

EMCC Global Professional Designation

as a Team Coach and/or Team Mentor

or Team Leader using team coaching and/or team mentoring skills

ITCA Declaration Form for TCQA Graduates or Equivalent

*Recognising Validated Prior Learning and Experience, other Professional Designations (if applicable)
or Validated Work-based Experience and Learning*

First Name and Surname		EMCC Global ITCA Level <i>(taking into account Prior Learning and Experience)</i>	
Telephone Number		Email Address	
Date Submitted		EMCC Global EIA Award already held?	☐ Yes – Level: _____ ☐ No – accrediting at the same time as ITCA
Profile	Current LinkedIn or Resume/CV – add the link(s) to this form:		
Date of Joining EMCC		EMCC Global Membership ID Number	

EMCC Global ITCA Declaration

EMCC Global Individual Accreditation: ITCA Professional Designation to 'frame' ongoing practice as a Team Coach and/or Team Mentor or Team Leader using coaching and/or mentoring skills as part of a wider leadership role

By submitting this Declaration Form, I declare that the information provided below is a true and fair representation of my Team Coach and/or Team Mentor or Team Leadership practice:

- I have read the [Global Code of Ethics](#) and [Diversity & Inclusion Declaration](#) and agree to abide by them, and apply both to my ongoing practice
- I have read and understand the relevance, significance and importance of the [Professional Charter for Coaching, Mentoring and Supervision](#) in relation to supporting my ongoing ethical practice as an EMCC Global Accredited Team Coach and/or Team Mentor or Team Leader using these skills as part of my wider leadership role
 - *'The Professional Charter reflects the mission of professional bodies to promote and ensure good practice in coaching, mentoring and supervision. [...] the Professional Charter is viewed as establishing a benchmark standard of ethical and professional practice. [...]*
 - Note: especially point 2.4 Commitment to a Code of Ethics and Part 3 Monitoring and Sanctions
- I have successfully completed my **EMCC Global Quality Award – TCQA or Equivalent Education and Training Programme(s) or Work-based Learning and Experience**
- My EMCC Global EIA Professional Designation is already established at Foundation, Practitioner, Senior Practitioner or Master Practitioner Level* (**Delete as appropriate* – the EIA level must be at least the same as the ITCA Level)
- I have the following **experience working as a Team Coach and/or Team Mentor or Team Leader using team coaching and/or mentoring skills**
 - worked with at least **1 team – EMCC Global ITCA Foundation Level** (*delete as applicable*)
 - OR worked with at least **2 teams – EMCC Global ITCA Practitioner Level** (*delete as applicable*)
 - OR worked with at least **3 teams – EMCC Global ITCA Senior Practitioner Level** (*delete as applicable*)
 - OR worked with at least **7 teams internationally – EMCC Global ITCA Master Practitioner Level** (*delete as applicable*)
- I have supervision in place for my work as a Team Coach and/or Team Mentor or Team Leader using these skills (a minimum of 4 hours one-to-one supervision per year evenly distributed across 12 months and for Senior Practitioner/Master Practitioner to include a minimum of 1 hour of one-to-one supervision for every 35 hours Practice evenly distributed across 12 months);
- I accept that it is my responsibility to maintain ongoing evidence (Logs) to celebrate my ongoing EMCC Global accredited practice illustrating how I meet and maintain the defined criteria for my professional practice and its renewal, including:
 - Professional Practice [Client Log](#)
 - Ongoing CPD [CPD Log](#) (Foundation & Practitioner level minimum 16 hours per year; SP level minimum 32 hours per year)
 - Reflective practice [Reflective Practice Log](#) - Policy and Practice Guide [Reflection and Reflexivity as a Dynamic Inquiry of Professional Practice](#)

- Supervision [Supervision Log](#) (a minimum of 1 hour per quarter/35 hours Coaching and/or Mentoring)
 - o [Supervision Framework](#) *a helpful guide to reflective practice and supervision used in the **context in which you are working***
 - o [Supervision Information Document](#) *(a general guide to supervision)*
- Feedback from Clients SAMPLE TEMPLATES/Framework available on request
- I acknowledge that the EMCC Global ITCA Awards and Professional Designations as an EMCC Global Accredited Team Coach and/or Team Mentor or Team Leader using team coaching and/or team mentoring skills are valid for 5 years and that to renew the Award after 5 years, I will have to provide evidence that I meet the renewal criteria.

MEMBERSHIP

- I agree to maintain my EMCC Global and (if applicable) EMCC Global Affiliated Country/Region professional body membership for 5 years from the signature date of the ITCA. Record your EMCC Global and/or EMCC Global Affiliate Country Membership ID Number(s) on page 1 of this Declaration Form.
- Note: if you are a Member of an EMCC Global Affiliated Country/Region, there is no additional cost for your EMCC Global Membership. Professional Designations and Renewals are at a preferential rate for all members.

DATA PROTECTION

In addition, I also

- ☐ Agree that EMCC Global may hold my details, in line with GDPR (May 2018), for the purposes of administering my accreditation
- ☐ Agree that EMCC Global may publish details of my Professional Designation/s (*EIA, ESIA, ITCA, IPMA*) on the EMCC Global website page that lists all awarded
- ☐ Agree that EMCC Global may contact me, in line with GDPR (May 2018), for the purpose of on-going Continuous Professional Development related to my Professional Designation/s practice and to provide support to maintain my Professional Designation/s
- ☐ Agree that EMCC Global may contact me, in line with GDPR (May 2018), to keep me informed of EMCC Global news and other related matters.

FIRST NAME AND SURNAME: _____ **SIGNATURE:** _____ **DATE:** _____

PLEASE RETURN YOUR COMPLETED AND SIGNED FORM TO: accreditation.admin@emccglobal.org
<https://www.emccglobal.org/>