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

PCC Eligibility Requirements (ICF) ***1***

Application Path: ***3***

Application Process ***3***

About the PCC Exam – ***5***

PCC Eligibility Requirements (ICF)

Here are the official ICF requirements for making an application for PCC Credential. Refer to the ICF PCC Candidate Guide for complete details.

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).
  ** For Non-TNCA students of Level 1, please add up your Level 1 hours credit to the 70 hours of TNCA Level 2 program to arrive at your no.of hours of education.*

- **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.

Guideline for PCC Application to ICF

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).
- 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.

Guideline for PCC Application to ICF

- **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 2 different paths for application for the PCC Credentialling.
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 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)

Guideline for PCC Application to ICF

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** *(If you are a TNCA Student for both Levels)* **or 70 + Your Level 1 hours** *(If you are not a TNCA Student for Level 1)*
- Training Organisation Name - **EDIFY CONSULTANTS PRIVATE LIMITED**
- Program Name - **True North Coaching Level 2**
- Program Start Date – As Applicable
- 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.

- **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.

Guideline for PCC Application to ICF

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
- Scheduling your Exam

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

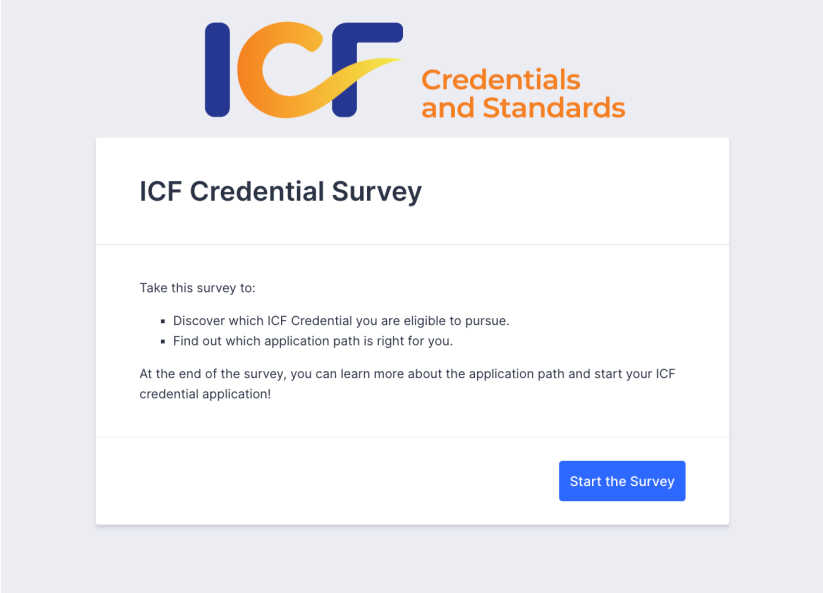
- PCC Level 2 Sample Application
- PCC Level 2 Sample Application Downloadable PDF

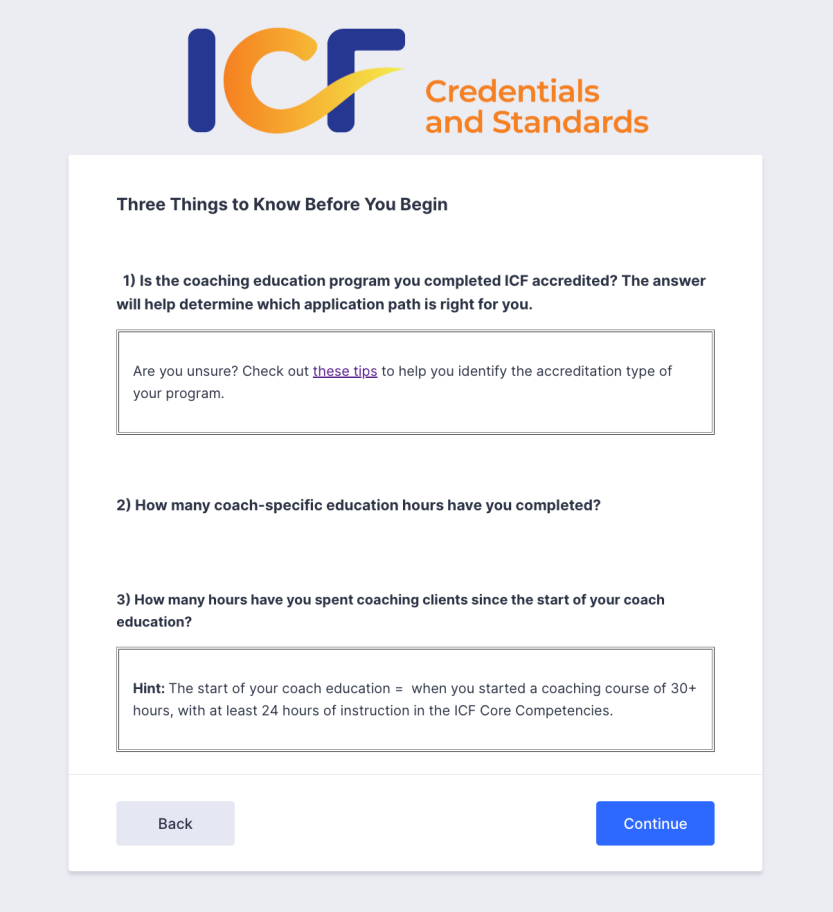
Wishing you all the very best as you move towards your PCC credential!

Guideline for PCC Application to ICF

Annexure 1

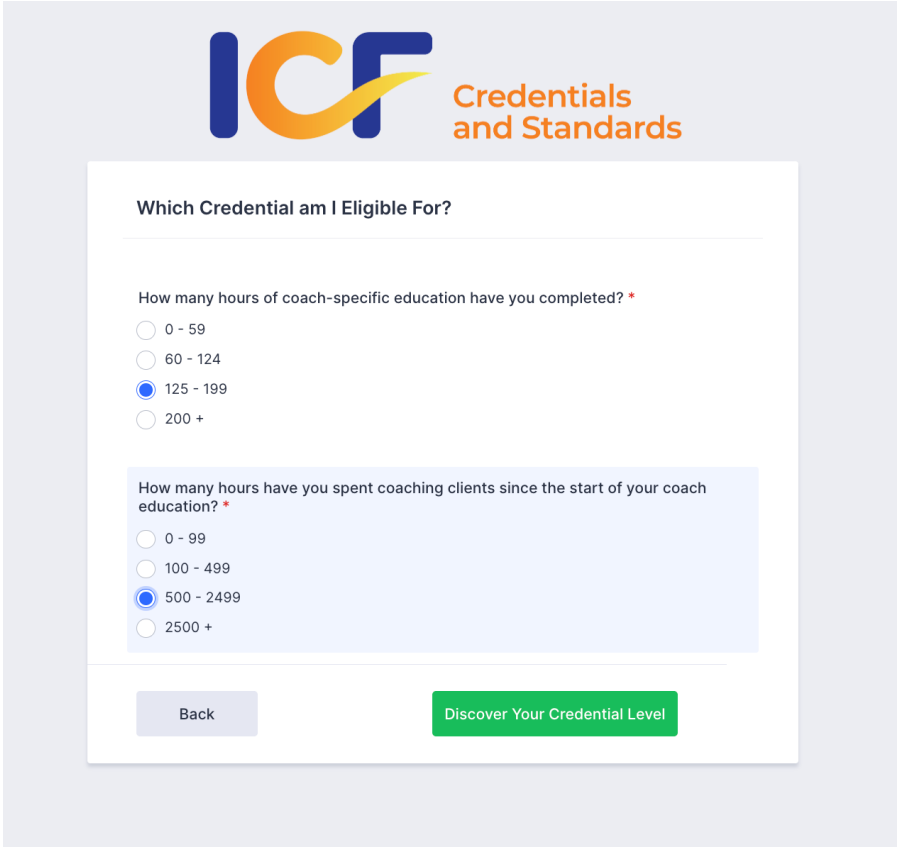
1. PCC Credentialling Survey - Take the Survey





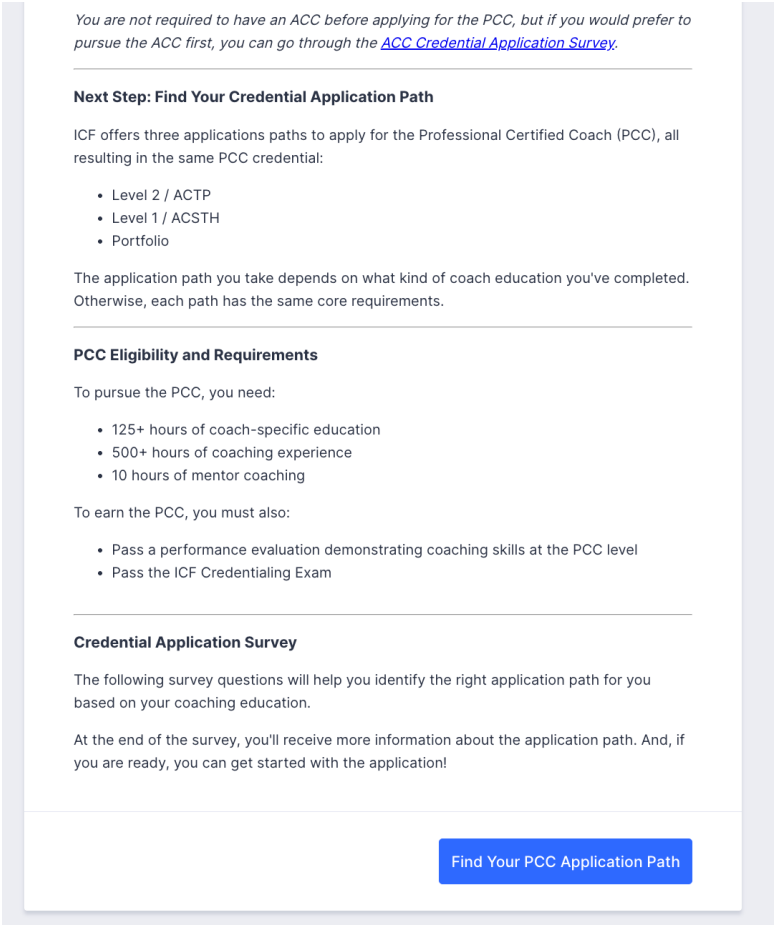
Guideline for PCC Application to ICF

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



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.

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.

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

Credential Application Survey

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

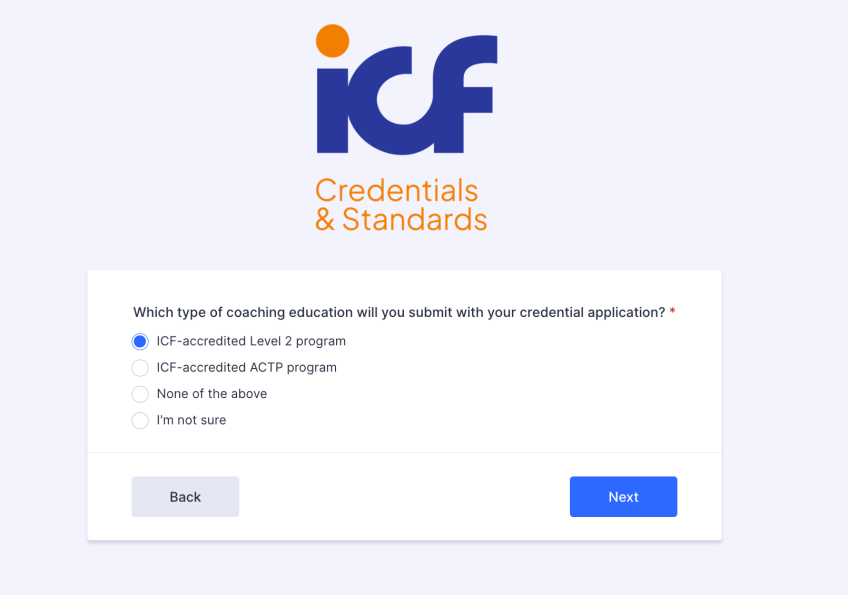
At the end of the survey, you'll receive more information about the application path. And, if you are ready, you can get started with the application!

Find Your PCC Application Path

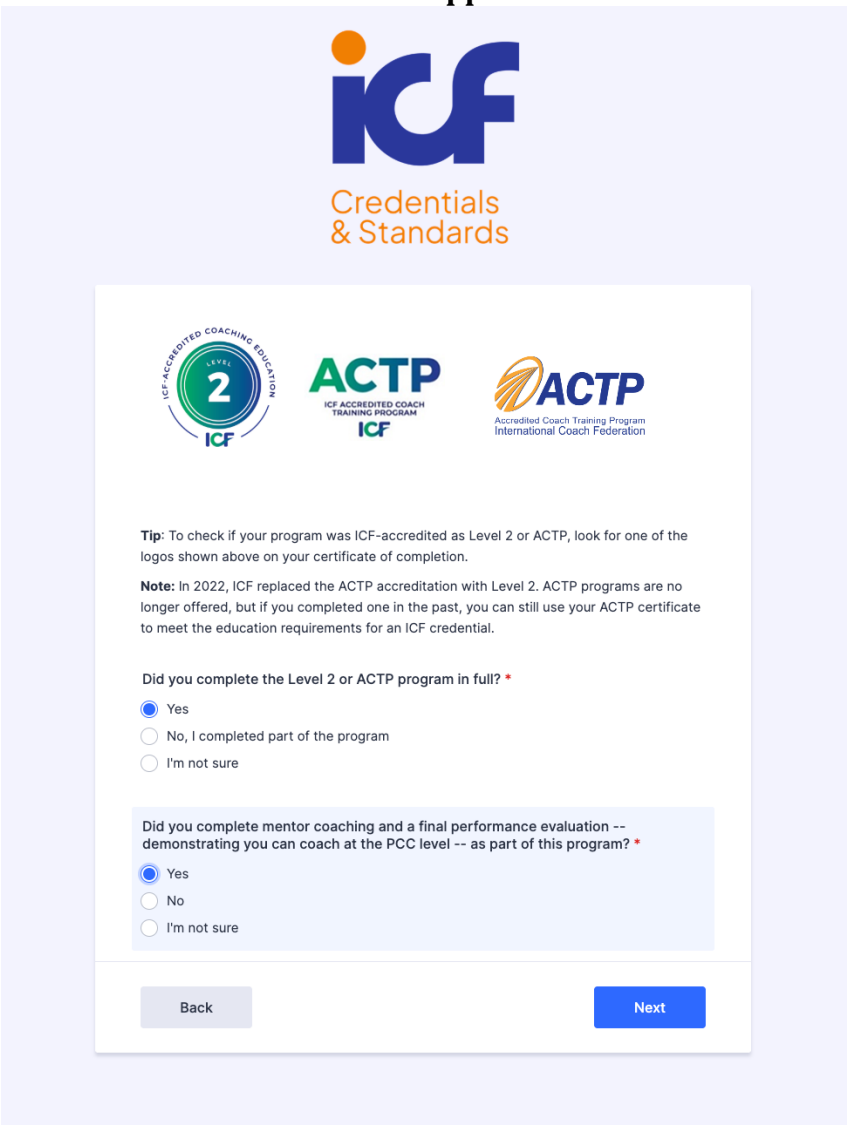
Guideline for PCC Application to ICF

Annexure 2

Keep going through the screens in the below order.



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

Guideline for PCC Application to ICF

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

