

# ACC ACSTH 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

## 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 the ICF to verify my experience and documentation. I understand that the 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 the ICF may change or modify the rules governing Credentialing at any time.

I will abide by all decisions of the ICF regarding credentials.

I acknowledge that the 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.

## 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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**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.**

**For more information and a sample of the client log, please [click here](#).**

**Please upload a copy of your client log \***

Choose File No file selected

### Supporting documents

Upload a File

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

## Mentor Log

You will need to complete 10 hours with a mentor coach who holds an ICF Credential equal to or greater than the credential for which you are applying. Mentoring needs to

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take place over at least a three month time period. A minimum of 3 of the 10 mentoring hours must be one-on-one coaching with the mentor. Group coaching may count for a maximum of 7 hours toward the mentoring requirement. The group being mentored may not consist of more than 10 participants.

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**1. Mentor Coach Name \***

**Mentor Coaches email address: \***

**Mentor Coach Credential Level \***

**Number of hours completed \***

**Start Date \***

-  -    
Month Day Year

**End Date \***

-  -    
Month Day Year

FOR PREVIEW ONLY  
May NOT be used to apply.

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## Additional Mentoring Information

If you received mentoring from more than one coach, please enter your additional mentoring information in the fields below.

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**2. Mentor Coach Name**

**Mentor Coaches email address**

**Mentor Coach Credential Level**

**Number of hours completed**

**Start Date**

-  -    
Month Day Year

**End Date**

-  -    
Month Day Year

**3. Mentor Coach Name**

**Mentor Coaches email address:**

**Mentor Coach Credential Level**

**Number of hours completed**

**Start Date**

-  -    
Month Day Year

**End Date**

-  -    
Month Day Year

**4. Mentor Coach Name**

**Mentor Coaches email address**

**Mentor Coach Credential Level**

FOR PREVIEW ONLY  
May NOT be used to apply.

### Number of hours completed

### Start Date

 -  -    
Month Day Year

### End Date

 -  -    
Month Day Year

## Coach Specific Training

In order to qualify for your ICF ACC Credential you are required to complete at least 60 hours of Coach-Specific training. This training may come from ICF approved providers (ACSTH and/or ACTP). Your training must be comprehensive and include the ICF Definition of Coaching, all 11 ICF Core Competencies, and the ICF Code of Ethics. Please complete the following questions regarding your Coach-Specific training. 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.

## Your training regarding the ICF Definition of Coaching, Code of Ethics and Core Competencies

Please complete the following verifying that you have completed training in each of the listed topics. \*

	Yes	No	Not Sure
ICF Definition of Coaching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meeting Ethical Guidelines and Professional Standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Establishing the Coaching Agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coaching Presence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Active Listening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Powerful Questioning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Direct Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating Awareness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Designing Actions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning and Goal Setting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Managing Progress and Accountability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Training Hours Completed and Certificate Upload

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Enter the number of training hours completed: \*

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

ICF Approved Training \*

If your first program was less than 60 hours of training, please select additional programs below that you plan to submit for the purpose of documenting 60 hours of coach-specific training.

ICF Approved Training

ICF Approved Training

Upload your certificate \*

Choose File No file selected

Please upload additional certificates

Upload a File

## 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

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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

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