

# ACC Credentialing Process Manual

**Dear Level 1 Coaches,**

Congratulations once again on successfully completing your Level 1 Certification!

With your certificate in hand, you are now ready to begin your journey towards the **Associate Certified Coach (ACC) 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.

For detailed process refer the [ACC Candidate Guide of the ICF](#).

The following is the structure of the Guideline

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## ACC Eligibility Requirements (ICF)

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

- 1. Completion of at least 60 hours of coach-specific education -**
  - ✓ You have completed **70 hours** as part of *TNCA's ICF Level 1 program*. (Refer your Certificate copy)
- 2. Completion of 10 hours of Mentor Coaching (including 3 hours of one-on-one mentoring) -**
  - ✓ You have completed this within TNCA's ICF Level 1 program.
- 3. Successful completion of 1 Performance Evaluation -**
  - ✓ Successfully completed as part of the program (if you have received your certificate).
- 4. Completion of at least 100 client coaching experience hours** (including at least 75 paid hours):
  - ✓ You are required to maintain a log for the coaching hour experience requirement. (Format in Annexure 4)

### Some quick pointers to remember:

- Hours are counted from the start of your coach-specific education (from start of your Level 1 program with TNCA)
- 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.
- Any part of an hour to be considered accordingly. Eg: Half an hour will be considered as 0.5 hours for the purpose of this log.
- At least *8 different clients* must be coached (group coaching counts, but each group ≤ 15 clients).
- At least *25 hours must be within the last 18 months* before you apply.
- 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.
- Each Group coaching hour will qualify as one hour and cannot be multiplied by the number of participants in the group.
- At least 75 hours have to be paid Coaching Hours.

ICF defines 'paid coaching hours' where compensation may be financial or via bartering (e.g., goods, services, coaching in exchange for coaching). Thus Reciprocal Coaching also qualifies as Paid Coaching Hours.

*(Refer Annexure 3 for Details)*

## 5. Pass the ICF Credentialing Exam (ACC Exam)

Yet to be taken – You will register for it after submitting your application.

Refer '[Process Note for Exam Application](#)' when you are ready to take the exam.

✓ **Action for You:**

- Keep a copy of your TNCA's Level 1 Certificate ready for upload.
- Ensure your client log is up to date and compliant with ICF's requirements.
- You are ready to take the ACC Exam within 60 days of your application date.

**Application Path**

There are 2 different paths for application for the ACC Credentialing – Level 1 / Level 2 Path or the Portfolio Path

As a graduate of **ICF-accredited TNCA's Level 1 program**, you qualify to apply via the **Level 1 Path**.

TNCA has built into their Level 1 Program covering the education hours, mentor coaching and performance evaluation required to earn an ICF ACC Credential. You will submit your program certificate and coaching experience hours in your ICF credential application. Once the application review process is complete, you can then take the ACC Exam.

At a Glance:

Requirement	Level 1 Path
Coach Specific Education	Completion of a Level 1 program, including final assessment. - Submission of your program certificate as proof that you successfully completed the program.
Client Coaching Experience	100+ hours (as per details mentioned earlier – Client Log to be maintained).
Mentor Coaching	Completed in TNCA's Level 1 program.
Performance Evaluation	Completed in TNCA's Level 1 program.
Exam	Completion of the ICF ACC Exam with a passing score.
Application Fee*	\$175 USD (ICF Member)
	\$325 USD (Non-Member)
Estimated Review Time	4 weeks

\* - Subject to change by the ICF

**Application Process**

1. **Log In** to The International Coaching Federation Website.  
[ICF Login Page](#)
2. Start with the **Credentialing Survey**  
[ICF ACC 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

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 ACC application.

Then start your application for ACC, by clicking on the “Find Your 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.

Refer the ICF [ACC Sample Application](#) for step-by-step process of Application.

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

- ◆ Education Hours – **70**
- ◆ Training Organisation Name - **EDIFY CONSULTANTS PRIVATE LIMITED**
- ◆ Program Name - **True North Coaching Level 1**
- ◆ Mentor Name: ALINAA AJIT MENON (MCC).  
Email – [alinaa@edifyconsultants.com](mailto:alinaa@edifyconsultants.com)
- ◆ Program Start Date – **1<sup>st</sup> day of LS for your cohort**
- ◆ Upload your **TNCA Level 1 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.
- For further Guidance on taking the Exam, please refer ‘[Process Note for Exam Application](#)’

### After the Exam

The passing score of the ACC Exam is 460. Candidates receive preliminary results immediately after the exam is completed; confirmation of the results is sent within seven business days. Individual score reports indicate the overall result of the exam administration (“pass” or “fail”) along with their score.

## 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. ACC credential-holders are listed upon award of their ACC. Any candidate who does not wish to be included in the ICF Verify a Coach directory should contact ICF Credentials and Standards at [support@coachingfederation.org](mailto:support@coachingfederation.org)

## Use of Designation

After passing the exam and earning the Associate Certificate Coach credential, you may use the ACC designation as a professional credential after your names, on resumes, curriculum vitae, employment and other professional records, and on websites and social media platforms.

The credential is valid for a period of 3 years from date of issue. Kindly ensure that when you use the ACC credential, the credentialing is valid and renewed in time.

Refer here for [Benefits of ACC Credentialing](#).

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

## Annexure 1

### ACC Credentialling 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 an ICF-accredited level program? 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.

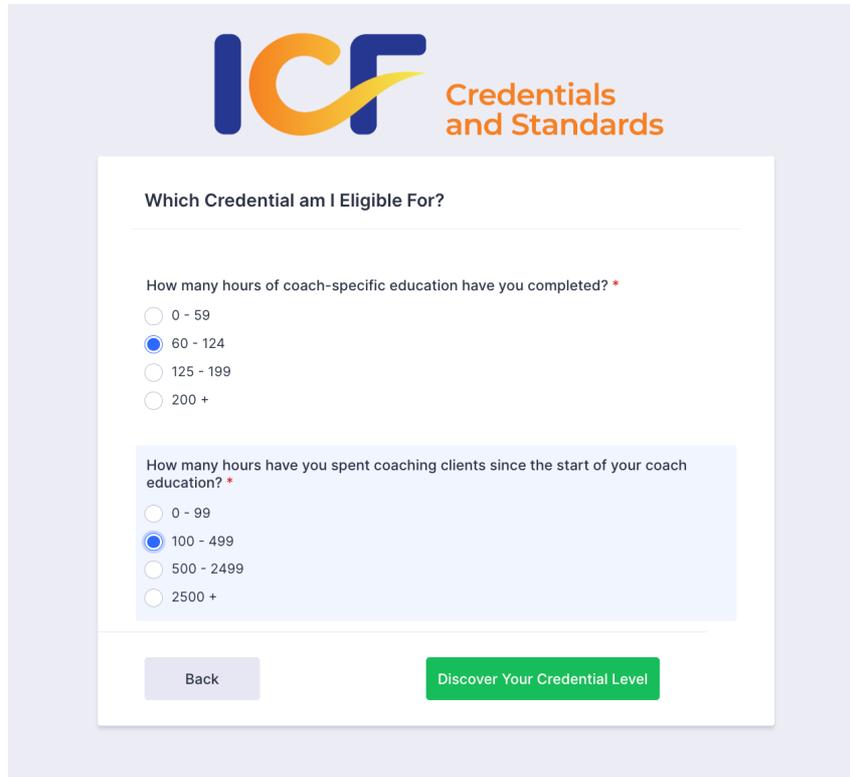
**2) How many coach-specific education hours have you completed?**

**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](#)

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



The screenshot shows a survey form titled "Which Credential am I Eligible For?" under the ICF Credentials and Standards logo. The form contains two questions with radio button options:

**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 +

At the bottom of the form, there are two buttons: "Back" (grey) and "Discover Your Credential Level" (green).

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



## ACC Credential Application Survey

**Congratulations! Based on the information you provided, you are eligible for the ACC credential.**

### Next Step: Find Your ACC Application Path

ICF offers two paths to apply for the Associate Certified Coach (ACC) credential:

**ACC Level 1 / Level 2** - For applicants who have completed an ICF-accredited Level 1, Level 2, or former ACTP program.

**ACC Portfolio** - For those with 60+ hours of coaching education, which may include any combination of ICF accredited and non-accredited courses or programs.

Both paths contain the same requirements and lead to the same credential. The appropriate path for you is determined by the source of coaching education you've completed.

### ACC Eligibility and Requirements

To pursue the ACC, you need:

- 60+ hours of coaching education
- 100+ hours of coaching experience
- 10 hours of mentor coaching

To earn the ACC, you must also:

- Pass a performance evaluation demonstrating coaching skills at the ACC level
- Pass the ACC Exam

### Credential Application Survey

This short survey will help you find the right application path based on your coaching education.

At the end, you'll get details about your path — and if you're ready, you can start your application!

[Find Your Application Path](#)

## 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 question: "Which type of coaching education will you submit with your credential application? \*". There are five radio button options: "ICF-accredited Level 1 program" (selected), "ICF-accredited Level 2 program", "ICF-accredited ACTP program", "None of the above", and "I'm not sure". At the bottom of the form, there are two buttons: "Back" and "Next".



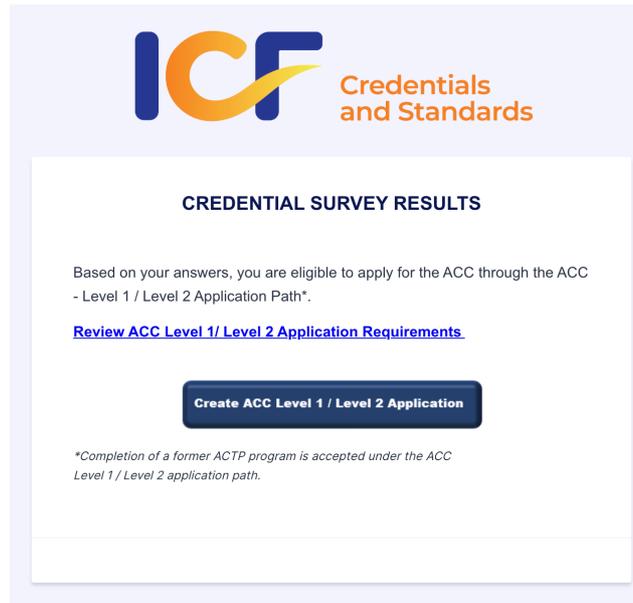
**Tip:** To check your program was ICF-accredited as **Level 1**, look for the logo shown above on your certificate of completion.

Did you complete the Level 1 program in full? \*

- Yes
- No. I completed only part of the program
- I'm not sure

Did you complete mentor coaching and a final performance evaluation -- demonstrating you can coach at the ACC level -- as part of this program? \*

- Yes
- No
- I'm not sure



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

### Annexure 3

#### Client Coaching Hours Experience Requirement

- ACC candidates are required to document at least 100 hours of coaching experience with at least eight clients following the start of their coach-specific education or training.
- In keeping with the ICF Code of Ethics, you must obtain consent from each client to list their information on a client coaching log.
- Individuals who do not consent to have their names listed must be left off the log, except in internal or third-party coaching arrangements with organizations that have a confidentiality policy. In those cases, you should obtain a reference letter from the organization verifying the number of coaching hours provided.
- As soon as you begin learning coaching, you should begin logging client coaching hours. A simple spreadsheet is the most effective log (see Annexure 4 for sample format).
- Four types of clients may be included on the coaching log: individual clients, group clients, internal clients, and third-party clients.
- Mentor coaching or coaching supervision is not accepted as a client coaching.
- *Client coaching sessions of less than 60 minutes will count as partial client coaching hours. For example, 30 minutes of client coaching will count as 0.5 client coaching hours.*
- Coaching must be done in person or by telephone or other technology.

- Students, trainers, supervisors and mentors cannot claim coaching hours within an education or training program unless the coaching is delivered outside the classroom setting with an actual client and the coaching hours are not included in the total training hours.
- Peer-to-peer coaching delivered outside of an education or training program can be claimed as paid or bartered coaching, hours toward the required paid coaching experience for a credential.

### Individual Clients

For each individual client, you should log:

- The client's name
- The client's contact information you use to reach them (e.g. email address or phone number)
- The start and end date of the coaching relationship
- The number of paid and pro bono hours that you coached the client.

Individual clients who do not consent to have their names listed must be left off of the log.

### Group and Team Coaching Sessions

To qualify as group or team coaching, participants must set the agenda, and the session must be interactive (synchronous interaction between the coach and participants). Documenting individual client coaching hours and group or team coaching hours should be done separately on the client coaching log.

For group or team coaching sessions, document the following on your coaching log:

- The name and email address of one individual in the group or team (you do not need to provide the names of other individuals in the group or team or the name of the group itself)
- The start and end date of the coaching engagement
- The number of paid and pro bono hours that you coached the group or team
- The number of individuals in the group or team (only groups of 15 or fewer will count, unless a co-coach is present)

***You cannot multiply hours times participants in the group. If you coach 15 people for one hour, you can only count that as one hour of coaching, not 15 hours.***

Each individual in a group counts as a client for the purpose of meeting the total number of clients required. Training/teaching, mentor coaching, facilitating workshops, etc. cannot be claimed as client coaching.

### Internal Coaching

Internal coaching is coaching delivered as part of the applicant's employment. Coaching of direct reports (employees for whom the coach is an immediate supervisor) does not count as client coaching hours. Internal clients should be logged the same as other individual or group clients unless there is an organizational confidentiality policy that prevents you from disclosing client information.

If there is not an organizational confidentiality policy that prevents you from disclosing client information, you will include them on your client coaching log in the same manner as other individual or group/team clients.

If there is a confidentiality policy, you should obtain a reference letter from a contact person at the organization who is authorized to verify your coaching hours. The reference letter must be signed on company letterhead and include:

- Your name
- The name and contact information for the contact person
- A description of the role of the contact person in the organization
- A description of your role in the organization
- Confirmation of the organization's confidentiality policy
- Confirmation of the number of hours coached, the number of clients coached and the time period the coaching took place

For internal confidential clients that will be included in a reference letter, you do not need to include those clients on your client coaching log.

### **Third-Party Coaching**

Third-party coaching is coaching in which the coach receives payment from an organization specifically for coaching the client. Payment may be in any amount or barter of goods or services. Third-party clients should be logged the same as other individual or group or team clients unless there is an organizational confidentiality policy that prevents you from disclosing client information. If there is a confidentiality policy, you must provide a reference letter from a contact person at the organization who is authorized to verify your coaching hours. The reference letter must be signed on company letterhead and include:

- Your name
- The name and contact information for the contact person
- A description of the role of the contact person in the organization
- A description of your role in the organization
- Confirmation of the organization's confidentiality policy
- Confirmation of the number of hours coached, the number of clients coached and the time period the coaching took place

Third-party coaching clients that are included in a reference letter do not need to be included on your client coaching log.

**Annexure 4**

The Coaching log Excel template is given below-

 ICF Client Coaching Log							
Client Name	Contact Information	Individual/Group	Number in Group	Start Date	End Date	Paid hours	Pro-bono hours