

PCC ACSTH Application

Contact Information

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

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.

You need to log at least 750 hours with a minimum of 25 clients and at least 675 of the 750 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.

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.

Additional Mentoring Information

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

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

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Number of hours completed

Start Date

 - - 
Month Day Year

End Date

 - - 
Month Day Year

Coach Specific Training

In order to qualify for your ICF PCC Credential you are required to complete at least 125 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

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

Enter the number of training hours completed: *

Upload your certificate *

Choose File No file selected

Please upload additional certificates

Upload a File

Coach Knowledge Assessment & Performance Evaluation Language

Applicants are required to upload two recorded sessions with clients who have granted their permission for you to submit their recording as a part of your credential application. You will also be required to complete a Coach Knowledge Assessment.

Choose the language in which you will submit your recorded coaching sessions. you must choose one of the languages below. No other languages are available. *

- English
- French
- German (delays possible due to limited availability of Assessors)
- Italian
- Japanese
- Portuguese (delays possible due to limited availability of Assessors)
- Spanish
- Swedish

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.

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

Client Release for use of recording/s

By checking the box below, you affirm that you have been granted permission by the client:

By checking this box, I affirm that I have been granted explicit permission by my client to submit recording/s of our coaching sessions to be reviewed only by ICF staff and performance evaluation assessors for the purposes of assessing the quality and methods of my coaching. I further affirm that I have this permission in writing from my client and can make this documentation available to the ICF on request. I understand that submitting a recording without the permission of my client is a violation of the ICF Code of Ethics and may result in the denial of my credential and/or other disciplinary actions.

Recording Upload

The recordings needs to be 20-60 minutes in length and with one of your regular clients. Please note that your files must be an MP3 or WMA format and cannot be more than 95 MB in size. If your recordings exceed 60 minutes, they will not be scored.

Please upload your recording for the performance evaluation portion of the application. Please make sure that your name is in the title of your recording file. For example, "John Smith ICF Recording"

No file selected

Please upload another recording for the performance evaluation portion of the application. Please make sure that your name is in the title of your recording file. For example, "John Smith ICF Recording 2"

No file selected

Transcripts

Applicants are required to submit written transcripts of their recorded coaching sessions. These transcripts must be in the same language used in the recorded session.

Please upload a transcript of one of the recorded sessions to be used for the Performance Evaluation. Please make sure that your name in the title of the transcript file. For example, "John Smith ICF Transcript "

Choose File No file selected

Please upload another transcript of one of the recorded sessions to be used for the Performance Evaluation. Please make sure that your name in the title of the transcript file. For example, "John Smith ICF Transcript 2"

Choose File No file selected

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.

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