



MCC APPLICATION INSTRUCTIONS

REFERENCE LETTERS

Requirement

MCC applicants must submit 3 letters of reference. Each reference letter must:

- Be dated within 12 months of the date that you submit your application.
- Be written on the referring coach's stationery or come from his/her e-mail address.
- Come from a coach who has actually heard or observed you coaching.
- State that the coach has heard or observed you coaching.
- Contain a statement by the coach that he/she believes you coach at the MCC level.
- Contain a statement by the coach that he/she recommends you for the MCC Credential.
- Come from a qualified coach.

Qualifications for Coaches who Provide Reference Letters:

- If you live in the United States or Canada, you are required to provide three letters of reference from coaches who currently hold an ICF MCC Credential.
- If you live outside the United States or Canada, you are required to provide three letters of reference regarding your coaching skills and expertise from coaches who currently hold an ICF Credential, from coaches who are actively involved in an ICF Chapter, or coaches who are actively involved in another coaching association that holds similar definitions of coaching as the ICF. If not an ICF Credentialed coach, the letter must detail the writer's qualifications to assess the applicant's skill level.

Submission

Do not send documentation to ICF Headquarters by mail or email. Only reference letters that have been uploaded with your online application will be accepted. If the letter was sent in an e-mail, please provide a copy of the e-mail in a way that showcases the message header to demonstrate that it came from the referring coach's e-mail address.