Credential Renewal
Sample Application

Version 5.6.2019
The application dashboard provides an overview of all requirements for the recertification. To begin the recertification application, you will need to click on each requirement tab to upload your information for that requirement.

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

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

Below the requirement tabs, you will see the key for what the different symbols mean.
When you click on the Continuing Coach Education Hours 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 continuing education hours reported will automatically update.
After clicking on the “Enter Training Hours” button, a window will populate where you will provide the details of your continuing coach education hours, including the type of hours you are submitting.

For example, if you are entering mentoring hours, you will choose the “mentor training” option from the “Type” dropdown menu. If you are entering “ethics training”, you will choose the “coaching ethics” tab, etc.

You will need to complete the form for each type of training you are entering and upload your certificate for each training program.
Once you have completed all requirements for the recertification (indicated with a ‘thumbs up’ symbol or green check mark on every tab), the ‘Submit Application’ button will populate in the upper right corner and allow you to complete the submission of your application.

If you are entering the information on your profile but are not in your renewal year, you will not see the submit button until you are eligible to submit which will be 10 months prior to your credential expiration date.

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.
As part of the submission process, you will be asked to either opt in or opt out to have your electronic personal information stored on our system and receive regular information regarding ICF Credentialing and information pertaining to the ICF Network.
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.