



Board Certified Coach (BCC) Certification Maintenance Requirements

Certification Maintenance Requirements

Your Board Certified Coach (BCC) certification is valid for five years as long as you comply with the Center for Credentialing & Education (CCE) policies and procedures. To maintain the certification, you are required to pay annual maintenance fees and recertify at the end of five years. The chart below summarizes the steps you must take each year to maintain your certification with CCE.

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Maintenance Fee	\$40	\$40	\$40	\$40	\$40
BCC Code of Ethics Adherence (Part of annual fee or recertification notice)	Payment means you agree to continue to adhere to the BCC <i>Code of Ethics</i> and report any charge or complaint about a criminal, civil, state board or other professional disciplinary matter(s) within 60 days of your knowledge of the complaint or charge.				Signed attestation required
Late Fee (\$15)	Applied if annual maintenance fee is not paid by due date				
Submit Continuing Education Clock Hours Documentation*	N/A	N/A	N/A	N/A	<p>Only if:</p> <ul style="list-style-type: none"> Your certification expires and you wish to reinstate it; OR Requested by CCE as part of random audit.

Failure to Renew or Recertify

	Years 1–4	Year 5
Reinstatement Application and Fee (\$50 plus past-due balance) Download the reinstatement application here .	<ul style="list-style-type: none"> Only if certification status becomes inactive due to failure to pay latest annual maintenance fee and late fee <u>Cannot</u> use BCC logo or designation if certification status is “inactive” 	<ul style="list-style-type: none"> Only if certification expires due to failure to fulfill recertification requirements (including annual fee, ethics attestation and continuing education) <u>Cannot</u> use BCC logo or designation if certification status is “expired”

- CCE will send an annual maintenance fee notice via U.S. mail approximately six weeks prior to your payment due date.
- Please pay your annual maintenance fee by the due date to avoid a late fee. Payment indicates you agree to adhere to the BCC *Code of Ethics*. (In the fifth year, you must also sign the ethics attestation to recertify.)

* Each year, CCE randomly selects a percentage of recertifying BCCs for audit. Your recertification notice will indicate if you are selected for audit.