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

To begin the ACC-Portfolio 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 Portfolio Training tab, you will see the “Enter Training Hours” button at the bottom of the screen.

Click this button to enter in your training program information (see next page).

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

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?” *

* Learn more about the start of coach training [https://coachingfederation.org/experience-requirements](https://coachingfederation.org/experience-requirements)
If you had more than one Training Program, click the “Enter Training Hours” button to enter in the next Training.

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

And you will see a “thumbs up” on the Portfolio Training tab once you have met the required hours.
When you click on the Training Documentation tab, you will be able to upload a Training Certificate or letter of completion for each program you entered in the Portfolio Training tab.

For any non-ICF programs, you will need to complete the Verification of Training form.

To upload your Training Certificates, use the “Upload” button at the bottom of the screen (see next page).
After clicking on the “Upload” button, a window will appear for you to upload your Training Certificate.
If you had more than one Training Program, click the “Upload” button to enter in the next Training Certificate or letter of completion.

A “thumbs up” on the Training Documentation tab will appear once you have uploaded the certificate(s).
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

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

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

Once the 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 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 my person(s), 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, 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.
Application Submission

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.

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Member News
Languages in the Member Update
10.11.2021

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
How to Find Your 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