



ACC PORTFOLIO APPLICATION INSTRUCTIONS

MENTOR COACHING

Requirement

ACC Portfolio applicants must be coached for a minimum of 10 hours over a minimum of 3 months by a qualified mentor coach. Applications may have more than one qualified mentor coach. See below for mentor coach qualifications.

Definition

For purposes of credentialing, mentor coaching means an applicant being coached on their coaching skills rather than coaching on practice building, life balance, or other topics unrelated to the development of an applicant's coaching skill.

Qualifications for Mentor Coach

You are required to have been mentor coached by a coach who holds an ACC, PCC, or MCC Credential.

Individual and Group Coaching

A minimum of 3 of the 10 mentoring hours must be one-on-one coaching with the mentor. Group coaching may count for a maximum of 7 hours toward the mentoring requirement. The group being mentored may not consist of more than 10 participants.

Documentation

On the online credential application, you will list the name of each mentor coach, the start and end date of each mentoring relationship, and the number of hours of coaching from each mentor.

You are not required to provide documentation from your mentor coach, but your mentor coach should be able to confirm that the mentoring took place.

Completion

The Mentor Coaching requirement must be fulfilled prior to submitting your application.

(Example: You must have completed a minimum of three months and 10 hours of mentor coaching prior to today's date if you were to submit your application today.)

Submission

Do not send documentation to ICF Headquarters by mail or email. Only the mentoring log on the online application will be accepted.

Purpose

This requirement is intended to help applicants prepare for participation in the ICF Portfolio exam. The ICF highly recommends that Portfolio applicants work with their mentor coaches in preparation for the exam and its oral demonstrations.