

## Guideline for PCC Application to ICF

**Dear Level 2 Coaches,**

Congratulations once again on successfully completing your Level 2 Certification!

With your certificate in hand, you are now ready to begin your journey towards the **Professional Certified Coach (PCC) credential** with the International Coaching Federation (ICF).

This guide is designed to simplify the process for you and help you navigate the application with clarity.

The following is the structure of the Guideline

### Table of Contents

<b><i>PCC Eligibility Requirements (ICF)</i></b> .....	<b>1</b>
<b><i>Application Path:</i></b> .....	<b>2</b>
<b><i>Application Process</i></b> .....	<b>2</b>
<b><i>About the PCC Exam -</i></b> .....	<b>4</b>

### PCC Eligibility Requirements (ICF)

Here are the official ICF requirements for making an application for PCC Credential. Your current status has been mentioned against each point for easy reference:

- **125 hours of coach-specific education -**
  - ✓ You have completed **140 hours** as part of TNCA's ICF Level 2 program (including the credit of your Level 1 / ACSTH program).
- **10 hours of Mentor Coaching -**
  - ✓ You have completed this within TNCA's ICF Level 2 program.
- **Performance Evaluation -**
  - ✓ Successfully completed as part of the program (if you have received your certificate).
- **500 hours of coaching experience** (of which at least 450 must be paid hours) -
  - ✓ You are required to maintain a log for the coaching hour experience requirement.

#### **Some quick pointers to remember:**

- Hours are counted from the start of your coach-specific education
  - The client coaching hours reported in this application have to be delivered for *actual coaching* with a client. Hours cannot include coaching done as part of an education program, mentor coaching, or coaching supervision.
- At least *25 different clients* must be coached (group coaching counts, but each group ≤ 15 clients).

### Guideline for PCC Application to ICF

- At least *50 hours must be within the last 18 months* before you apply.
- ICF defines paid coaching hours where compensation may be financial or via bartering (e.g., goods, services, coaching in exchange for coaching).
- Client Log must be maintained with client names, contact info, start and end dates, and number of paid/pro bono hours. Group coaching must be logged separately.
- **ICF Credentialing Exam**  
Yet to be taken – You will register for it after submitting your application.

### ✓ Action for You:

- Ensure your client log is up to date and compliant with ICF's requirements.
- You are ready to take the ICE Exam within 60 days of your application date.

### Application Path:

There are 3 different paths for application for the PCC Credentialing.

As a graduate of **ICF-accredited TNCA's Level 2 program**, you qualify to apply via the **Level 2 Path**.

Requirement	Level 2 Path
Coaching Experience	500+ hours (450 paid), 25+ clients, 50 hours within last 18 months
Mentor Coaching	Completed in your Level 2 program
Performance Evaluation	Completed in your Level 2 program
Exam	Must pass the ICF Credentialing Exam
Application Fee	\$375 USD (ICF Member)
	\$525 USD (Non-Member)
Estimated Review Time	4 weeks
Coaching Education	Submission of your program certificate as proof that you successfully completed a Level 2 program.

### Application Process

1. **Log In** to The International Coaching Federation Website.  
[ICF Login Page](#)
2. Start with the **Credentialing Survey**  
[ICF PCC Credentialing Survey](#)  
Clicking on this link will take you to a brief survey designed to identify the credential level and application path for which you are eligible based on your

### **Guideline for PCC Application to ICF**

coach-specific education and experience. You will need to go through this survey before you make your application.

Follow the steps mentioned below to proceed:

- Complete the survey.
- The system will confirm your eligibility and guide you to the application.
- Progressively go through the screens and prompts as needed. (See [Annexure 1](#) for assistance)

Completion of the Survey will take you to the next screen which shows that you are eligible for PCC application.

Then start your application for PCC, by clicking on the “Find Your PCC Application Path” button.

### **3. Create Your Application ([Annexure 2](#))**

- Once you finish the survey, you shall be prompted to Start your application.
- There are 3 Tabs – “Education”, “Client Coaching Experience”, and “Exam”.
- Fill in all the details as asked for and complete the application.
  
- Once the education and client coaching hours have been entered, the “**Submit Application**” button at the top of the application will become available. Click on it to submit and pay for the application.
- Once the application has been paid in full, it will be placed in line to be reviewed.

Some **key details** that you shall require to fill in the application are as under:

- Education Hours – **140**
- Training Organisation Name - **EDIFY CONSULTANTS PRIVATE LIMITED**
- Program Name - **True North Coaching Level 2**
- Program Start Date – **03/01/2025**
- Upload your **TNCA Level 2 certificate**.

### **4. Exam Invitation**

- Once your application is accepted, you will receive an email with instructions for scheduling your exam.
- You must book and complete your exam within **60 days** of receiving this invitation.

## Guideline for PCC Application to ICF

### About the PCC Exam –

- **Format:** 78 situational judgment questions based on realistic coaching scenarios.
- **Skills Tested:** Application of the ICF Definition of Coaching, Core Competencies, and Code of Ethics in real-world situations.
- **Structure:**
  - **2 Sections with optional 10 min break, in between 2 sections.**
  - Section 1: 39 questions – 83 minutes.
  - Optional Break: 10 minutes.
  - Section 2: 39 questions – 83 minutes.
  - Total time: 180 minutes.
  - Additional 60 mins for non-native English speaking countries allowed as an Accommodation request.
- **Required to:**
  - You select both the **best** and **worst** responses for each scenario.
  - Best response = Most effective and aligned with the ICF Core Competencies and Code of Ethics
  - Worst Response = Least effective
- **Scoring:**
  - Scale: 200–600.
  - Passing Score: **460**.
  - Points for each correct response
  - no penalties for incorrect answers
  - Tested against only one “best” and one “worst” action for each situation, as determined by seasoned coach practitioners
- **Testing Options:**
  - In-person at a Pearson VUE center. - recommended
  - Online with Pearson OnVUE (proctored).
- **Results and Credentialling:**
  - The range of possible scores is 200 to 600, with a passing score of 460.
  - Candidates receive preliminary results *immediately* after the exam is completed
  - Confirmation of the results is sent within seven (7) business days.
- **Retake Policy**

If you don't pass your ICF exam on your first attempt, you can retake the exam after some extra study and preparation time.

**Retake Timeline:** You will have to wait 14 days after your first attempt. For subsequent retakes, wait 30 days. You can retake the exam up to six times within 12 months of your first attempt. After 12 months, you can retake it up to six times each year, based on the anniversary of your initial attempt.

**Retake Fee:** Each retake is subject to a \$105 USD fee to cover exam administration.

## Guideline for PCC Application to ICF

- **Recognition:** A directory of all active ICF credential-holders is available online at 'Verify a Coach'. Credential-holders are listed by ICF upon award of their credential.

### Brief Overview of the PCC Exam -

The content of this exam is designed to assess your command of the ICF Core Competencies, ICF Code of Ethics, and ICF's definition of coaching. Like the ICF Core Competencies, the ICF Credentialing Exam is based on the same **four core domains** for impactful coaching: Foundation, Co-Creating the Relationship, Communicating Effectively, and Cultivating Learning and Growth.

- By understanding the breakdown of these domains and their associated competencies, you can approach the exam with confidence and clarity, ready to demonstrate your skills as a coach committed to growth, trust, and ethical practice.
- These domains are represented in the exam in the following manner:

#### Domain: Foundation

- 13% – Competency: Demonstrates Ethical Practice.
- 12% – Competency: Embodies a Coaching Mindset.

#### Domain: Co-Creating the Relationship


- 12% – Competency: Establishes and Maintains Agreements.
- 13% – Competency: Cultivates Trust and Safety.
- 13% – Competency: Maintains Presence.

#### Domain: Communicating Effectively

- 12% – Competency: Listens Actively.
- 13% – Competency: Evokes Awareness.

#### Domain: Cultivating Learning and Growth

- 12% Facilitates Client Growth

 For more details about the exam, see: [ICF Exam Information](https://coachingfederation.org/credentialing/icf-credential-exams/how-to-schedule-your-exam/)  
<https://coachingfederation.org/credentialing/icf-credential-exams/how-to-schedule-your-exam/>

***For any further details on the Application Process, visit ICF Website using the following Links:***


- <https://coachingfederation.org/resource/pcc-level-2-actp-sample-application/>
- <https://coachingfederation.org/wp-content/uploads/2025/02/icf-cs-pcc-level2-actp-sample-application.pdf>
- <https://vimeo.com/1093129066/8fd04cb688?share=copy>

Wishing you all the very best as you move towards your PCC credential!

# Guideline for PCC Application to ICF

## Annexure 1

### 1. PCC Credentialing Survey - Take the Survey




### ICF Credential Survey

Take this survey to:

- Discover which ICF Credential you are eligible to pursue.
- Find out which application path is right for you.

At the end of the survey, you can learn more about the application path and start your ICF credential application!

[Start the Survey](#)



### Three Things to Know Before You Begin

**1) Is the coaching education program you completed ICF accredited? The answer will help determine which application path is right for you.**

Are you unsure? Check out [these tips](#) to help you identify the accreditation type of your program.

**2) How many coach-specific education hours have you completed?**

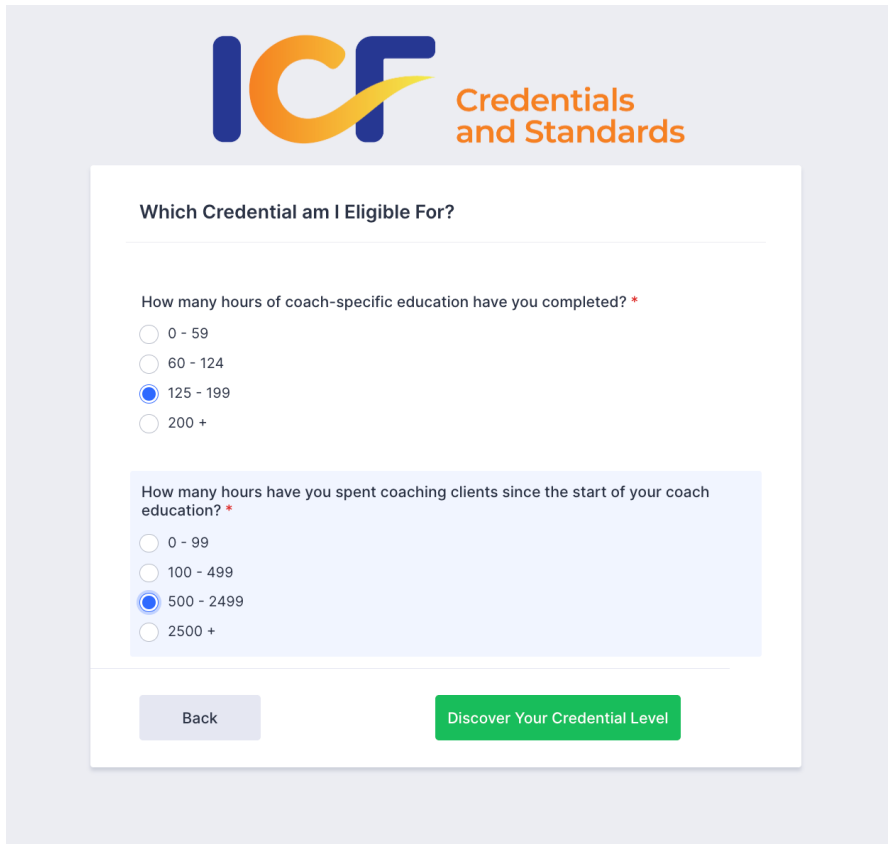
**3) How many hours have you spent coaching clients since the start of your coach education?**

**Hint:** The start of your coach education = when you started a coaching course of 30+ hours, with at least 24 hours of instruction in the ICF Core Competencies.

[Back](#) [Continue](#)

## Guideline for PCC Application to ICF

Once you start the survey, you can choose the options as selected below:



**ICF** Credentials and Standards

Which Credential am I Eligible For?

How many hours of coach-specific education have you completed? \*

0 - 59

60 - 124

125 - 199

200 +

How many hours have you spent coaching clients since the start of your coach education? \*

0 - 99

100 - 499

500 - 2499

2500 +

[Back](#) [Discover Your Credential Level](#)

## Guideline for PCC Application to ICF

**This will take you to the next screen which shows that you are eligible for PCC application.**

*You are not required to have an ACC before applying for the PCC, but if you would prefer to pursue the ACC first, you can go through the [ACC Credential Application Survey](#).*

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### Next Step: Find Your Credential Application Path

ICF offers three applications paths to apply for the Professional Certified Coach (PCC), all resulting in the same PCC credential:

- Level 2 / ACTP
- Level 1 / ACSTH
- Portfolio

The application path you take depends on what kind of coach education you've completed. Otherwise, each path has the same core requirements.

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### PCC Eligibility and Requirements

To pursue the PCC, you need:

- 125+ hours of coach-specific education
- 500+ hours of coaching experience
- 10 hours of mentor coaching

To earn the PCC, you must also:

- Pass a performance evaluation demonstrating coaching skills at the PCC level
- Pass the ICF Credentialing Exam

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### Credential Application Survey

The following survey questions will help you identify the right application path for you based on your coaching education.

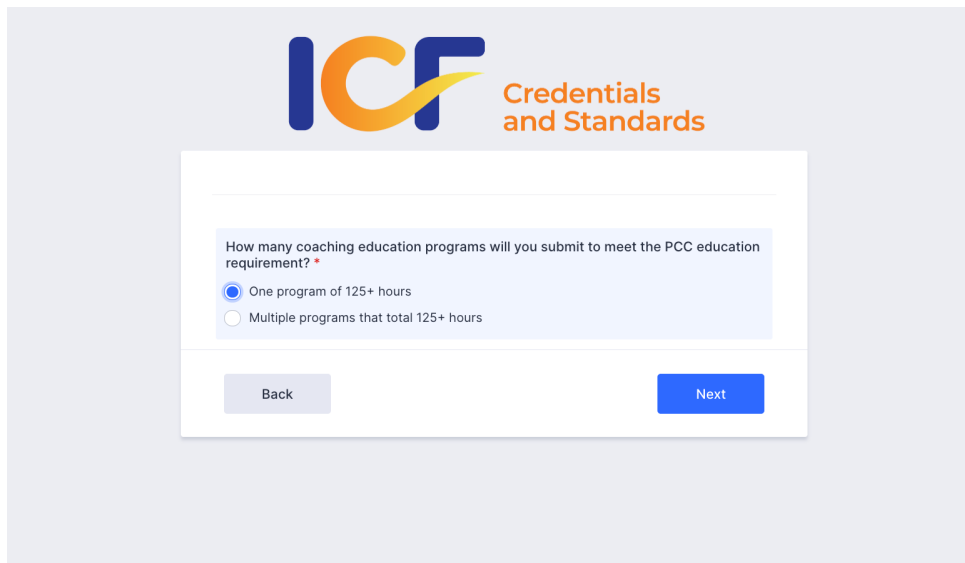
At the end of the survey, you'll receive more information about the application path. And, if you are ready, you can get started with the application!

[Find Your PCC Application Path](#)

## Guideline for PCC Application to ICF

### Annexure 2

Keep going through the screens in the below order.



The screenshot shows the ICF Credentials and Standards application interface. At the top, the ICF logo is displayed in blue and orange, followed by the text "Credentials and Standards". Below this is a white form box with a light blue background. The question asks: "How many coaching education programs will you submit to meet the PCC education requirement? \*". There are two radio button options: "One program of 125+ hours" (which is selected) and "Multiple programs that total 125+ hours". At the bottom of the form box, there are two buttons: "Back" (grey) and "Next" (blue).

**What type of coach education program will you submit with your application?**

I will be submitting one program, which is an: \*

- ICF-accredited Level 2 (previously known as ACTP) completed in full
- ICF Approved Coach Specific Training Hours (ACSTH) program
- ICF Continuing Coach Education program
- Non-ICF accredited program
- Partial completion of a Level 2 (previously known as ACTP) program
- I don't know

**Have you passed the performance evaluation as part of this program demonstrating you are coaching at the PCC level? \***

- Yes
- No

**Have you coached 500 or more hours since the start of your coaching program? \***

- Yes
- No

## Guideline for PCC Application to ICF

### CREDENTIAL SURVEY RESULTS

Based on your answers, you are eligible to apply for the PCC Credential through the PCC - Level 2 / ACTP Application Path.

[Review PCC Level 2 / ACTP Application Requirements](#)

[Create PCC Level 2 / ACTP Application](#)

Post this create your application. Progressively, fill in all relevant details and you are ready to go.

Complete Requirements
Submit for Review
Received and Under Review
Additional Information Needed
Exam
Credential Awarded

Please complete all the below unlocked requirements.

Dashboard
Education
Client Coaching Experience
Exam

🔒 Locked
🔓 Unlocked
✅ Completed
🔍 Under Review
🚨 Further Action
✅ Met

Please review the requirements for this credential application listed below. Select any tab to begin completing the application. Once you've completed each required element, you will be able to submit the application and pay the application fee. NOTE: Your application must be paid in full before it will be placed in line for review.

Requirement	Status
<p><b>Level 2 / ACTP Education (125 Hour)</b></p> <p>To be eligible for the PCC Level 2 / ACTP application path, you must provide a certificate of completion of a full ICF-accredited Level 2 program or an Accredited Coach Training Program (ACTP).</p>	<b>Pending Completion</b>
<p><b>Client Coaching Experience</b></p> <p>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.</p>	<b>Pending Completion</b>
<p><b>PCCACTP-CredExam</b></p> <p>The ICF Credentialing Exam is a tool designed to measure coaches' knowledge of and ability to apply the ICF definition of coaching, the updated ICF Core Competencies, and the ICF Code of Ethics against a predetermined standard. Access and directions to complete this requirement will be sent following the review of the application.</p>	<b>Pending Completion</b>