



## Associate Certified Coach (ACC) Portfolio Guide to Applying Online

Dear ACC Credential Applicant:

The ACC Portfolio Application is designed to support you in attaining your coaching credential. The ACC Portfolio online application is accepted any time.

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.
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 these documents will assist you in completing the online application.

**Here are four documents you will want to read thoroughly before you begin the online application.**

1. Coaching Core Competencies

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

2. Definitions and Terms

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

3. The ICF Code of Ethics

<http://www.coachfederation.org/ethics/>

4. Minimum Skill Requirements for ACC

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

If you have questions once you have read these documents, please e-mail us at [icfcredentialing@coachfederation.org](mailto:icfcredentialing@coachfederation.org). Please keep a copy of your application and supporting documents after completing the online application. While it is important that you fully document your experiences, do not upload extra documents.

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

Regards,

The ICF Application Review Committee

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

## General Information and Instructions

Please take time to carefully read and understand all information and instructions provided below. A complete and well prepared application will allow the ICF staff and volunteers to process your application in a timelier manner.

Online applications are accepted year-round.

### The Following Checklists Will Aid in your Online Application Process

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

- KEEP A COPY OF EVERYTHING YOU ARE UPLOADING FOR YOUR OWN FILE.

### General Notes for all ACC Portfolio Online Applicants:

- The online application is a complex process. Allow up to one to two 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.

## Applicant Information

The online application must be completed in its entirety according to the directions contained in the online application. If you cannot complete the application once you have begun, bookmark the page which you are on, and return to the page when it is convenient.

ACC Portfolio applications will be processed in the order in which they are received.

**Instructions:** Fill out all sections, upload the appropriate documents, and make note of where agreements are requested.

**Application Fee in USD: \$225 for ICF members      \$425 for non-members\***

\*Payment of non-member fee does not register applicant as an ICF member.

**To Join the ICF click here:** <http://www.coachfederation.org/join-icf/>.

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



### Online Application 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, results/feedback 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 to send results, feedback, etc.:  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 Portfolio

This field is required

THIS IS NOT THE APPLICATION

## STATEMENT 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 awarded 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, one 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 decision 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 International Coach Federation'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 \_\_\_\_\_

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. Upon review of your application, if ICF Credentialing requires additional explanation of your documentation, this may extend the processing time of your application.



## Statement of Agreement and Compliance



- Download and/or read the ACC PA Statement of Agreement and Compliance (above).
- 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 this “Guide to 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."

THIS IS NOT THE APPLICATION

## Upload 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* ICF conference, SIG, Virtual Education, or chapter events.
- 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. However, 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. Therefore, 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:

1. **Coach-Specific Training Log** listing each course you have pursued.
2. **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
2/15/01 - 5/15/01	John Doe Coach Training Academy (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
<b>Total Student Contact Learning Hours</b>						

**Please Note**

If an applicant has created *and* taught Coach Specific Training programs of sufficient length to meet the hours requirement for a specific credential, then that program (or hours) may be counted as Coach Specific Training for the applicant. In order to qualify for Coach Specific Training credit, under this rule, the applicant must present evidence of authorship, a definitive outline of the course and for each class in the course including an explanation of the ICF Core Competencies taught in each class. The applicant must also submit evidence of deliver of the course. No more than three co-authors may receive credit under this rule and each co-author must have delivered each class in the course. Coach Specific Training credit is only given for authorship and the first delivery of the course. Multiple deliveries of the same or similar courses will not be given Coach Specific Training credit.

## Upload 2: Mentor Coaching

**Instructions:** This part of the application requires the applicant\* to provide proof in the form of a log listing hours spent working with a mentor coach. Documentation must be uploaded at the time of application.

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**\*Important: Please note that applicants who meet the following conditions are exempt from the Mentor Coaching requirements as they have already taken part in activities that fulfill this need:**

**Coaches who currently hold an ACC and submitted their application *after* June 31, 2008.**

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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.

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

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.  
(*Example: You must have completed a minimum of three months and 10 hours of mentor coaching prior to today's date if you were to submit your application today.*)

### **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, 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 10 hours over 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. The format to document your Mentor Coaching is below:

Create a Mentor Coaching Log in the same format as shown below to document your Mentor Coaching hours.

## Mentor Coaching Log

You may use your own computer generated forms, however be sure to include all data columns.

Name(s) of Mentor/Coach	ICF Credential	Contact Information: Phone/e-mail	Start / End Date	Total Hours
John Doe	MCC	jdoe@noe-mail.com	2/03 – present	30

**THIS IS NOT THE APPLICATION**

### **Upload 3: Record of Client-Coaching Hours**

**Instructions:** This part of the guideline requires the applicant to provide proof in the form of a log listing hours spent working with clients as a coach. Documentation must be uploaded at the time of application.

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

*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.*

\*Client information submitted with ICF Credentialing applications is viewed only by designated members of the ICF Application Review Committee and ICF staff. Client contact information may be used to verify the information presented by applicants. Client names and contact information are never shared or 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**
- Coaching internally for an organization or paid for by a third party**

**\*Required coaching log with required formatting is on Page 13.**

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 10 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:

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

Group Coaching (see required format below in the sample client log):

- 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 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 (see required format below in the sample client log):

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 (your boss) 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 coaching hours.
- 2) Select one contact person at the organization/third party and list their full name and contact 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) 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.
- 4) 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.

**Coaching Log Sample:** *(This is the required format for the coaching log.)*

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 Participants: (5) Contact: John Smith	jsmith@nomail.com	1/02—2/03	7	1
Internal/Third Party Coaching if unable to give /reveal client names.	3) 123 Organization Client A Client B  Contact: Mr . X* *Reference letter included	mrx@nomail.com	3/04—9/04	17	0
			3/04—present	58	0
<b>Total Hours Submitted:</b>				100	2

## Upload 4: 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 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 support.
- Comes from coaches who have actually heard or observed you coaching.
- States that the writer has heard or observed you coaching.
- Contains a statement by the coach that he/she believes you coach at the ACC level and therefore are recommending you for the PCC Credential.
- Written on the referring coach'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.

PLEASE DO NOT FORWARD E-MAIL REFERENCES TO ICF HEADQUARTERS.  
PLEASE UPLOAD WITH YOUR APPLICATION.

### 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 stationery 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 emails uploaded 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 these questions requires attention on your part prior to submitting your online application. Reference letters that do not meet these requirements will not be accepted.

**Do not** forward e-mail references to ICF Headquarters or mail references separately to ICF Headquarters. Only reference letters that have been uploaded with your online application will be accepted.

## ACC EXAM INFORMATION

After your online application has been completely reviewed and processed, you will be contacted about scheduling the ICF ACC exam. The 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 also provide feedback on your coaching skills; however, you will not receive your final score from the assessor. The assessor will provide ICF Credentialing with your results and ICF Credentialing will provide you with an official notification.

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

### **Preview of ACC Portfolio Exam Scheduling:**

- ICF endeavors to offer applicants ACC exam dates/times with as much prior notice as possible.
- After selecting an exam date/time, contact ICF *immediately* so that exam date/time will be reserved for you.

**ACC Portfolio exams are provided in the following languages.**

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

**In order to provide an exam time suitable to where you live, you will need to 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.

**PAYMENT INFORMATION**

**ACC Portfolio Application Fee in USD: \$225 for ICF members, \$425 for non-members with an additional \$75 exam fee for both members and non-members.**

- Your payment will be taken over VeriSign, a secure payment network.

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

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