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Toll Free
t. 888.423.3131

Dear ACC Credential Candidate:

The Portfolio Application has been designed to support you in attaining your coaching credential. You may submit this application beginning January 1, 2006, and no later than March 31, 2006.

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.

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.

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 Application: Portfolio Applicant

**This application reflects revised requirements that will be effective January 1, 2006.
This application cannot be submitted before January 1, 2006.**

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 60 to 90 days **after the date the application is received in the ICF office**. 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.

Instructions: Fill out all sections, attach the appropriate attachments, and read and sign where requested. Please paperclip the application and attachments, do not bind. After completing the checklist on page 9 enclose payment and mail the original application and two (2) copies of the 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.

Applicant Information

Name: _____

ICF Membership Number: _____

Street Mailing Address: _____

E-mail: _____

Phone: _____

Date of Application: _____

Language: _____

Are you a member of an ICF Chapter? Yes No

If yes, which one? _____



Associate Certified Coach Application Application: Portfolio Applicant

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 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 Associate Certified Coach (ACC) designation is valid for a four (4) year period. 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 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 Application: Portfolio Applicant

THE ICF WILL NOT REVIEW INCOMPLETE APPLICATIONS. BEFORE SUBMITTING, APPLICANTS MUST BE ABLE TO PROVE THAT THEY FULFILL THE REQUIREMENTS FOR THE ACC CREDENTIAL. ALL ATTACHMENTS AND SUPPLEMENTAL MATERIALS MUST BE PREPARED AND SUBMITTED AT THE TIME OF APPLICATION.

All credential applicants are to submit the following information as attachments to validate that they meet the Associate Certified Coach requirements. **The attachments must be submitted in the order and numbered as they appear below.**

ATTACHMENT 1: COACH-SPECIFIC TRAINING

The requirement for the ACC credential is a minimum of 60 Student-Contact Learning Hours of Coach-Specific Training; for example, actual classroom work, direct observation, teleconferencing, etc. (excluding lunch and breaks). 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.

Coach-specific Training is

1. training from an Accredited Coach Training Program (ACTP) or a program that has received the ICF Approved Coach-Specific Training Hours (ASCTH) designation, or
2. 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 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 training is not coach-specific, your application will be denied. Therefore, please realistically assess whether your training meets the above definitions.

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 for each course in the format on page 4:

Proof of successful 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.



Associate Certified Coach Application Application: Portfolio Applicant

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
Total Student Contact Learning Hours						

ATTACHMENT 2: CLIENT COACHING HOURS

The requirement for the ACC credential is that you have coached for 100 hours with a minimum of 75 for compensation. Your client coaching log must reflect a list of at least 8 clients.

Here is information about what does and does not constitute 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.
- Teaching coaching classes does not count as client coaching hours.
- 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.
- 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 so long as the coach was not coaching a direct report, and coaching is designated part of the applicant's job description.
- There shall be no limitation of client coaching hours by specialization or niche.
- 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.
- 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 listing the group name, number of group participants and full contact information for one person, who shall represent the group.

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.



Associate Certified Coach Application Application: Portfolio Applicant

To document your 100 client coaching hours with a minimum of 8 clients, attach a client log with the following information:

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

Below is an example of the format that must be used to provide the required information:

Client Name(s)	Contact Information: Phone/e-mail	Start/End Date	Paid Hours	Pro-Bono Hours
1. Jane Doe	JaneDoe@nomail.com	2/03 – 11/03	18	1
2. ABC Coaching Group Participants: (5) Contact: John Smith	jsmith@nomail.com	1/03—2/03	7	1
Total Hours Submitted			25	2

ATTACHMENT 3: COACHING REFERENCE LETTERS

The requirement for the ACC credential is 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 that currently hold an ICF PCC or 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 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. Your mentor coach, if they have heard you coach, may write a letter of reference to meet this requirement.

(Information about coaching reference letters is continued on page 6)



Associate Certified Coach Application Application: Portfolio Applicant

The letters 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 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.

PAYMENT INFORMATION

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

Exam Fee: \$75 USD

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

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.



Associate Certified Coach Application Application: Portfolio Applicant

IMPORTANT ----- BEFORE YOU SEND IN THE APPLICATION COMPLETE THE FOLLOWING CHECKLIST

- SIGN AND DATE THE APPLICATION
- LABEL AND ATTACH ALL DOCUMENTATION YOU ARE SUBMITTING AND MAKE SURE THEY ARE ATTACHED IN THE ORDER DELINEATED BELOW:
 - APPLICANT INFORMATION
 - STATEMENT OF AGREEMENT AND COMPLIANCE
 - ATTACHMENT 1:
 - Coach-specific Training log
 - Proof of successful completion (written acknowledgement from the sponsoring organization that validates your successful completion of the course and includes the number of Coach-specific Training Hours awarded.)
 - ATTACHMENT 2:
 - Client Coaching Log
 - ATTACHMENT 3:
 - 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 PAPERCLIP THE APPLICATION AND ATTACHMENTS TOGETHER. DO NOT BIND THE APPLICATION IN ANY MANNER.
- APPLICATIONS MUST BE POST-MARKED BY MARCH 31, 2006. 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 THE APPLICATION IN A MANNER THAT CAN BE TRACED SUCH AS CERTIFIED MAIL RETURN RECEIPT REQUESTED, FED EX OR UPS.
- YOU WILL RECEIVE E-MAIL CONFIRMATION FROM THE ICF THAT YOUR APPLICATION HAS BEEN RECEIVED. IF YOU DO NOT RECEIVE SUCH CONFIRMATION WITHIN A REASONABLE TIME AFTER MAILING YOUR APPLICATION, IT IS YOUR RESPONSIBILITY TO CONTACT THE ICF OFFICE TO INSURE THAT YOUR APPLICATION WAS RECEIVED.