

Dear Individual Credentialing Applicant,

Thank you for your interest in the International Coach Federation individual credential.

The International Coach Federation has developed this Guide to assist you with your online application and the process.

There are four documents you will want to read thoroughly before you start the online application. These documents will assist you in completing the application.

Coaching Core Competencies

<http://www.coachfederation.org/research-education/icf-credentials/core-competencies/>

Definitions and Terms

<http://www.coachfederation.org/research-education/icf-credentials/why-a-credential/>

The ICF Code of Ethics

<http://www.coachfederation.org/about-icf/ethics-%26-regulation/icf-code-of-ethics/>

Minimum Skill Requirements for MCC

<http://www.coachfederation.org/includes/media/docs/MINIMUMSKILLREQUIREMENTSCOMPETENCYBYCOMPETENCYFORM.pdf>

If you have questions once you have read these documents, please e-mail us at [icfcredentialing@coachfederation.org](mailto:icfcredentialing@coachfederation.org).

Audio Directions for completing the ACC application - ICF staff members will go step-by-step through the applications to help applicants avoid issues that commonly delay application processing. <http://www.audioacrobat.com/play/WtI3SBZQ>

If you have questions once you have read these documents, please e-mail us at [icfcredentialing@coachfederation.org](mailto:icfcredentialing@coachfederation.org).

This guide details application requirements and the screens from the online application which explains the steps required per online page.

In addition, there is a checklist as part of this Guide which outline the specific documentation you will need to upload as part of the application process.

Please take special attention to ensuring you have all documents needed prior to starting this online process.

We congratulate you on your decision to take this important step in your career.

Regards,

The ICF Application Review Committee

**General Notes for all ACC ACTP applicants:**

- The online application is a complex process. Allow up to 1 to 2 hours to complete. Please note that the online application may take a moment to move from one slide to the next.
- The online application must be completed in its entirety according to the directions contained in the application.
- Payment will be processed at the end of the online application.
- If you have questions please contact our office at +1-859-219-3580 or e-mail [icfcredentialing@coachfederation.org](mailto:icfcredentialing@coachfederation.org).

# **Guide to Applying Online**

## **ACC ACTP Application**

## **Checklist of Steps in the ACC ACTP Online Application**

- Step 1: Applicant Information**
  
- Step 2: Statement of Agreement and Compliance**
  
- Step 3: Coach-Specific Training**
  
- Step 4: Client-Coaching Log**
  
- Step 5: Client Reference Letter for Internal or 3<sup>rd</sup> Party Only (Optional)**
  
- Step 6: Coach References**
  
- Step 7: Confirm File Uploads**
  
- Step 8: Payment**
  
- Step 9: Confirmation Page**

\*For details of the requirements for each step please continue to the next page

Below are detailed steps for completing the ACC ACTP Online Application. Screenshots are also included to show what the application will look like online.

### Step 1: Applicant Information

- Complete the form by entering or updating your contact information
- Select the **Application Type** you wish to complete
- Click Proceed

ICF Credential Application - Applicant Information

Please note: the following demographic information will be used by the ICF office for correspondence purposes and printed on your credential certificate.

Prefix:

First Name:  This field is required

Last Name:  This field is required

Suffix:

Current ICF Credential:

Address:  This field is required

City:  This field is required

Country:  This field is required

State/Province:

Postal Code:  This field is required

Daytime Phone Number:  This field is required

Fax Number:

Email Address:  This field is required

Language Used in Coaching:

if Other please specify:

Member ID:

Chapter Affiliation:

Application Type:

ACC ACTP

ACC Portfolio

PCC ACTP

<input type="checkbox"/>	PCC Portfolio	
<input type="checkbox"/>	MCC for Current PCC	
<input type="checkbox"/>	MCC ACTP	
<input type="checkbox"/>	MCC Portfolio	This field is required

## Step 2: Statement of Agreement and Compliance

- Download and read the [ACC ACTP Statement of Agreement and Compliance](#)
- Check the box indicating you have read and agree to the statement of agreement and compliance
- Check the box indicating you have read and understand the "Guide to Applying Online"
- Click Proceed

**ICF Credential Application - Statement of Agreement and Compliance**

Download [ACC ACTP Statement of Agreement and Compliance](#) (Word Document)

I have read and agree to the statement of agreement and compliance.

I have read and understand the "Guide to Applying Online."

## Step 3: Coach-Specific Training

ACC applicants are required to have attained a minimum of 60 Student-Contact Learning Hours of Coach-Specific Training. Graduation from an ICF Accredited Coach Training Program (ACTP) will fulfill this requirement.

- Select from the dropdown menu the School that you attended that offers an ACTP
- Select from the dropdown menu the ACTP you completed with your School
- Enter your Graduation Date from the ACTP
- Click Browse to upload one of the following to verify your successful completion at an ACTP:
  - Your certificate (scanned copy or pdf)
  - A congratulatory letter
  - Official transcript
- Click Proceed

**ICF Credential Application - Coach Specific Training**

ACC applicants are required to have attained a minimum of 60 Student-Contact Learning Hours of Coach-Specific Training. Graduation from an ICF Accredited Coach Training Program (ACTP) will fulfill this requirement. Please select your specific ACTP Program (If you do not find your program listed below, please check with your training organization to confirm that you completed an ICF Accredited Coach Training Program.) Applicants who have not been certified by one of the following programs are not considered ACTP certified graduates and should refer to the ACC Portfolio application.

If you wish to apply using the ACC Portfolio application please click on Cancel which will take you back to the initial Applicant Information page. On that page, you can select the ACC Portfolio application type.

If you have completed an ICF Accredited Coach Training Program, please select your ACTP from the below list and upload verification of successful completion with your ACTP Certificate, or an official transcript, or a congratulatory letter

from the program.

School

Program

Graduation Date

Please upload your ACTP Certificate, congratulatory letter, or transcript (certificate will need to be a scanned copy or a PDF)

#### Step 4: Client-Coaching Log

- Read the requirements below in the screenshot
- Click Browse to upload your Client-Coaching Log (must be in same format as provided in screenshot)
- Enter the total number of Paid and Probono Coaching Hours in the designated fields.
- Click Proceed

#### ICF Credential Application - Client-coaching Log

ACC applicants are required to have coached for 100 hours.

In order to meet this requirement, your client-coaching log must reflect:

- Coaching for total of 100 hours (minimum of 75 paid hours)
- A minimum of 8 different clients

Your coaching log may include any of the following:

- Coaching of individuals
- Coaching of groups (no more than 15 participants)
- Coaching internally for an organization or paid for by a third party (requires a contact person)

*In keeping with the ICF Code of Ethics, you must obtain consent from your clients to release their names to ICF and for the Application Review Committee (ARC) to contact them in the event it becomes necessary. Should the ARC deem it necessary to contact clients in order to confirm they were coaching clients of the applicant, the ARC does not discuss the specific topics of the coaching. Please do not submit these release forms with this application; they are for your records.*

The following constitutes a coaching hour:

- 60 minutes of actual coaching with someone who has hired you as a coach
- One hour of group coaching counts as one client-coaching hour

Group Coaching:

- In order to count as client-coaching hours, a coaching group can have no more than fifteen (15) clients as participants.
- Group coaching shall be documented by listing the group name, number of group participants and full contact information for one person, who shall represent the group
- One hour of group coaching counts as one client-coaching hour, not the number of hours multiplied by the number of clients in the group.

Internal Coaching with an Organization/Paid for by Third Party:

If coaching is paid for by a third-party or done as part of applicant's employment, it counts as paid coaching. Internal coaching hours count as paid hours toward a Credential when coaching is a designated part of the applicant's job description. Coaching of a direct report may not be considered in the coaching hours.

\*If the organization or third party has a confidentiality policy that prevents disclosure of individual names and contact information, applicants should document the hours with the organization as follows:

1. List the organization/third party name in the log with the total number of hours coaching.
2. Select one contact person at the organization/third party and list their full name and contact information in the log. The contact person should be someone familiar with your work, who can verify that the number of hours presented in the log is an accurate reflection of your coaching experience with the organization.
3. Illustrate your work with individuals at the organization by assigning aliases for each individual (For example, you may list each individuals initials or assign designations of client A, client B, etc.) and listing the start/end dates and hours spent with each individual.
4. The contact person should provide you with a letter of reference testifying to the information in the log,

explaining your role with the organization, and the organization's confidentiality policy.

On Your Coaching Log, please include the following information for each client:

- Client name(s)
- Contact information
- Dates of coaching relationship
- Total hours in coaching relationship, paid and pro-bono

Continued on next page...

Construct your Client-Coaching Log to look like the example provided below:

**Example**

	Client Name	Contact Information: Phone/e-mail	Start/ End Date	Paid Hours	Pro- Bono Hours
Individual Client	1) Jane Doe	JaneDoe@nomail.com	2/03—11/03	18	1
Group Coaching	2) ABC Coaching Group	jsmith@nomail.com	1/02—2/03	7	1
	Participants: (5) Contact: John Smith				
Internal/Third Party Coaching	3) 123 Organization	mrx@nomail.com	3/04— 9/04 3/04— present	17 58	0 0
	Client A Client B Contact: Mr . X*  *Reference letter included				
<b>Total Hours Submitted:</b>				100	2

Step 1. Upload your Client Coaching Log. A sample format is provided above.

Step 2. Enter your total number of Paid/Pro Bono hours.

Step 3. (optional) Upload your client reference letter on the next page **only** if you indicate internal or 3rd party coaching hours on your coaching log.

Enter Total Number of Hours	
Paid Hours	Pro-Bono Hours
<input type="text"/>	<input type="text"/>

Upload Client Coaching Log	
<input type="text"/>	<input type="button" value="Browse..."/>

## Step 5: Client Reference Letter for Internal or 3rd Party Only (optional\*)

\*Step 5 only pertains to applicants who included internal or third party coaching on their client-coaching log.

If you did include internal or third party coaching on your client-coaching log then you will need to upload a letter of reference testifying to the information in your log, explaining your work with individuals at the organization.

If your client-coaching log includes coaching that was internal or third party then you will also need to include a letter of reference.

- Select file to upload by clicking the Browse button
- Click Upload File button to upload the file (you may upload more than one file)
- Click Proceed when you are done

### ICF Credential Application - Client Reference Letter for Internal or 3rd Party Only

Optional Upload:

If you include internal coaching hours in your coaching log, please upload a letter of reference testifying to the information in your log, explaining your work with individuals at the organization by assigning aliases for each individual-they may use initials or assign designation to each example Client A and Client B.

Select file to upload by clicking on Browse button. Click Upload File button to upload the file. You may upload more than one file. When you are done click the Proceed button to continue.

## Step 6: Coach References

ACC applicants are required to submit two (2) letters of reference from qualified\* coaches who have heard or observed your coaching.

\* Refer to the screenshot below for full details on who may qualify to write your letters of reference.

- Read the Coach References requirements in the below screenshot
- Select Coach Reference 1 from the drop-down menu
- Upload Reference letter 1 by clicking the Browse button
- Select Coach Reference 2 from the drop-down menu
- Upload Reference letter 2 by clicking the Browse button
- Click Proceed when you are done

### ICF Credential Application - Coach References

ACC applicants are required to submit two (2) letters of reference from qualified\* coaches who have heard or observed your coaching. Letters must be dated within the past 12 months.

**\*For applicants who:**

- **live in the United States or Canada-**
  - provide two (2) letters of reference regarding your coaching skills and expertise from coaches who currently hold an ICF PCC or MCC Credential.
- **live outside of the United States or Canada-**
  - provide two (2) letters of reference regarding your coaching skills and expertise from coaches that currently hold an ICF Credential or who are actively involved in an ICF Chapter, or 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.

Please upload your Letters that may be an e-mail from your coach reference or a scanned copy of your signed letter.

Coach Reference 1:

Reference Letter 1:

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Coach Reference 2:

Reference Letter 2:

### Coaching References Checklist

(This is not in the application. This has been designed for your use to help you insure that your letters of reference meet the requirements)

#### Please Answer the Nine Questions Below Regarding Your Reference Letters

1. Are both references dated within 12 months of the application date?	YES NO	6. Are both references written on the referring coach's stationary or from their email address with the message header showing where the message originated?	YES NO
2. Do both references clearly state the coaches' support?	YES NO	7. For US/Canada Applicants- Do the writers hold the required PCC or MCC credential?	YES NO N/A
3. Do both references come from coaches that have actually heard or observed you coaching?	YES NO	8. For non US/Canada Applicants using non-ICF Credentialed references- Do the writers list their qualifications as a coach?	YES NO N/A
4. Do both references state that the writer has heard or observed you coaching?	YES NO	9. Are both reference letters and/or emails attached to this application?	YES NO
5. Do both references contain a statement by the coach that they believe you coach at the ACC level and therefore recommend you for the ACC credential?	YES NO		

Important! An answer of "NO" to any of these questions requires attention on your part prior to submitting your application. Reference letters that do not meet these standards cannot be used in your application.

## Step 7: Confirm File Uploads

This section of the application will allow you to review all files that you have uploaded.

You may choose to:

- Upload additional files
  - click browse
  - click upload
- Delete unnecessary files
- Click Proceed

### ICF Credential Application: Confirm File Uploads

The following lists all the files that have been uploaded for your application. Here you can upload additional files or delete any files that were uploaded accidentally.

Files Uploaded	
Filename1	<a href="#">Delete File</a>
Filename2	<a href="#">Delete File</a>
Filename3	<a href="#">Delete File</a>




## Step 8: Payment

- Enter Credit Card information onto payment form
  - (ICF accepts American Express, MasterCard, and Visa)
- Click Submit Payment when done

### ICF Credential Application - Payment

**Credit Card Information**

Enter your credit card information and payment amount in the fields below. Once you have added all information, click **Submit** to process your payment.



**Payment Amount \*** \$

**Name (as it appears on the card) \***

**Credit Card Billing Address**

**Address \***

**City \***

**State**

**Province/Other**

**Zip/Postal Code \***

[Help With Credit Card Information](#)

**Credit Card Information**

**Card Type \***

**Card Number \***   
Please do not use spaces or punctuation with your credit card number.

**Expiration Date \***

**Security Code \***   
[Where is it?](#)

## Step 9: Confirmation Page

The screen shot below is an example of a confirmation page. You have the option to print this page or return to the ICF Home Page. You have now completed the ACC ACTP Online Application.

### ICF Credential Application

Thank you for completing the International Coach Federation ACC ACTP credentialing application.

Your Transaction Was Processed Successfully.

Please print this page as a receipt for payment of your credentialing application and retain for your records.

Please note that it may take up to **24-48** hours for this payment to be reflected on your account. Your confirmation number is:

<b>Confirmation Number</b>	V79A0A0AF850
<b>Payment Amount</b>	\$
<b>Date Processed</b>	07/03/2006
<b>Payment Type</b>	Visa
<b>Credit Card Number:</b>	xxxxxxxxxxxx1111

In addition to this message, you will receive a confirmation e-mail from the ICF Credentialing Office. Thank you for your support of the ICF standards for professional coaches.

[Print This Page](#)

[Return to ICF Home Page](#)