

# ACC Portfolio 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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## Applicant Gender

Questions regarding gender are included solely for research purposes to assist the ICF in improving the credentialing application and assessment process. Information provided by applicants in this section will not affect the outcome of your application.

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ICF respects the rights of individuals to keep certain information private. Pursuant to the ICF Privacy Policy, ICF will not sell, trade or transfer an individual's personal information to any third party or entity. \*

- Male
- Female
- Prefer not to answer

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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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## Release of Information for Research

Please indicate below your permission for ICF to use the data provided in this application anonymously for research purposes. Pursuant to the ICF Privacy Policy, ICF will not sell, trade or transfer an individual's personal information to any third party or entity. \*

Yes, I grant ICF permission to use the data contained in this application anonymously for research purposes. I understand that ICF will not sell, trade or transfer this information to any third party or entity.

No, I do not grant ICF permission to use the data contained in this application anonymously for research purposes.

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Next

## Coach Specific Training

In order to qualify for your ICF ACC Credential you are required to complete at least 60 hours of Coach-Specific training. This training may come from ICF approved providers (ACSTH and/or ACTP) or from providers that have not been approved in advance by the ICF. Your training must be comprehensive and include the ICF Definition of Coaching, all 11 ICF Core Competencies, and the ICF Code of Ethics. Please complete the following questions regarding your Coach-Specific training. Note that you are required to upload a certificate or letter from each program you completed indicating the name of the program, dates of attendance, and total hours completed. Additionally, for programs that have not been previously approved by ICF, you are also required to upload curriculum documents that provide a summary of the content and how it was delivered.

Enter the number of training hours completed: \*


Is all of the training that you completed approved or accredited with ICF as an ACSTH, ACTP or CCE? \*

- Yes  
 No

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

Please upload all your coach-specific training certificates \*

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

-  -    
Month Day Year

Next

# Verification for non-approved training

Since you have selected that your training program is not listed, please complete the next 5 pages of this application to have your non-approved training considered for the credentialing application. If you obtained training from more than one non-ICF Approved Training Provider, you will have the opportunity to submit additional non-approved training at the end of this section of the application.

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## Organization and Program Contact Information

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Coach Training Organization Name:

Training Program Name:

Organization's address (if known)

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

URL for the program website:

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Next

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## Training Program Hours and Content

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The following activities are eligible to be counted as hours towards the review of a program:

**Student contact hours:** clock hours spent in **synchronous (real-time) interactions** between faculty and students. This may include time spent in direct instruction, real-time discussions, observation and feedback of practice coaching sessions, and mentoring students. **A minimum of 80% of all training must be delivered in synchronous activities.**

**Homework/Independent Study:** clock hours spent outside of real-time interaction between faculty and students (**asynchronous**). These may include outside reading, writing, research, journaling, practice coaching, and various other activities that may occur outside of the synchronous setting. All asynchronous hours require some method of validating that the activity was completed by the student.

Number of hours offered by this training program:

|              | Hours                |
|--------------|----------------------|
| Synchronous  | <input type="text"/> |
| Asynchronous | <input type="text"/> |
| Total        | <input type="text"/> |

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Next

Please review and respond to the following self-evaluation of the training program that you attended.

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## Definition of Coaching

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All programs must teach a Definition of Coaching that is in alignment with and not contrary to the Definition of Coaching adopted by ICF. ICF defines coaching as partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential. Did the training program that was completed address the Definition of Coaching?

- Yes
  - No
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## Setting the Foundation

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Meeting ethical guidelines and professional standards by understanding coaching ethics and applying them appropriately in all coaching situations. Establishing the coaching agreement by understanding what is required in the specific coaching interaction and coming to an agreement with the client about the coaching process and relationship. Did the training program that was completed address Setting the Foundation?

- Yes
  - No
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## Co-Creating the Relationship

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Establishing trust and intimacy with the client by creating a safe, supportive environment that produces ongoing mutual respect and trust. Establishing a coaching presence by being fully conscious and creating spontaneous relationships with clients, employing a style that is open, flexible and confident. Did the training program that was completed address Co-Creating the Relationship?

- Yes
  - No
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Next

## Communicating Effectively

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Actively listening by focusing completely on what the client is saying and is not saying, understanding the meaning of what is said in the context of the client's desires and supporting client self-expression. Asking powerful questions that reveal the information needed for maximum benefit to the coaching relationship and the client. Communicating effectively during coaching sessions, and using language that has the greatest positive impact on the client by using direct communication. Did the program that was completed address Communicating Effectively?

- Yes
  - No
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## Facilitating Learning and Results

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Creating awareness by integrating and accurately evaluating multiple sources of information, and making interpretations that help the client to gain awareness and thereby achieve agreed-upon results. Designing actions by creating with the client opportunities for ongoing learning during coaching and in work/life situations, and for taking new actions that will most effectively lead to agreed-upon coaching results. Developing and maintaining an effective coaching plan with the client. Managing progress and accountability by holding attention on what is important for the client, and leaving responsibility with the client to take action. Did the program that was completed address Facilitating Learning and Results?

- Yes
  - No
- 

Next

## Coaching Practice

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Were you given the opportunity to practice coaching while attending this program and receive feedback from a faculty member?

- Yes
  - No
- 

Next



## Supporting documents for non-approved training

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In support of the information submitted in the previous sections for the non-approved training, a number of documents are required to be submitted to ICF. These documents will be used by the program coordinators to gain a better understanding of the training that you received. These documents must be submitted in order for your non-approved training to be considered for individual credentialing.

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### Course Outline

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Upload a concise outline or syllabus that summarizes the names of classes/modules and the time allowed for presentation:

Upload a File

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### Student Materials

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Upload a copies of the printed materials that are used by students in support of the content offered by this training program:

Upload a File

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Do you have additional non-approved training to submit?

- Yes
  - No
- 

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](#).

**ACC applicants will be required to complete 100 hours of client-coaching experience following the start of their coach-specific training. Furthermore, 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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# Mentor Log

You will need to complete 10 hours with a mentor coach who holds an ICF Credential equal to or greater than the credential for which you are applying. Mentoring needs to take place over a three month or longer period of time A minimum of 3 of the 10 mentoring hours must be one-on-one coaching with the mentor. Group coaching may count for a maximum of 7 hours toward the mentoring requirement. The group being mentored may not consist of more than 10 participants.

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## 1. Mentor Coach Name \*

## Mentor Coach's email address: \*


## Mentor Coach ICF Credential Level \*

## Number of hours completed \*

## Start Date \*

 -  -    
Month Day Year

## End Date \*

 -  -    
Month Day Year

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# Additional Mentoring Information

If you received mentoring from more than one coach, please enter your additional mentoring information in the fields below.

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## 2. Mentor Coach Name

## Mentor Coach's Email address


## Mentor Coach ICF Credential Level

## Number of hours completed

## Start Date

 -  -    
Month Day Year

## End Date

 -  -    
Month Day Year

## 3. Mentor Coach Name


## Mentor Coach's email address:

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**Mentor Coach ICF Credential Level**

**Number of hours completed**

**Start Date**

 -  -    
Month Day Year

**End Date**

 -  -    
Month Day Year


**4. Mentor Coach Name**

**Mentor Coach's email address:**

**Mentor Coach ICF Credential Level**

**Number of hours completed**

**Start Date**

 -  -    
Month Day Year

**End Date**

 -  -    
Month Day Year

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**Next**

## Performance Evaluation Language

Applicants are required to upload a recorded session with one of your clients who has granted their permission for you to submit this recording as a part of your credential application.

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Please select the language used in your recording. \*

- Danish
  - English
  - French
  - German
  - Polish
  - Portuguese
  - Spanish
  - Swedish
  - Other language (English transcript required)
- 

## Client Gender

Any information provided in this section will be used solely for research purposes to assist the ICF in improving the assessment process. Information provided by applicants in this section will not affect the outcome of your assessment. The ICF respects the rights of individuals to keep certain information private. Pursuant to the ICF Privacy Policy, ICF will not sell, trade or transfer an individual's personal information to any third party or entity.

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Please indicate the gender of the clients featured in the coaching session recording submitted as part of your credential application.

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Recording: Client gender \*

- Male
  - Female
  - Prefer not to answer
- 

Next

## Client Release for use of recording/s

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By checking the box below, you affirm that you have been granted permission by the client: \*

By checking this box, I affirm that I have been granted explicit permission by my client to submit recording/s of our coaching sessions to be reviewed only by ICF staff and performance evaluation assessors for the purposes of assessing the quality and methods of my coaching. I further affirm that I have this permission in writing from my client and can make this documentation available to ICF on request. I understand that submitting a recording without the permission of my client is a violation of the ICF Code of Ethics and may result in the denial of my credential and/or other disciplinary actions.

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## Recording upload

The recording needs to be 20-60 minutes in length and with one of your regular clients. Please note that your file must be an MP3 or WMA format and cannot be more than 95 MB in size. If your recording exceeds 60 minutes, it will not be scored.

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Please upload your recording for the Performance Evaluation portion of the application. Please make sure that your name is in the title of your recording file. For example, "John Smith ICF Recording" \*

No file chosen

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## Transcript

Portfolio applicants are required to submit written transcripts of their recorded coaching sessions. These transcripts must be in the same language used in the recorded session.

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Please upload the transcript of the recording to be used for the Performance Evaluation. Please make sure that your name is in the title of your transcript file. For example, "John Smith ICF Transcript" \*

No file chosen

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Next

## 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. \*

- 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 the ICF, you will be redirected to the ICF website to view the estimated timeline for approval.**

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