

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/research-education/icf-credentials/core-competencies/>

Definitions and Terms

<http://www.coachfederation.org/research-education/icf-credentials/why-a-credential/>

The ICF Code of Ethics

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

Minimum Skill Requirements for PCC

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

If you have questions once you have read these documents, please e-mail us at 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,

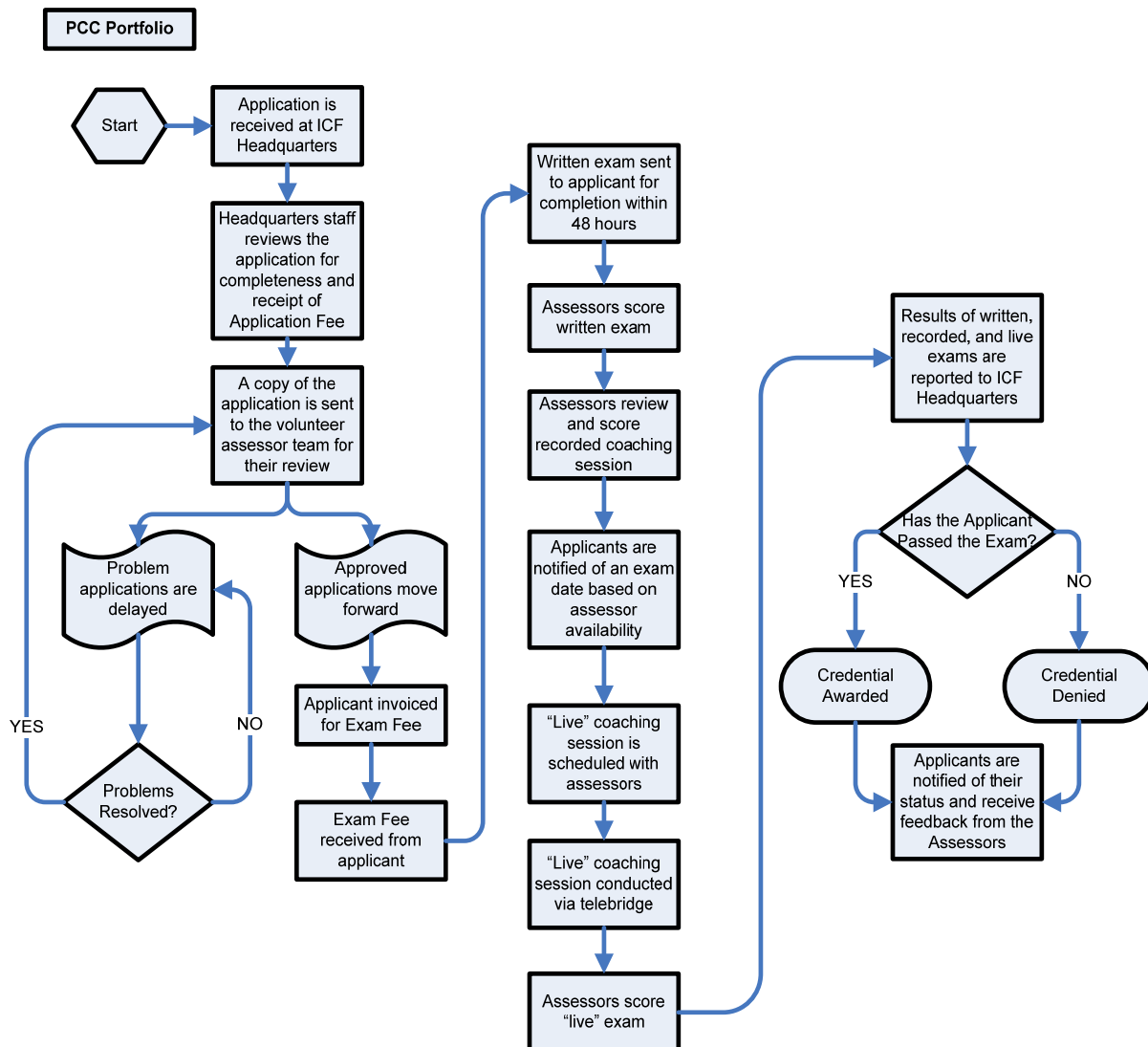
The ICF Application Review Committee

General Notes for all PCC 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.

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 PCC Portfolio applications.



Guide to Applying Online

PCC Portfolio Application

Checklist of Steps in the PCC 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 3rd Party Only (Optional)**
- Step 8: Coach References**
- Step 9: Exam Process**
- Step 10: Client-Coaching Session/Release Form Upload**
- Step 11: Preferred Language for Written Exam**
- Step 12: Preferred Live Exam Language**
- Step 13: Confirm File Uploads**
- Step 14: Payment**
- Step 15: Confirmation Page**

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

Below are detailed steps for completing the PCC 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 [PCC 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 [PCC 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."

proceed

Step 3: Coach-Specific Training

PCC applicants are required to have attained a minimum of 125 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
- After each training course you enter in the log click Add
- Once your Coach-Specific Training log is complete click Proceed

ICF Credential Application - Coach-Specific Training

PCC applicants are required to have attained a minimum of 125 Student-Contact Learning Hours of Coach-Specific Training.

- Coach-Specific Training must include 100 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)	
Total Student Contact Learning Hours						0	
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"/>	Add
End Date (mm/dd/yyyy): <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
proceed							

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 find your successful completion files
- 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

Browse ...

Upload File

proceed

Step 5: Mentor Coaching

PCC applicants are required to have 10 hours of mentor coaching over three (3) months with a qualified mentor coach. Please read full Mentor Coaching requirements in the below screenshot.

- Read Mentor Coaching requirements in below screen shot
- Select Qualified Mentor Coach from drop-down menu or enter name into designated field. Add Start/End Dates. Type in hours mentored by coach.
- Click Add
- Enter in additional Mentor Coaches (if applicable)
- Click Proceed

Mentor Coaching

PCC 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 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 MCC 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	
Total Mentoring Hours			0	
Abe, Masai ▼				Add

proceed

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 Pro-bono Coaching Hours in the designated fields.
- Click Proceed

ICF Credential Application - Client-coaching Log

PCC applicants are required to have coached for 750 hours.

In order to meet this requirement, your client-coaching log must reflect:

- Coaching for total of 750 hours (minimum of 675 paid hours)
- A minimum of 25 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 individuals 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 (sample provided on next page), 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:

<u>Example</u>	Client Name	Contact Information:	Start/ End Date	Paid Hours	Pro- Bono Hours
		Phone/e-mail			
Individual Client	1) Jane Doe	JaneDoe@nomail.com	2/03— 11/03	150	10
Group Coaching	2) ABC Coaching Group Participants: (5) Contact: John Smith	jsmith@nomail.com	1/02— 2/03	75	10
Internal/Third Party Coaching	3) 123 Organization Client A Client B Contact: Mr . X* *Reference letter included	mrx@nomail.com	3/04— 9/04 3/04— present	250 250	10 10
Total Hours Submitted:				725	40

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. 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"/>	

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

*Step 7 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.

Browse ...

Upload File

proceed

Step 8: Coach References

PCC 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.

Once you have your coach reference letters you will want to complete the Coach References section of the online application.

- Select Coach Reference 1 from the drop-down menu
- Select reference letter 1 to upload by clicking the Browse button
- Select Coach Reference 2 from the drop-down menu
- Select reference letter 2 to upload by clicking the Browse button
- Click Proceed when you are done

ICF Credential Application - Coach References

PCC 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 qualifications as a coach?	YES NO N/A
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 PCC level and therefore recommend you for the PCC 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: Exam Process

- Read Exam Process details in screenshot below
- Click Proceed

ICF Credential Application - Exam Process

All portfolio applicants must participate in the three-part ICF Portfolio exam in order to be awarded the PCC Credential. The ICF portfolio exam measures your ability to coach and to demonstrate the ICF Core Coaching Competencies. The exam is thorough and is graded by Master Certified Coaches.

The exam process requires:

- Submission of a recorded coaching session with this application
- 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 passed the technical review, you will be notified with more details and the schedule for your exam.
- Coaching "live" on a telebridge with two MCC assessors.

Once your application has passed the technical review, you will be notified with more exam details and the schedule for your exam.

Step 10: Client-Coaching Session / Release Form Upload

- Read directions below in screen shot
- Download [Release Form](#). You and your client must sign.
- Click Browse to find your recorded client-coaching session, Click Upload File
- Select to: Upload Client Release Form through online application **OR**
Mail Client Release Form to the ICF Office postmarked by September 30, 2006
- Click Browse to find your Client Release Form, Click Upload File
- Click Proceed

ICF Credential Application - Client-coaching Session / Release Form Upload

As part of the exam process, all portfolio applicants must provide:
A recording of an actual client-coaching session in MP3 or WMP formats. The session length should reflect the average length of a normal coaching session with that client.

A [release form](#) is to be signed by the client being taped and you, authorizing you to tape the session for the purposes of evaluating your coaching competency. We want to assure you that only your reviewers hear the tape and they will not receive your client's full name.

Please read the following before submitting your recording.

- Your recorded coaching session will be evaluated as a demonstration of your coaching skill and has equal value as the other two components of the ICF Portfolio exam.*
- 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.

Please upload your recording of an actual client-coaching session.

Please upload or mail the release form that is signed by the client being taped and you, authorizing you to tape the session for the purposes of evaluating your coaching competency.

Files Uploaded	
	Delete File
	Delete File

- I have uploaded my client release form
- I will mail my client release form to the ICF Office postmarked by Saturday, September 30, 2006
Mail To: ICF Credentialing
2365 Harrodsburg Road, Suite A325
Lexington, KY 40504

Step 11: Preferred Language for Written Exam

- Select Primary Written Exam Language from dropdown menu, if other write in designated field
- Select Secondary Written Exam Language from dropdown menu, if other write in designated field (if applicable)
- Click Proceed

ICF Credential Application - Preferred Language for Written Exam

The exam process includes the 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.

Please indicate which language you prefer for the written exam

Primary choice

if Other please specify:

Secondary Choice (optional)

if Other please specify:

Step 12: Preferred Live Exam Language

- 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

The exam process includes the completion of a Live exam with two MCC assessors. Once your application passes technical review you will be contacted with exam instructions.

Please indicate which language you prefer for the live exam

Primary choice

Secondary Choice (optional)

Step 13: 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.

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	Delete File
Filename2	Delete File
Filename3	Delete File




Step 14: Payment

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

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 15: 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 PCC Portfolio 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:	
Confirmation Number	V79A0A0AF850
Payment Amount	\$
Date Processed	07/03/2006
Payment Type	Visa
Credit Card Number:	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	