOP Venezuela, AsoCOOP Costa Rica,

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AECOP Ecuador, ABCOP Brazil and AAPCOP USA. Please visit our website and under the link: Contact Us, you will find information about each ANM, <http://ficop.info/contactenos>

The ANM will accredit your program nationally, and will also grant our international certification, since each ANM represents the Federation.

If your School is not located in any of the countries where there are ANM, we invite you to apply directly with us with the following information:

2.1. Demonstrate a minimum trajectory of three consecutive certified Ontological Coach promotions, with a minimum of three (3) years, and with a minimum of ten (10) certified coaches in each promotion.

If your program has not yet reached that length, you may request FICOP to issue a transitional certificate of pedagogical assistance, where the program will be evaluated and advice will be provided on it, which will become official upon completion of the 3 graduating classes, the accreditation of the trained coaches may be retroactive.

2.2. The training program must include a minimum of 350 hours of professional classroom training, online with live or blended classes; and must include at least twenty (20) practice conversations in its certification process. Based on the number of hours of the program and its academic and ethical content, it will be evaluated whether it is part of the intermediate or advanced level in Professional Ontological Coaching.

2.3. The training program director shall be accredited by FICOP as an ACCOM.

2.4.2.4. The applicant School must fill out form F01: "APPLICATION TO ACCREDIT TRAINING PROGRAM IN COP" on our web page, which can be found under the session Accreditate/PCOP, in the following link: <https://mensajerodigital.app/formulario/publico/740/L8W9slwPwu>

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In this form, the following information is requested:

- a. Resume of the directors responsible for the training (full name, personal data, undergraduate and graduate studies, date of certification as a coach, professional experience and in the field of education and training of coaches, number of coaches that have been certified through the School and places where the training took place).
- b. Full name and diplomas of the coaches who are part of the program.
- c. Summary of the Professional Ontological Coaching Training program, including the main ontological and ethical contents of the program with its duration and timetable; bibliography used; synoptic details of the development of the classes, as well as the evaluation strategy for conversations/interaction/coaching session; specify the physical/virtual spaces where the program is currently being developed. Provide the URL address of the virtual campus or website of the virtual training space and attach the program's advertising brochure.
- d. Evaluation form or template of the observed coaching.
- e. Submit two recordings of student coaching conversations (Length stipulated between 30 and 60 minutes).
- f. Submit the diploma awarded by the School for certification.
- g. Submit the code of ethics or regulations governing the program to be accredited.
- h. Certified letter from the school principal stating the instrument to be signed by the graduating students stating their knowledge and subrogation to the ethical code or regulation, (affidavit, minutes, letter, etc.).

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- i. Attach proof of ownership, assignment or lease/rental contract of the physical space where the Training Program is carried out (in case it is classroom-based or blended learning).
- j. Attach evidence of authorization or permit from the state (municipal, provincial or national) to carry out instruction, education or teaching activities. (economic activity).
- k. The applicant school must attach the advertising brochure of its training program.
- l. In this form you will authorize the ANM and FICOP to audit the School when deemed appropriate, in order to ensure compliance with the academic standards of the accredited program.

The School Director, as well as the academic director must take the Federation's free "Virtual Training in Pedagogy and Didactics" program, as well as the courses developed by FICOP to update curriculum. (Access to these programs must be requested by writing to the following email address: [dirección.academica@ficop.org](mailto:dirección.academica@ficop.org))

2.5. The School shall strictly comply with FICOP all ethical frameworks.

### 3: BENEFITS

The School granted with the FICOP's accreditation for its training program shall receive:

3.1. FICOP'S International certification.

3.2. The national certification from the National Member Association - ANM, corresponding to its country, such as: AACOP Argentina, ACCOP Chile, APCO Paraguay, ACOP Uruguay, ACCOP Colombia, ACOPP Peru, ACOP Venezuela, AsoCOOP Costa Rica, AECOP Ecuador, ABCOP Brazil or AAPCOP USA.

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3.3. The School with an accredited program will receive through the ANM or FICOP, the INSIGNIA certifying that it is an ACCREDITED TRAINING PROGRAM, with the corresponding right to its use and promotion in the Professional Ontological Coaching training service offer that was approved.

The insignia may also be used on all documents or certificates deemed relevant, as long as they correspond to the accredited program. The accredited training insignia may only be used directly and exclusively in relation to the program in which FICOP is granting accreditation.

3.4. FICOP will grant the Resolution of the international accreditation for the approved Professional Ontological Coaching Training Program. Such international accreditation granted by FICOP is of full use in the country where it was requested.

The international accreditation of the program in one country does not enable the School to use it in other countries, as each country must be applied for separately. However, when the certification has already been granted in one country, it can be approved in other countries where there is an ANM.

This resolution will be delivered through the ANM. If the School is located in a country where there is no ANM, the Resolution will receive it directly from FICOP. In case of extending the training to other countries, the ANM or FICOP Accreditation Directorate must be notified and accreditation for those countries must be requested.

FICOP's Resolution authorizes the accredited program indefinitely. However, such Resolution may be revoked by FICOP under the following circumstances:

- a) Changes not notified or authorized by FICOP in the accredited training program.
- b) When the program has not been adapted to the new policies within the period established by FICOP upon changes in the certification policies.
- c) When the annual renewal of the certification has not been paid.

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In case the certification of a training program is revoked, FICOP will notify the School within three (3) months in advance, in which time the School may respond and update its status.

3.5. The School will be part of the FICOP International Network as an institution with a certified program.

3.6. The School will have its logo published on the FICOP website with a link to the School's website.

3.7. The School will have access to the agenda of academic events held by FICOP directly or through the ANM by which the school was accredited. Such events will be announced through networks, the FICOP website or via email.

3.8. The School may participate exclusively in meetings, conferences or refresher courses. It may obtain distinctions, as well as free passes to special FICOP events. It will also be able to receive free legal and professional business advice in various areas of coaching through specialized FICOP staff. To do so, the certified coach should contact the area in charge through our web page: [www.ficop.info](http://www.ficop.info)

#### 4: ACCREDITATION COSTS

The accreditation study fee is of USD \$100 and should be paid to the FICOP PayPal account: <https://www.paypal.com/paypalme/ficopinternational>, upon the School's for the study. In case the certification is applied for through a National Member Association, the payment shall be made to the account indicated by the Association. The study of the certification shall last less than thirty (30) days, time that shall elapse from the reception of the complete documentation, that is to say, that the School submits all the requested requirements.

If the accreditation is approved, the School shall pay the annual certification fee, corresponding to USD \$330 payable to FICOP's PayPal account: <https://www.paypal.com/paypalme/ficopinternational>

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In case the certification is requested through a National Association, payment shall be made to the account indicated by the Association.

Upon receipt of payment, the School shall receive the FICOP Resolution and insignia from the ANM or FICOP, within eight (8) days.

FICOP reserves the right to change the certification annual fee in subsequent years. The certification annual fee will appear on the web page: [www.ficop.info](http://www.ficop.info)

## 5: POLICY UPDATE

In view of the possible and different updates that the FICOP Accreditations Management and/or the FICOP Executive Committee may perform, with the purpose of increasing the professional standard, the School shall incorporate such updates within a period of 1 year and/or the reasonable time to be informed by FICOP, in order for the School to implement such updates, which shall be submitted to FICOP's Accreditations Management or the ANM. Should you have any questions about these policies, please do not hesitate to contact the Accreditations Division at the following email address: [acreditaciones@ficop.org](mailto:acreditaciones@ficop.org)

At FICOP, we are committed to the sustainability of our profession.

Thank you for your wish to be part of FICOP!



**SANDRA ROZO ZAPATA - MCOA**  
Presidente



**BLANCA LUZ GARCETE - MCOA**  
Directora de Acreditaciones