



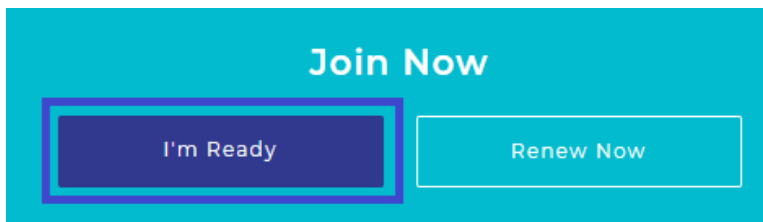
# MANUAL PARA SOLICITAR TU MEMBRESÍA ICF EN 10 SENCILLOS PASOS (vía Portfolio)

## Paso 1

Ingresar a [www.coachfederation.org](http://www.coachfederation.org) y dirigirse a “Join ICF”:

Join ICF

Luego leer las indicaciones que aparecen en la página e ingresar en “I’m Ready” para comenzar:



## Paso 2

I certify that I have:

- A current ICF Credential (ACC, PCC, or MCC) or Completed 60 hours of coach-specific training that meets ICF's training requirements (details)
- Fewer than 60 hours of coach-specific training and am **currently enrolled** in a 60+ hour ICF approved ACTP or ACSTH training program.
- Fewer than 60 hours of coach-specific training and am **NOT** currently enrolled in an ICF approved ACTP or ACSTH training program.

Continue

## Paso 3

En el siguiente apartado escribir la palabra “add” y seleccionar en el menú desplegable la opción “Add New Organization”:

### ICF Membership Eligibility | Organization Selection

Please search for the training organization you are currently enrolled in, or whose program you completed.



### ICF Membership Eligibility | Organization Selection

Please search for the training organization you are currently enrolled in, or whose program you completed.

ADD Coach Academy, LLC

+ Add New Organization



Luego, escribir el nombre del Insituto o Escuela de Coaching en el apartado donde dice “Enter Organization Name”:

### ICF Membership Eligibility | Organization Selection

Please search for the training organization you are currently enrolled in, or whose program you completed.

Luego, hacer click en “Continue”:

Continue

## Paso 4

Luego de leer los términos de membresía que aparecerán en la página siguiente, darle click al box **“I agree to the above”** y hacer click en **“Continue”**:

You indicated that you have completed coach training that meets the ICF standards as defined herewith. Please note, you will not be refunded for your membership cost for misrepresentation of having completed 60 coach training hours that is found not meet the ICF standards. Also, if you applied for an ICF credential and your training is not approved as coach specific, you will not be refunded your membership dues.

I agree to the above

Continue

## Paso 5

Ingresar cuenta de correo. Esta cuenta de correo será la que quedará registrada en el padrón de miembros de ICF y en tu futuro perfil, y a su vez será la dirección que se utilizará para enviarte todos los comunicados desde ICF Global e ICF URUGUAY. Luego, hacer click en **“Send Verification”**:

### ICF New Membership | Email

Please enter your email address. We will send you an email to verify your address.

Send Verification

Luego aparecerá el siguiente mensaje:

### ICF New Membership | Email Validation

An email has been sent to your address. Please verify your email address to continue.

Ingresa en tu casilla de correo. Recibirás un correo con el asunto **“ICF Validation Email”**. Hacer click en el link de verificación de correo para continuar con el proceso. En caso de no recibir el mail en los próximos minutos, chequear casilla de Spam.

# Paso 6


Completar los datos personales que figuran en la pestaña que recientemente se ha abierto luego de validar la dirección de correo.

## ICF New Member | [Personal Information](#)

### Personal Information

|            |  |
|------------|--|
| First Name | <input type="text" value="first name"/>    |
|            | Required                                   |
| Last Name  | <input type="text" value="last name"/>     |
|            | Required                                   |
| Age Group  | <input type="text" value="Please select"/> |
|            | Required                                   |

### Contact Information

|                            |  |
|----------------------------|--|
| Mailing Address            | <input type="text" value="address line 1"/>  |
|                            | Required   |
| (line 2)                   | <input type="text" value="address line 2"/>  |
| (line 3)                   | <input type="text" value="address line 3"/>  |
| Country                    | <input type="text" value="Please select"/>   |
|                            | Required   |
| City                       | <input type="text" value="city"/>  |
|                            | Required   |
| State/Province             | <input type="text" value="Please select"/>   |
| Postal Code                | <input type="text" value="postal code"/>   |
| Phone Number               | <input type="text" value="phone number"/>  |
|                            | Required   |
| Email Language Preference: | <input type="text" value="Please select"/>   |
|                            |  Required |

Luego, continuar completando todos los campos requeridos, indicando especialmente las dos siguientes opciones marcadas con color azul:

## Coaching Information

Years of Experience  Required

Training Source  ICF-Accredited/Approved  
 Other Required

Completed Training Hours (estimate)  1-30 Hours  
 31-59 Hours  
 60+ Hours Required

## ICF Credential

Are you interested in actively pursuing an ICF credential (ACC, PCC or MCC)?  I already have an ICF credential (ACC, PCC or MCC)  
 Yes  
 No  
 Undecided Required

How did you hear about us?

Continue

Luego, hacer click en **“Continue”**

Leer el Código de Ética de ICF y darle click al box **“I have read and agree to adhere to the Code of Ethics and the Ethical Conduct Review Process”**. Luego, hacer click en **“Continue”**:

- **Roles in the Coaching Relationship:** In order to clarify roles in the coaching relationship it is often necessary to distinguish between the client and the sponsor. In most cases, the client and sponsor are the same person and are therefore jointly referred to as the client. For purposes of identification, however, the ICF defines these roles as follows:
- **Client:** The “Client/Coachee” is the person(s) being coached.
- **Sponsor:** The “sponsor” is the entity (including its representatives) paying for and/or arranging for coaching services to be provided to all other coaching relationship participants. It should be understood that the client and sponsor have joint responsibility for both the

I have read and agree to adhere to the Code of Ethics and the Ethical Conduct Review Process

Continue

## Paso 7

Seleccionar la opción **“ICF Uruguay”** y darle click en **“Continue”**:

## ICF New Membership | Chapter Affiliation

### Join your local ICF Chapter

ICF Chapters offer a direct connection between members and ICF, as well as a source for networking and professional development

Your 3 nearest chapters

- ICF Uruguay
- ICF Chile
- ICF Puerto Rico

-or-

Search for a Chapter

ICF Chapters may charge local fees, which will be in addition to global membership dues. By affiliating with a Chapter, you agree to receive direct communication from them

Continue

## Paso 8

Aparecerá una página de donaciones para la Fundación ICF. Si quieres hacer una donación, puedes seleccionar algunos de los boxes que allí figuran:

Donation Amount:

- \$250.00
- \$100.00
- \$50.00
- \$30.00
- \$10.00
- Other

Si decides no hacerlo, hacer click en **“No, thanks”** para continuar con el proceso:

No, Thanks

Continue

En la siguiente página, ir directamente a hacer click en **“Continue to Payment”**:

Continue To Payment

## Paso 9

En la página de pago, deberás seleccionar el método de pago dentro de las opciones que allí aparecen. Luego hacer click en **“Submit Payment”**:

### Payment Information

Payment amount: \$81.67

Payment method:

- Please select
- American Express
- Discover
- Mastercard
- VISA

Una vez selecciones el método de pago, aparecerán los siguientes campos para completar:

Cardholder's name:

Required

Credit card number:

Required

Expiration date:

Required

CVV:

Una vez completados los campos, hacer click en **“Submit Payment”**:

**Submit Payment**

## Paso 10

Por último, recibirás un mail de bienvenida desde ICF Global (chequea tu casilla de Spam o Promociones por las dudas) y podrás crear tu contraseña para poder acceder a contenido exclusivo solo para miembros en la página de [www.coachfederation.org](http://www.coachfederation.org)

It is my pleasure to welcome you to the world's largest community of professional coaches. As an ICF Member, you represent the highest quality of professional coaching. We are excited that you decided to join and we look forward to partnering with you in advancing the coaching profession.

[Click here](#) to set your member password in order to access member-only areas of [Coachfederation.org](http://Coachfederation.org).

Please take a moment to review your [member profile](#) to upload a photo, review your contact information and change privacy settings. If you are an ICF Credential-holder, be sure to complete your listing for the [Credentialed Coach Finder](#), as well.



[Download the New Member Guide](#)

