PCC ACTP
Sample Application

Version 5.6.2019
The application dashboard provides an overview of all requirements for the credential. To begin the PCC-ACTP application, you will need to click on each requirement tab to upload your information for that requirement.

You are not required to complete the requirements in any specific order but you will need to complete all requirements to be able to submit your application.

We have provided a screenshot of each requirement on the following pages.

You will see symbols on your requirement tabs as you complete each task and again once we have reviewed them.

Below the requirement tabs, you will see the key for what the different symbols mean.
When you click on the ACTP Training tab, you will see the ‘Enter Training hours’ button. You may click this button and complete each of the requested items (see next screen). Please note that as you report your coach training, the percentage of required training reported will automatically update.
After clicking on the “Enter Coach Training Hours” button, a window will populate where you will provide the details of your coach-specific training hours, including the training organization, program name, total hours completed, and program start date. You will also upload your certificate of completion for your coach training here. After you enter this information, you will see the increase in the percentage bar. See sample on next page.
Once you have entered the required number of training hours, the percentage bar on the main Training tab will automatically update.
Applicants must demonstrate a minimum of 500 hours of client coaching experience with at least 25 clients following the start of coach-specific training. At least 450 of these hours must be paid coaching, and at least 50 must have been completed within the 18 months prior to the application submission date.

Applicants must answer a series of questions to attest they meet all coaching experience requirements for the PCC.
For each experience requirement listed, please place a checkmark in the box (by clicking your mouse in the box) verifying that you meet that requirement. You will then complete your name and total hours of client coaching experience at the bottom before submitting.
Once you have completed all requirements for the credential (indicated with a ‘thumbs up’ symbol or green check mark on every tab) with the exception of the CKA Exam, the ‘Submit Application’ button will populate in the upper right corner and allow you to complete the submission of your application.

ICF Credentialing staff will send you a link to take the CKA exam once we have completed the review of your application. Candidates who have previously passed the CKA are not required to take the exam again when applying for a new credential.
To complete the submission process, you will need to agree to the terms and conditions by clicking the “I Agree” button at the bottom of the page.
As part of the submission process, you will be asked for your consent for the data provided in your application anonymously to be used for ICF research and training purposes. Please respond by clicking either the “yes, I grant permission” or “No I do not grant permission” button.

This is completely voluntary. Your response to this question will not affect your candidacy for an ICF credential.
The final step of your application process is to pay for your application. You will need to click “Checkout” to complete this process.

If you have any problems submitting your payment, please contact us at support@coachfederation.org or click the chat feature on the ICF Credential page of our Website.