



MCC APPLICATION INSTRUCTIONS

MCC EXAM

Requirement

MCC applicants must pass an exam that is given in 3 parts: a recorded coaching session, a written exam, and a live oral exam.

Applicants Who Hold the PCC

Applicants who hold the PCC credential are not required to complete the written exam.

Timing

You must submit the recorded coaching session before your application is reviewed. Once your application is reviewed and approved, and you have the status "Ready for Written Exam," you will be contacted to schedule the written exam (if necessary). Once you have turned in the written exam, you will be placed in a queue for the live oral exam, and you will be contacted when assessor times are available. If you hold the PCC, you will be placed in the queue for the live oral exam as soon as your application is reviewed and approved.

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 written exam is written only in the languages listed on the application form. You may respond to the written exam in a language different from the language in which it is written. However, your recorded coaching session, written exam responses, and live oral exam must all be in the same language. If a language is not listed on the application form, you may not take the exam in that language. 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/icfcredentials/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 exams are graded by two assessors who hold the MCC credential.

Purpose

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

RECORDED COACHING SESSION

Requirement

MCC applicants must upload an audio recording of a client coaching session and a release of confidential information.

Coaching Session

The recording must be a recording of an actual client coaching session between you and a paid or pro-bono client. Sessions that occur as a part of coach training may not be used.

Procedure

The recording and release are uploaded as part of the online application. Recordings that cannot be clearly heard will be rejected, and a new recording will be required. This will delay the process significantly. Therefore, you should listen to your recording, and make sure that the conversation is

audible and clear. We suggest that you make several recordings before you submit one, and that you choose a recording that is about 30 minutes and that you believe demonstrates you using a wide variety of the ICF Core Competencies. Keep at least one copy of the recording for your records.

File Format

- The ICF can accept only the following formats: MP3, WMP, or WAV.
- The size of the recording must be 12 megabytes or less.
- You must upload the actual recording file; a URL to a download location will not be accepted.
- Video is not accepted.

Release of Confidential Information

You and the client in the recording must sign a release form authorizing you to record the session for the purpose of applying for a credential. Only ICF staff and assessors hear the recording, and assessors will not receive your client's full name. You must print off the release at <http://www.coachfederation.org/includes/media/docs/Release-of-Confidential-Information.pdf> and upload the signed release to the online application.

WRITTEN EXAM

Requirement

MCC applicants must complete a written exam consisting of short answer questions and three case studies.

Applicants Who Hold the PCC

Applicants who hold the PCC credential are not required to complete the written exam.

Procedure

This exam is offered via e-mail once your application is reviewed and approved, and you have the status "Ready for Written Exam." You will be contacted to schedule a time to receive the exam. Once you receive the exam, you have 48 hours to complete the exam and return it.

LIVE ORAL EXAM

Requirement

MCC applicants must complete a live oral exam in which the applicant coaches one of the exam assessors by telephone bridgeline.

Procedure

Once you have turned in the written exam, you will be placed in a queue for the live oral exam, and 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 one of the assessors 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.