

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/ICF/For+Current+Members/Credentialing/Why+a+Credential/Competencies/>

Definitions and Terms

<http://www.coachfederation.org/ICF/For+Current+Members/Credentialing/Why+a+Credential/>

The ICF Code of Ethics

<http://www.coachfederation.org/ICF/For+Current+Members/Ethical+Guidelines/>

Minimum Skill Requirements for ACC

<http://www.coachfederation.org/includes/media/docs/icfacexampassagestandardswithchanges1.pdf>

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,

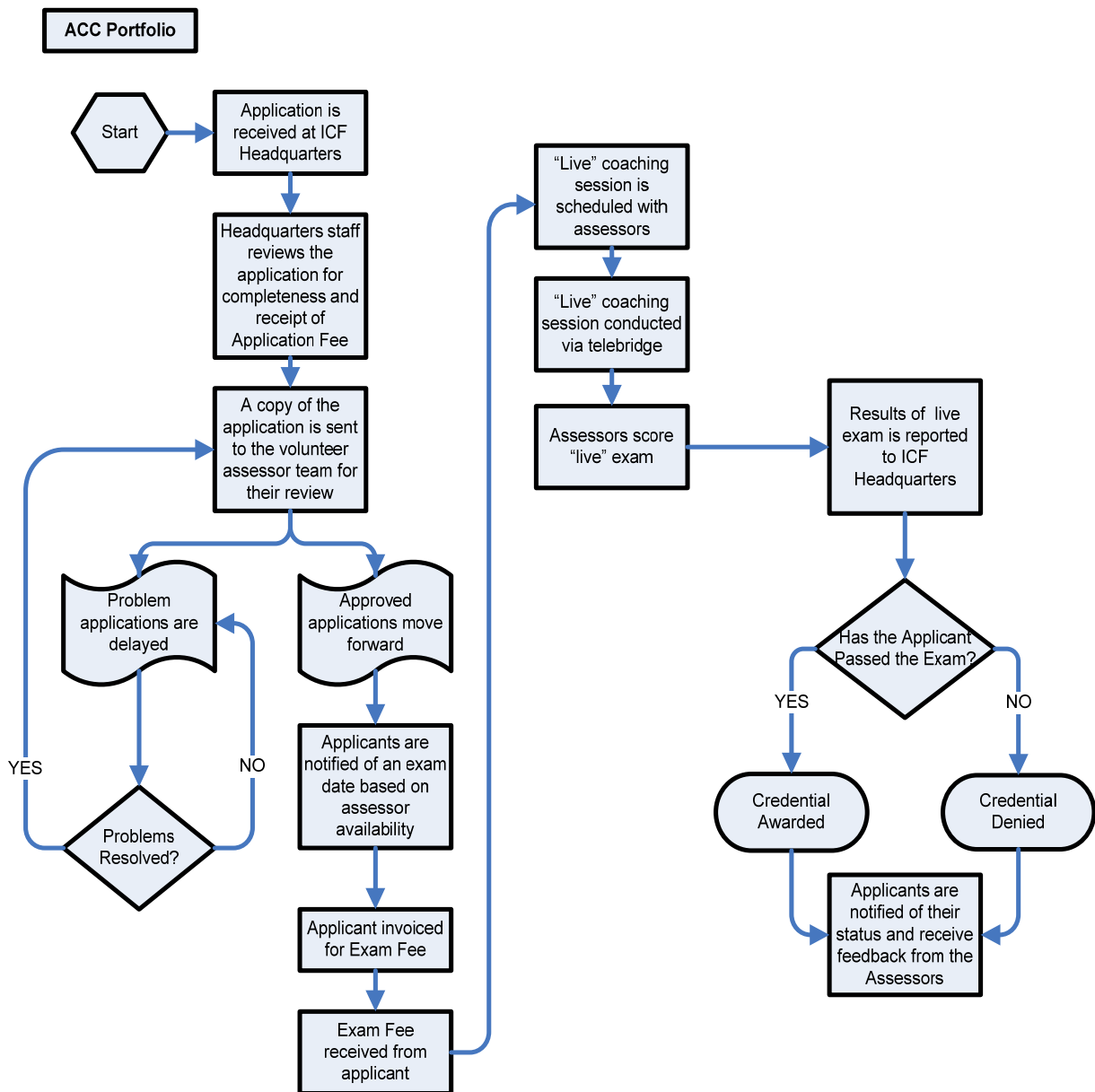
The ICF Application Review Committee

### **General Notes for all ACC Portfolio 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).

### **Applicant Information:**

This application must be completed in its entirety according to the directions contained in the application. It must be sent with appropriate payment to be processed. Please refer to the chart below regarding the processing of ACC Portfolio applications.



## Guide to Applying Online ACC Portfolio Application

### Checklist of Steps in the ACC Portfolio Online Application

- Step 1: Applicant Information**
- Step 2: Statement of Agreement and Compliance**

- Step 3: Coach-Specific Training**
  
- Step 4: Coach-Specific Training Documentation Upload**
  
- Step 5: Mentor Coaching**
  
- Step 6: Client-Coaching Log**
  
- Step 7: Client Reference Letter for Internal or 3<sup>rd</sup> Party Only (Optional)**
  
- Step 8: Coach References**
  
- Step 9: Preferred Live Exam Language**
  
- Step 10: Confirm File Uploads**
  
- Step 11: Payment**
  
- Step 12: Confirmation Page**

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

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

**Step 1: Applicant Information**

- Complete the form by entering 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
- PCC Portfolio
- MCC for Current PCC
- MCC ACTP
- MCC Portfolio This field is required

## Step 2: Statement of Agreement and Compliance

- Download and read the [ACC Portfolio 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 "Guidelines for Applying Online"
- Click Proceed

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

Download [ACC Portfolio 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 "Guidelines for Applying Online."

## Step 3: Coach-Specific Training

ACC applicants are required to have attained a minimum of 60 Student-Contact Learning Hours (SCLH's) of Coach-Specific Training. Please read the screen shot below to determine what qualifies as Coach-Specific Training.

- Complete the Coach-Specific Training log below
  - Provide: Start/End dates, Sponsoring Organization and Contact Information, Course Name, Instructor(s), Class Description, ICF Core Competencies Taught, and SCLH's
- Click Add after each training course you enter in the log
- Click Proceed when log is complete

**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.

- Coach-Specific Training must include 48 hours of direct interaction with trainer(s).
- Direct interaction is defined as voice-to-voice or in-person training; it does not include cyber courses, mail-order courses or self-study.

Coach-Specific Training:

- Must include all of the ICF Core Coaching Competencies
- May be training from an Accredited Coach Training Program (ACTP) or a program that has received the ICF Approved Coach-Specific Training Hours (ASCTH) designation
- Must be training that is specifically marketed as teaching coaching skills, that teaches coaching skills or teaches how to apply technical skills in a coach-like manner and teaches coaching skills in accordance with the ICF Core Coaching Competencies. Therefore, please refer to your Guidelines for Applying Online to assess whether your training meets the above definitions.
- Is actual classroom work, direct observation, teleconferencing

Step 1: Please complete the log below for all Coach-Specific Training.  
 Step 2: Please upload your documentation of successful completion on the next page.

Dates	Sponsoring Organization with Contact Information	Course Name	Instructor(s)	Class Description	ICF Core Competencies Taught	SCLH's (hours)	
<b>Total Student Contact Learning Hours</b>						<b>0</b>	
Start Date (mm/dd/yyyy): <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Check the appropriate ICF Core Competencies from the list provided (listed in actual application)	<input type="text"/>	<input type="button" value="Add"/>
End Date (mm/dd/yyyy): <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

#### Step 4: Coach-Specific Training Documentation Upload

Documentation of successful completion (ex- official certificate, official letter, or official transcript) is required for each course listed in your Coach-Specific Training Log.

- Click Browse to search for your documentation of successful completion
- Click Upload File
- Continue clicking Browse and Upload File for each document of completion
- Click Proceed

**ICF Credential Application - Coach-Specific Training Documentation Upload**

Please submit documentation of successful completion for each course listed in your Coach-Specific Training Log. Documentation includes a written acknowledgement from the sponsoring organization that validates your successful completion of the course which includes the number of Coach-Specific Training hours awarded.

Files Uploaded

#### Step 5: Mentor Coaching

- Choose your mentor coach from the drop down box
- Enter in the Start and End dates
- Enter the total hours that Mentor coached you.
- Click Add

You may add all of your mentor coaches.  
Once you have finished, click PROCEED

\*\*\*\*\*Effective July1, 2008\*\*\*\*\*

#### **MENTOR COACHING**

*The ICF Board of Directors has taken action to add an additional requirement for those seeking the ACC credential. In recognition of the value of working with a qualified mentor coach and to align the initial requirements for the ACC with those of the PCC and MCC, the Board has adopted the following new requirement for those applying for the ACC via the Portfolio process: **Effective July 1, 2008**, those applying for the ACC credential, by submitting a portfolio application, will be required to document 10 hours of work with a qualified mentor coach.*

\*\*\*\*\*

**The requirement for the ACC Credential is: 10 hours over three (3) months with a qualified\* mentor coach.**

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.

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.

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

**Qualifications for Mentor Coach:**

- **If you live in the United States or Canada** you are required to have been mentor coached by a coach who holds an ICF PCC or MCC Credential for a minimum of ten hours over a minimum of three months.
- **If you live outside of the United States or Canada**, you are required to have been mentor coached by a coach who either holds an ICF Credential, or who is actively involved in an ICF Chapter, or who is actively involved in another coaching association that holds similar definitions of coaching as the ICF. You are required to have been coached for a minimum of ten hours over three months.

Group coaching may count towards the mentoring requirement of 10 hours within the framework described. No more than 70% of the required mentoring hours (that is seven hours) can come from group coaching. Additionally, the group being mentored may not consist of more than 10 participants. Please list your mentor coach(es), their qualifications, their contact information, when you were coached, and the total number of hours coached. The format to document your Mentor Coaching is below:

**ICF Credential Application - Mentor Coaching**

If you wish to leave the application and return at a later time please bookmark this page.

ACC applicants are required to have 10 hours of mentor coaching over three (3) months with a qualified\* mentor coach. 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:**

- **If you live in the United States or Canada**, you are required to have been mentor coached by a coach who holds an ICF PCC or MCC Credential for a minimum of ten (10) hours over a minimum of three months.
- **If you live outside of the United States or Canada**, you are required to have been mentor coached by a coach who holds an ICF Credential, or who is actively involved in an ICF Chapter, or who is actively involved in another coaching association that holds similar definitions of coaching as the ICF. You are required to have been coached for a minimum of ten (10) hours over three months.

No more than 7 hours of the required mentoring hours can come from group coaching. Additionally, the group being mentored may not consist of more than 10 participants.

Please use the table below to list your mentor coach(es), when you were coached, and the total number of hours coached.

Credentialed Coach	Start Date (mm/dd/yyyy)	Finish Date (mm/dd/yyyy)	Mentoring Hours	
			<b>Total Mentoring Hours</b>	0
Aalling, Miahelene Kirstine				Add

proceed

Please do not click the BACK button

## Step 6: 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 individual's 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:

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

Please do not click the BACK button

## Step 7: Client Reference Letter for Internal or 3rd Party Only (optional\*)

\*Step 6 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.

The screenshot shows a web form interface. At the top, there is a text input field and a 'Browse ...' button. Below these, there are three buttons: 'Upload File', 'proceed', and another 'proceed' button. The buttons are arranged in a vertical stack on the left side of the form area.

### **Step 8: 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:

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	YES NO N/A

		qualifications as a coach?	
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 9: Preferred Live Exam Language

After your application has been completely processed and reviewed, you will be contacted about scheduling the ICF ACC Portfolio exam. The exam is a one-part oral demonstration of your coaching skills administered on a teleconference line. Read more about the live exam below in the screen shot.

- Select your primary language choice from the drop-down menu
- If you have a secondary language choice select it from the second drop-down menu
- Click Proceed

**ICF Credential Application - Preferred Live Exam Language**

After your application has been completely processed and reviewed, you will be contacted about scheduling the ICF ACC Portfolio exam. The exam is a one-part oral demonstration of your coaching skills administered on a teleconference line.

During the exam, applicants meet with a trained ICF Assessor. Applicants coach the Assessor about a real issue for 20-30 minutes. Applicants are evaluated on their knowledge of the ICF Core Competencies and their ability to apply the Core Competencies in their coaching.

Please indicate the language you would prefer for this Live Exam (you may choose up to 2 languages)

Primary choice

Secondary Choice (optional)

### Step 10: 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
- Once you have confirmed the file uploads click Proceed.

### Step 11: Payment

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

**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>

## 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 12: 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.

## 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](#)