PCC ACTP
Sample Application

Version 10.1.2019

PCC ACTP Application Dashboard

ICF

Hello, | Logout

Why ICF | ICF Credential | Find a Coach | Research | Accredit a Program | Events

Applicant Name:	
Application Type:	PCC ACTP Application
Status:	Pending Completion
Start Date:	04/30/2019
Due Date:	07/31/2019
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 | ACTP Training | Client Coaching Experience | CKA Exam

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

Requirement	Status
ACTP Training (125 Hour) To be eligible for the PCC-ACTP application pathway, you must provide a certificate of completion of a full accredited coaching training program (ACTP).	Pending Completion
Client Coaching Experience Applicants for the Professional Certified Coach credential must demonstrate a minimum of 500 hours of client coaching experience with at least 25 clients following the start of coach-specific training.	Pending Completion
CKA Exam 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.	All Application Requirements Needed

The application dashboard provides an overview of all requirements for the credential. To begin the PCC-ACTP 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.

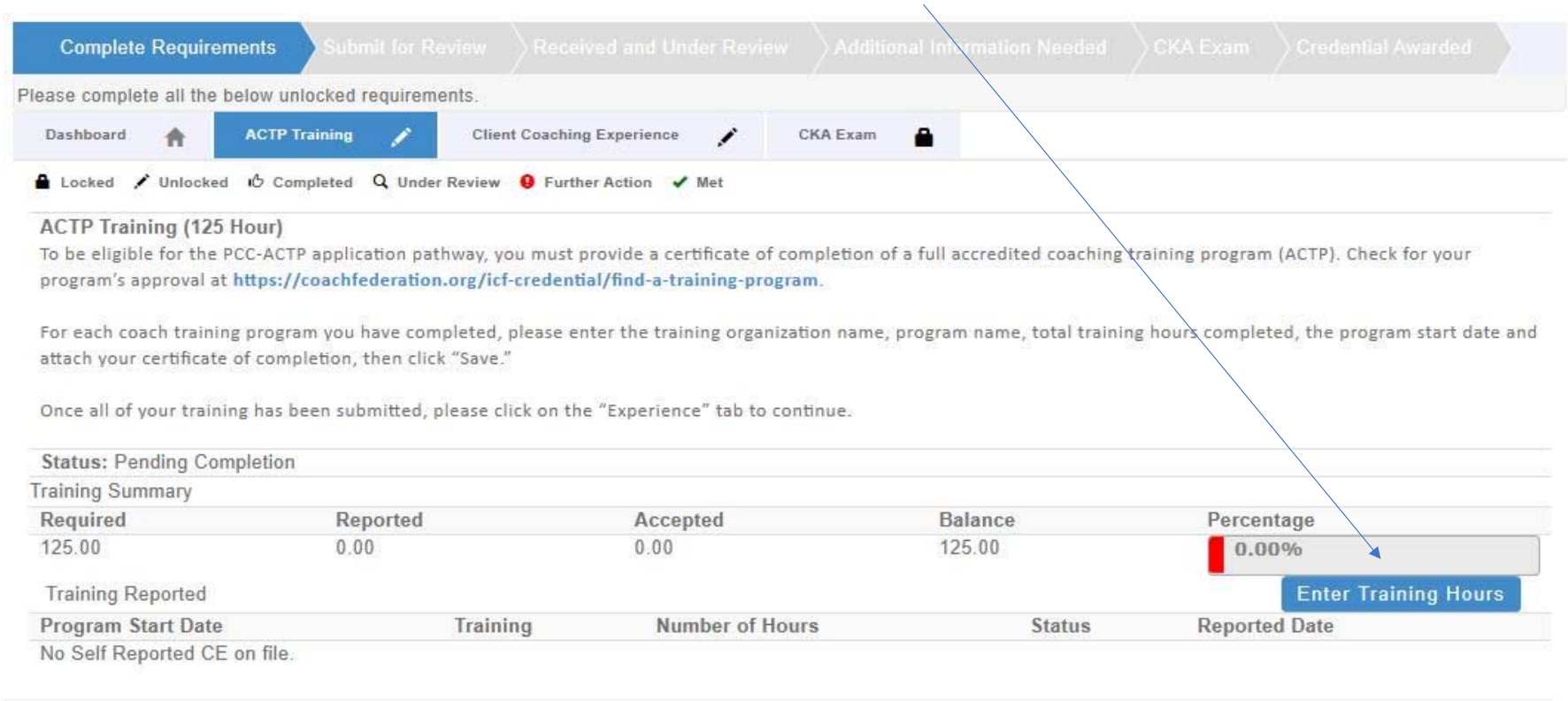
We have provided a screenshot of each requirement on the following pages.

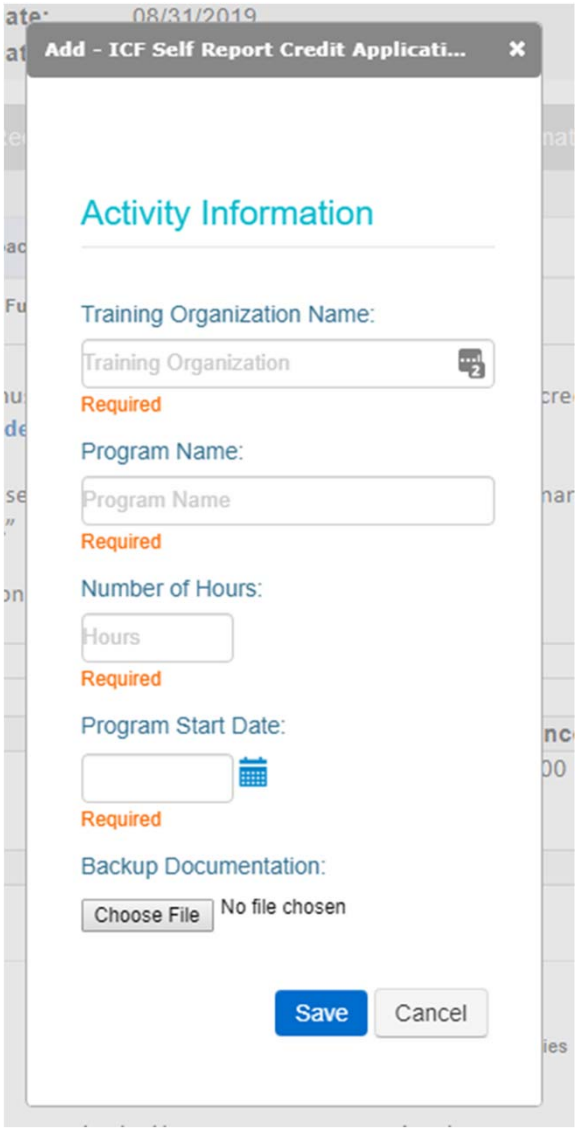
You will see symbols on your requirement tabs as you complete each task and again once we have reviewed them.

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

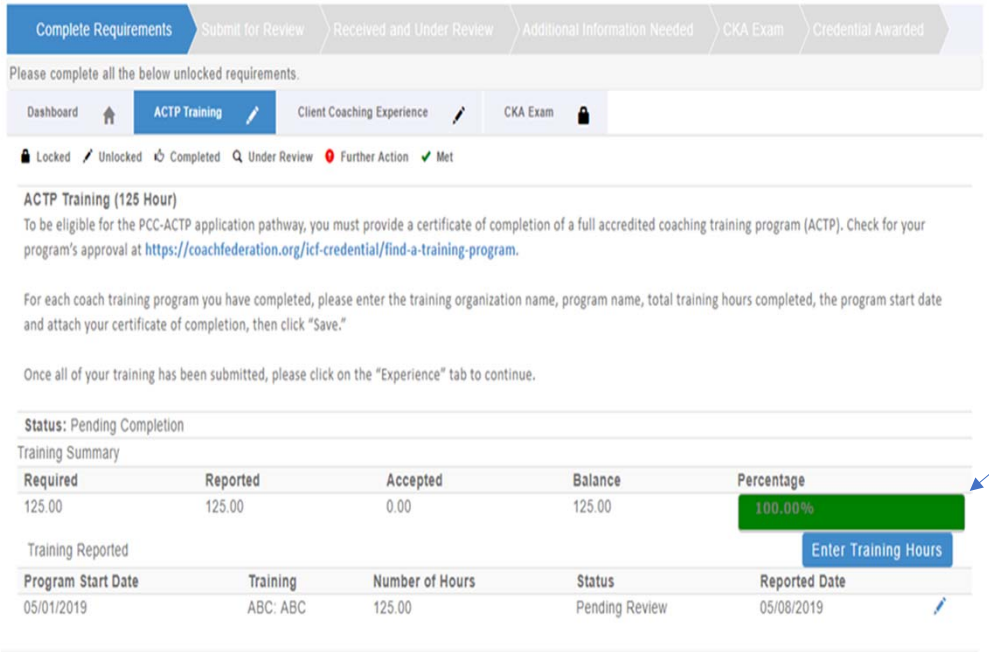
ACTP Training Tab

When you click on the ACTP 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. You will also upload your certificate of completion for your coach training here. After you enter this information, you will see the increase in the percentage bar. See sample on next page.



Once you have entered the required number of training hours, the percentage bar on the main Training tab will automatically update.

Client Coaching Experience Tab

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 1 | Performance Evaluation - Transcript 1 | Performance Evaluation - Audio 2 | Performance Evaluation - Transcript 2

CKA Exam

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

Client Coaching Experience

Applicants for the ICF PCC credential are required to have a minimum of 500 hours of client coaching experience with at least 25 clients following the start of coach training. Of the total 500 hours required, at least 450 hours must be paid coaching experience, and at least 50 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 500 hours of client coaching experience with at least 25 clients following the start of coach-specific training. At least 450 of these hours must be paid coaching, and at least 50 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 PCC.

Client Coaching Experience Tab

Once you have completed this section, please click on the blue "Submit Application" button above to submit your application for ICF review.

Status: Pending Completion

Attest to Requirements

PCC - 500 Client Coaching Hours
I have delivered at least 500 client coaching hours since the start of my coach-specific training. ☑

PCC- 450 Paid Client Coaching Hours
At least 450 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. ☐

PCC - Delivered to 25 Clients
I have delivered coaching services to at least twenty-five (25) 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. ☐

PCC - Delivered 50 within 18 months
I have delivered at least 50 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. ☐

PCC - Attest to Requirements
I attest that I meet the requirements for client coaching experience under the ICF Professional 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 ☐

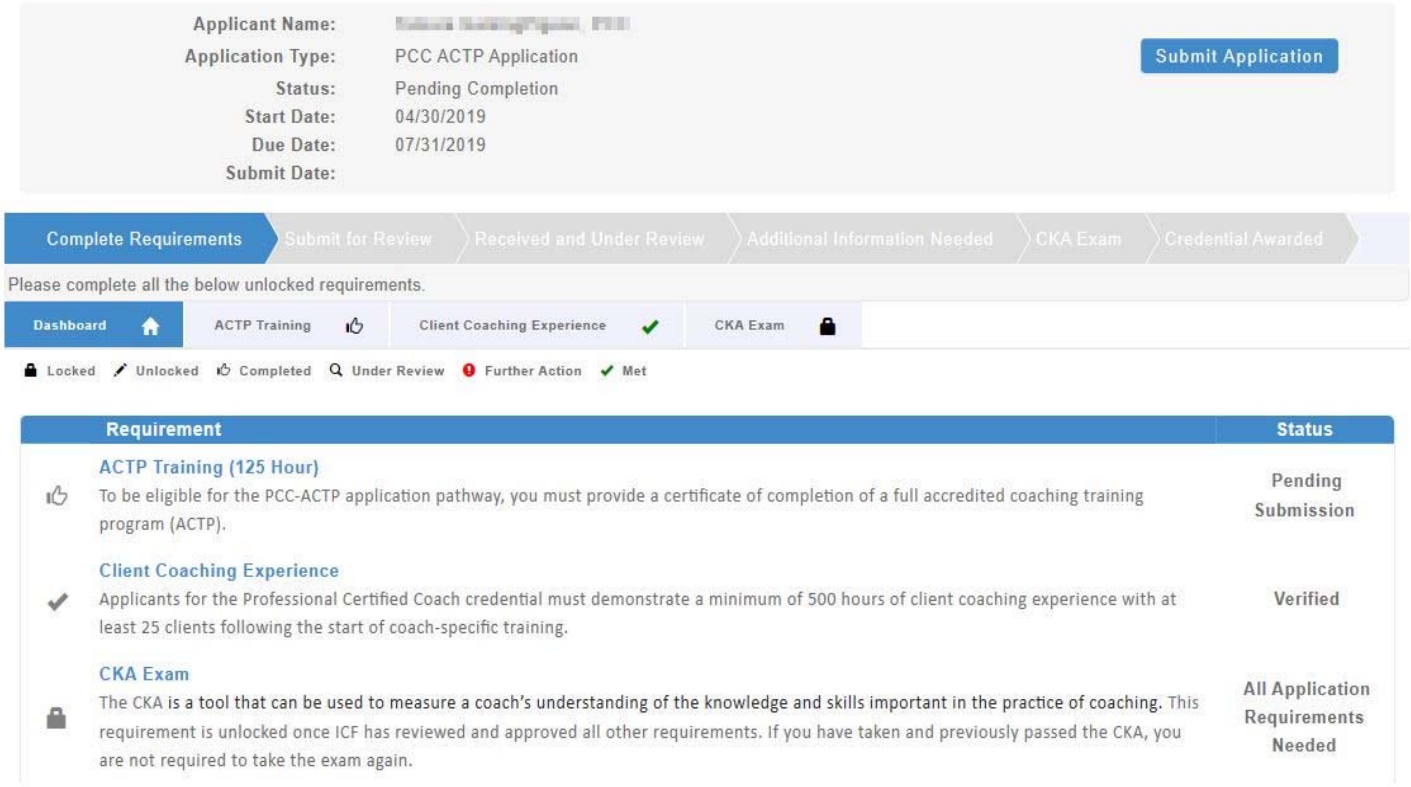
Please enter the total number of Client Coaching Hours you have completed below. By signing your name you are attesting that all information provided on this form is correct.

First Name: First Name Last Name: Last Name Total Hours: Total Hours

Save

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.

Application Submission



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. Candidates who have previously passed the CKA are not required to take the exam again when applying for a new credential.

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.

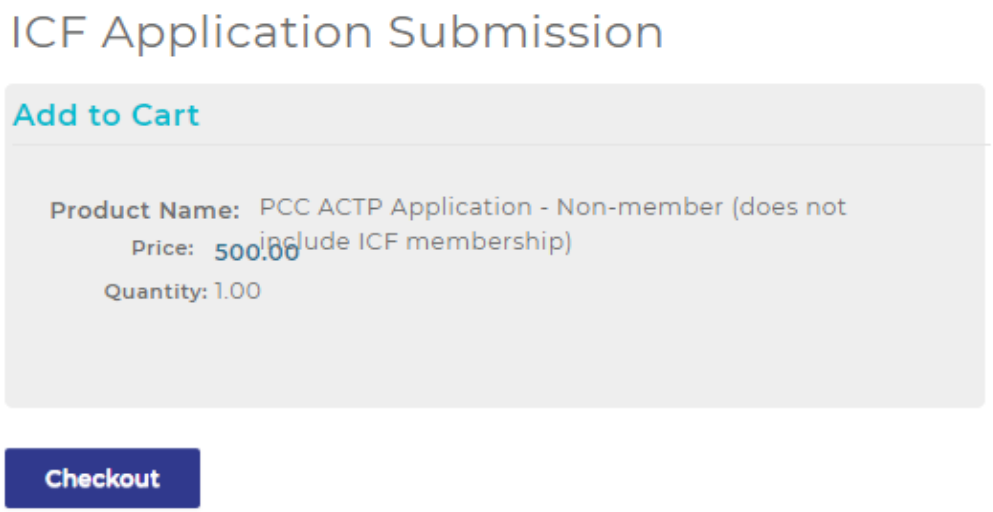
- [ ] Yes, I grant ICF permission to use the data contained in this application anonymously for research and training purposes. I understand that ICF will not sell, trade or transfer this information to any third party or entity.
- [ ] No, I do not grant ICF permission to use the data contained in this 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



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

See what's new with COACHING WORLD

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Click "Sign In" to login to your ICF Profile

Credential Path Survey

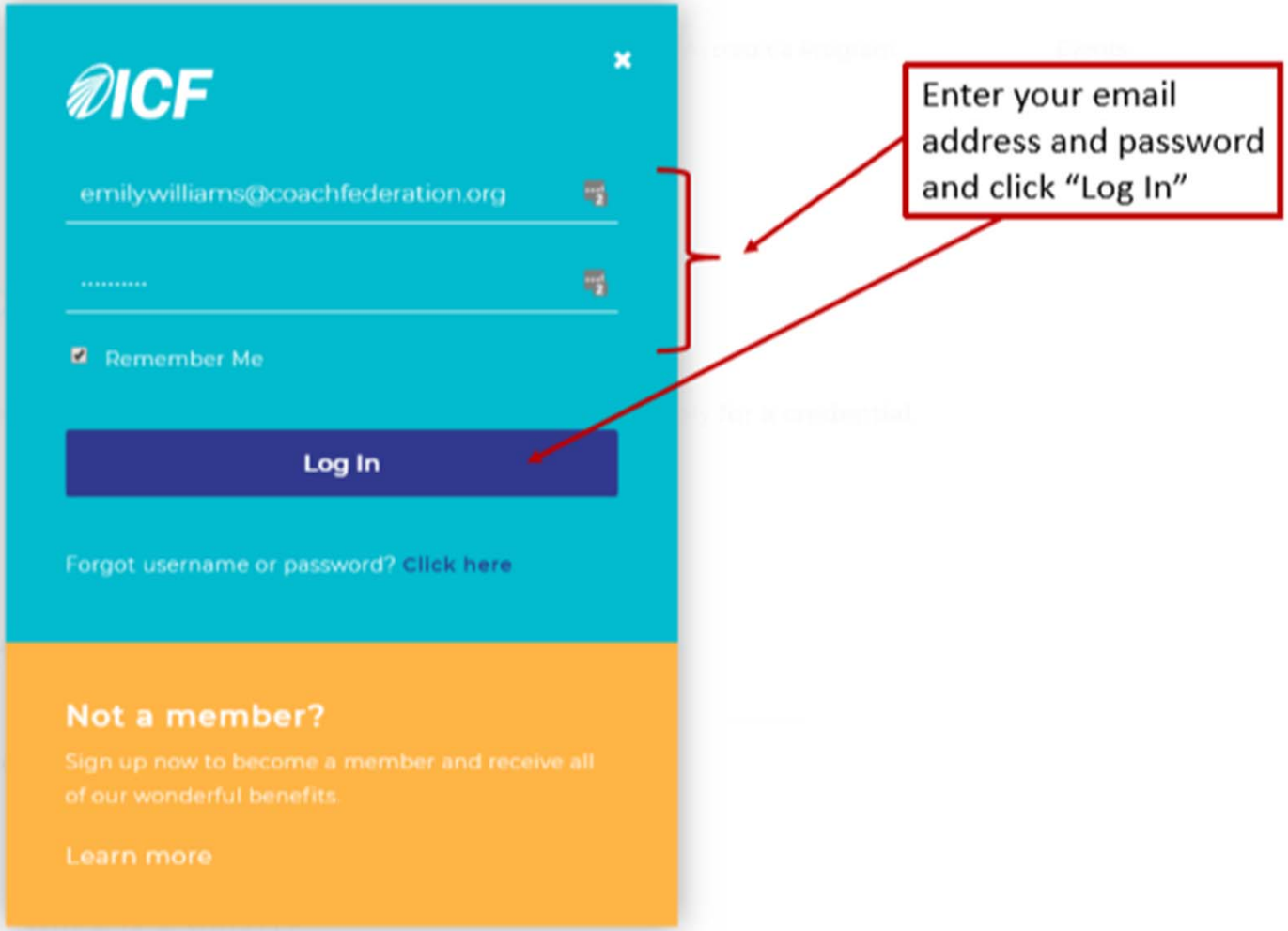
You may take the survey to determine your eligibility without having to actually apply for a credential.

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


ICF
emily.williams@coachfederation.org
Remember Me
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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
Enter your email address and password and click "Log In"

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Profile | Member Directory | ICF Learning Portal | Member Toolkit | Chapter Leader Resources | Peer Coaching | Mentor Coach Registry | Get Support

Profile Image

Emily Williams

Individual

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emily.williams@coachfederation.org

Edit Profile

Click on "Edit Profile"

Member News

ICF Celebrates 2018 Chapter Recognition Honorees

04.09.2019

Thirteen ICF Chapters were named 2018 Chapter Recognition honorees during a March 22, 20[illegible] t the 2019 ICF Global Leaders Forum in Dublin, Ireland. The 2018 [illegible] tion honorees are: ICF Australasia ICF Cleveland ICF Conn[illegible] France ICF Hong Kong ICF Kenya ICF Luxembourg ICF New York

ICF Now Accepting Prism Award Nominations

03.19.2019

My Profile

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Association: ICF / Membership Type: Staff / Expires: 3/31/2019

Edit

NO PHOTO

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Edit Contact Info

Member Info

Edit

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Company: International Coach Federation

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Edit Demographics

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- My Invoices
- My Membership
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Scroll down to "My Open Applications" and click on 'Continue Application' to continue your previous application.

My Recent Invoice

My Open Applications

Credential	Application Type	Start Date	Status	
ACC	ACCACSTHApp	05/22/2019	Pending Completion	Continue Application

Apply Now