



The Voice of the Coaching Profession

The Road to Credentialing

ICF Credentials

ICF offers three Credential levels:

- **Associate Certified Coach (ACC)**
- **Professional Certified Coach (PCC)**
- **Master Certified Coach (MCC)**

Application Types

- For the **ACC** and **PCC** Credentials offered there are **two** applications that you can use to apply for the credential. These application types are called:
 - **ACTP Application**- this is for individuals who have completed an ICF Accredited Coach Training Program (ACTP)
 - **Portfolio Application**- this application is used by individuals who have not completed a full ACTP or who have completed coach training with other schools not on the ACTP list.
- The **MCC** Credential only has **one** application type called the **MCC Application**.

	<u>ACC ACTP Application</u>	<u>ACC Portfolio Application</u>
Application Period	Accepting Applications 2008 Year Round	Accepting Applications 2008 Year Round
Coach-Specific Training	Successful completion of certification requirements with an ACTP	60 documented hours of Coach-Specific Training
Work with a Mentor Coach	ACTP certification fulfills this requirement	Beginning July 1, 2008: Completion of 10 hours work with a qualified mentor coach
Coaching Experience	Client Coaching Log Documenting: --Minimum of 100 hours --Minimum of 75 paid hours --Minimum of 8 clients	Client Coaching Log Documenting: --Minimum of 100 hours --Minimum of 75 paid hours --Minimum of 8 clients
Coach References	2 reference letters from qualified coaches	2 reference letters from qualified coaches
Examination	Successful completion of the ACTP certification exam through your school.	Successful completion of ICF's oral examination. Exam is scheduled through the ICF.
Fee	\$100 for ICF members, \$300 for non-members	\$225 for ICF members, \$425 for non-members Additional \$75 exam fee

Please refer to the appropriate application type for further details on each requirement

	<u>PCC ACTP Application</u>	<u>PCC Portfolio Application</u>
Application Period	Accepting Applications 2008 Year Round	Accepting Applications 2008 Year Round
Coach-Specific Training	Successful completion of certification requirements with an ACTP	125 documented hours of Coach-Specific Training
Work with a Mentor Coach	ACTP certification fulfills this requirement	Completion of 10 hours work with a qualified mentor coach
Coaching Experience	Client Coaching Log Documenting: --Minimum of 750 hours --Minimum of 675 paid hours --Minimum of 25 clients	Client Coaching Log Documenting: --Minimum of 750 hours --Minimum of 675 paid hours --Minimum of 25 clients
Coach References	2 reference letters from qualified coaches	2 reference letters from qualified coaches
Examination	Successful completion of the ACTP certification exam through your school.	Successful completion of ICF's three-part Portfolio Examination. Exam is scheduled through the ICF.
Fee	\$300 for ICF members, \$500 for non-members	\$425 for ICF members, \$625 for non-members Additional \$150 exam fee

Please refer to the appropriate application type for further details on each requirement

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	<u>MCC Application</u>
Application Period	Accepting Applications 2008 Year Round
Coach-Specific Training	200 documented hours of Coach-Specific Training
Work with a Mentor Coach	Completion of 10 hours work with a qualified mentor coach
Coaching Experience	Client Coaching Log Documenting: --Minimum of 2500 hours --Minimum of 2250 paid hours --Minimum of 35 clients
Coach References	3 reference letters from qualified coaches
Examination	Demonstrated competency in ICF's three-part MCC Exam. Exam is scheduled through the ICF.
Fee	\$425 for ICF members, \$625 for non-members Additional \$150 exam fee

Please refer to the appropriate application type for further details on each requirement

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**Further Credentialing
information can
be found on:**

www.coachfederation.org

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- ▶ Member Resources
- ▶ Member Search - Members Only
- ▶ Renew Membership
- ▶ Conferences & Events
- ▶ Leadership
- ▶ **CREDENTIALING**
- ▶ Why a Credential?
- ▶ **BECOME CREDENTIALLED**
- ▶ ACC
- ▶ PCC
- ▶ MCC
- ▶ Apply Online
 - German
 - Japanese
 - French
- ▶ Renewing Credentials
- ▶ Coach Training
- ▶ List of Chapters
- ▶ Virtual Education
- ▶ Find a Special Interest Group
- ▶ Official ICF Resource Partners
- ▶ Ethical Guidelines
- ▶ Regulatory
- ▶ Contact ICF

**FIND A:**Credentialed Coach >
Member Center

BECOME CREDENTIALLED

The ICF is renowned for its globally recognized credentialing program. ICF Credentials are available to any coach who meets the requirements for the credential they apply for. The ICF offers three credentials (ACC, PCC and MCC). Detailed information on how to apply for each credential is available at the below links.

Associate Certified Coach (ACC)

The ICF Associate Certified Coach credential is for the practiced coach. It requires completion of a set amount of coach-specific training; a minimum of 100 coaching experience hours; and at least eight clients, among other requirements. [More information.](#)

Professional Certified Coach (PCC)

The ICF Professional Certified Coach credential is for the proven coach. It requires completion of a set amount of coach-specific training, a minimum of 750 coaching experience hours, and at least 25 clients, among other requirements. [More information.](#)

Master Certified Coach (MCC)

The ICF Master Certified Coach credential is for the expert coach. It requires completion of a set amount of coach-specific training, a minimum of 2,500 coaching experience hours and at least 35 clients, among other requirements. [More information.](#)

There is an expectation that all ICF Credentialed coaches will continue their education and build on their level of experience. The resulting growth in competency and professionalism will be evidenced by their journey to the MCC credential.

The Road to Credentialing Presentation

This presentation includes: an explanation of each of the three credentialing levels (ACC, PCC and MCC), an overview of the application types (as well as tips to help you determine your application type), a review of the general requirements for each credential level, a preview of the online application and an outline of the process post application submission.

This section provides an overview of the ICF Credentials. Click on a credential level to learn more about that credential.

member Search Members Only

- Renew Membership
- Conferences & Events
- Leadership
- CREENTIALING
- Why a Credential?
- BECOME CREDENTIALLED
 - ACC
 - PCC
 - MCC
 - Apply Online
 - German
 - Japanese
 - French
 - Renewing Credentials
 - Coach Training
 - List of Chapters
 - Virtual Education
 - Find a Special Interest Group
 - Official ICF Resource Partners
 - Ethical Guidelines

APPLICATION PROCESS

The ICF Associate Certified Coach credential is for the practiced coach. It requires completion of a set amount of coach-specific training; a minimum of 100 coaching experience hours; and at least eight clients, among other requirements.



There is an expectation that all ICF Credentialed coaches will continue their education and build on their level of experience. The resulting growth in competency and professionalism will be evidenced by their journey to the MCC credential.


IMPORTANT UPDATE: Mentoring Requirement for ACC Portfolio Applicants - Effective July 1, 2008

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

ACC Applications

For the ACC credential, there are two applications types:

- ACC ACTP Application**
The ICF accepts ACC ACTP applications year-round. This application is for individuals who have graduated from an [Accredited Coach Training Program \(ACTP\)](#). Please review the application to determine if you are eligible.
[Paper Application](#) [Online Application](#) [Spanish Application](#)
 [Listen to step-by-step instructions for completing the ACC application](#)
- ACC Portfolio Application**
The ICF will be accepting the ACC Portfolio application year-round beginning January 1, 2008. The ACC Portfolio application should be used by individuals who have not completed a full [Accredited Coach Training Program \(ACTP\)](#) or have completed coach training with other schools not on the ACTP list. Please review the application to determine if you are eligible.
[paper application](#) [Online Application](#)
 [Listen to step-by-step instructions for completing the ACC application](#)

ACC Credential Teleforum
As you begin the ACC credential application process you are encouraged to listen to this informative audio file.  <http://www.audioacrobat.com/play/Wtl3SBZQ>

Before listening please have the appropriate application downloaded and available for

Done

A recorded teleforum is available on each individual credential Web page. The recording is designed to assist you in completing the application.

- ▶ Member Resources
- ▶ Member Search - Members Only
- ▶ Renew Membership
- ▶ Conferences & Events
- ▶ Leadership
- ▶ CREDENTIALING
 - ▶ Why a Credential?
 - ▶ BECOME CREDENTIALING
 - ▶ ACC
 - ▶ PCC
 - ▶ MCC
 - ▶ **APPLY ONLINE**
 - ▶ Chinese
 - ▶ Japanese
 - ▶ French
 - ▶ Renewing Credentials
- ▶ Coach Training
- ▶ List of Chapters
- ▶ Virtual Education
- ▶ Find a Special Interest Group
- ▶ Official ICF Resource Partners
- ▶ Ethical Guidelines
- ▶ Regulatory
- ▶ Contact ICF



An online application is now available. You may opt to submit your application online here.

APPLY ONLINE

Steps for Completing the Online Application

Step 1: Review the following documents:

- [ICF Core Competencies](#)
- [Definitions & Terms](#)
- [ICF Code of Ethics](#)

Step 2: Determine your application type:

Download and review the [Summary Table](#) to help you determine your application type and when your application type is being accepted by the ICF.

Step 3: Read the "Guidelines to Applying Online" for your application type:

- The "Guidelines to Applying Online" provide a *preview* of the online application.
- Once you are familiar with the "Guidelines to Applying Online" please proceed to Step 4.

(These files have many graphics, so it may take a minute to upload.)

- [Guidelines to Applying Online - ACC ACTP](#)
- [Guidelines to Applying Online - ACC Portfolio](#)
- [Guidelines to Applying Online - PCC ACTP](#)
- [Guidelines to Applying Online - PCC Portfolio](#)
- [Guidelines to Applying Online - MCC](#)

Step 4: Complete the Online Application:

Online Application

We are excited to offer this new online application. If you experience any difficulty, please contact us at icfcredentialing@coachfederation.org

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[Credentialed Coach >](#)
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Contact the ICF

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