
European Individual Accreditation

EIA Renewal Guide

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1. Purpose of EIA Renewal

The purpose of the European Individual Accreditation (EIA) renewal is to provide confirmation that the applicant continues to mentor and/or coach, is in a process of supervision, attends to his/her own professional development, and continues to abide by the Global Code of Ethics, the EMCC Diversity & Inclusion declaration, and the EMCC Supervision guidance.

2. Renewal principles

The EMCC International Executive Board agreed the renewal principles (for both programmes and individual accreditation) in July 2014.

1. *Accreditation will continue to be held unless there is reason to withdraw them*
2. *If there is evidence that the criteria for the accreditation is no longer being met, it can be withdrawn. This will not be done lightly*
3. *In relation to a programme (EQA, ESQA etc), EMCC reserves the right to undertake checks that the programme continues to abide by the criteria. At present this is not undertaken, but in the future may be done on a random sampling basis and/or in response to complaints (not applicable to EIA renewal)*
4. *Renewal will be every five years from date of award*
5. *Renewal will consist of a check on activity, supervision/quality, and continued development; also written confirmation that the applicant abides by the relevant codes of ethics*
6. *Additionally, programmes will need a check that they continue to assess candidates effectively against EMCC competences at the relevant level (not applicable to EIA renewal)*
7. *Where relevant, the principle of equivalence will apply – including the code of ethics provision.*

3. EIA Renewal Process

The EIA renewal process is every five years (from award date) and requires applicants to provide the following:

- A log of mentoring/coaching hours – **minimum** (over five years) of fifty hours at Foundation level and 100 at other levels; this is to provide context and clear evidence of continued practice (*at renewal, mentor/coach supervision should be admissible as mentoring/coaching hours – primary reason being that in particular Senior and Master Practitioner level mentors/coaches may have moved for example, to a supervision role which enables a clear application of their mentoring/coaching practice*)
- Confirmation that supervision has been recorded over last five years to secure the quality of the mentoring/coaching process – **minimum** one hour per quarter at Foundation and Practitioner levels, one hour per 35 hours practice (minimum quarterly) at Senior Practitioner and Master Practitioner level; detailed log(s) of supervision over the past 12 months to be presented in table format to cover hours of supervision, date, supervisor(s), areas covered, signed by the applicant and the supervisor(s)
- Continuous Professional Development (CPD) – hours of CPD, topic and dates; **minimum** (over the past five years) 100 hours (Practitioner, Senior and Master Practitioner levels), 50 (Foundation) (reflecting the importance of maintaining CPD and application of learning to mentoring/coaching practice)
- Confirmation that the mentor/coach abides by the EMCC Code of Ethics and Diversity Statement
- A reflective log (approximately one A4 page/500 words).

4. EIA Renewal Documentation

Copies of all forms required for the renewal process can be download using the links in the list below:

- [EIA Renewal application form](#)
- [Reflection log](#)
- [EIA Renewal application check list](#)
- [Client work log](#)
- [Professional Development log](#)
- [Supervision log](#)

You will need to submit all these documents for your EIA Renewal.

Information about the renewal process and documentation will be sent out with each new EIA award so as to allow applicants to prepare for renewal and keep the required documentation. The relevant administrator/accreditation manager will remind EIA holders that their renewal is due six months in advance of the date that it expires.

Renewal applications will be checked against the requirements by the Accreditation Administration team (where they are in doubt about the validity of the evidence they are able to refer to an assessor for guidance, and in exceptional cases the assessor may contact the applicant for further clarification). A quality assurance procedure is established to ensure effectiveness and efficiency, including the verification of a random sample of applications by an EMCC Assessor.

5. Key Documentation to Support the Renewal Process

All of these documents are available for download on the EMCC International website

- [EMCC Diversity & Inclusion declaration](#)
- [Global Code of Ethics](#)
- [EMCC Supervision guidance](#)
- The Professional Charter for Coaching and Mentoring. [The Charter](#), which was drafted in accordance with European law, is registered on the dedicated European Union database, which lists self-regulation initiatives in Europe.

6. Rationale for the Process

- I. Renewal principles have been agreed by the EMCC International Executive Board ensuring effective quality control of the renewal process
- II. The EIA renewal process meets all the principles agreed
- III. The mentoring/coaching hours requirement allows for a possible change in emphasis from the original submission and approval (where mentoring/coaching expertise against the EMCC competences has already been evidenced and verified) e.g. a move to supervision hours, in particular for applicants at Senior or Master Practitioner level (i.e. direct application of mentoring/coaching skills and practice)

- IV. CPD hours - the key point to consider is the broad principle that the EMCC *'awards will continue to be held unless there is a reason to withdraw'*; the CPD hours therefore required for renewal are the **minimum** that EMCC should accept
- V. The five year timescale and overall minimum requirement allows, for example, for gaps caused by serious/long term illness
- VI. Supervision requirement is maintained securing the quality of the mentoring/coaching process and practice
- VII. Active reflective practice is recognised as an integral part of the supervision process and ongoing CPD
- VIII. Confirmation that the applicant adheres to the EMCC code of ethics and diversity statement is secured.

7. Client Work Log

For EIA Renewal, you will need to demonstrate at least the minimum number of hours required for the level you are applying for. The client work log captures information on dates of mentoring/coaching (or supervision where applicable), client initials, organisation type or name, hours coached/mentored and areas worked on. When completing these, and then preparing this information for your application, please consider the following notes:

- Client name, initials or an identifying code should be used to identify the client (the EIA renewal process requires that clients could be contacted directly if necessary as part of a sample for a quality assurance check)
- Where you have worked with a client for several hours you may decide to summarise this work on a separate form, documenting this as one entry, showing the "from" and "to" dates in the date column rather than submitting entries of every session separately
- The number of required hours for an EIA application should be 1-2-1 mentoring/coaching activity rather than group facilitation/training or role-played mentoring/coaching sessions on a training event (1-2-1 sessions which follow a training event are admissible)
- However, you may wish to keep a separate record of other mentoring/coaching activities you are involved in, in addition to your hours (for example, group mentoring/coaching, mentoring/coaching within part of a training programme).

8. Continual Profession Development Log

This Continual Professional Development (CPD) Log should demonstrate how you have planned and managed your professional development. For EIA renewal you need to provide evidence for your CPD over the preceding five year period, of at least the minimum number of CPD hours required for the level for which you are applying for renewal.

Ideally, this will include reference to a range of learning methods such as training, conferences, seminars, workshops, reading and presentations (enter this information in the 'type of CPD' column). You should briefly describe the themes covered in the CPD in the 'event activity' column.

You may find it useful to keep tangible evidence of attendance and participation such as certificates of attendance.

9. Mentor/Coach Supervision Log

This log should include the issues you have taken to any supervision sessions/areas covered. You may find it helpful to consider which specific section of the Competence Framework the dialogue relates to as well as describing what type of supervision it was (such as one-to-one, group and/or peer, all of which are currently acceptable for purposes of EIA renewal).

For the EIA renewal, you need to provide evidence of at least the minimum number of mentor/coach supervision hours over the preceding one year required for the level for which you are applying.

Your Supervisor(s) should be suitably qualified and/or experienced.

Please refer to the EMCC supervision guidance available on the EMCC website for additional information about supervision.

10. Renewal Application Checklist

The Renewal Application Checklist lists all aspects to be included in the renewal application. Once you have checked that all the documentation is enclosed, sign it (by printing your name in the space provided) and email it to EMCC together with all your completed documentation on the checklist. Please ensure all documents are sent as word documents and not converted to pdf or scanned.

11. Confidentiality & GDPR

We recognise that in applying for EIA you may provide us with sensitive information. We guarantee that your application and its content remain confidential and is only reviewed by individuals involved with the EIA process. We guarantee that your information will not be shared with anyone outside of this and neither will any information be used for the commercial gain of another. All individuals involved in our process commit to this approach to confidentiality and sign a confidentiality agreement.

EMCC will hold your data in line with GDPR (May 2018) requirements and use those details to contact you for the purposes of administrating, and communicating, about your EIA, on-going Continuous Professional Development and related matters.