

ACC Portfolio Sample Application

Version 5.6.2019

ACC Portfolio Application Dashboard

Application Type: ACC Portfolio Application
 Status: Pending Completion
 Start Date: 05/14/2019
 Due Date: 08/31/2019
 Submit Date:

Complete Requirements | Submit for Review | Received and Under Review | Additional Information Needed | CKA Exam | Credential Awarded

Please complete all the below unlocked requirements.

Dashboard | Portfolio Training | Training Documentation | Mentor Coaching | Client Coaching Experience | Performance Evaluation - Audio | Performance Evaluation - Transcript | CKA Exam

Looked | Unlocked | Completed | Under Review | Further Action | Met

Please review the requirements for this credential application listed below. Select any tab to begin completing the application. Once you've completed each required element, you will be able to submit the application and pay the application fee.

Requirement	Status
<p>Portfolio Training (60 Hours)</p> <p>To be eligible for the Associate Certified Coach (ACC) credential, you must document completion of at least 60 hours of coach-specific training with robust documentation. You will be required to demonstrate that you have completed a comprehensive training program that includes the ICF definition of Coaching, Code of Ethics and Core Competencies, and is organized in a scope and sequence that encourages your growth as a coach.</p>	Pending Completion
<p>Training Documentation</p> <p>For any training programs that are not approved by ICF as ACTP, ACSTH, or CCE training, you are required to submit supplementary documentation and complete a Verification of Training form (A sample Verification of Training form can be downloaded here).</p>	Pending Completion
<p>Mentor Coaching</p> <p>Applicants for the ACC must complete at least 10 hours of mentor coaching over a minimum of three months. Your mentor coach must be an ACC who has completed a full cycle of the credential through renewal, PCC or MCC in good standing.</p>	Pending Completion
<p>Client Coaching Experience</p> <p>Applicants for the Associate Certified Coach credential must have a minimum of 100 hours of client coaching experience with at least eight (8) clients following the start of coach-specific training.</p>	Pending Completion
<p>Performance Evaluation - Audio</p> <p>As part of your ICF ACC Credential application, you are required to submit one recording of a coaching session (accompanied by a transcript) for review by trained ICF assessors.</p>	Pending Completion
<p>Performance Evaluation - Transcript</p> <p>As part of your ICF ACC Credential application, you are required to submit a transcript to accompany your performance evaluation recording.</p>	Pending Completion
<p>CKA Exam</p> <p>Take the Coach Knowledge Assessment (CKA) test. The CKA is a tool that can be used to measure a coach's understanding of the knowledge and skills important in the practice of coaching. This requirement is unlocked once ICF has reviewed and approved all other requirements. If you have taken and previously passed the CKA, you are not required to take the exam again.</p>	All Application Requirements Needed

The application dashboard provides an overview of all requirements for the credential. To begin the ACC-Portfolio application, you will need to click on each requirement tab to upload your information for that requirement.

You are not required to complete the requirements in any specific order but you will need to complete all requirements to be able to submit your application.

We have provided a screenshot of each requirement on the following pages.

You will see symbols on your requirement tabs as you complete each task and again once we have reviewed them.

Below the requirement tabs, you will see the key for what the different symbols mean.

Portfolio Training Tab

When you click on the Portfolio Training tab, you will see the 'Enter Training hours' button. You may click this button and complete each of the requested items (see next screen). Please note that as you report your coach training, the percentage of required training reported will automatically update.

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Dashboard | **Portfolio Training** | Training Documentation | Mentor Coaching | Client Coaching Experience

Performance Evaluation - Audio | Performance Evaluation - Transcript | CKA Exam

🔒 Locked | 🔓 Unlocked | ✅ Completed | 🔍 Under Review | 🚨 Further Action | ✔️ Met

Portfolio Training (60 Hours)

For each coach training program you have completed, please enter the training organization name, program name, total training hours completed and program start date, then click "Save."

To be eligible for the ACC, you must document completion of at least 60 hours of coach-specific training with robust documentation. This training may come from ICF approved providers (ACSTH, ACTP and/or CCE) 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.

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.

You will upload your certificate and any required supplementary documentation for each training program you entered on the next tab, labeled "Training Documentation."

Once you have entered all of your coach training, please click on the "Training Documentation" tab to continue your application.

Status: Pending Completion

Training Summary


Required	Reported	Accepted	Balance	Percentage
60.00	0.00	0.00	60.00	0.00%

Training Reported

Program	Start Date	Training	Number of Hours	Status	Reported Date
No Self Reported CE on file.					


Enter Training Hours

Activity Information

Training Organization Name: 
Required

Program Name:
Required

Number of hours:
Required

Program Start Date: 
Required

status:

After clicking on the “Enter Coach Training Hours” button, a window will populate where you will provide the details of your coach-specific training hours, including the training organization, program name, total hours completed, and program start date.

If you have training from multiple training programs, you will need to do an entry for each program.

Portfolio Training Documentation Tab

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Please complete all the below unlocked requirements.

Dashboard | Portfolio Training | **Training Documentation** | Mentor Coaching | Client Coaching Experience

Performance Evaluation - Audio | Performance Evaluation - Transcript | CKA Exam

Locked | Unlocked | Completed | Under Review | Further Action | Met

Training Documentation

For each training program entered on the previous tab, please upload a certificate or letter from the training organization indicating the name of the program, dates of attendance, and total coach-specific training hours completed.

Once you have submitted your training certificates and required supplementary documentation, please click on the "Mentor Coaching" tab to continue your application. For any training programs that are not approved by ICF as ACTP, ACSTH, or CCE training, you are required to upload curriculum documents that provide a summary of the content and how it was delivered, by [completing a Verification of Training form, which can be accessed here](#).

Documentation required for any non-approved coach training must include:

- Proof of completion in the form of a certificate or signed letter issued by the program indicating the name of the program, dates of attendance, and total hours completed.
- The hours of content that are delivered in a synchronous setting and asynchronously. Note that 80% of all instruction must be synchronous, allowing the opportunity for real-time interaction between instructors and students.
- A completed Verification of Training form that demonstrates completed training was comprehensive and included a definition of coaching, code of ethics and was related to the ICF Core Competencies. The training received should be organized in a way that encouraged the growth of the coach.
- A concise class outline or syllabus that summarizes the names of classes/modules and the time allowed for presentation.
- Student materials, which may include a student or instructors' manual, handouts, power points, or any other documentation that clearly illustrates the detailed curriculum.

Status: Pending Completion Upload

When you click on the Portfolio Training Documentation tab, you will click the "upload" button to upload your training certificates.

If all of your training is from CCE hours, you will click the upload button and upload your certificates.

If your training is non-approved, you will click the upload button to add your certificates and you will also need to complete the verification of training form.

Mentor Coaching Tab

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Status: Pending Submission
Start Date: 05/14/2019
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Submit Date:

Complete Requirements → **Submit for Review** → Received and Under Review → Additional Information Needed → CKA Exam → Credential Awarded

Using the button above, please submit your ACC Portfolio Application and payment for ICF Review.

Dashboard | Portfolio Training | Training Documentation | **Mentor Coaching** | Client Coaching Experience
Performance Evaluation - Audio | Performance Evaluation - Transcript | CKA Exam

Looked | Unlocked | Completed | Under Review | Further Action | Met

Mentor Coaching

To submit your mentor coaching hours, click on the blue "Add Mentor Coach" button below and enter the requested information. Once you have entered and saved your mentor coaching, please click on the "Client Coaching Experience" tab to continue your application.

Applicants for the ACC must complete at least 10 hours of mentor coaching over a minimum of three months. Your mentor coach must be an ACC who has completed a full cycle of the credential through renewal, PCC or MCC in good standing. A minimum of three (3) of the 10 required mentor coaching hours must be one-to-one coaching with a mentor coach. Group coaching may count for a maximum of seven (7) hours toward the mentoring requirement. The group being mentored may not consist of more than 10 participants.

By submitting the following information, I attest that I have obtained consent from each mentor coach listed below to share their name and contact information with the ICF for credentialing purposes.

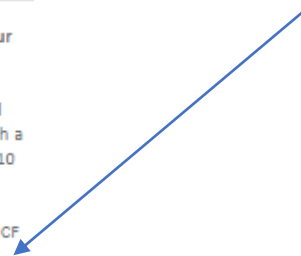
Status: Pending Completion

Add Mentor Coach


Summary				
Units	Required	Reported	Accepted	Balance
hour	10.00	0.00		10.00

Details				
Mentor Coach Name	Mentor Start Date	Mentor End Date	Total Mentor Hours	Status

For this requirement, you will need to click the "Add Mentor Coach" button to enter your mentor coaching information. The next page will show what information will be required.




Add - Experience Detail ✕


Mentor Coach Name:
  **Required**

Mentor Coach Email:
 Required

Mentor Start Date:

 **Required**

Mentor End Date:

 **Required**

Total Mentor Hours:
 Required

Save **Cancel**

If you have multiple mentor coaches, you will need to complete a separate entry for each mentor coach.

Client Coaching Experience Tab

Complete Requirements | **Submit for Review** | Received and Under Review | Additional Information Needed | CKA Exam | Credential Awarded

Using the button above, please submit your ACC Portfolio Application and payment for ICF Review.

Dashboard | Portfolio Training | Training Documentation | Mentor Coaching | **Client Coaching Experience** | CKA Exam

Performance Evaluation - Audio | Performance Evaluation - Transcript | CKA Exam

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Client Coaching Experience

Applicants for the ICF Associate Certified Coach credential are required to have a minimum of 100 hours of client coaching experience with at least eight (8) clients following the start of coach training. Of the total 100 hours required, at least 75 hours must be paid coaching experience, and at least 25 hours must occur within the 18 months prior to submitting your application for credential. Please complete the following statement of attestation to affirm your client coaching experience. For more information, please visit <https://coachfederation.org/experience-requirements>.

Applicants may be selected at random for audit of their client coaching experience hours. Those who provide inaccurate or fraudulent information in their ICF credential application are subject to denial and/or revocation of the ICF credential and may be prohibited from reapplying for a period of five (5) years.

By checking the box by each statement, you are indicating this is a true statement. At the bottom of this page please enter the total number of client coaching experience hours delivered since the start of your coach-specific training as of the application submission date. Please note that the ICF reserves the right to audit your client coaching experience.

Applicants must demonstrate a minimum of 100 hours of client coaching experience with at least 8 clients following the start of coach-specific training. At least 75 of these hours must be paid coaching, and at least 25 must have been completed within the 18 months prior to the application submission date.

Applicants must answer a series of questions to attest they meet all coaching experience requirements for the ACC.

Client Coaching Experience Tab

Attest to Requirements

100 Client Coaching Hours

I have delivered at least 100 client coaching hours since the start of my coach-specific training.



75 Paid Client Coaching Hours

At least 75 hours of my client coaching hours were delivered as paid coaching hours. Paid hours may include coaching for which compensation in any amount was received, either financial or bartering of goods and services, including coaching in exchange for coaching.



Client Coaching Hours were delivered to Client

The client coaching hours reported in this application were delivered for actual coaching with a client who hired me as a coach and in no other capacity. None of the reported client coaching hours were delivered as part of a training program, mentor coaching or coaching supervision.



Coaching Delivered to 8 Clients

I have delivered coaching services to at least eight (8) clients since the start of my coach-specific training. Coaching may be delivered to individual clients or to multiple clients via group coaching. When providing group coaching, the total number of clients in a group may not exceed 15.



Delivered 25 within 18 months

I have delivered at least 25 hours of coaching within 18 months prior to the submission of my application for ICF credential.



Client Coaching Hours Log

I have and maintain a detailed client coaching log to track and document my client coaching experience. Each individual listed on the client log has consented to having their name, contact information, start and end dates of the coaching relationship, and the number of paid and pro bono hours of coaching provided on the coaching client log, in accordance with all applicable laws and the ICF Code of Ethics. Any group coaching hours I have delivered are noted separately in the log, and include client information of one individual in the group, start and end dates of the coaching group, the number of paid and pro bono hours of coaching provided to the group, and the total number of individuals in the group.



ICF's right to audit Client Coaching Hours

I understand that ICF reserves the right to audit my client coaching experience, which may include reviewing my client log, as indicated in this statement of attestation. I understand that credential applicants who fail to complete the audit process to verify client coaching experience or who provide inaccurate or fraudulent information about client coaching experience are subject to the denial and/or revocation of an ICF credential and may be prohibited from reapplying for an ICF credential for a period of five (5) years.



Attest to Requirements

I attest that I meet the requirements for client coaching experience under the ICF Associate Certified Coach credential. I have read the eligibility criteria for coaching experience under the ICF credentialing process and attest that the information provided in this statement is accurate, true and complete. I understand that any misstatement of information provided in the application materials or this Statement of Attestation would be a violation of the ICF Code of Ethics and would be sufficient cause for sanction by the ICF, including the loss of ICF membership or denial and/or revocation of an ICF credential.



Please enter the total number of Client Coaching Hours you have completed below. By signing your name you are attesting that all information provided on this form is correct.

First Name:

Last Name:

Total Hours:

For each experience requirement listed, please place a checkmark in the box (by clicking your mouse in the box) verifying that you meet that requirement. You will then complete your name and total hours of client coaching experience at the bottom before submitting.

Performance Evaluation Audio Tab

Complete Requirements → **Submit for Review** → Received and Under Review → Additional Information Needed → CKA Exam → Credential Awarded

Using the button above, please submit your ACC Portfolio Application and payment for ICF Review.

Dashboard | Portfolio Training | Training Documentation | Mentor Coaching | Client Coaching Experience ✓

Performance Evaluation - Audio | Performance Evaluation - Transcript | CKA Exam

Locked | Unlocked | Completed | Under Review | Further Action | Met

Performance Evaluation - Audio

As part of your ICF ACC Credential application, you are required to submit one recording of a coaching session (accompanied by a transcript) for review by trained ICF assessors. Learn more about performance evaluations for ICF Credentialing by visiting <https://coachfederation.org/performance-evaluations>.

Please upload an audio recording of an actual coaching session between you and a client according to the following guidelines. To upload a recording, please click on the blue "Upload" button below.

- Of a complete coaching session (not edited) lasting between 20 and 60 minutes. Those that exceed 60-minutes will not be scored.
- From an actual coaching session between you and a paid or pro bono client (not part of coach training). The client may not be a coach unless they are a regular client.
- In one part. Multiple files for one coaching session will not be reviewed.
- In MP3 or WMA formats. Video files and other formats will not be accepted.
- 95 megabytes or less. Use a lower bit rate to decrease file size, if needed.
- Labeled/named with your name and a number, i.e., JoeSmith1.mp3 and JoeSmith2.mp3.

Once you have uploaded and saved your recording, please click on the "Performance Evaluation – Transcript" tab above to continue your application.

Status: Pending Submission

Upload

You will need to upload your recording on this page by clicking the "Upload" button.

Once you click the upload button you will be taken to a page where you upload your recording, provide the language of your recording and confirm that you have received permission to use the recording. See next slide for a sample.

Performance Evaluation Audio Tab

No file chosen

Please select the language used in your performance evaluation recording. If your language is not listed, you may submit recordings in that language for review but an English transcript must be provided. Use of an interpreter is not permitted.

Required

By checking this box, I affirm that I have been granted explicit permission by my client to submit this recording of our coaching session 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 an ICF credential and/or other disciplinary actions.

After this, you will then need to click the Performance Evaluation Transcript tab to enter the transcript that goes with this recording.

Performance Evaluation Transcript Tab

Complete Requirements Submit for Review Received and Under Review Additional Information Needed CKA Exam Credential Awarded

Using the button above, please submit your ACC Portfolio Application and payment for ICF Review.

Dashboard Portfolio Training Training Documentation Mentor Coaching Client Coaching Experience

Performance Evaluation - Audio Performance Evaluation - Transcript CKA Exam

Locked Unlocked Completed Under Review Further Action Met

Performance Evaluation - Transcript

As part of your ICF ACC Credential application, you are required to submit a transcript to accompany your performance evaluation recording, for review by trained ICF assessors. The transcript must be a verbatim, written word-for-word record of the coaching session(s) submitted. Learn more about performance evaluations for ICF Credentialing by visiting <https://coachfederation.org/performance-evaluations>.

Languages

For a listing of languages accepted for the ACC performance evaluation, please visit <https://coachfederation.org/performance-evaluations>.

If a language is not listed, you may submit recordings in that language for review but an English transcript must be provided. Use of an interpreter is not permitted.

Once you have uploaded and saved your transcript, please click on the blue "Submit Application" button above to submit your application for ICF review.

Status: Pending Submission

Upload

Upload Transcript by clicking the "Upload" button below.

Application Submission

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Dashboard Portfolio Training Training Documentation Mentor Coaching Client Coaching Experience

Performance Evaluation - Audio **Performance Evaluation - Transcript** CKA Exam

🔒 Looked ✎ Unlooked 🔄 Completed 🔍 Under Review 🔴 Further Action 🟢 Met

Performance Evaluation - Transcript

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Languages

For a listing of languages accepted for the ACC performance evaluation, please visit <https://coachfederation.org/performance-evaluations>.

If a language is not listed, you may submit recordings in that language for review but an English transcript must be provided. Use of an interpreter is not permitted.

Once you have uploaded and saved your transcript, please click on the blue "Submit Application" button above to submit your application for ICF review.

Status: Pending Submission Upload

Documents

Once you have completed all requirements for the credential (indicated with a 'thumbs up' symbol or green check mark on every tab) with the exception of the CKA Exam, the 'Submit Application' button will populate in the upper right corner and allow you to complete the submission of your application.

ICF Credentialing staff will send you a link to take the CKA exam once we have completed the review of your application.

Application Submission

ICF Application Submission

| [Terms and Conditions](#)

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 ICF Credential designations are valid for a 3-year period, at which time it is renewable provided I meet the renewal requirements.

I authorize the ICF to share my name and contact information with a third-party test provider for purposes of administering the Coach Knowledge Assessment.

I Agree

Required

To complete the submission process, you will need to agree to the terms and conditions by clicking the “I Agree” button at the bottom of the page.

Application Submission

ICF Application Submission

[Release of Information for Research & Training](#)

Please indicate below your permission for ICF to use the data provided in this application anonymously for research and training 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 and training 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 and training purposes.

Next

Cancel

As part of the submission process, you will be asked for your consent for the data provided in your application anonymously to be used for ICF research and training purposes. Please respond by clicking either the “yes, I grant permission” or “No I do not grant permission” button.

This is completely voluntary. Your response to this question will not affect your candidacy for an ICF credential.

Application Submission

ICF Application Submission

Add to Cart

Product Name: ACC Portfolio Application - Non-member (does not

include ICF membership)

Price: 600.00

Quantity: 1.00

Checkout

Add Application Fee

The final step of your application process is to pay for your application. You will need to click “Checkout” to complete this process.

If you have any problems submitting your payment, please contact us at support@coachfederation.org or click the chat feature on the ICF Credential page of our Website.