ACC Portfolio
Sample Application

Version 10.1.2019
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.
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.
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.
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.
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.
If you have multiple mentor coaches, you will need to complete a separate entry for each mentor coach.
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.
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.
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.
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

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 Transcript by clicking the “Upload” button below.
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.
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 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

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.
The following slides will provide instructions on how to get back to your application once you’ve created it.
Credential Path Survey

You may take the survey to determine your eligibility without having to actually apply for a credential.

Credential Survey

Please select what type(s) of training you have completed: *

- ACTP
- ACSTH
- CCE
- Combination of ACTP, ACSTH or CCE
- Non-Approved Training
- I do not know

Is the training you are using as the start date for your client coaching experience?
Enter your email address and password and click “Log In”.

Forgot username or password? Click here.

Not a member?
Sign up now to become a member and receive all of our wonderful benefits.

Learn more.
Click on "Edit Profile"
Scroll down to “My Open Applications” and click on ‘Continue Application’ to continue your previous application.