



Credentials
and Standards

ACC ACTP Sample Application

Revised October 2021

ACC ACTP Application Dashboard

Applicant Name: Aileen M. Gordon
Application Type: ACC ACTP Application [Submit Application](#)
Status: Pending Completion
Start Date: 11/12/2020
Submit Date:

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

Please complete all the below unlocked requirements.

Dashboard | ACTP Training | Client Coaching Experience | 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
ACTP Training To be eligible for the Associate Certified Coach (ACC) credential via the ACTP application pathway, you must provide a certificate of completion of a full accredited coaching training program (ACTP).	Pending Completion
Client Coaching Experience Applicants for the ACC credential must demonstrate a minimum of 100 hours of client coaching experience with at least eight (8) clients following the start of coach-specific training.	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-ACTP 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.

ACTP Training Tab

Applicant Name: Aileen M. Gordon
Application Type: ACC ACTP 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 | **ACTP Training** | Client Coaching Experience | CKA Exam

Locked | Unlocked | Completed | Under Review | Further Action | Met

ACTP Training
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-ACTP application pathway, you must provide a certificate of completion of a full accredited coaching training program (ACTP). 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 "Experience" tab to continue.

Status: Pending Completion

Training Summary v1.1

Required	Reported	Accepted	Balance	Percentage
125.00	0.00	0.00	125.00	0.00%

Training Reported

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

[Enter Training Hours](#)

When you click on the ACTP 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.

ACTP 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:
 No file chosen

After clicking on the “Enter Coach 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>

ACTP Training Tab

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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 ACTP Training Client Coaching Experience CKA Exam

Locked Unlocked Completed Under Review Further Action Met

ACTP Training

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-ACTP application pathway, you must provide a certificate of completion of a full accredited coaching training program (ACTP). 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 "Experience" tab to continue.

Status: Pending Submission

Training Summary v1.1

Required	Reported	Accepted	Balance	Percentage
125.00	125.00	0.00	125.00	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	125.00	Pending Review	10/20/2021	Document  

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



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

ACTP Training 

Client Coaching Experience Tab

Applicant Name: Aileen M. Gordon
Application Type: ACC ACTP 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 | ACTP Training | **Client Coaching Experience** | 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 the page after the statements, 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 blue "Submit Application" button above to submit your application for ICF to review.

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 of the 100 hours 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:







Save

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."


Client Coaching Experience Tab

Dashboard  ACTP Training  Client Coaching Experience  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 Coaching Experience hours have been saved, you will see a check on the Client Coaching tab.

Client Coaching Experience 

Exam Tab

The screenshot shows a navigation bar with the following items: Dashboard (home icon), ACTP Training (refresh icon), Client Coaching Experience (checkmark icon), and CKA Exam (locked padlock icon). Below the navigation bar is a status bar with icons and labels: Locked (padlock), Unlocked (key), Completed (checkmark), Under Review (magnifying glass), Further Action (red dot), and Met (checkmark). The main content area is titled 'CKA Exam' and contains the following text: '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.' Below this is a 'Status: Submit Your Credential Application' section. At the bottom, there is an 'Exam Results' table with columns for 'Exam', 'TakeDate', and 'Result'. The table content is '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 ACTP Application
Status: Pending Submission
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 | ACTP Training | Client Coaching Experience | 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 the training and client coaching hours have been entered, the "Submit Application" button at the top of the application will become available.

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

NOTE: *There is an option for installment payments when going through the submission process – this is not required. 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 ACTP Application - Member

Price: 100.00

Quantity: 1.0000

Checkout

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

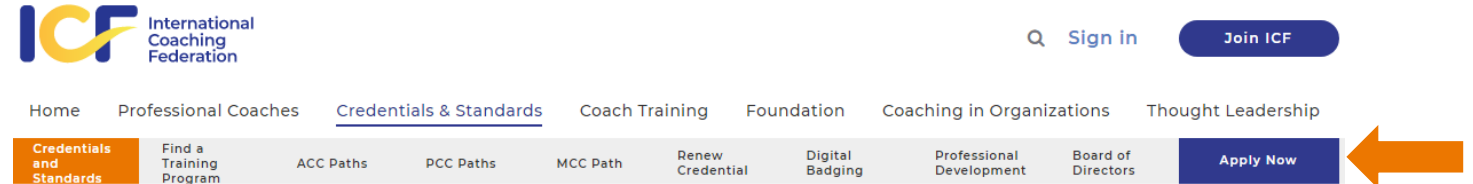
You will need to click “Checkout” to begin this process.

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.

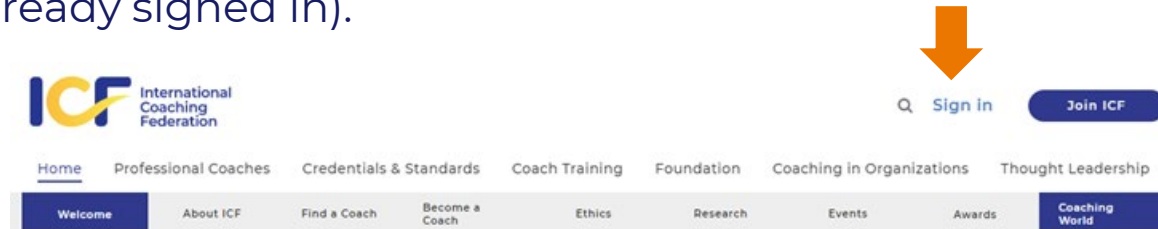


Please select what type(s) of training you have completed: *

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. 

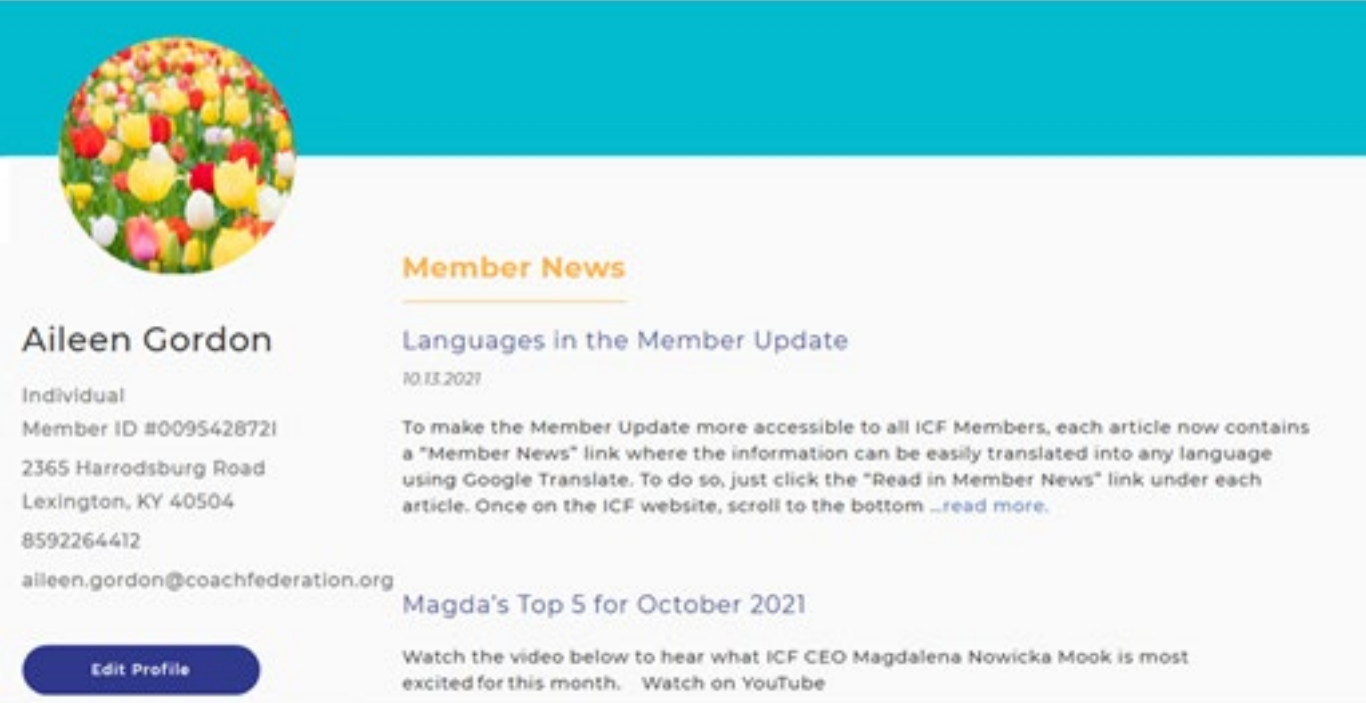
Enter in your password. 

Click on "Log In." 

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

A screenshot of the ICF login form. It features the ICF logo at the top left and a close button at the top right. The form has three input fields: 'Username', 'Password', and a checked 'Remember Me' checkbox. Below these is a 'Log In' button. At the bottom, there is a link for 'Forgot username or password? Click here' and a section for 'Not a member?' with a 'Learn more' link.

How to Find Your Application



Aileen Gordon
Individual
Member ID #0095428721
2365 Harrodsburg Road
Lexington, KY 40504
8592264412
aileen.gordon@coachfederation.org

Member News

Languages in the Member Update
10.13.2021

To make the Member Update more accessible to all ICF Members, each article now contains a "Member News" link where the information can be easily translated into any language using Google Translate. To do so, just click the "Read in Member News" link under each article. Once on the ICF website, scroll to the bottom ...[read more](#).

Magda's Top 5 for October 2021

Watch the video below to hear what ICF CEO Magdalena Nowicka Mook is most excited for this month. [Watch on YouTube](#)

[Edit Profile](#)

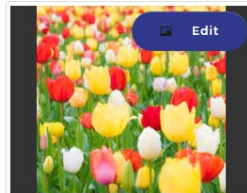
Click on
"Edit Profile"
to access your
profile page.

How to Find Your Application

My Profile

Go Back

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



Edit

Lexington, KY 40504

859.226.4412

aileen.gordon@coachfederation.org

Edit Contact Info

Member Info

Edit

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	ACCACTPApp		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