



# Credentialing for ACTP Students 2008

**International Coach Federation**  
2365 Harrodsburg Road | Suite A325  
Lexington, KY 40504 | USA  
859.219.3580 | 859.226.4411 (F)  
[credentialing@coachfederation.org](mailto:credentialing@coachfederation.org) | [www.coachfederation.org](http://www.coachfederation.org)

Dear ACTP Student:

Because your coach training program has been recognized by ICF as an Accredited Coach Training Program, when you successfully complete this training, you will have earned the opportunity to apply and receive (based on your education and experience) an ICF credential.

*Applications are now accepted year-round.* Interested parties should visit the ICF Web site ([www.coachfederation.org](http://www.coachfederation.org)) and take the following steps:

- 1) Download the proper application form.
  - a) For the ACC, download the ACC ACTP application here:  
<http://www.coachfederation.org/ICF/For+Current+Members/Credentialing/Become+Credentialed/ACC/>
  - b) For the PCC, download the PCC ACTP application here:  
<http://www.coachfederation.org/ICF/For+Current+Members/Credentialing/Become+Credentialed/PCC/>
- 2) Send in the completed application with:
  - ◆ A copy of the certificate from your coach training program,
  - ◆ The application fee,
  - ◆ Your client coaching log, and
  - ◆ Two reference letters

Because you will have taken a certification exam with your Accredited Coach Training Program, you will not be required to take an ICF examination to qualify for your credential. If for some reason you do not complete this full program, you may apply for your credential using the portfolio application; you will then be required to pass the ICF exam. However, please note that coach training is a central requirement for an ICF credential and must be completed by an applicant.

The ICF credential is important to you because it is known as the only worldwide coaching credential issued by an independent organization un-affiliated with a coach-training school. In addition to the training you will receive from this program, the ICF credential will provide you with credibility as you begin your career.

This packet has been designed to provide you with additional information on all ICF credentials and the process for obtaining them. We hope you find this information helpful.

Sincerely,

***The International Coach Federation***

## Why Pursue an ICF Credential?

ICF Credentials are highly recognized coaching qualifications with credibility around the world. If you are serious about building or maintaining your coaching business and care for being part of a well-respected, self-regulating profession, you will be interested in gaining ICF Credentials.

### Benefits of an ICF Credential:

#### *Demonstrates:*

- High Professional Standards
- Strong Code of Ethics
- High Knowledge and Skill Level

#### *Enhances:*

- Credibility
- Reassures Potential Clients of Your Experience and Professionalism

#### *Brings Personal Satisfaction:*

- In Achieving a Career Goal
- In Gaining a Credential from an Internationally Recognized Professional Coaching Association

#### *Reinforces:*

- Integrity of the Coaching Profession Locally and Globally

## Definitions, Categories & Key Terms

### *Associate Certified Coach (ACC)*

An Associate Certified Coach credential is awarded to the coach who has invested both time and financial resources on their development. They have successfully completed at least 60 hours of coach-specific training. They have achieved at least 100 hours of experience coaching clients and are fully focused on maintaining their coaching skills development in the future. They have been assessed orally in their coaching standards and competence and skill level by an experienced assessor under strict examination conditions administered or approved by the ICF.

### *Professional Certified Coach (PCC)*

A Professional Certified Coach credential is awarded to the trained and experienced coach who has made a significant investment in their development. They have successfully completed at least 125 hours of coach-specific training. They have achieved at least 750 hours of coaching experience, and are fully focused on maintaining their coaching skills development in the future. They have been assessed in their coaching standards and competence and skill level by two experienced assessors under strict examination conditions administered or approved by the ICF.

### *Master Certified Coach (MCC)*

A Master Certified Coach credential is awarded to the highly trained and very experienced professional coach who has invested significant time and resources in their development. They have successfully completed at least 200 hours of coach-specific training. They are fully competent in the coaching core competencies required by the ICF. They have achieved over 2,500 hours of coaching experience and are fully focused on maintaining their coaching skills development in the future. They have been assessed in their coaching standards and competence and skill level by two experienced assessors under strict examination conditions administered or approved by the ICF.

## **Definitions, Categories & Key Terms Continued**

### *Coach Specific Training -*

Coach Specific Training is 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.

### *Client Coaching Hours -*

For purposes of individual credentialing for ACC, PCC and MCC, a client coaching hour is 60 minutes coaching time with a person who has hired you as a coach, with whom you have a formal coaching agreement, and who you coach rather than providing any other service such as consulting or therapy. If you perform coaching and other services for a client, you may only count the actual time spent coaching toward a credential. You may not count time providing other services.

## Requirements for the ICF Credential

The following chart will assist you in determining for which ICF credential you may qualify. To download the ICF application for ACC, PCC, or MCC please visit <http://www.coachfederation.org/ICF/For+Current+Members/Credentialing/>.

### 2008 Requirements

	<b>ACTP Applicants for ACC</b>
<b>Coach-Specific Training</b>	Successful completion of certification requirements with an ACTP
<b>Work with a Mentor Coach</b>	ACTP program graduation fulfills this requirement
<b>Coaching Experience</b>	<i>Client Coaching Log Documenting:</i> -Minimum of 100 hours -Up to 25 pro bono hours -Minimum of 8 clients
<b>Coach References</b>	2 letters from qualified coaches*
<b>Fee**</b> (all prices USD)	\$100 (ICF members) \$300 (non-members)

\*Specific formatting and documentation requirements are listed in the credentialing application. Please consult the appropriate application when preparing to pursue an ICF credential.

\*\*All application fees may be subject to change. Please consult the ICF Web site before submitting an application.

## Client Coaching Log Requirements

*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 will 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

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 ACC Credential can be pro-bono hours, including complimentary sessions. Only 10% of the minimum hours needed to qualify for the PCC or MCC 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

## Coaching Log Sample\*

<b>Example</b>	<b>Client Name</b>	<b>Contact Information Phone/E-mail</b>	<b>Start/End Date</b>	<b>Paid Hours</b>	<b>Pro Bono Hours</b>
<i>Individual Client Coaching</i>	1) Jane Doe	JaneDoe@nomail.com	2/03—11/03	18	1
<i>Group Coaching</i>	2) ABC Coaching Group Participants: (5) Contact: John Smith	jsmith@nomail.com	1/02—2/03	7	1
<i>Internal/Third Party Coaching if unable to reveal client names</i>	3) 123 Organization Client A Client B  Contact: Mr . X* *Reference letter included	<u>mrX@nomail.com</u>	3/04—9/04 3/04—present	17 58	0 0
			<b>Total Hours Submitted</b>	100	2

\*Please see the appropriate ICF credential application for further information.

### Letters of Reference

Below are some helpful hints when requesting letters of reference from qualified coaches. Additional details are located in the ICF credentialing application.

The letters of reference must:

- ◆ Be dated within 12 months of the application date.
- ◆ 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, PCC, or MCC) level and therefore are recommending you for the (ACC, PCC, or 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 is not 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 the e-mail directly to the ICF Office.

### ***As You Undergo Coach Training...***

Congratulations on your enrollment in an Accredited Coach Training Program (ACTP). By completing certification with this program, you will become eligible to apply for a credential from the International Coach Federation (ICF). An ICF credential enhances your credibility and reassures potential clients that you are an experienced and professional coach. An ICF credential also demonstrates that you have high professional standards and reinforces the integrity of the profession as a whole. Below are some important considerations as you complete your training:

- ◆ By completing the full certification process, you become eligible to apply for an ICF credential using the streamlined ACTP Application for Individual Credentials. You will not be required to take an additional exam with ICF through this application process.
- ◆ Should you choose to complete only a portion of the ACTP training, you may still be eligible for an ICF credential. However, you will then apply for a credential using the portfolio application. This process requires the successful completion of an exam with ICF. **Please Note:** coach-specific training is a central requirement for an ICF credential and must be completed in order to become eligible for a credential. ICF highly recommends completing the full certification course with your ACTP.
- ◆ Request that your program provide a chart or synopsis of the courses you will need to complete in order to graduate from the full certification program. This will help you to ensure that you complete the necessary courses for an ICF credential.
- ◆ If you are required to keep a coaching log as part of your training, ask your clients for written permission to use their names, phone numbers and/or e-mails, and the total number of hours in the coaching relationship toward an ICF credential. All coaching logs are kept confidential by ICF and clients will only be contacted to verify that a coaching relationship existed with the applicant and the hours reported were hours spent in a coaching relationship. No information about the details of the coaching relationship will be requested. Please note that completing a coaching log with your training program does not exempt you from the ICF requirement of a coaching log. However, the log assembled during training may be used toward the ICF requirement, provided it is formatted as shown on the ICF application.

### ***As You Complete Coach Training...***

Once you have completed the certification program with your training school, you may be ready to apply for an ICF credential. The steps below will help to ensure that you collect all necessary information for this process:

- ◆ Visit the ICF Web site ([www.coachfederation.org](http://www.coachfederation.org)) to obtain the most up to date requirements for an ICF credential. It is helpful to start by viewing the "Road to Credentialing" presentation.
- ◆ Collect from the program, immediately after graduation, verification of the total number of hours you completed in the program.
- ◆ Should your program offer a certificate of completion, be sure that the certificate lists the name of the school, the name of the specific program, total number of hours completed, the date of completion, and the ICF ACTP logo. This certificate will be used in the credential application process.
- ◆ If they meet the ICF qualifications, consider asking your coach training instructors for reference letters toward an ICF credential. Please note, instructors are not required to provide a letter and school policies may prevent this.

## The International Coach Federation (ICF)

The International Coach Federation (ICF) is the largest worldwide resource for business and personal coaches, and the source for those who are seeking a coach. The ICF is a nonprofit, individual membership organization formed by professionals worldwide who practice business and personal coaching.

The ICF exists to Build, Support and Preserve the integrity of the coaching profession through programs and standards supported by the individual membership.

Benefits of membership include:

- ◆ **Professional Recognition** – As a member of ICF, you will be recognized worldwide for your commitment to high professional standards.
- ◆ **Networking Opportunities** – ICF provides numerous opportunities for networking in the coaching community, including local chapters, special interest groups, a virtual community, and annual global and regional conferences.
- ◆ **Educational Opportunities** – Through ICF's many forums and local/virtual programs, coaches have the opportunity to continually increase their skills and knowledge. Coaches can also earn continuing coaching education (CCE) credits which can be used to earn or renew an ICF credential.
- ◆ **Leadership Opportunities** – ICF members have the opportunity to lend their talents to the development of the profession by serving as a leader in ICF.
- ◆ **Discounts on Professional Tools** – ICF members are eligible for discounts on a wide array of coaching tools, including assessment programs, magazines/journals, health insurance, and office supplies.

Please note that coaches are not required to be ICF members in order to apply for an ICF credential. However, ICF members receive a discount of up to \$200 (USD) on the ICF credential application, in addition to the wonderful benefits described above.

We invite you to explore the ICF Web site ([www.coachfederation.org](http://www.coachfederation.org)) or call ICF Headquarters at 859.219.3580 for more information on ICF or to join as a member. We hope you will consider lending your voice and talent to the world's leading professional association for coaches.

Thank you for your interest in the ICF credentialing process!