

ACSTH Certificate Guidelines

The ACSTH Advantage

Congratulations on the accreditation of your coach training program. Students who complete your Approved Coach Specific Training Hours (ACSTH) will be eligible to apply for credentials from the International Coach Federation (ICF) using the ACC or PCC ACSTH Applications.

Requirements for Notification Given to ACSTH Graduates

You should send students a certificate or letter documenting completion of the ACSTH program. This certificate or letter should include the following information:

1. The name of the organization
2. The name of the ACSTH program
3. The student's name
4. The number of training hours completed by the student
5. The date of graduation
6. The signature of the university dean, administrator of the program, director of training, or owner of the program
7. Optional: Include the ACSTH Logo

Requirements for Notification Given to Students Who Do Not Graduate

The ICF ACSTH designation applies only to the complete program that has been accredited. However, students may take portions of an ACSTH program and apply this training towards an ICF credential.

Portions of an ACSTH program are accepted as shorter versions of the ACSTH program if the student has completed at least 30 hours of the full ACSTH.

Portions of an ACSTH program are also accepted as Continuing Coach Education (CCE) credits if the student has completed 29 hours or less of the ACSTH program.

If a student completes a portion of the program, you may give the student credit for the approved hours. To give credit for a portion of the program, you should send the student a certificate or letter that includes the following information:

1. The name of the organization
2. The name of the module or class that has been completed
3. The name of the student
4. The number of training hours completed by the student
5. The date of completion of the hours
6. A statement on the certificate or letter that this is a portion of the full ACSTH program and provide the name of that ACSTH program
7. The signature of the university dean, administrator of the program, director of training, or owner of the program
8. Optional: Include the ACSTH or CCE logo

Other Programs within Your Organization

If your organization offers other programs that are not part of the ACSTH, you may not use the ACSTH or CCE designations or logos in any way in connection with these programs.