



ACC PORTFOLIO APPLICATION INSTRUCTIONS

ACC ORAL EXAM

Requirement

ACC Portfolio applicants must pass a live oral exam.

Procedure

Once your online application is reviewed and approved, and you have the status "Ready for Oral Exam," you will be placed in a queue for the live oral exam. You will be contacted when assessor times are available. Exam opportunities are provided by ICF volunteer assessors at their convenience. You will be required to respond within 48 hours of receiving the invitation, or the exam time will be offered to another applicant. It is best to be flexible and arrange your schedule to accommodate offered exam times because the next exam time may not be offered for awhile. Once the live oral exam is scheduled, you will be given information on accessing the telephone bridgeline. At the scheduled time, you will call the bridgeline and coach the exam assessor for 20- 30 minutes. You will not receive your final score from your assessor; instead, you will be contacted with the results later by email.

Contact Information

Your contact information must be up to date in the online application, or you will not receive messages regarding the scheduling of the exam.

Languages

The exam may be completed only in one of the languages listed on the application form. Some languages are not guaranteed to be available and are marked as such on the application form. If you choose one of these languages, you may be contacted by ICF staff and required to take the exam in another language. Use of an interpreter is not permitted.

Preparation

To prepare for the exam, study the ICF Core Competencies (<http://www.coachfederation.org/research-education/icf-credentials/core-competencies/>) and observe them in your coaching. Have your mentor coach give you feedback on how your coaching demonstrates each of the ICF Core Competencies, and which competencies you might need to practice more.

Assessors

The exam is graded by one assessor who holds the PCC or MCC credential.

Purpose

The Portfolio exam measures your ability to coach according to the ICF Core Competencies.