



ACC APPLICATION INSTRUCTIONS

REFERENCE LETTERS

Requirement

ACC applicants must submit 2 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 ACC level.
- Contain a statement by the coach that he/she recommends you for the ACC Credential.
- Come from a coach who holds the ACC, PCC, or MCC credential.

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.