Approved Methods of Obtaining BCC Continuing Education Clock Hours

Unless noted otherwise, requirements apply to both distance learning and in-person activities.

Activity	Requirements for CE Credit	Maximum Clock Hours Allowed	Determining CE Clock Hours	Required Documentation
College/University Courses	• The course must be at a postsecondary institution accredited by an agency recognized by the U.S. Secretary of Education. • The course must cover one or more BCC competency areas. • You may audit the course.	• No limit • Each course counts once during each five-year certification period.	• One semester credit equals 15 clock hours • One quarter credit equals 10 clock hours	• Transcript, grade report or verification form
Seminars, Workshops, Conferences and Webinars (Presenting)	• Attendees must be your peers.* • Activity must cover one or more BCC competency areas.	• No limit • Each activity counts once during each five-year certification period.	• Only actual presentation time counts for clock hours (exclude breaks, lunch, etc.).	• A confirmation letter from the activity sponsor or an official activity program showing presenter name, presentation title, date of presentation and duration
Seminars, Workshops, Conferences and Webinars (Attending)	• Activity must cover one or more BCC competency areas. • Distance learning activities must allow interaction with presenter (Internet chat, telephone, e-mail, etc.) even if prerecorded.	• No limit • Each activity counts once during each five-year certification period.	• Only actual presentation time counts for clock hours (exclude breaks, lunch, etc.). • If reading prework is required, 6,000 words equal one CE clock hour.	• Certificate of completion or letter confirming your completion of the activity, including presenter name, presentation title, date of presentation and duration

*CCE defines a peer as an individual who works in the same field or occupation and has approximately the same overall level of expertise, training, education and relevant experience.

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Publications (Writer or Editor)	• Articles must be published in a peer-reviewed journal or as a chapter in a book. • Books cannot be self-published. • Topic must directly relate to coaching. • Topic must address one or more BCC competency areas. • Work must be published during current five-year certification period.	• 10 per published article/book chapter • 20 per published book	• 6,000 words equal one clock hour	• Letter from publisher on letterhead stating word count
Self-Study Programs	• Program must directly relate to coaching. • Program must address one or more BCC competency areas.	• No limit	• 6,000 words equal one clock hour	• Certificate of completion or letter from provider verifying completion
BCC Training Curriculum Author	• Curriculum must be approved by CCE. •Curriculum must be for 30-, 60- or 120-hour training program.	• 15 clock hours	• Time spent developing the curriculum, up to the maximum	• Detailed curriculum outline with timeframes listed for each component
Educator	• You must both develop and teach a course. • Course must relate directly to coaching.	• 15 clock hours	• Time spent developing and teaching course, up to the maximum	• Signed letter of verification on institution letterhead that includes educator's name, amount of course credit given to students, course dates and institution contact information
Leadership	• Acceptable positions include: regional/national/international coaching organization officer, professional coaching journal editor, coaching certification board member, ethics/disciplinary review committee member, active member of a committee creating substantial written coaching materials, or regional/national/ international coaching conference chair.	• 15 clock hours	• Hours of service per month, up to the maximum	• Letter from organization attesting to type and dates of service performed