



ACC ACSTH Sample Application

Revised October 2021

ACC ACSTH Application Dashboard

Applicant Name:	Aileen M. Gordon
Application Type:	ACC ACSTH Application
Status:	Pending Completion
Start Date:	11/12/2020
Submit Date:	

Submit Application

Complete Requirements

Submit for Review

Received and Under Review

Additional Information Needed

CKA Exam

Credential Awarded

Please complete all the below unlocked requirements.

Dashboard

ACSTH Training

Mentor Coaching

Client Coaching Experience

Performance Evaluation

CKA Exam

Locked Unlocked Completed Under Review Further Action Met

Please review the requirements for this credential application listed below. Select any tab to begin completing the application. Once you've completed each required element, you will be able to submit the application and pay the application fee.

Requirement	Status
ACSTH Training (60 Hour) To be eligible for the Associate Certified Coach (ACC) credential via the ACSTH application pathway, you must document completion of at least 60 hours of coach-specific training through an ICF-approved ACTP or ACHSTH program.	Pending Completion
Mentor Coaching Applicants for the ACC must complete at least 10 hours of mentor coaching over a minimum of three months. Your mentor coach must be an ACC who has completed a full cycle of the credential through renewal, PCC or MCC in good standing. For more information about mentor coaching, please visit https://coachfederation.org/mentor-coaching .	Pending Completion
Client Coaching Experience Applicants for the ACC credential must have a minimum of 100 hours of client coaching experience with at least eight (8) clients following the start of coach-specific training.	Pending Completion
Performance Evaluation As part of your ICF ACC Credential application, you are required to submit one recording of a coaching session (accompanied by a transcript) for review by trained ICF assessors.	Pending Completion
CKA Exam The CKA is a tool that can be used to measure a coach's understanding of the knowledge and skills important in the practice of coaching. This requirement is unlocked once ICF has reviewed and approved all other requirements.	All Application Requirements Needed

The application dashboard provides an overview of all requirements for the credential.

To begin the ACC-ACSTH application, you will need to click on each requirement tab to enter your information for that section.

You will see symbols on your requirement tabs as you complete each task and again as they have been reviewed by ICF.

Below the requirement tabs, you will find a key for what each symbol means.

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

ACSTH Training Tab

Complete Requirements

Submit for Review

Received and Under Review

Additional Information Needed

CKA Exam

Credential Awarded

Please complete all the below unlocked requirements.

Dashboard

ACSTH Training

Mentor Coaching

Client Coaching Experience

Performance Evaluation

CKA Exam

Locked

Unlocked

Completed

Under Review

Further Action

Met

ACSTH Training (60 Hour)

For each coach training program you have completed, please enter the training organization name, program name, total training hours completed, the program start date and attach your certificate of completion, then click "Save."

To be eligible for the ACC, you must document completion of at least 60 hours of coach-specific training through an ICF-approved ACTP or ACSTH program. Your training must be comprehensive and include the ICF Definition of Coaching, ICF Core Competencies, and the ICF Code of Ethics. Please note that you are required to upload a certificate or letter from each program you completed indicating the name of the program, dates of attendance, and total hours completed. Check for your program's approval at <https://coachingfederation.org/icf-credential/find-a-training-program>

Once all of your training has been submitted, please click on the "Mentor Coaching" tab to continue your application.

Status: Pending Completion

Training Summary v1.1

Required	Reported	Accepted	Balance	Percentage
60.00	0.00	0.00	60.00	0.00%

Training Reported

Enter Training Hours

Program Start Date	Training	Number of Hours	Status	Reported Date	Document
No Self Reported CE on file.					

When you click on the ACSTH Training tab, you will see the "Enter Training Hours" button at the bottom of the screen.

Click this button to enter in your training information and upload your training certificate (see next page).

Please note, as you enter your coach training hours, the percentage of required training hours reported will automatically update.

ACSTH Training Tab

Add - ICF Self Report Credit Applicati... X

Activity Information

Training Organization Name:

Required

Program Name:

Required

Number of Hours:

Required

Program Start Date:

Required

Does this training represent the start of your coach specific training and your client coaching experience?

☐

Upload Certificate:

Choose File No file chosen

Save Cancel

After clicking on the “Enter Training Hours” button, a window will appear for you to provide the details of your coach-specific training, including the training organization name, program name, total hours completed, and program start date.

If this program is the training with which you began to count your coaching experience hours, click the box associated with “Does this training represent the start of coach specific training and your client coaching experience?” *

You will also upload your training certificate.

* *Learn more about the start of coach training*
<https://coachingfederation.org/experience-requirements>

ACSTH Training Tab

Applicant Name:

Aileen M. Gordon

Application Type:

ACC ACSTH Application

Status:

Pending Completion

Start Date:

11/12/2020

Submit Date:

Submit Application

Complete Requirements

Submit for Review

Received and Under Review

Additional Information Needed

CKA Exam

Credential Awarded

Please complete all the below unlocked requirements.

Dashboard

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Further Action

Met

ACSTH Training (60 Hour)

For each coach training program you have completed, please enter the training organization name, program name, total training hours completed, the program start date and attach your certificate of completion, then click "Save."

To be eligible for the ACC, you must document completion of at least 60 hours of coach-specific training through an ICF-approved ACTP or ACSTH program. Your training must be comprehensive and include the ICF Definition of Coaching, ICF Core Competencies, and the ICF Code of Ethics. Please note that you are required to upload a certificate or letter from each program you completed indicating the name of the program, dates of attendance, and total hours completed. Check for your program's approval at <https://coachingfederation.org/icf-credential/find-a-training-program>

Once all of your training has been submitted, please click on the "Mentor Coaching" tab to continue your application.

Status: Pending Submission

Training Summary v1.1

Required	Reported	Accepted	Balance	Percentage
60.00	60.00	0.00	60.00	100.00%

Training Reported

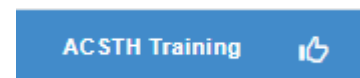
Enter Training Hours

Program Start Date	Training	Number of Hours	Status	Reported Date	Document
10/20/2020	ABC Coaching Inc.: Coach Program	60.00	Pending Review	11/14/2021	Document

As you enter the training hours, the percentage bar on the main ACSTH Training tab will automatically be updated.



And you will see a "thumbs up" on the ACSTH Training tab once you have met the required hours.



Mentor Coaching Tab

Applicant Name:

Aileen M. Gordon

Application Type:

ACC ACSTH Application

Status:

Pending Completion

Start Date:

11/12/2020

Submit Date:

Submit Application

Complete Requirements

Submit for Review

Received and Under Review

Additional Information Needed

CKA Exam

Credential Awarded

Please complete all the below unlocked requirements.

Dashboard

ACSTH Training

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Locked

Unlocked

Completed

Under Review

Further Action

Met

Mentor Coaching

To submit your mentor coaching hours, click on the blue “Add Mentor Coach” button below and enter the requested information. Once you have entered and saved your mentor coaching, please click on the “Client Coaching Experience” tab to continue your application.

Applicants for the ACC must complete at least 10 hours of mentor coaching over a minimum of three months. Your mentor coach must be an ACC who has completed a full cycle of the credential through renewal, PCC or MCC in good standing. A minimum of three (3) of the 10 required mentor coaching hours must be one-to-one coaching with a mentor coach. Group coaching may count for a maximum of seven (7) hours toward the mentoring requirement. The group being mentored may not consist of more than 10 participants.

By submitting the following information, you attest that you have obtained consent from each mentor coach listed below to share their name and contact information with the ICF for credentialing purposes.

Status: Pending Completion

Add Mentor Coach

Summary

Unit	Required	Reported	Accepted	Balance	Percentage
Hour	10.00	0.00	0.00	10.00	0.00%

Details

Mentor Coach Name	Mentor Start Date	Mentor End Date	Total Mentor Hours	Status
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When you click on the Mentor Coaching tab, you will see the “Add Mentor Coach” button at the bottom of the screen.

Click this button to enter in your Mentor Coaching information (see next page).

10 hours of Mentor Coaching done over a 3-month period of time or longer must be completed. Your mentor coach must be a PCC or MCC, or an ACC who has renewed their credential at least once.

Mentor Coaching Tab

Add - Experience Detail ✕

Mentor Coach Name:

Required

Mentor Coach Email:

Required

Mentor Start Date:



Required

Mentor End Date:



Required

Total Mentor Hours:

Required

How many of the above hours are group coaching?

Required

Save

Cancel

After clicking on the “Add Mentor Coach” button, a window will appear for you to provide the details of your Mentor Coaching, including the name of Mentor, email of Mentor, date of first mentoring session, date of last mentoring session, total number of mentoring hours, and any hours that were in group mentoring.

When the application is submitted, the mentor coach will receive an email to confirm or challenge the information provided.

Mentor Coaching Tab

Applicant Name: Aileen M. Gordon
Application Type: ACC ACSTH Application
Status: Pending Completion
Start Date: 11/12/2020
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Submit Application

Complete Requirements

Submit for Review

Received and Under Review

Additional Information Needed

CKA Exam

Credential Awarded

Please complete all the below unlocked requirements.

Dashboard



ACSTH Training



Mentor Coaching



Client Coaching Experience



Performance Evaluation



CKA Exam



🔒 Locked ✎ Unlocked 👍 Completed 🔍 Under Review 🚫 Further Action ✅ Met

Mentor Coaching

To submit your mentor coaching hours, click on the blue “Add Mentor Coach” button below and enter the requested information. Once you have entered and saved your mentor coaching, please click on the “Client Coaching Experience” tab to continue your application.

Applicants for the ACC must complete at least 10 hours of mentor coaching over a minimum of three months. Your mentor coach must be an ACC who has completed a full cycle of the credential through renewal, PCC or MCC in good standing. A minimum of three (3) of the 10 required mentor coaching hours must be one-to-one coaching with a mentor coach. Group coaching may count for a maximum of seven (7) hours toward the mentoring requirement. The group being mentored may not consist of more than 10 participants.

By submitting the following information, you attest that you have obtained consent from each mentor coach listed below to share their name and contact information with the ICF for credentialing purposes.

Status: Pending Completion

Add Mentor Coach

Summary

Unit	Required	Reported	Accepted	Balance	Percentage
Hour	10.00	7.00	0.00	10.00	70.00%

Details

Mentor Coach Name	Mentor Start Date	Mentor End Date	Total Mentor Hours	Status
John Doe	07/01/2021	08/31/2021	7.00	

As you enter the mentoring hours, the percentage bar on the main Mentor Coaching tab will automatically be updated.

If you had more than one Mentor Coach, click the “Add Mentor Coach” button to list the next Mentor Coach.

You will see a “thumbs up” on the Mentor Coaching tab once you have met the required hours.

Mentor Coaching



Client Coaching Experience Tab

Applicant Name: Aileen M. Gordon
Application Type: ACC ACSTH Application
Status: Pending Completion
Start Date: 11/12/2020
Submit Date:

Submit Application

Complete Requirements

Submit for Review

Received and Under Review

Additional Information Needed

CKA Exam

Credential Awarded

Please complete all the below unlocked requirements.

Dashboard



ACSTH Training



Mentor Coaching



Client Coaching Experience



Performance Evaluation



CKA Exam



Locked Unlocked Completed Under Review Further Action Met

Client Coaching Experience

Applicants for the ICF ACC credential are required to have a minimum of 100 hours of client coaching experience with at least eight (8) clients following the start of coach training. Of the total 100 hours required, at least 75 hours must be paid coaching experience, and at least 25 hours must occur within the 18 months prior to submitting your application for credential. Please complete the following statement of attestation to affirm your client coaching experience. For more information, please visit <https://coachingfederation.org/experience-requirements>.

Applicants may be selected at random for audit of their client coaching experience hours. Those who provide inaccurate or fraudulent information in their ICF credential application are subject to denial and/or revocation of the ICF credential and may be prohibited from reapplying for a period of five (5) years.

By checking the box by each statement, you are indicating this is a true statement. At the bottom of this page please enter the total number of client coaching experience hours delivered since the start of your coach-specific training as of the application submission date. Please note that the ICF reserves the right to audit your client coaching experience.

Once you have completed this section, please click on the "Performance Evaluation - Audio" tab to continue your application.

Status: Pending Completion

Attest to Requirements

When you click on the Client Coaching Experience tab, you will see a series of statements to which you will attest meeting all ACC coaching experience requirements.

Applicants must demonstrate a minimum of 100 hours of client coaching experience with at least 8 clients following the start of coach-specific training.

At least 75 of these hours must be paid coaching, and at least 25 must have been completed within the 18 months prior to the application submission date.

Client Coaching Experience Tab

Attest to Requirements

Attest to Requirements
I attest that I meet the requirements for client coaching experience under the ICF Associate Certified Coach credential. I have read the eligibility criteria for coaching experience under the ICF credentialing process and attest that the information provided in this statement is accurate, true and complete. I understand that any misstatement of information provided in the application materials or this Statement of Attestation would be a violation of the ICF Code of Ethics and would be sufficient cause for sanction by the ICF, including the loss of ICF membership or denial and/or revocation of an ICF credential.

☒

100 Client Coaching Hours
I have delivered at least 100 client coaching hours since the start of my coach-specific training.

☒

70 Paid Client Coaching Hours
At least 70 hours of my client coaching hours were delivered as paid coaching hours. Paid hours may include coaching for which compensation in any amount was received, either financial or bartering of goods and services, including coaching in exchange for coaching. (* Please note, in response to the COVID-19 crisis, we have temporarily increased the proportion of eligible pro bono coaching hours for coaches who apply for the ACC by December 31, 2020. Beginning January 1, 2021, ACC applicants will once again be required to document at least 75 hours of paid coaching experience.)

☒

Client Coaching Hours were delivered to Client
The client coaching hours reported in this application were delivered for actual coaching with a client who hired me as a coach and in no other capacity. None of the reported client coaching hours were delivered as part of a training program, mentor coaching or coaching supervision.

☒

Coaching Delivered to 8 Clients
I have delivered coaching services to at least eight (8) clients since the start of my coach-specific training. Coaching may be delivered to individual clients or to multiple clients via group coaching. When providing group coaching, the total number of clients in a group may not exceed 15.

☒

Delivered 25 within 24 months
I have delivered at least 25 hours of coaching within 24 months prior to the submission of my application for an ICF credential. (* Please note, in response to the COVID-19 crisis, we have temporarily extended the recency requirement for coaches who apply for the ACC by December 31, 2020, from 18 to 24 months. On January 1, 2021, the recency requirement will return to 18 months.)

☒

Client Coaching Hours Log
I have and maintain a detailed client coaching log to track and document my client coaching experience. Each individual listed on the client log has consented to having their name, contact information, start and end dates of the coaching relationship, and the number of paid and pro bono hours of coaching provided on the coaching client log, in accordance with all applicable laws and the ICF Code of Ethics. Any group coaching hours I have delivered are noted separately in the log, and include client information of one individual in the group, start and end dates of the coaching group, the number of paid and pro bono hours of coaching provided to the group, and the total number of individuals in the group.

☒

ICF's right to audit Client Coaching Hours
I understand that ICF reserves the right to audit my client coaching experience, which may include reviewing my client log, as indicated in this statement of attestation. I understand that credential applicants who fail to complete the audit process to verify client coaching experience or who provide inaccurate or fraudulent information about client coaching experience are subject to the denial and/or revocation of an ICF credential and may be prohibited from reapplying for an ICF credential for a period of five (5) years.

☒

Please enter the total number of Client Coaching Hours you have completed below. By signing your name you are attesting that all information provided on this form is correct.

First Name:

Last Name:

Total Hours:

For each experience requirement listed, place a checkmark in the box (by clicking in the box) attesting you meet the requirement.

You will then enter in your name and total hours of client coaching experience at the bottom of the page and hit "Save."

Once saved the Client Coaching Experience tab will have a checkmark.

Client Coaching Experience



Performance Evaluation Tab

Complete Requirements

Submit for Review

Received and Under Review

Additional Information Needed

CKA Exam

Credential Awarded

Please complete all the below unlocked requirements.

Dashboard

ACSTH Training

Mentor Coaching

Client Coaching Experience

Performance Evaluation

CKA Exam

Locked

Unlocked

Completed

Under Review

Further Action

Met

Performance Evaluation

As part of your ICF ACC Credential application, you are required to submit one recording of a coaching session (accompanied by a transcript) for review by trained ICF assessors.

The audio recording of your coaching session and accompanying transcript will be reviewed only by ICF staff and assessors for the sole purpose of assessing the quality of your coaching. The information will be kept confidential. The ICF will securely delete your recording and transcript files six months following the completion of your credential application review.

Learn more about performance evaluations for ICF Credentialing by visiting <https://coachingfederation.org/performance-evaluations>. Please upload an audio recording of an actual coaching session between you and a client according to the following guidelines. To upload a recording, please click on the blue "Upload" button below.

“

- Of a complete coaching session (not edited) lasting between 20 and 60 minutes. Those that exceed 60-minutes will not be scored.
- From an actual coaching session between you and a paid or pro bono client (not part of coach training). The client may not be a coach unless they are a regular client.
- In one part. Multiple files for one coaching session will not be reviewed.
- In MP3 or WMA formats. Video files and other formats will not be accepted.
- 95 megabytes or less. Use a lower bit rate to decrease file size, if needed.
- Labeled/named with your name and a number, i.e., JoeSmith1.mp3 and JoeSmith2.mp3.
- Please be sure there are no special characters in your document name (ie. ? / \ | ! @ # = \$ % +)

Once you have uploaded and saved your recording, please click on the "Performance Evaluation – Transcript" tab above to continue your application.

Status: Pending Completion

Upload

Documents

Document	Document Code	Uploaded
No documents on file.		

When you click on the Performance Evaluation tab, you will be able to upload a recording of a client coaching session along with a written transcript of the recording.

The session recording must be between 20 and 60 minutes, with an actual regular client of yours. The file type must be an audio only type – mp3, wma, mp4, or m4a.

The transcript must be verbatim – what is spoken in the recording should be written in the transcript. The transcript should indicate who is speaking at all times (client/coach) with time stamps at every change of speaker, and submitted as a Word Document.

Click on the "Upload" button to upload your recording and transcript.

Performance Evaluation Tab

Edit - AGS Credential Requirement

Please upload audio file:

No file chosen

Please upload transcript file:

No file chosen

Please select the language used in your performance evaluation recording. If your language is not listed, you may submit recordings in that language for review but an English transcript must be provided. Use of an interpreter is not permitted.

Required

☐

By checking this box, I affirm that I have been granted explicit permission by my client to submit this recording of our coaching session to be reviewed only by ICF staff and performance evaluation assessors for the purposes of assessing the quality and methods of my coaching. I further affirm that I have this permission in writing from my client and can make this documentation available to ICF on request. I understand that submitting a recording without the permission of my client is a violation of the ICF Code of Ethics and may result in the denial of an ICF credential and/or other disciplinary actions.

After clicking on the “Upload” button, a window will appear for you to add your recording and transcript to your application.

You will choose the language in which the session is held. If it is not in one of the languages listed, you will need to ALSO provide a transcript translated to English.

In addition, you will need to affirm that you have written permission from the client to be recorded and to have the recording submitted to ICF for credentialing purposes.

**For a current list of languages in which a performance evaluation can be submitted without an English transcript, please visit:*
<https://coachingfederation.org/performance-evaluations>

Please upload audio file:

Aileen1audio.m4a

Please upload transcript file:

Aileen1 transcript.docx

Please select the language used in your performance evaluation recording. If your language is not listed, you may submit recordings in that language for review but an English transcript must be provided. Use of an interpreter is not permitted.

Required

Please indicate what language your recording is in:

Please upload an English transcript of this recording:

No file chosen

☐

By checking this box, I affirm that I have been granted explicit permission by my client to submit this recording of our coaching session to be reviewed only by ICF staff and performance evaluation assessors for the purposes of assessing the quality and methods of my coaching. I further affirm that I have this permission in writing from my client and can make this documentation available to ICF on request. I understand that submitting a recording without the permission of my client is a violation of the ICF Code of Ethics and may result in the denial of an ICF credential and/or other disciplinary actions.

Performance Evaluation Tab

Complete Requirements

Submit for Review

Received and Under Review

Additional Information Needed

CKA Exam

Credential Awarded

Please complete all the below unlocked requirements.

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CKA Exam

Locked

Unlocked

Completed

Under Review

Further Action

Met

Once your recording and transcript files have been uploaded, you will see a thumbs up on the Performance Evaluation tab.

Performance Evaluation

Exam Tab

Complete Requirements

Submit for Review

Received and Under Review

Additional Information Needed

CKA Exam

Credential Awarded

Please complete all the below unlocked requirements.

Dashboard

ACSTH Training

Mentor Coaching

Client Coaching Experience

Performance Evaluation

CKA Exam

Locked

Unlocked

Completed

Under Review

Further Action

Met

CKA Exam

All credential applicants must complete a Coach Knowledge Assessment (CKA) consisting of multiple-choice questions. You will receive an invitation to complete the CKA once your application review is complete. The invitation will come via email with further instructions on completing the CKA.

Status: All Application Requirements Needed

Exam Results

Exam	TakeDate	Result
No exams on file.		

The Exam tab will remain with a “Locked” icon until such time as you have taken the Exam.

You will be sent information on taking the Exam once the review of your application has been completed and all is in order.

NOTE: In 2022, the CKA Exam will be replaced by the updated Credentialing Exam.

Application Submission

Applicant Name: Aileen M. Gordon
Application Type: ACC ACSTH Application
Status: Pending Completion
Start Date: 11/12/2020
Submit Date:

Submit Application

Complete Requirements Submit for Review Received and Under Review Additional Information Needed CKA Exam Credential Awarded

Using the button above, please submit your ACC ACTP Application and payment for ICF Review.

NOTE: You will see an option for installment payments when going through the submission process, this is not required. If you wish to pay in full simply skip this field. If an installment option is selected your application's review will not begin until the fee has been paid in full.

Dashboard ACSTH Training Mentor Coaching Client Coaching Experience Performance Evaluation CKA Exam

Locked Unlocked Completed Under Review Further Action Met

Please review the requirements for this credential application listed below. Select any tab to begin completing the application. Once you've completed each required element, you will be able to submit the application and pay the application fee.

Once your training, client coaching hours, mentor coaching, and performance evaluation files have been entered, the "Submit Application" button at the top of the application will become available.

Click on it to submit and pay for your application. Once the application has been paid in full, it will be placed in line to be reviewed.

NOTE: You will see an option for installment payments when going through the submission process – this is not required. If you wish to pay in full, simply skip this field.

If an installment option is selected the application's review **will not begin** until the fee has been paid in full.

Application Submission

ICF Application Submission

| [Terms and Conditions](#)

I understand that the application fee is non-refundable once submitted. In the event of a medical emergency, we will consider a refund minus a \$50 administrative fee.

To my knowledge I have no pending Ethical Conduct Review (ECR) complaints against my persons, further I am not currently under or subject to investigation, sanctions or remedial action by ICF for a violation of the ICF Code of Ethics. I have read, acknowledge and agree to abide by the ICF Code of Ethics.

As the applicant, it is my responsibility to communicate and validate my qualifications to clearly show that I meet or exceed each of the requirements appropriate for the Credential for which I am applying.

I give permission for ICF to verify my experience and documentation. I understand that ICF will keep all information confidential.

I release any individual from any previous bond of confidentiality, whether explicit or implied, for the purpose of validating my qualifications for an ICF awarded Credential.

I acknowledge that ICF Credential designations are valid for a 3-year period, at which time it is renewable provided I meet the renewal requirements.

I authorize the ICF to share my name and contact information with a third-party test provider for purposes of administering the Coach Knowledge Assessment.

If awarded an ICF credential, I authorize the ICF to share my name, current city and country, and credential status to the public for verification purposes.

☐ I Agree

Required

Cancel

Next

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.

And then click “Next” to proceed to the next page.

Application Submission

ICF Application Submission

| [Code Of Ethics](#)

Code of Ethics

I have read and agree to adhere to the Code of Ethics and the Ethical Conduct Review Process

- ☐ As an ICF Professional, in accordance with the Standards of the ICF Code of Ethics, I acknowledge and agree to fulfill my ethical and legal obligations to my coaching Client(s), Sponsor(s), colleagues and to the public at large.
- ☐ If I breach any part of the ICF Code of Ethics, I agree that the ICF in its sole discretion may hold me accountable for so doing.
- ☐ I further agree that my accountability to the ICF for any breach may include sanctions, such as mandatory additional coach training or other education or loss of my ICF Membership and/or my ICF Credentials.

ICF CODE OF ETHICS

The ICF Code of Ethics is composed of five Main Parts:

1. INTRODUCTION
2. KEY DEFINITIONS
3. ICF CORE VALUES AND ETHICAL PRINCIPLES
4. ETHICAL STANDARDS
5. PLEDGE
1. INTRODUCTION

Cancel

Next

In addition, you will need to read and agree to the Code of Ethics and the Ethical Conduct Review Process.

Once you have marked your agreement, click “Next.”

Application Submission

ICF Application Submission

| [Release of Information for Research & Training](#)

Please indicate below your permission for ICF to use the data provided in this application anonymously for research and training purposes. Pursuant to the ICF Privacy Policy, ICF will not sell, trade or transfer an individual's personal information to any third party or entity.

- ☐ Yes, I grant ICF permission to use the data contained in this application anonymously for research and training purposes. I understand that ICF will not sell, trade or transfer this information to any third party or entity.
- ☐ No, I do not grant ICF permission to use the data contained in this application anonymously for research and training purposes.

Cancel

Next

As part of the submission process, consent will be requested to allow the data provided in your application to be used anonymously 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.

Once you have made your selection, click “Next” to be taken to the payment pages.

Application Submission

ICF Application Submission

| [Add Application Fee](#)

[Add to Cart](#)

Product Name: ACC ACSTH Application - Member

Price: 300.00

Quantity: 1.0000

[Checkout](#)

The final step of your application process is to pay for your application.

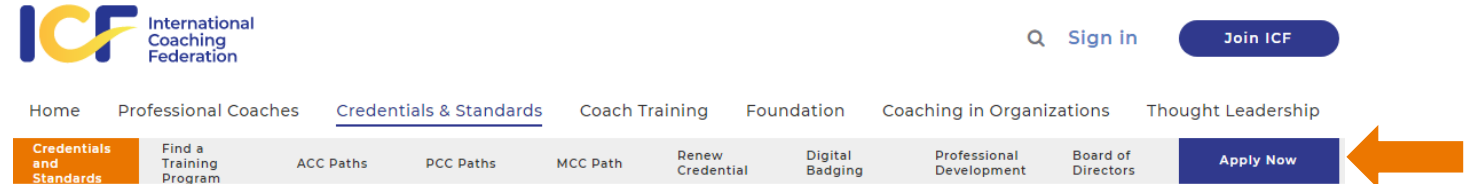
You will need to click “Checkout” to begin this process.

Note: In 2022 application fees will be changing. Showing on this page is the 2021 price.

If you have any problems submitting your payment, please contact us at support@coachingfederation.org or through the chat feature on the ICF Credential & Standards page of the website (available M-F 9 am – 4 pm Eastern/New York Time).

How to Create Your Application

When you are ready to apply for your credential, you will need to click on "Credentials & Standards" in the menu bar and then on the "Apply Now" button on the resulting gray navigation bar.



You will need to complete the short credentialing survey to get you to the right level and application type.

CREDENTIAL PATH SURVEY

The form below requires Javascript to be enabled in your browser. Additionally, please check to make sure that you do not have a third party browser extension enabled that might block Javascript. If you do not see the form and are unsure how to enable Javascript, please refer to [these instructions](#).

You may take the survey to determine your eligibility without having to actually apply for a credential.

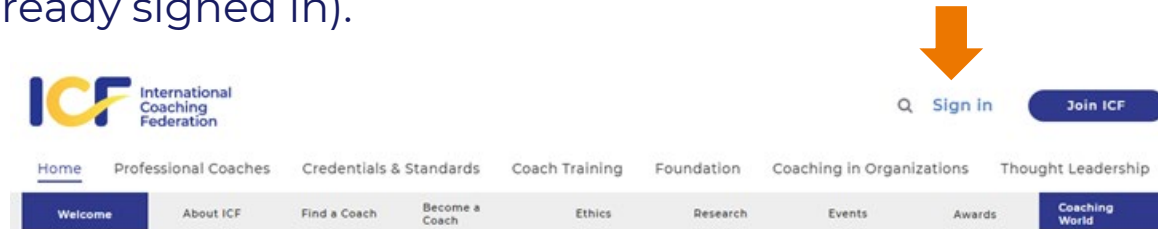


Please select what type(s) of training you have completed: *

Here is the direct link to the survey:
<https://coachingfederation.org/credential-path-survey>

How to Find Your Application

Once your application has been created it will be attached to your ICF record. To access it again, sign into the website (or click on your name, if already signed in).



Enter in your email address
as your Username. →

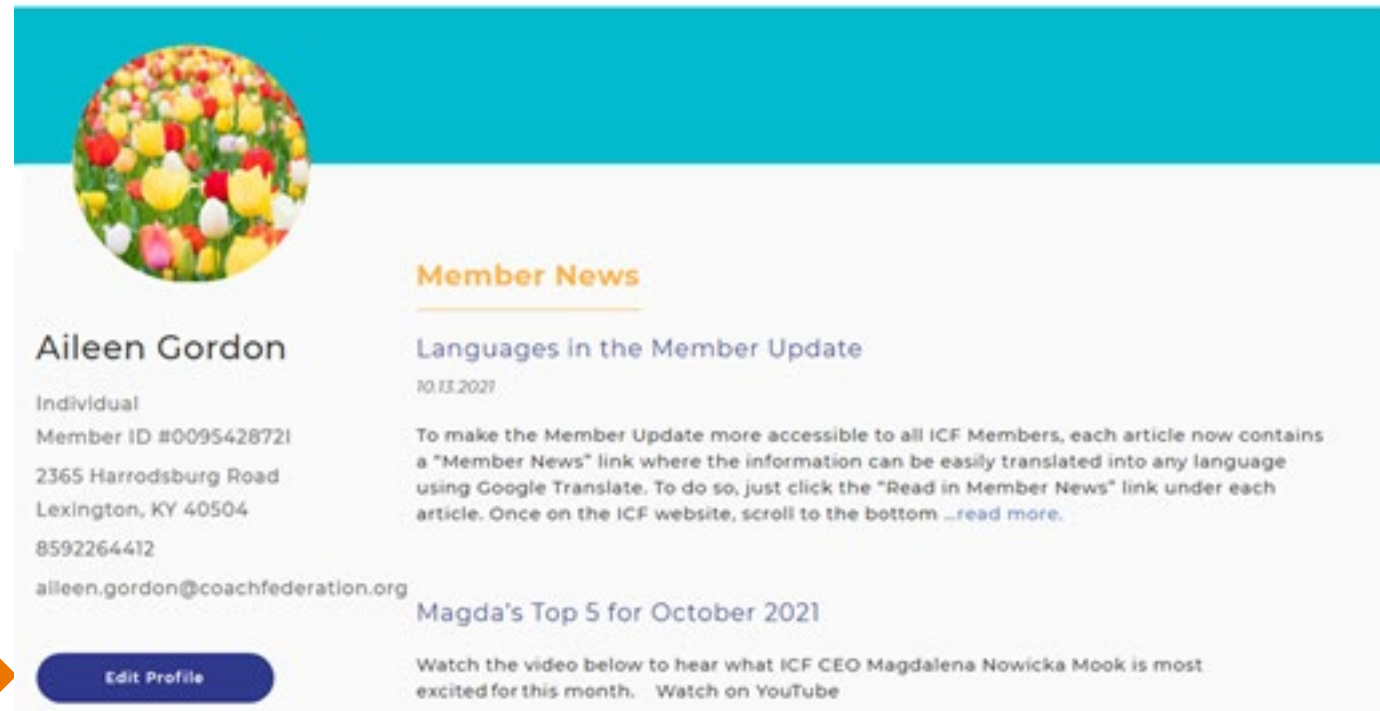
Enter in your password. →

Click on “Log In.” →

If you have forgotten your
password, use this link to reset it. →

The image shows a login and registration form for the ICF website. It has a dark blue header with the ICF logo and a close button. The form contains fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Log In' button. Below the login section is a link for 'Forgot username or password? Click here'. At the bottom, there is a section for 'Not a member?' with a sign-up prompt and a 'Learn more' link.

How to Find Your Application



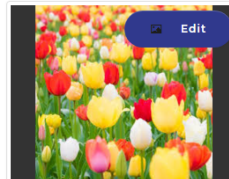
Click on
"Edit Profile"
to access your
profile page.

How to Find Your Application

My Profile

Go Back

Association: ICF / Membership Type: Staff / Expires: 3/31/2022



Lexington, KY 40504

859.226.4412

aileen.gordon@coachfederation.org

Edit Contact Info

Member Info



Aileen M. Gordon
International Coaching Federation

2365 Harrodsburg Road
Suite A325
Lexington, KY, 40504
UNITED STATES

Edit Demographics

My Account Links

My Invoices
My Membership
My Events
My Downloads
My Donations
My Chapter Affiliation
Privacy and Contact Preferences
Change My Password
Membership Certificate
My Regional Support Team

My Recent Invoice

Invoice	Invoice Date	Total	Payment	Balance Due
1773424	04/01/2021	\$35.00	\$35.00	\$0.00
1485375	04/01/2021	\$245.00	\$245.00	\$0.00
1485578	05/12/2020	\$259.58	\$259.58	\$0.00

View All Invoices

My Applications

Credential	Application Type	Submit Date	Status
ACC	ACCACSTHApp		Pending Completion

Continue Application

The application will be found towards the bottom of your profile page.

Click on the “Continue Application” link to access your application.





Credentialing Support

ONLINE CHAT: coachingfederation.org
available 9 am – 4 pm Eastern (New York) M-F

PHONE: 1-888-423-3131

EMAIL: support@coachingfederation.org