

# ACC ACTP Application

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## Contact information

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Please enter your Full name \*

First Name

Last Name

Please enter your email address \*

Mailing Address \*

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

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Next

# Terms and Conditions

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**By checking this box, you have agreed to the terms and conditions listed below. \***

I agree to the terms and conditions listed below.

I understand that the application fee is non-refundable once submitted. In the event of a medical emergency, we will consider a refund minus a \$50 administrative fee.

To my knowledge I have no pending Ethical Conduct Review (ECR) complaints against my persons, further I am not currently under or subject to investigation, sanctions or remedial action by ICF for a violation of the ICF Code of Ethics.

I have read, acknowledge and agree to abide by the ICF Code of Ethics.

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.

I give permission for ICF to verify my experience and documentation. I understand that ICF will keep all information confidential.

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.

I acknowledge that the Associate Certified Coach (ACC) designation is valid for a 3-year period, at which time it is renewable provided I meet the renewal requirements.

I agree to honor the rules and regulations of the International Coach Federation's Credentialing process.

I agree that ICF may change or modify the rules governing Credentialing at any time.

I will abide by all decisions of ICF regarding credentials.

I acknowledge that 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.

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Next

# ACTP Certificate upload

In order to apply for an ACC credential via the ACTP application process, you must upload a certificate or letter that verifies your completion of an Accredited Coach Training Program.


Please enter the name of the training organization(s) in which you received coach-specific training:

\*

Please upload a copy of your ACTP certificate \*

No file chosen

Please enter the date in which you began this coach-specific training: \*


-  -    
Month Day Year

Is this training the training that you will be using as the start date for your client coaching log?

- Yes  
 No

Please enter the name of the training organization that you will be using as the start date for your client coaching log: \*

Please enter the date in which you began this coach-specific training: \*

-  -    
Month Day Year

Please upload the certificate you received from this training organization: \*

No file chosen

Next

## Client Log

The client log needs to have client names, contact information, coaching start and end date and how many hours were paid/pro-bono.

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For more information and a sample of the client log, please [click here](#).

100 hours of client-coaching experience following the start of their coach-specific training. At least 25 of these hours must occur within the 18 months prior to submitting the application for the credential. ACC applicants will still be required to have a minimum of eight (8) clients and 75 paid client-coaching experience hours.

Please upload a copy of your client log \*

No file chosen

### Supporting Documents

This requirement is only for applicants that have completed third party or internal coaching.

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## Coach Knowledge Assessment (CKA)

All credential applicants must complete a Coach Knowledge Assessment (CKA) consisting of multiple-choice questions. The CKA is only required to be completed one time. You will receive an invitation to complete the CKA once your application review is complete. The invitation will come via email with further instructions on completing the CKA.

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Choose the language in which you would like to receive the coach knowledge assessment. You must choose one of the languages below. No other languages are available. If you have already taken the CKA, you will not be required to take it again but you will need to select a language before you can submit your application. \*

- Bulgarian
- Chinese
- Czech
- Danish
- English
- Finnish
- French
- German
- Hungarian
- Italian
- Japanese
- Korean
- Polish
- Portuguese
- Russian
- Spanish
- Swedish
- Turkish

Submit

**After clicking 'submit', please allow several minutes for your application to submit to ICF completely. The time it will take to submit the application will depend on the size of the files that appear on your application, as well as your internet connection speed. Once the application is submitted to ICF, you will be redirected to the ICF website to view the estimated timeline for approval.**