Application
Institute Membership

☐ New ☐ Amendment* *Please indicate member N°

Details of your company

Name of the Institute

Founded on

Legal Form

Number of employes

Freelancers

Number of Instructors

Institute Address

Street

Postal code

City

Country

Phone

Mobile

Fax

Email

Website

Contact person / Instructor

Name, First Name

Direct Line

Email

Name, First Name

Direct Line

Email

Our membership should begin immediately.

We accept the professional code of conduct, licensing criteria, and statutes of the ECA.

Place, Date

Signature

European Coaching Association e.V.

Bernhard Juchniewicz GF ECA President
Postfach 24 02 39 . 40091 Duesseldorf . Telefon: +49 (0) 211 32 31 06 Fax: +49 (0) 211 32 87 32
e-mail: office@european-coaching-association.com . www.european-coaching-association.com

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Additional Information about the Institute

Main coaching themes you specialize in

Your target groups:

Did any of your colleagues write a scientific essay in connection with coaching

Please state the topic

Have or had any colleagues of your institute taught coaching at a university?

Please state the university, course topic, and year

In which languages are your training programs offered

Previously offered training / additional qualifications / seminars / workshops

Membership in associations/organizations

☐ yes ☐ No Please specify name and function

How did you become aware of the ECA?

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Licensing as an approved ECA Institute for advanced Training

To become approved as ECA Institute, please submit the following documents:

- √ Proof of professional institute activity / practice
- √ Client references confirming successful trainings
- √ Recommendations from 2 ECA members
- √ Your own coaching instruction concept

For each training program to be approved, please provide:

- √ Participant materials for a coaching course including at least 210 in-person training units, plus 50 units of "Train the Coach" and min. and 50 units of casework, including literature studies and working groups

- √ The offer, contract documents, and promotional materials

- √ A completed fact sheet including: training name, goal, content, number and topics of modules, module scope, course duration, entry requirements, price, instructors/trainers' names and member number (template provided by us)

After positive review, we will approve the training and grant licensing as ECA Institute. This license is subject to a one-time fee and invoiced separately.

The training must be accompanied by at least one ECA-approved Instructor/Trainer. For more than 10 participants, a second Instructor/Trainer is required.

Please list your ECA Instructors/Trainers

Name, First Name _____ ECA member N° _____

Name, First Name _____ ECA member N° _____

Name, First Name _____ ECA member N° _____

We declare that we do not work with the technology of L. Ron Hubbard and/or any Scientology-related technologies, nor support or promote such training or seminars but completely reject. We are not members of IAS or any organization considered a sect or that opposes democratic values.

If any statement is found to be false or violated, this constitutes grounds for immediate exclusion from the European Coaching Association and revocation of all ECA licenses.

_____ _____

Place, Date Signature

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Direct Debit Authorization

I hereby authorise ECA European Coaching Association e.V. to collect the annual membership fee, one-time admission fee, and license fees from the bank account listed below.

This authorisation is valid only for the duration of the ECA membership.

Bank Account Details

Institute Name			
Account Holder			
Bank			
IBAN			
SWIFT-BIC		Bank Code	
*please fill even for international account		Account N°	
VAT-ID			
TAX ID for European companies			

For applicants without a German bank account, fees must be paid upon invoice to the account of the European Coaching Association e.V.

Place, Date

Signature

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Your Entry in the ECA Coach Guide

ECA members receive a free basic listing in the ECA Coach Guide. This includes contact info, institute logo, and licensing details. The listing is searchable via online search engines.
(Please email your photo in 256x256 pixel format to: office@european-coaching-association.com)

☑ I agree to the publication of my personal details

Your Profile for the ECA Coach Guide:

Please include me with the following details:

Institute Name	
Address	
Phone	
Email	
Website	

There is also the option to publish a paid detailed entry in the ECA Coachguide. You will then benefit from the optimal Google ranking of the page. We would be happy to send you the detailed information.

☐ I am also interested in a paid extended listing in the ECA Coach Guide. Please send details.

Place, Date

Signature

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Privacy Notice

General Information
This notice provides information about the processing of your personal data by the European Coaching Association e.V. and your rights under data protection law.

1. Name and Contact details of the Data Controller
Controller:
European Coaching Association e.V.,
VR Düsseldorf 8785, represent by its Chairman,
Bernhard Juchniewicz, Museumsweg 2, 40822 Mettmann,
Tel. +49 /211/323106, Fax +49/211/328732,
office@european-coaching-association.com.

2. Collection, Storage, Type, Purpose, and Use of Personal Data
For your ECA membership, we collect the following information:
-Salutation and, if appl., title, first name, last name, dob
-A valid email address
-Address
-Phone number (landline and/or mobile)

This data is collected in order to identify you as an ECA member, correspond with you, issue invoices, assert any claims arising from membership, such as membership fee payments.

We also collect data necessary for recognition or licensing as part of your membership, such as your profession, coaching experience, etc.

Data processing is carried out upon your request and, according to Art. 6 (1) sentence 1 lit. f) GDPR, is necessary for the appropriate handling of your membership application and the mutual fulfillment of obligations arising from the membership relationship.

3. Duration of Data Storage
The duration of storage of the personal data collected for your membership is based on the respective statutory retention periods. Once these periods expire, the data is routinely deleted unless it is still required for the fulfillment or initiation of a contract.

4. Publication in the ECA Coach Guide
Your data will only be published in the ECA Coach Guide with your explicit consent. However, this does not constitute a right to publication.

5. Data Subject Rights
You have the right to:
- Withdraw your consent at any time pursuant to Art. 7 (3) GDPR. This means we can no longer continue the data processing that was based on this consent in the future;
- Request information pursuant to Art. 15 GDPR about your personal data we process. In particular, you may request information about the purposes of processing, the categories of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage duration, the existence of a right to rectification, erasure, restriction of processing, or objection, the existence of a right to lodge a complaint, the origin of your data if not collected by us, and the existence of automated decision-making, including profiling, and meaningful information about its details where applicable;
- Request rectification of inaccurate or incomplete personal data stored by us without undue delay pursuant to Art. 16 GDPR;
- Request erasure of your personal data stored by us pursuant to Art. 17 GDPR, unless processing is necessary for managing your membership, exercising the right of freedom of expression and information, fulfilling a legal obligation, reasons of public interest, or for the establishment, exercise, or defense of legal claims;
- Request restriction of the processing of your personal data pursuant to Art. 18 GDPR if you contest the accuracy of the data, the processing is unlawful and you oppose erasure, we no longer need the data but you require it for the establishment, exercise or defense of legal claims, or you have objected to processing pursuant to Art. 21 GDPR;
- Receive your personal data that you have provided to us in a structured, commonly used, and machine-readable format or request its transfer to another controller pursuant to Art. 20 GDPR;
- Lodge a complaint with a supervisory authority pursuant to Art. 77 GDPR. As a rule, you can contact the supervisory authority of your usual place of residence or our association's registered office.

6. Right to Object
If your personal data is processed on the basis of legitimate interests pursuant to Art. 6 (1) sentence 1 lit. f) GDPR, you have the right to object to the processing of your personal data pursuant to Art. 21 GDPR, provided there are reasons arising from your particular situation.
If you wish to exercise your right to object, simply send an email to:
office@european-coaching-association.com.

Acknowledgment
I have read and understood the above information and confirm the authenticity of the submitted documents.

Place, Date

Signature

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