

# Process for ACC Application

## Table of Contents

1. <i>Process for ACC Application</i> .....	1
2. <i>The ICF Credentialing Exam</i> .....	1
2.1. Structure .....	2
2.2. Exam Format .....	2
2.3. Content Domains .....	2
2.4. Scoring Matrix: .....	3
3. <i>Preparing for the ICF ACC Credential Exam:</i> .....	3
4. <i>After Exam – Next Steps</i> .....	4
5. <i>Other Resources</i> .....	4

## 1. Process for ACC Application

As a potential credentialed Coach, you must meet the following minimum qualifications and requirements to get your ACC credentialing :

1. Completion of at least 60 hours of coach training
2. Completion of at least 100 client coaching experience hours
3. Completion of 10 hours of mentor coaching over three months or longer with an eligible mentor coach
4. Successful completion of a performance evaluation recording
5. Successful completion (passing score) of the ICF Credentialing Exam

Once all the pre-requisitions are completed, the candidate can make an application for their credentialing through the correct option, as applicable for them. ***(Refer ACC Candidate guide available on LMS)***

The ICF Credentialing Exam is the final step in the credentialing process.

## 2. The ICF Credentialing Exam

Once all the other pre-qualifications have been met (e.g., education, experience, mentor coaching, performance evaluation), applicants are authorized to complete the ICF Credentialing Exam. All credential applicants must pass an ICF written exam, which is designed to measure a candidate's proficiency based on the ICF Core Competencies.

Once your application is reviewed and approved, you will receive an email invitation to schedule and take the written exam. This invitation will include detailed instructions on how to schedule an appointment with Pearson VUE to complete the exam (either in person or remotely).

For more details refer the link - <https://coachingfederation.org/credentials-and-standards/exam-procedures>

### Time limit

Upon receipt of this confirmation email, you will have **60 days to schedule and complete the exam.**

## ACC Exam

Beginning November 2024, ACC candidates may take the ACC Exam in order to fulfil the written exam requirement.

The new ACC Exam is designed specifically to assess the knowledge of ACC Candidates at this stage in their coaching journey of the ICF Core Competencies, Code of Ethics and definition and boundaries of coaching against pre-determined standard. The ACC exam tests knowledge of coaching competencies. This new exam is designed to be more accurate gauge of an ACC candidate's coaching knowledge.

ACC Exam uses knowledge-based questions which assess knowledge and understanding of specific facts or concepts.

### 2.1. Structure

The ACC Exam consists of **60 multiple-choice knowledge items**. Each item includes a brief prompt or question and four response options. There is ***only one correct response*** for each item.

### 2.2. Exam Format

- ✓ **Exam Time:** 90 minutes, including a 10-minute break.
- ✓ **Exam Length:** 60 multiple-choice questions.
- ✓ **Exam Format:** Computer-based written exam administered through proctored delivery at Pearson VUE testing centers worldwide, or online through Pearson's OnVue remote-proctored testing service.

The ACC Exam consists of two sections with an optional 10-minute break midway through the exam. The total exam time is organized in the following format:

- I. Exam Instructions: 2 minutes
- II. Section 1 (30 items): 39 minutes
- III. Scheduled Break: 10 minutes
- IV. Section 2 (30 items): 39 minutes

### 2.3. Content Domains

**Exam Content:** The ACC Exam covers three broad domains of coaching knowledge. Exam questions cover these domains outlined below.

### **Domain: Coaching Ethics – 30%**

1. Knowledge of professional ethics codes.
2. Knowledge of what constitutes a conflict of interest.
3. Knowledge of relevant laws, regulations, and organizational policies and procedures around confidentiality (e.g., what factors would necessitate breaking confidentiality).

### **Domain: Definition and Boundaries of Coaching – 30%**

1. Knowledge of the definition of coaching.
2. Knowledge of the coaching process and how it differs from other related professions (therapy, counseling, mentoring and consulting).
3. Knowledge of when, and how to make appropriate referrals for mental health professionals.
4. Knowledge of signs of mental health conditions that may block progress in coaching.

### **Domain: Coaching Competencies, Strategies, and Techniques – 40%**

1. Knowledge of how to contract with clients (e.g., key elements of a coaching agreement).
2. Knowledge of ICF Core Competencies.
3. Knowledge of goal setting and motivation.
4. Knowledge of a variety of coaching techniques, tools, and resources.

## **2.4. Scoring Matrix:**

A candidate's score is based on successfully identifying each correct response. Candidates are not penalized for incorrect responses. The passing score and all exam results on the ACC Exam are reported as scaled scores. The range of possible scores is 200 to 600, with a ***passing score of 460***.

## **3. Preparing for the ICF ACC Credential Exam:**

Your hours of coaching experience is the most valuable tool in taking the ACC written exam. Do look at the following materials as a preparation for the exam:

- ✓ Revisit materials from your coaching education program.
- ✓ Familiarize yourself with the [ICF Core Competencies](#).
- ✓ Review the ICF ACC [Minimum Skills Requirements](#).

- ✓ Study the [\*ICF Code of Ethics Standards\*](#), including key definitions, and interpretive statements.
- ✓ Reflect on typical coaching situations and effective responses.
- ✓ Review guidelines for referring coaching clients to therapy or other supporting professionals.
- ✓ Sample Questions for ICF Credentialing Exam (ICE) – Option 1 [\*Sample Exam Questions for ICE\*](#)
- ✓ Sample Questions ICF ACC Exam – Option 2 [\*Sample ACC Exam Qs\*](#)

#### **4. After Exam – Next Steps**

Upon completion of the exam, you will receive immediate notice from Pearson Vue with preliminary exam results. Please allow 48 hours for ICF to update individual records with official exam results.

After your exam results have been entered into the ICF record, an email will be sent to either award the credential or provide directions on how to retake the exam.

#### **5. Other Resources**

- ✓ ACC Exam Reference List - [https://coachingfederation.org/app/uploads/2024/11/ICF\\_CS\\_ACC-Exam-Reference-List-11.13.24.pdf](https://coachingfederation.org/app/uploads/2024/11/ICF_CS_ACC-Exam-Reference-List-11.13.24.pdf)
- ✓ ACC Candidate Guide – <https://coachingfederation.org/app/uploads/2024/11/ACC-Candidate-Guide-11.18.24-final.pdf>
- ✓ ACC Exam Tutorial - [\*\*Access the ACC Exam Tutorial\*\*](#)