

# ACC ACTP 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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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.

I have had no adverse legal actions taken or pending against me as a coach or my coaching business.

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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Next

## ACTP Certificate upload

In order to apply for an ACC credential via the ACTP application process, you must upload a certificate or letter that verifies your completion of an Accredited Coach Training Program.

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Please select the ICF Accredited Training Program you have completed from the list below. If you do not see the training program that you attended, please select "my program is not listed".

ICF Accredited Training \*

Please upload a copy of your ACTP certificate \*

No file chosen

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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](#).

You need to log at least 100 hours with a minimum of 8 clients and at least 75 of the 100 hours need to be paid hours.

Please upload a copy of your client log \*

No file chosen

Supporting Documents

**FOR PREVIEW ONLY**  
**May NOT be used to apply**

This requirement is only for applicants that have completed third party or internal coaching.

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## Coach Knowledge Assessment

The Coach Knowledge Assessment (CKA) content covers five broad domains: setting the foundation, co-creating the relationship, communicating effectively, facilitating learning and results, and coaching foundations and knowledge base. All questions are based on the ICF Definition of Coaching, Core Competencies and Code of Ethics. Questions' difficulty levels vary, with some intended to assess awareness of a concept or skill, while others may present a scenario that requires deeper understanding. The CKA contains 155 multiple-choice test items. Each test item contains a short statement or question with four possible responses. For each question there is only one response that the ICF has established as being correct. An ICF staff member will send an invitation to the applicant as their application is being reviewed.

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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.

- Chinese
- Czech
- Danish
- English
- French
- German
- Italian
- Japanese
- Korean
- Polish
- Portuguese
- Russian
- Spanish
- Swedish

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

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