



# ACC PORTFOLIO APPLICATION INSTRUCTIONS

## COACH SPECIFIC TRAINING

### Requirement

ACC Portfolio applicants must have a minimum of 60 Hours of coach specific training.

At least 48 of the hours must be:

- Direct interaction with a trainer (voice-to-voice or in-person training; not cyber courses, mail-in courses, or self-study).
- From a program other than ICF conference, SIG, Virtual Education, or chapter events.
- Teaching the ICF Core Competencies (all Core Competencies must be covered).

The remaining hours may be self-study, from an ICF event, teaching coaching-related topics, or a combination. However, all hours must be part of a program with the purpose of training coaches.

### Definition

Training that is accepted as coach specific training:

- Training from an Accredited Coach Training Program (ACTP) or a program that has received the ICF Approved Coach Specific Training Hours (ACSTH) designation
- Training from a Continuing Coach Education (CCE) Provider, subject to these limitations:
  - All hours approved in Core Competencies will be accepted
  - A maximum of 12 hours outside of the Core Competencies will be accepted
- Training that is specifically marketed as teaching coaching skills, that teaches coaching skills or teaches how to apply technical skills in a coach-like manner and teaches coaching skills in accordance with the ICF Core Competencies

Training that is not accepted as coach specific training:

- Training that is marketed as teaching other skills, even though the skills can be used by a coach in some manner
- Personal development courses (such as Forum, Landmark, Lifespring, Life Training, Science of the Mind, etc.)
- Education in other areas such as psychology, counseling, NLP, etc., does not count as coach specific training unless it was actually taught as coach training and from an ICF Core Competencies' perspective

Teaching coaching classes does not count as coach specific training unless:

- The applicant created the class
- The applicant also taught the class
- The training otherwise meets the definition of coach specific training

If all three above apply, then the class may be counted only one time, not each time that the same class was delivered.

If your training is not coach specific, your application will be denied. Therefore you must realistically assess whether your training meets these definitions.

### Documentation

On the online credential application, you will list:

- The name of each coach training program that you attended
- The name of the organization that operated the program
- The type of program (ACTP, ACSTH, CCE, or non-approved)
- The date that you completed the program
- The number of hours of coach specific training that you completed

For coach training programs that have been approved by the ICF:

- You must submit proof of completion in the form of a certificate or letter issued by the program.

For coach training programs that have not been approved by the ICF:

- You must submit proof of completion in the form of a certificate or letter issued by the program. The proof of completion must state the number of coach training hours that you completed with the program.
- You must also submit a description of the training program. The description should be detailed enough to show that the training meets the definition of Coach Specific Training above, including direct interaction with trainers and alignment with ICF Core Competencies. The ICF prefers that the description come from the training program itself, either in written form or in the form of a link to the program's web site.

For classes that you have taught:

- You must submit a letter explaining that you created and taught the class.
- You must submit a description of the class. The description should be detailed enough to show that the training meets the definition of Coach Specific Training above, including direct interaction with trainers and alignment with ICF Core Competencies.
- You must submit a sample of materials that you created for the class. The sample could be a course description, PowerPoint presentation, student handbook, or other document that shows some of the content of the program.

### **Completion**

The coach specific training requirement must be fulfilled prior to submitting your application.

### **Submission**

Do not send documentation to ICF Headquarters by mail or email. Only documentation that has been uploaded with your online application will be accepted.