

### Hire A Mentor Coach

Working with a mentor coach who already holds an ICF Professional Certified Coach (PCC) or Master Certified Coach (MCC) credential can assist you as you begin the credentialing process. A mentor coach can observe your coaching and give you exact feedback on areas to develop.

### Begin Logging Client Hours

Begin preparing a log using the following information as a guide. This is required in the ICF credentialing application:

- Client Name
- Client Contact Information
- Start and End Dates of Coaching
- Number of Paid Hours
- Number of Pro Bono Hours
- Group Coaching Contact\*
- Internal/Third Party Contact\*

Begin obtaining your client's permission as part of your initial coaching agreement so you can track your coaching hours immediately.

#### Group Coaching:

- A coaching group can have no more than fifteen (15) clients as participants.
- One hour of group coaching counts as one client-coaching hour, not the number of hours multiplied by the number of clients in the group.

#### Internal Coaching:

- Coaching that is paid for by a third-party or done as part of applicant's employment.
- Coaching of a direct report may not be considered in the coaching hours.
- If the organization has a confidentiality policy, please select one contact person at the organization/third party and list their full name and contact information in the log. There are specific guidelines in the application on how to document internal coaching hours.

### ICF Core Competencies

The eleven core competencies were developed to support greater understanding about the skills and approaches used within today's coaching profession as defined by the ICF. They will also support you in decision on the alignment between the coach-specific training expected and the training you have experienced.

#### *SETTING THE FOUNDATION*

1. Meeting Ethical Guidelines and Professional Standards.
2. Establishing the Coaching Agreement

#### *CO-CREATING THE RELATIONSHIP*

3. Establishing Trust & Intimacy with the Client
4. Coaching Presence

#### *COMMUNICATING EFFECTIVELY*

5. Active Listening
6. Powerful Questioning
7. Direct Communication

#### *FACILITATING LEARNING AND RESULTS*

8. Creating Awareness
9. Designing Actions
10. Planning & Goal Setting
11. Managing Progress & Accountability

**For more information on  
ICF credentialing,  
please visit the Web site  
at  
[www.coachfederation.org](http://www.coachfederation.org)**

*This brochure is to provide general information on the ICF Credentialing process. Prior to submitting an application for an ICF credential, please review the applications in full.*

# Steps to Individual Credentialing

ACC

PCC

MCC



**International  
Coach Federation**

# The Road to ICF Credentialing

## Three ICF Credentials

The ICF grants three individual credentials:

- Associate Certified Coach (ACC)
- Professional Certified Coach (PCC)
- Master Certified Coach (MCC)

## The Purpose of ICF Credentialing

Coaching is largely unregulated by government, so anyone out there can call themselves a coach. ICF created a credentialing program for professional coaches, so that the international community of professional coaches can self-regulate and set industry standards. Though we certainly applaud education and experience that is not coach-specific, ICF requires coach-specific training and hours of experience in "coach relationships" in order to become ICF credentialed.

## Steps to an ICF Credential

- Review the Credentialing Requirements
- Review the Application Types
- Begin Coach Training
- Hire a Mentor Coach
- Begin Logging Client Hours

## Credentialing Requirements

The specific requirements vary depending on which credential you pursue. The minimum requirements can be summarized as follows:

- ACC credential requires:
  - 60 hours coach-specific training
  - +100 client coaching hours
  - 2 Coach References
- PCC credential:
  - 125 hours coach-specific training
  - +750 client coaching hours
  - 2 Coach references
- MCC credential:
  - 200 hours coach-specific training
  - +2500 client coaching hours
  - 10 hours of Mentor Coaching
  - 3 Coach references

Please refer to the full applications for details on the requirements at [www.coachfederation.org](http://www.coachfederation.org).

## Application Types

The ICF has three application types: ACTP, Portfolio and the MCC application.

**ACC and PCC ACTP:** for applicants who have completed an ICF Accredited Coach Training Program (ACTP)

**ACC and PCC Portfolio:** for applicants who have not yet completed a full ACTP or whose coach-specific training provider is not an ICF ACTP program.

**MCC Applicant:** new in 2007 for all applicants pursuing the MCC credential.

## Begin Coach Training

Though coaches come to the profession from a variety of fields (including psychology, therapy, consulting, management), the only type of training that is applicable for an ICF credential is coach-specific training that incorporates the ICF Core Competencies.

### *What is Coach -Specific Training?*

- Coach-specific training teaches coaches the basic skills and principles for a variety of coaching specialties.
- It involves direct interaction —voice-to-voice or in-person training; it does not include cyber courses, mail-order courses or self-study.
- It may be training from an Accredited Coach Training Program (ACTP) or a program that has received the ICF Approved Coach-Specific Training Hours (ASCTH) designation or from CCEUs. For a list of ICF Accredited Coach Training Programs, please consult the ICF Web site: [www.coachfederation.org](http://www.coachfederation.org)
- It may be training that is specifically marketed as teaching coaching skills, that teaches coaching skills or teaches how to apply technical skills in a coach-like manner.
- Training that is marketed as teaching other skills, even though the skills can be used by a coach in some manner, does not count as Coach-Specific Training.