



Associate Certified Coach Portfolio Application

Dear ACC Credential Applicant:

The ACC Portfolio Application is designed to support you in attaining your coaching credential and is accepted year-round.

The purpose of the ICF Credentialing Program is to:

1. Establish and administer standards for credentialing professional coaches and coach-training programs;
2. Assure the public that participating coaches and coach-training programs meet or exceed these standards; and
3. Reinforce professional coaching as a distinct and self-regulating profession.

Below are four documents you need to familiarize yourself with before filling out the application as they will assist you in the completion of this application.

Coaching Core Competencies

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

Definitions and Terms

<http://coachfederation.org/research-education/icf-credentials/become-credentialed/>

The ICF Code of Ethics

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

Minimum Skill Requirements for ACC

[http://www.coachfederation.org/includes/media/docs/Credentialing-Requirements-Chart-\(9-2008\).pdf](http://www.coachfederation.org/includes/media/docs/Credentialing-Requirements-Chart-(9-2008).pdf)

If you have any questions regarding the content in this application please e-mail the ICF Credentialing department at: icfcredentialing@coachfederation.org.

Your application and supplemental documentation will not be returned. ***Please make a copy of these for your records prior to submitting them to the ICF.*** While it is important that you fully document your experiences, do not: over document; include books or extraneous materials; nor bind your application.

The ICF congratulates you on your decision to take this important step in your career.

Kind regards,

ICF Credentialing

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APPLICANT INFORMATION

Instructions: Complete all sections, attach the appropriate documents, read, and sign where requested.

Please Print Clearly:

Name (as you wish for it to appear on your certificate):

ICF Member: Yes No Membership Number: _____

Mailing Address: _____

E-mail: _____

(ICF will use this e-mail for correspondence about your credential application. If your e-mail changes, it is your responsibility to notify ICF.)

Phone numbers (including area or country code for each): Work: _____

Home: _____ Cell: _____

Date of Application: _____

Languages used in coaching: _____

Are you a member of an ICF Chapter? Yes No If yes, which one? _____

Have you listened to the ICF Credentialing Application Teleforum Recording,
<http://www.audioacrobat.com/play/WtI3SBZQ?> Yes No

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PAYMENT INFORMATION

ACC Portfolio Application Fee: \$225 USD for ICF members, \$425 USD for non-members.

I have enclosed a check in USD made out to the "International Coach Federation."

Please charge my credit card for \$ _____ (USD).

Select credit card:

Visa Master Card AMEX

Please print:

Credit Card Number: _____ Expiration Date: _____

Print Name on Credit Card: _____

Signature: _____

* Payment of non-member fee does not register applicant as an ICF member.
To join the ICF, click here: <http://coachfederation.org/join-icf/>.

Thank you for taking the time to submit this application!
We applaud your commitment to personal excellence and to the coaching profession at-large.

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ACC PORTFOLIO EXAM INFORMATION

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

The exam will consist of an evaluation of your coaching skills by an ICF Professional or Master Certified Coach who will bring a real life/work situation to the call. You will coach the assessor for 20-30 minutes. Following the completion of the coaching session, the assessor will provide feedback on your coaching skills. You will not receive your final score from the assessor; the assessor will provide ICF Credentialing your results and ICF Credentialing will send you an official notification.

Applicants are evaluated on their knowledge of the ICF Core Competencies and their ability to apply these Core Competencies in their coaching.

Preview of ACC Portfolio Exam Scheduling:

- The ICF makes every effort to offer applicants ACC exam dates and times with as much prior notice as possible.
- Once you select an exam date/time, please contact ICF ***immediately*** so that the exam date and time will be reserved for you.

ACC Portfolio exams are provided in the languages listed below. Please select your first preferred language by writing “1” next to it and your second preferred language by writing “2” next to it.

English ___	Italian ___	Swedish ___
Danish ___	Korean ___	
French ___	Norwegian ___	
German ___	Spanish ___	

In order to provide an exam time suitable to where you live, please indicate your time zone:

_____.

Exam Fee: \$75 USD

Please do not include the exam fee with your application; you will be invoiced when your exam fee is assessed.

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STATEMENTS OF AGREEMENT AND COMPLIANCE

I, _____, acknowledge that my signature below attests that I understand or certify that the following statements are true and correct:

1. I have read, acknowledge and agree to abide by the ICF Code of Ethics (<http://www.coachfederation.org/ethics/>), as published on the ICF Web site.
2. As the applicant, it is my responsibility to communicate and validate my qualifications to clearly show that I meet or exceed each of the requirements appropriate for the credential for which I am applying.
3. I have had no adverse legal actions taken or pending against me as a coach or my coaching business.
4. I release any individual from any previous bond of confidentiality, whether explicit or implied, for the purpose of validating my qualifications for an ICF Credential.
5. I acknowledge that the Associate Certified Coach (ACC) designation is valid for a three-year period. In order to renew the ACC Credential, I must successfully complete a minimum of 40 hours (or current hours set forth by the ICF) of Continuing Coach Education (CCE) as well as 10 additional mentor coaching hours within that three-year period of time.
6. I agree that the ICF may change or modify the rules governing credentialing at any time and has the power to revoke any individual credential for violation of the ICF Standards of Ethical Conduct.
7. I will abide by the decisions of the ICF.
8. I give permission for the ICF to verify my experience and documentation. I understand that the ICF will keep all information confidential.
9. I agree to honor the rules and regulations of the ICF's Credentialing process. I further agree that the ICF has sole discretion to issue or amend the rules and regulations governing credentialing at any time. I acknowledge that the ICF has the right to revoke credentials for violations of the ICF Code of Ethics or non-payment of fees and to inform the public of such decisions. I agree to abide by any decision of the ICF regarding credentialing matters.
10. I understand that the application fee is non-refundable.

Applicant signature: _____ Date: _____

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Applicants must prove they fulfill the requirements for the ACC Credential. Applications must be submitted in their entirety. All attachments and supplemental materials must be prepared and submitted with your application. If, upon review of your application, ICF Credentialing requires additional explanation of your documentation, the processing time of your application may be extended.

The following checklist will aid in your application process.

- Label and attach all documentation you are submitting and attach it in this order:
 - APPLICANT INFORMATION**
 - PAYMENT INFORMATION**
Attach a check or money order, and/or ensure your credit card number and expiration date are accurate.
 - ACC PORTFOLIO EXAM INFORMATION**
 - Select applicable language.
 - Provide your time zone.
 - STATEMENTS OF AGREEMENT AND COMPLIANCE**
 - ATTACHMENT One: Coach Specific Training**
 - Attach a copy of one of the following: a copy of your certificate, congratulatory letter, or transcript *all of which will need to indicate the number of coach specific hours you earned*. Do not attach original certificate(s).
 - ATTACHMENT Two: Client-Coaching Log**
 - ATTACHMENT Three: Coach Reference Letters**
 - Coach Reference Letter 1.
 - Coach Reference Letter 2.
 - ATTACHMENT Four: Mentor-coaching Log**
- Keep a copy of everything you send.
- Clip the application and attachments together. **Do not bind or staple the application in any way.**
- Mail to the ICF at this address:

ICF
ACC Credentialing Coordinator
2365 Harrodsburg Road, Suite A325
Lexington, KY 40504 USA.

The ICF highly recommends that you mail your application in a manner that can be tracked such as certified mail, return receipt requested, DHL, Fed Ex or UPS. Applications are *not* accepted via fax.

Please note: You will receive an e-mail confirmation from ICF Credentialing when your application is received. If you do not receive this confirmation within a reasonable time, it is your responsibility to contact the ICF to ensure your application was received; you may do so by sending an e-mail to ICF Credentialing at icfcredentialing@coachfederation.org.

ATTACHMENT 1: COACH SPECIFIC TRAINING

ACC applicants are required to have attained a minimum of 60 hours of coach specific training.

At least 48 of the hours must be:

- Direct interaction with a trainer (voice-to-voice or in-person training; *not* cyber courses, mail-in courses, or self-study);
- From a program *other than an* ICF Conference, SIG, ICF Virtual Education, or chapter event; and/or
- Teaching the ICF Core Competencies (all core competencies must be covered).

The remaining hours may be self-study from an ICF event, teaching coaching-related topics, or a combination of the two.

All hours must be part of a program with the purpose of training coaches.

If your training is not coach specific, your application will be denied. Please realistically assess whether your training meets these definitions:

Coach Specific Training is:

- Training from an Accredited Coach Training Program (ACTP) or a program that has received the ICF Approved Coach Specific Training Hours (ACSTH) designation.
- 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.

Training that is not accepted as Coach Specific Training:

- Training that is marketed as teaching other skills, even though the skills can be used by a coach in some manner, does not count as coach specific training.
- In addition, personal development courses (such as Forum, Landmark, Lifespring, Life Training, Science of the Mind, etc.) do not count as coach specific training.
- Finally, education in other areas such as psychology, counseling, NLP, etc., does not count as coach specific training *unless it was actually taught as coach training and from an ICF Core Competencies' perspective.*

If your Coach Specific Training has received an ICF accreditation either as part of an ACTP or ACSTH, you need only provide a list of courses taken and written evidence from the program attesting to the total number of coach specific training hours completed.

If your coach specific training has not received ICF accreditation, it is imperative that you provide the following information:

- **Coach Specific Training Log** listing each course you have pursued; and
- **Proof of successful completion for each course** listed in your coach specific training log. Proof of completion is written acknowledgement from the sponsoring organization that validates your successful completion of the course and includes the number of Coach Specific Training Hours awarded.

Coach Specific Training chart for non-ICF accredited training: (This is the required format for the Coach Specific training chart. You will need to create a chart based on this sample.)

Dates	Sponsoring Organization with Contact Information	Course Name	Instructor(s)	Class Description	ICF Core Competencies Taught	Student Contact Learning Hours
Feb. 15, 2001– May 15, 2001	John Doe Coach Training Academy +1.888.123.1567	Listening Skills for Coaches	Jane Doe, MCC	Teaches coaches the art of listening for the client’s agenda, what is said, what is unsaid, the client’s strengths and client blocks.	Establishing coaching agreement, coaching presence and active listening.	12 hours
Total Student Contact Learning Hours						

ATTACHMENT 2: CLIENT-COACHING HOURS

ACC applicants are required to have coached 100 hours with a minimum of 75 hours for compensation. Your client-coaching log must reflect at least eight separate clients.

In keeping with the ICF Code of Ethics, you must obtain consent from your clients to release their names to the ICF in the event it becomes necessary to contact them. Should the ICF deem it necessary to contact clients in order to confirm they were coaching clients of the applicant, ICF will not discuss specific topics of the coaching.

Client information submitted with ICF Credentialing applications is viewed only by designated members of the ICF. Client contact information may be used to verify the information presented by applicants. Client names and contact information are never shared, sold to a third party or used for any purpose other than review of application files for ICF Credentialing.

Your coaching log* may include any of the following:

- Coaching of individuals;
- Coaching of groups; and/or
- Coaching internally for an organization or paid for by a third party.

What constitutes a client-coaching hour?

- A client-coaching hour is 60 minutes of actual coaching with someone who has hired you as a coach and not in any other capacity.
- Paid hours shall be any hours for which any kind or amount of compensation, including barter, is received.
- Only 25 percent of the minimum hours needed to qualify for the credential can be pro-bono hours, including complimentary sessions.
- Teaching coaching classes does not count as client-coaching hours.
- There shall be no limitation of client-coaching hours by specialization or niche.

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

- Name(s);
- Contact information;
- Dates of coaching relationship; and
- Total hours in coaching relationship, paid and pro-bono.

Group Coaching *:

- In order to count as client-coaching hours, a coaching group can have no more than 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.

*** See the client-coaching log sample with required format at the bottom of the next page.**

(Client-Log Continued)**Internal Coaching with an Organization/Paid for by Third Party:**

If your coaching is paid for by a third-party or done as part of your 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:

- List the organization/third party name in the log with the total number of hours coaching.
- 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.
- 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.
- 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 and end dates, along with the number of hours spent with each individual.

Client-Coaching Log Sample: *(This is the required format for the coaching log. You will need to create a log based on this sample.)*

Example	Client Name	Contact Information: E-mail or Phone	Start/ End Date	Paid Hours	Pro-Bono Hours
Individual Client	1) Jane Doe	janedoe@nomail.com +1.111.222.2222	Feb. 3–Nov. 3	18	1
Group Coaching	2) ABC Coaching Group Participants: (5) Contact: John Smith	jsmith@nomail.com +1.111.222.3333	Jan. 2–Feb. 3	7	1
Internal/Third Party Coaching if unable to reveal client names.	3) 123 Organization Client A Client B Contact: Mr . X* *Reference letter included	mrx@nomail.com +1.111.222.4444	Mar. 4–Sept. 4 Mar. 4–present	17 58	0 0
Total Hours Submitted:				100	2

ATTACHMENT 3: COACHING REFERENCE LETTERS

ACC applicants are required to submit two letters of reference from qualified coaches who have heard and/or observed you coaching.

Qualifications for Coach Reference Letters:

*If you live **in** the United States or Canada, you are required to provide two letters of reference regarding your coaching skills and expertise from coaches who currently hold an ICF PCC or MCC Credential.*

*If you live **outside** the United States or Canada, you are required to provide two 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 an author of these letters is not an ICF Credentialed coach, the letter must detail the writer's qualifications to assess the applicant's skill level.*

Requirements for each Coach Reference Letter:

- Dated within 12 months of the application date.
- Clearly states the coach's or writer's support.
- Comes from coaches who have actually heard or observed you coaching (either in person or through a recording).
- Comes from writers who have actually heard or observed you coaching (either in person or through a recording).
- Contains a statement by the coach or writer they believe you coach at the ACC level and, therefore, are recommending you for the ACC credential.
- Must be written on the referring coach's or writer's stationery or from their e-mail address. It may be forwarded through your e-mail, but it must clearly have originated from their e-mail address. It will not be accepted if it does not originate from their e-mail or come on their stationery if submitted via regular mail. If the letter was sent in an e-mail, please print the letter in a way that showcases the message header.

Coaching Reference Letters Checklist

(Please answer the questions below regarding your reference letters.)

Are both references dated within 12 months of the application date?	YES NO	Are both references written on the referring coach's or writer's stationary or from their e-mail address with the message header showing where the message originated?	YES NO
Do both references clearly state the coach's or writer's support?	YES NO	For US/Canada applicants, do the coaches hold the required PCC or MCC credential?	YES NO N/A
Do both references state that the coaches have actually heard or observed you coaching?	YES NO	For non-US/Canada applicants using non-ICF Credentialed references, do the writers list their qualifications as a coach?	YES NO N/A
Do both references state that the writers have actually heard or observed you coaching?	YES NO	Are both reference letters and/or e-mails attached to this application?	YES NO
Do both references contain a statement by the coach or writer 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 the above questions requires attention on your part prior to submitting your application. Reference letters that do not meet these requirements will not be accepted.

Do not forward e-mail or mail references separately to ICF Headquarters. Only reference letters that have been printed and attached to your application will be accepted.

ATTACHMENT 4: MENTOR COACHING

The requirement for the ACC credential is 10 hours over a three month period 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 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 either holds 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. You are required to have been coached for a minimum of ten hours over a minimum of three months.*

Group Coaching may count toward the mentoring requirement of 10 hours within the framework described. No more than 70 percent 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.

Mentor Coaching Log Sample: *(This is the required format for the mentor coaching log. You will need to create a log based on this sample.)*

Name(s) of Mentor/Coach	ICF Credential	Contact Information: Phone/e-mail	Start / End Date	Total Hours
John Doe	MCC	jdoe@noe-mail.com	Feb. 3–present	30

ACC Portfolio Application Process

