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Dear ACC Credential Candidate:

The Portfolio Application has been designed to support you in attaining your coaching Credential. You may submit this application beginning July 1, 2006 and no later than September 30, 2006. If you plan to apply after September 30, 2006, please return to the ICF Web site and consult the applications for 2007 Credentialing.

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.

Here are three documents you will want to read thoroughly before you start filling out the application. These documents will assist you in completing the application.

Coaching Core Competencies

<http://www.coachfederation.org/ICF/For+Current+Members/Credentialing/Why+a+Credential/Competencies/>

Definitions and Terms

<http://www.coachfederation.org/ICF/For+Current+Members/Credentialing/Why+a+Credential/>

The ICF Code of Ethics

<http://www.coachfederation.org/ICF/For+Current+Members/Ethical+Guidelines/>

If you have questions once you have read these documents, please e-mail us at [credential@coachfederation.org](mailto:credential@coachfederation.org).

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.

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

Regards,

The ICF Application Review Committee



## Associate Certified Coach Application Portfolio Application

*Thank you for taking the time to submit your application!*

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

Applicants must prove they fulfill the requirements for the ACC Credential. The ICF will not review incomplete applications. All attachments and supplemental materials must be prepared and submitted with your application. If upon review, the ICF Application Review Committee requires additional explanation of your documentation, this may extend the processing time of your application.

### The following Checklist will aid in your application process

LABEL AND ATTACH ALL DOCUMENTATION YOU ARE SUBMITTING AND MAKE SURE THEY ARE ATTACHED IN THE ORDER BELOW:

- APPLICANT INFORMATION
- STATEMENTS OF AGREEMENT AND COMPLIANCE
- ATTACHMENT 1: Coach Specific Training
  - Attach appropriate documentation (a copy of your certificate or congratulatory letter); do not send the original of your certificate(s)
- ATTACHMENT 2: Client-coaching Log
- ATTACHMENT 3: Coach Reference Letters
  - Coach Reference Letter 1
  - Coach Reference Letter 2
- PAYMENT INFORMATION
  - Attach your check for your fee or make sure your credit card number and expiration date appear at the end of the application.

MAKE THREE COPIES OF THE PACKET: SEND THE ORIGINAL + TWO COPIES TO THE ICF

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

PLEASE PAPER CLIP THE APPLICATION AND ATTACHMENTS TOGETHER. PLEASE DO NOT BIND OR STAPLE THE APPLICATION IN ANY MANNER.

• MAIL TO THE ICF 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 return receipt requested, Fed Ex or UPS.

• Please note: You will receive an e-mail confirmation from ICF Credentialing when your application is received in the office. If you do not receive this confirmation within a reasonable time after mailing (up to 2 weeks), it is your responsibility to contact the ICF Office to insure your application was received. You may reach the office at [credential@coachfederation.org](mailto:credential@coachfederation.org)



## Associate Certified Coach Application Portfolio Application

### 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. The normal processing time, provided all materials are included with the application, is 90 days **after the close of the application session**. If you have not been notified by ICF of your application review result within 90 days after the receipt of your application, please contact our office at +1-859-219-3580 or e-mail [credential@coachfederation.org](mailto:credential@coachfederation.org).

**Instructions:** Fill out all sections, attach the appropriate documents, and read and sign where requested. Please paper clip the application and attachments, do not bind. After completing the checklist on Page 1, enclose payment and mail the original application and attachments to:

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

**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/ICF/For+Future+Members/Join+ICF/>

### Applicant Information: (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? \_\_\_\_\_

Have you attended or listened to an ICF Credentialing Application Teleforum?  Yes  No



## Associate Certified Coach Application Portfolio Application

### 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/ICF/For+Current+Members/Ethical+Guidelines/>) 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 four-year period only and cannot be renewed. To maintain an ICF Credential, one must then apply for and receive either a Professional Certified Coach (PCC) or Master Certified Coach (MCC) designation.
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 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 \_\_\_\_\_



## Associate Certified Coach Application Portfolio Application

### **ATTACHMENT 1: COACH-SPECIFIC TRAINING**

**ACC applicants are required to have attained a minimum of 60 Student-Contact Learning Hours of Coach-Specific Training.**

Your Coach-Specific Training must include 48 hours of direct interaction with the 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.

Your Coach-Specific Training must include all of the ICF Core Coaching Competencies.

No more than 12 hours may be related to business development or come from ICF sponsored events (ICF Annual Conference, Virtual Community or SIGs calls) or ICF Chapter sponsored events.

**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 (ASCTH) 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.
- ❑ actual classroom work, direct observation, or teleconferencing.

#### **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.



## Associate Certified Coach Application Portfolio Application

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. Please use the format below.
- 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:

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
<b>Total Student Contact Learning Hours</b>						



## Associate Certified Coach Application Portfolio Application

### **ATTACHMENT 2: CLIENT-COACHING HOURS**

**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 (8) 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**

**\*Sample coaching log with required formatting is on Page 6.**

What constitutes a client-coaching hour?

- A client-coaching hour is 60 minutes of actual coaching with someone who has hired you as a coach and not in any other capacity.
- Paid hours shall be any hours for which any kind or amount of compensation, including barter, is received.
- Only 25% 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 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.



## Associate Certified Coach Application Portfolio Application

**(Client-Log Continued)**

Internal Coaching with an Organization/Paid for by Third Party (see required format below in the sample client log):

If your coaching is paid for by a third-party or done as part of your employment, it counts as paid coaching. Internal coaching hours count as paid hours toward a Credential when coaching is a designated part of the applicant's job description. Coaching of a direct report may not be considered in the coaching hours.

\*If the organization or third party has a confidentiality policy that prevents disclosure of individual names and contact information, applicants should document the hours with the organization as follows:

- 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) 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.

**Client-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	<a href="mailto:mrX@nomail.com">mrX@nomail.com</a>	3/04—9/04 3/04—present	17 58	0 0
<b>Total Hours Submitted:</b>				100	2



## Associate Certified Coach Application Portfolio Application

### **ATTACHMENT 3: COACHING REFERENCE LETTERS**

**ACC applicants are required to submit two (2) letters of reference from qualified\* coaches who have heard or observed your coaching.**

**\*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 PCC or MCC 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.

**Requirements for each Coach Reference Letter are stated below:**

- 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 they believe you coach at the ACC level and therefore are recommending you for the ACC 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.

**DO NOT FORWARD E-MAIL REFERENCES TO THE ICF OFFICE.  
PLEASE PRINT AND ATTACH WITH YOUR APPLICATION.**



## Associate Certified Coach Application Portfolio Application

### **ACC Portfolio Exam:**

After your application has been completely processed and reviewed, you will be contacted about scheduling the ICF ACC Portfolio 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 examiner will also provide feedback on your coaching skills; however, you will not receive your final score from the Examiner. The examiner will provide the ICF Credentialing office with your results and the credentialing office 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:**

- Once your application has completed Technical Review you will be contacted by the ICF to schedule your ACC Exam.
- ICF will try to offer each applicant several ACC Exam time availabilities within a two week notice.
- ACC Exam times are sent to several ACC applicants at once and are given on a first come first serve basis.
- After selecting an Exam date and time from the list sent to you please contact ICF *immediately* so that Exam date will be reserved for you.
- To complete the ACC Portfolio application process in the timeframe given it is best to coordinate your schedule to fit one of the Exam Time openings.

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

- English     Danish     French     German     Italian  
 Portuguese     Spanish     Swedish

### **Exam Fee: \$75 USD**

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



## Associate Certified Coach Application Portfolio Application

### PAYMENT INFORMATION

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

- I have enclosed a check in USD made out to the "International Coach Federation"
- 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.  
To join the ICF click here: <http://www.coachfederation.org/ICF/For+Future+Members/Join+ICF/>

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