

ICF Credential Checklist (ACC)

ACC – Accredited Coach Training Program (ACTP)

Date Completed	Criteria
	Verify that coach training program is approved by ICF as an ACTP
	Complete entire ICF Accredited Coach Training Program
	Coach at least eight clients for 100 hours* (at least 75 hours paid)
	Complete coaching log demonstrating coaching hours
	Complete Coach Knowledge Assessment

*At least 25 hours completed within 18 months prior to submitting application

ACC – Accredited Coach Specific Training Hours (ACSTH)

Date Completed	Criteria
	Verify that coach training hours are approved by ICF as ACSTH or an ACTP
	Complete 60 hours of ACTP or ACSTH coach training
	Complete 10 hours of Mentor Coaching* over a minimum of 3 months
	Coach at least eight clients for 100 hours** (at least 75 hours paid)
	Complete coaching log demonstrating coaching hours
	Record and transcribe one live coaching session (Effective July 1, 2018)
	Complete Coach Knowledge Assessment

*Mentor coach must hold ACC, PCC or MCC in good standing. Effective July 31, 2018 mentors with ACC must have completed one full cycle of their credential (through renewal) before they serve as a mentor coach

**At least 25 hours completed within 18 months prior to submitting application

ACC – Portfolio Path

Date Completed	Criteria
	Verify robust documentation of coach training hours*
	Complete 60 hours of coach specific training
	Complete 10 hours of Mentor Coaching** over a minimum of 3 months
	Coach at least eight clients for 100 hours*** (at least 75 hours paid)
	Complete coaching log verifying coaching hours
	Record and transcribe one live coaching session
	Complete Coach Knowledge Assessment

*Effective July 31st 2018 this training must be a comprehensive training program that includes the ICF definition of coaching, Code of Ethics and Core Competencies and is organized in a scope and sequence that encourages the growth of the coach

**Mentor coach must be an ACC, PCC or MCC in good standing. Effective July 31, 2018 mentors with ACC must have completed one full cycle of their credential (through renewal) before they serve as a mentor coach

***At least 25 hours completed within 18 months prior to submitting application

ICF Credential Checklist (PCC)

PCC – Accredited Coach Training Program (ACTP)

Date Completed	Criteria
	Verify that coach training program is approved by ICF as an ACTP
	Complete entire ICF Accredited Coach Training Program
	Coach at least twenty-five clients for 500 hours following the start of the ACTP* (at least 450 hours paid)
	Complete coaching log demonstrating coaching hours
	Complete Coach Knowledge Assessment

*At least 50 hours completed within 18 months prior to submitting application

PCC – Accredited Coach Specific Training Hours (ACSTH)

Date Completed	Criteria
	Verify that coach training is approved by ICF as ACSTH or an ACTP
	Complete 125 hours of ACTP or ACSTH coach training
	Complete 10 hours of Mentor Coaching* over a minimum of 3 months
	Coach at least twenty-five clients for 500 hours following the start of the coaching training** (at least 450 hours paid)
	Complete coaching log verifying coaching hours
	Record and transcribe two live coaching sessions
	Complete Coach Knowledge Assessment

*Mentor coach must be a PCC or MCC in good standing.

**At least 50 hours completed within 18 months prior to submitting application

PCC – Portfolio Path

Date Completed	Criteria
	Verify robust documentation coach training hours*
	Complete 125 hours of coach specific training
	Complete 10 hours of Mentor Coaching** over a minimum of 3 months
	Coach at least twenty-five clients for 500 hours following the start of the coaching training*** (at least 450 hours paid)
	Complete coaching log verifying coaching hours
	Record and transcribe two live coaching sessions
	Complete Coach Knowledge Assessment

*Effective July 31st 2018 this training must be a comprehensive training program that includes the ICF definition of coaching, Code of Ethics and Core Competencies and is organized in a scope and sequence that encourages the growth of the coach

**Mentor coach must be a PCC or MCC in good standing.

***At least 50 hours completed within 18 months prior to submitting application

ICF Credential Checklist (MCC)

MCC	
Date Completed	Criteria
	PCC credential complete and in good standing (Effective February 28, 2019)
	Verify that coach specific training meets ICF requirements
	Complete 200 hours of coach specific training
	Coach at least thirty-five clients for 2,500 hours (at least 2,250 paid)*
	Complete coaching log verifying coaching hours
	Complete 10 hours of Mentor Coaching** over a minimum of 3 months
	Record and transcribe two live coaching sessions
	Complete Coach Knowledge Assessment unless passed for previous credential

*Effective July 31st, 2018 all 2,500 hours must be completed after the start of coach-specific training

** Mentor coach must be an MCC in good standing

Definitions:

Accredited Coach Training Program (ACTP)

An ICF ACTP is considered an all-inclusive coach training program. An ACTP includes a minimum of 125 hours of coach-specific training, including comprehensive instruction around the ICF Core Competencies, Code of Ethics and the ICF definition of coaching. This type of program also includes Mentor Coaching, observed coaching sessions and a comprehensive final exam that evaluates a student's coaching competency.

Approved Coach Specific Training Hours (ACSTH)

An ICF ACSTH program is considered an a la carte coach training program. An ACSTH program includes a minimum of 60 hours of coach-specific training, including instruction around the ICF Core Competencies, and observed coaching sessions.

Continuing Coach Education (CCE)

A CCE program is intended for coaches who already have ICF Credentials or who have completed basic coach training. A CCE program may include advanced coach training that directly relates to or expands upon the ICF Core Competencies, and/or training in skills that contribute to the professional development of a coach (e.g. personal development, coaching assessments or tools, business building, or other material that falls outside of the ICF Core Competencies.)

Verify your Coach Training on the ICF Website: <https://coachfederation.org/icf-credential/find-a-training-program>

Special Notes:

These checklists were designed as a quick method for tracking your progress in meeting the ICF criteria for each credential. Before using them, visit <https://coachfederation.org/icf-credential> to verify that you are working with the most current information.

These checklists are provided "As-is". Every attempt has been made to provide accurate information, however, by using these checklists you agree that you are using them at your own risk and you assume full responsibility for any associated outcomes. Perspective in Action assumes no responsibility once they are downloaded by the user.

The information in the checklists is the copyright of the International Coach Federation and may change periodically. For the most current credentialing information visit <https://coachfederation.org/icf-credential>

Please help keep this information current. If you notice a discrepancy in any of the information provided here, please contact Cathy directly at shaughnessy@perspectiveinaction.com and this document will be updated.

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Cathy Shaughnessy is an ICF PRISM award winning ICF Master Certified Coach and author of the popular book series for new coaches, [The Really Competent Coach](#). Cathy coaches senior leaders, mentors credentialed coaches, trains fledgling coaches and helps organizations build strong coaching cultures.

Looking for a highly experienced Mentor Coach? [Book a quick chat](#) with Cathy to find out more about her background, skills and approach.