



2365 Harrodsburg Road, Suite A325
Lexington, KY 40504-3335 USA

t. 859.219.3580
f. 859.226.4411

Toll Free
t. 888.423.3131

Dear MCC Credential Candidate:

Congratulations on taking this important step in your career. Pursuing the MCC credential demonstrates your commitment to reaching the highest standards of the coaching profession.

The purpose of the ICF Credentialing Program is to:

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

As you begin the MCC application process please be sure that you have read the following documents available on the ICF web site. A clear working knowledge of the Coaching Core Competencies, the ICF Code of Ethics, and the MCC Skill Requirements will be invaluable as you pursue your credential.

Coaching Core Competencies

Available at:

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

ICF Code of Ethics

Available at:

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

Minimum Skill requirements for MCC

Available at:

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

MCC Exam Frequently Asked Questions

Available at:

[http://www.coachfederation.org/includes/media/docs/MCCFrequentlyAskedQuestions91808-\(1\).doc](http://www.coachfederation.org/includes/media/docs/MCCFrequentlyAskedQuestions91808-(1).doc)

This application has been designed to support you in attaining your MCC coaching credential. Please read and follow all instructions carefully to ensure that your application can be processed in a timely manner. After reading through the application instructions and forms, please feel free to contact us with any questions at icfcredentialing@coachfederation.org.



Master Certified Coach (MCC) Application

Best regards,

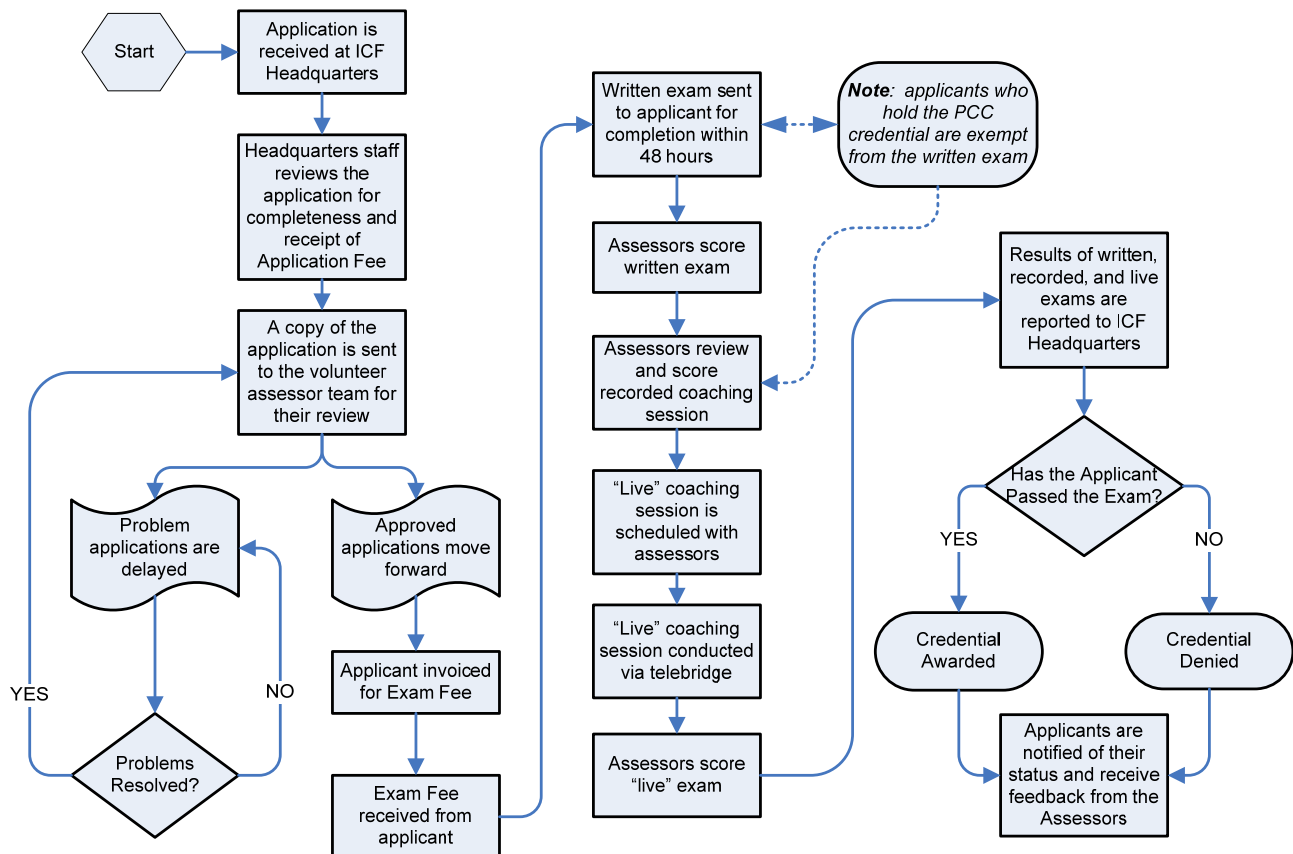
The ICF Application Review Committee

General Information and Instructions

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

This application will be accepted year round beginning January 1, 2008.

Applications are processed as shown in the chart below.





Master Certified Coach (MCC) Application

General Information and Instructions (continued)

- Application Fee must be submitted at the time of application.
Application Fee in USD: \$425 for ICF members \$625 for non-members*
*Payment of non-member fee does not register applicant as an ICF member.
- Exam Fee will be invoiced just prior to taking your exam. Exam Fee in USD: \$150
- You will receive a confirmation of receipt of your application from the ICF headquarters via email.

Application Overview

As you begin the application process please note that there are 10 parts to this application. All 10 parts must be completed and submitted with requested supporting documents, audio files, and payment in order for your application to be processed.

Application Components

Part 1: Applicant Information (one page form)

Part 2: Statements of Agreement and Compliance (one page form)

Part 3: Completion of Coach-Specific Training (pages as required to document training)

Part 4: Record of Mentor Coaching (pages as required to document mentor coaching)

Part 5: Record of Client Coaching Hours (pages as required to document client hours)

Part 6: Coaching Reference Letters (one page form plus three letters)

Part 7: Recording of Coaching Session (one page release form plus audio file)

Part 8: Written and Live Exam Preferences (one page form)

Part 9: Payment Information (one page form)

Part 10: Checklist and Mailing Instructions (checklist form)

Problems with any part of the Application will delay processing!



Master Certified Coach (MCC) Application

Part 1: Applicant Information

Instructions: Please complete as accurately as possible. The information from this form will be used to contact you and to produce your credential certificate.

(Please Print Clearly)

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

ICF Membership Number: _____

Street Mailing Address:

E-mail:

(ICF will use this e-mail for correspondence about your credential application)

Phone:

Date of Application:

Languages used in Coaching:

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

Do you currently hold an ICF PCC Credential? Yes No

Are you a graduate of an ICF ACTP? Yes No If yes, which one? _____



Master Certified Coach (MCC) Application

Part 2: Statements of Agreement and Compliance

Instructions: Please fill in your name in the top blank then read, sign and date.

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/about-icf/ethics-%26-regulation/icf-code-of-ethics/>) as published on the ICF website.
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 Master Certified Coach (MCC) designation is valid for a three (3) year period. In order to renew the MCC credential, one must successfully complete a minimum of 40 hours (or current hours set forth by the ICF) of Continuing Coach Education (CCE) 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 Application Review Committee (ARC).
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 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 _____

Part 3: Completion of Coach-Specific Training

MCC applicants are required to have attained a minimum of 200 Hours of Coach-Specific Training.

At least 160 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 community, or chapter events
- teaching the ICF Core Competencies (all Core Competencies must be covered)

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

(Part 3 Instructions continue on the next page)



Master Certified Coach (MCC) Application

~~Part 3: Completion of Coach-Specific Training~~ (continued)

Documentation of your Coach Specific Training Hours requires two forms of proof:

1. Completion of the chart below listing all of your Coach Specific Training Hours, **and**
2. Written acknowledgement of successful completion from the sponsoring organization that validates your successful completion of the course and includes the number of Coach-Specific Training Hours awarded. This could be in the form of a certificate, transcript, or letter.

Coach-Specific Training Record (For each entry written acknowledgement must be attached)

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

Dates	Sponsoring Organization with Contact Information	Course Name	Instructor(s)	Class Description	ICF Core Competencies Taught	SCLH's
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



Master Certified Coach (MCC) Application

Part 4: Record of 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 submitted at the time of application.

***Important: Please note that applicants who meet either of 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 the ICF Professional Certified Coach credential (PCC).

or

Applicants who have successfully completed an ICF Accredited Coach Training Program (ACTP), and have documented completion of that program in Part 3 of this application.

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 MCC credential is: 10 hours over 3 months with a qualified mentor coach.**

**** 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 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 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 7 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.

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
(sample) John Doe	MCC	jdoe@noe-mail.com	2/03 - present	30

Part 5: Record of Client Coaching Hours

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

MCC applicants are required to have coached for 2500 hours with a minimum of 2250 for compensation. Your client-coaching log must reflect a list of at least 35 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.

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

***A sample coaching log is shown at the bottom of the next page, with blank forms following on pages 13 through 15.**

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% 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:

- 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.

(Part 5 instructions continued on next page)

Part 5: Record of Client Coaching Hours (Continued)

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 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	mrj@nomail.com	3/04—9/04	17	0
			3/04—present	58	0
Total Hours Submitted:				100	2

Part 6: Coaching Reference Letters

Instructions: This part of the application requires the applicant to provide letters of reference from three qualified coaches that have heard or observed you coaching. Documentation must be submitted at the time of application.

For applicants who:

- **Live in the US or Canada-**
 - provide three (3) letters of reference regarding your coaching skills and expertise from coaches that currently hold an MCC credential. Your mentor coach, if they have heard you coach, may write a letter of reference to meet this requirement.
- **Live outside of the United States or Canada-**
 - provide three (3) 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. Your mentor coach, if they have heard you coach, may write a letter of reference to meet this requirement.

The letter of reference must:

- clearly state the coach's support
- come from coaches who have actually heard or observed you coaching
- state that the writer has heard or observed you coaching
- contain a statement by the coach that they believe you coach at the MCC level and therefore are recommending you for the MCC Credential.
- be 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.

Use the form on the next page to document information about your three references.



Master Certified Coach (MCC) Application

Part 6: Coaching Reference Letters (Continued)

Coaching References Checklist

Please Answer the Nine Questions Below Regarding Your Reference Letters

1. Are all three references dated within 12 months of the application date?	YES NO	6. Are all three 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 all three references clearly state the coaches' support?	YES NO	7. For US/Canada Applicants- Do the writers hold the required MCC credential?	YES NO N/A
3. Do all three references come from coaches that have actually heard or observed you coaching?	YES NO	8. For non US/Canada Applicants using non- MCC references- Do the writers list their qualifications as a coach?	YES NO N/A
4. Do all three references state that the writer has heard or observed you coaching?	YES NO	9. Are the three reference letters and/or emails attached to this application?	YES NO
5. Do all three references contain a statement by the coach that they believe you coach at the MCC level and therefore recommend you for the MCC 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.

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

Part 7: Recording of Coaching Session (Part 1 of the Credentialing Exam Process- Audio Recording)

Instructions: As a part of the credentialing process all applicants must participate in the three-part exam process. The first part of the exam is an evaluation of your coaching with a real client, as captured by the applicant in a recorded coaching session.

In compliance with this requirement, all applicants must provide with this application:

1. **A recording of an actual client coaching session between you and a paid or pro-bono client (sessions that occur as a part of coach training may not be used).** The ICF can only accept the following formats: CD (.mp3, .wmp, or .wav formats), or an audio-podium recording. ICF CANNOT accept Audiocassettes or MICRO-CASSETTES (MC-60 or MC-90). The session length should reflect the average length of a normal coaching session with that client. Submit three (3) copies of the same recorded session. Keep at least one (1) copy for your records.
2. **A release form is to be signed by the client being recorded and you, authorizing you to record the session for the purposes of evaluating your coaching competency.** We want to assure you that only your reviewers hear the recording and they will not receive your client's full name.

Please read the following before submitting your recording:

- We suggest that you record several coaching sessions before you submit an application.
- Listen to your recording. Make sure the sound is clear and the reviewers can easily understand the recording.
- Recordings that cannot be heard clearly cannot be used and a new recording will be requested. This will delay the process significantly.
- Choose a recording to submit that you believe demonstrates a wide variety of the ICF Core Coaching Competencies.

*****REQUIRED*** :**

Submit three (3) copies of the same recorded session. Keep at least one (1) copy for your records. One copy will be kept in a secure area at the ICF Office. The other two copies will be sent to the assessors grading your examination.

Please complete the release form on the next page and submit with your application and recording.



Master Certified Coach (MCC) Application

Part 7: Recording of Coaching Session (Part 1 of the Credentialing Exam Process- Audio Recording) (Continued)

RELEASE OF CONFIDENTIAL INFORMATION

Purpose: The purpose of this release is to facilitate the ICF Credentialing application of

(Name of Credential applicant)

I, _____, authorize _____

(Name of client)

(Name of Credential applicant)

to record and release the following recording to the International Coach Federation (ICF).

Information to be released: Audio recording of my coaching session on _____
(Date)

I understand that the audio recording of my coaching session will be reviewed only by ICF Application Review members, who will use it for the sole purpose of assessing the quality and methods of my coach. I understand that the information will be kept confidential and will not be shared with any other party.

This release form has been read/reviewed with me and I understand its content.

Client Signature _____

Date _____

Coach's Signature _____

Date: _____

Please indicate which language you used in this coaching session:

English Danish French German Italian

Portuguese Spanish Swedish

Part 8: Written and Live Exam Preferences

(Part 2 Written Exam)

Instructions: The second part of the ICF exam is a written test that measures your ability to coach and to demonstrate the ICF Core Coaching Competencies. The exam is thorough and is graded by Master Certified Coaches. **Please note that applicants holding a current PCC credential will not be required to take the written exam.**

The written exam process requires: Completion of a written exam consisting of short answer questions and three case studies. This exam is administered through e-mail after your application passes technical review. All applicants are given 48 hours to complete the exam. Once your application has cleared a technical review you will be contacted to schedule your written exam.

What Language(s) would you prefer to take your Written Exam?

- English French German Spanish Other (contact ICF)

(Part 3 Live Exam)

Instructions: The third and final part of the ICF exam is participation in a “live” oral coaching demonstration. Each applicant must sit for a ‘not-to-exceed 30 minutes’ live oral exam, administered by an assessor team via telebridge. Once your application has cleared a technical review you will be contacted to schedule your live exam.

The live exam may be conducted in a variety of languages as indicated below. Please contact the ICF headquarters if another language is preferred for your live exam.

What Language(s) would you prefer for your Live Oral Exam?

- English Danish French German Italian
 Portuguese Spanish Swedish Other (contact ICF)

Notes Regarding Exam Scheduling

Once your application has completed Technical Review you will be contacted by the ICF to schedule your written and live oral exam.

ICF will try to offer each applicant several time availabilities within a two week notice.

After selecting a date and time from the list sent to you please contact ICF **immediately** so that exam date will be reserved for you.



Master Certified Coach (MCC) Application

Part 9: Payment Information

Instructions: Please complete the form below and submit the appropriate Application Fee payment. Note that in addition to the Application Fee there is also an Exam Fee of \$150 USD. Please do not include the exam fee with your application. Once your application has cleared technical review you will be invoiced for your Exam Fee.

Application Fee in USD: \$425 for ICF members, \$625 for non-members*

Exam Fee: \$150 USD

I have enclosed a check in USD made out to the "ICF"

Please charge my credit card for \$ _____

Select credit card type:

Visa

Master Card

AMEX

Credit Card Number: _____ Expiration Date: _____

Print Name on Credit Card: _____

Signature: _____

* Payment of non-member fee does not register applicant as an ICF member.
For membership information please visit the ICF web site at www.coachfederation.org

Part 10: Checklist and Mailing Instructions

Instructions: Please use the checklist below to complete the application process. Applications parts must be arranged in the order listed below. Carefully follow the packaging and mailing instructions to make sure that your application is received by the ICF headquarters staff.

Checklist:

- Part 1: Completed Applicant Information form?
- Part 2: Completed, signed, and dated Statements of Agreement and Compliance form?
- Part 3: Completed Coach-Specific Training Record (attached all pages required to document training)?
- Part 4: Completed Record of Mentor Coaching (attached all pages required to document time working with mentor coach(es))? (*Current PCC or ACTP graduates exempt*)
- Part 5: Completed Record of Client Coaching Hours (attached all pages required to document client hours)?
- Part 6: Completed Coaching References Checklist Form (attached three reference letters)?
- Part 7: Completed Release of Confidential Information for Recording of Coaching Session (including the three (3) copies of your recorded coaching session in accepted format)?
- Part 8: Completed Written and Live Exam Preferences form?
- Part 9: Completed Payment Information form (enclosed check or credit card information)?

See next page for Mailing Instructions



Master Certified Coach (MCC) Application

Part 10: Checklist and Mailing Instructions (Continued)

Mailing Instructions:

Arrange all forms, documents, and attachments in the order listed on the preceding checklist

Send only one copy of the application with all supporting forms, documents and attachments

KEEP A COPY OF EVERYTHING YOU ARE SENDING(including recording) FOR YOUR OWN FILE.

Please paperclip the application and attachments together. DO NOT bind the application in any manner.

Mail one copy of the application and 3 copies of the recorded coaching session to the ICF Headquarters at the following address:

**ICF Office
Credentialing Coordinator
2365 Harrodsburg Road, Suite A325
Lexington, KY 40504 USA**

It is highly recommended that you mail your application in a manner that can be tracked such as Certified Mail, FedEx, DHL, or UPS with a return receipt requested.

Once your application has been received at the ICF Offices you will receive a confirmation e-mail. Please contact the ICF offices if you do not receive this confirmation within a reasonable time after mailing your application.

Your application and associated documentation will not be returned. Please make a copy of your application and supporting documents before submitting your application package. While it is important that you fully document your experiences, do not over document. Do not include books or extraneous materials and please do not bind your application.

Thank you for taking the time to submit this application!

We applaud your commitment to personal excellence and to the coaching profession at large.