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.
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

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
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 Tab

#### 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-CTP 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](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.

### Training Summary v1.1

<table>
<thead>
<tr>
<th>Status</th>
<th>Required</th>
<th>Reported</th>
<th>Accepted</th>
<th>Balance</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Submission</td>
<td>125.00</td>
<td>125.00</td>
<td>0.00</td>
<td>125.00</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**Training Reported**

<table>
<thead>
<tr>
<th>Program Start Date</th>
<th>Training</th>
<th>Number of Hours</th>
<th>Status</th>
<th>Reported Date</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/26/2020</td>
<td>ABC Coaching Inc.</td>
<td>125.00</td>
<td>Pending Review</td>
<td>10/20/2021</td>
<td>Document</td>
</tr>
</tbody>
</table>
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.
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 your Coaching Experience hours have been saved, you will see a check on the Client Coaching tab.
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.
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

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 me, 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.

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.
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.”
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.
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.

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.
How to Find Your Application

Click on “Edit Profile” to access your profile page.
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