# ICF
## Credentials and Standards

# MCC Sample Application

*Revised October 2021*

# MCC Portfolio Application Dashboard

| | |
|---|---|
| **Applicant Name:** | Aileen M. Gordon |
| **Application Type:** | MCC Application |
| **Status:** | Pending Completion |
| **Start Date:** | 12/30/2021 |
| **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 🏠 | MCC Training ✏ | Training Documentation ✏ | Mentor Coaching ✏ | Client Coaching Experience ✏ |
|---|---|---|---|---|
| Performance Evaluation - 1 ✏ | Performance Evaluation - 2 ✏ | 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 |
|---|---|
| **MCC Training (200 Hours)**<br>To be eligible for the Master Certified Coach (MCC) credential, you must document completion of at least 200 hours of coach-specific training. | Pending Completion |
| **Training Documentation**<br>For any training programs that are not approved by ICF as ACTP, ACSTH, or CCE training, you are required to submit supplementary documentation and complete a Verification of Training form (A sample Verification of Training form can be downloaded here). | Pending Completion |
| **Mentor Coaching**<br>Applicants for the MCC must complete at least 10 hours of mentor coaching over a minimum of three months. Your mentor coach must be an MCC in good standing. | Pending Completion |
| **Client Coaching Experience**<br>Applicants for the ICF MCC credential are required to have a minimum of 2,500 hours of client coaching experience with at least 35 clients following the start of coach training. | Pending Completion |
| **Performance Evaluation - 1**<br>As part of your ICF MCC Credential application, you are required to submit two audio recordings of coaching sessions (each accompanied by a transcript) for review by trained ICF assessors. | Pending Completion |
| **Performance Evaluation - 2**<br>As part of your ICF MCC Credential application, you are required to submit two recordings of coaching sessions (each accompanied by a transcript) for review by trained ICF assessors. | Pending Completion |
| **CKA Exam**<br>Take the Coach Knowledge Assessment (CKA) test. 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 MCC 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.

# MCC Training Tab



When you click on the MCC 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 report your coach training hours, the percentage of required training hours reported will automatically update.

# MCC Training Tab

## Add – ICF Self Report Credit Applicati... ✖

### 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?

☐

status:

**Save** Cancel

After clicking on the "Enter Coach Training Hours" button, a window will appear for you to provide the details of your coach-specific training hours, 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*

# MCC 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 🏠 | MCC Training 👍 | Training Documentation ✏ | Mentor Coaching ✏ | Client Coaching Experience ✏ |

| Performance Evaluation - 1 ✏ | Performance Evaluation - 2 ✏ | CKA Exam 🔒 |

🔒 Locked   ✏ Unlocked   👍 Completed   🔍 Under Review   ❗ Further Action   ✔ Met

**MCC Training (200 Hours)**
For each coach training program you have completed, please enter the training organization name, program name, total training hours completed and program start date, then click "Save."

To be eligible for the MCC, you must document completion of at least 200 hours of coach-specific training with robust documentation. This training may come from ICF approved providers (ACSTH, ACTP and/or CCE) or from providers that have not been approved in advance by the ICF.

Of the 200 hours required, at least 160 of the hours must be:

- Student contact hours – clock hours spent in synchronous (real-time) interactions between faculty and students. This may include time spent in direct instruction (voice-to-voice or in-person training), real-time discussions, observation and feedback of practice coaching sessions, and mentoring students.

- Coach-specific training developed and delivered based on the ICF Core Competencies (all 11 ICF Core Competencies must be covered).

Of the 200 hours required, no more than 40 of the hours may be:

- Homework/Independent Study – clock hours spent outside of real-time interaction between faculty and students (asynchronous). These may include outside reading, writing, research, journaling, and various other activities that may occur outside of the synchronous setting. All asynchronous hours must be part of the training program and require some method of validating that the activity was completed by the student.

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.

You will upload your certificate and any required supplementary documentation for each training program you entered on the next tab, labeled "Training Documentation." Once you have entered all of your coach training, please click on the "Training Documentation" tab to continue your application.

**Status: Pending Submission**
Training Summary v1.1

| Required | Reported | Accepted | Balance | Percentage |
|----------|----------|----------|---------|------------|
| 200.00 | 237.50 | 0.00 | 200.00 | 100% |

Training Reported

**Enter Training Hours**

| Program Start Date | Training | Number of Hours | Status | Reported Date | Document | | |
|--------------------|----------|-----------------|--------|---------------|----------|--|--|
| 11/07/2014 | ABC Coaching Inc.: Coach Progam | 125.00 | Pending Review | 12/30/2021 | No Document Uploaded. | ✏ | ✖ |
| 09/26/2019 | MNO Coach Training: MNO coach program | 62.50 | Pending Review | 12/30/2021 | No Document Uploaded. | ✏ | ✖ |
| 06/21/2018 | XYZ Coaching Co.: Coach Training | 50.00 | Pending Review | 12/30/2021 | No Document Uploaded. | ✏ | ✖ |

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

Percentage
100.00%

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

**Portfolio Training** ✏

# Training Documentation Tab

Please complete all the below unlocked requirements.

| Dashboard 🏠 | MCC Training 👍 | **Training Documentation** ✏️ | Mentor Coaching ✏️ | Client Coaching Experience ✏️ |
| Performance Evaluation - 1 ✏️ | Performance Evaluation - 2 ✏️ | CKA Exam 🔒 | | |

🔒 Locked   ✏️ Unlocked   👍 Completed   🔍 Under Review   ❗ Further Action   ✔️ Met

**Training Documentation**

For each training program entered on the previous tab, please upload a certificate or letter from the training organization indicating the name of the program, dates of attendance, and total coach-specific training hours completed.

**Once you have submitted your training certificates and required supplementary documentation, please click on the "Mentor Coaching" tab to continue your application.** For any training programs that are not approved by ICF as ACTP, ACSTH, or CCE training, you are required to upload curriculum documents that provide a summary of the content and how it was delivered, by completing a Verification of Training form, which can be accessed here. ICF Staff will not review your Verification of Training Form until your full credential application has been submitted for review.

Documentation required for any non-approved coach training must include:

> ○ Proof of completion in the form of a certificate or signed letter issued by the program indicating the name of the program, dates of attendance, and total hours completed.
>
> ○ The hours of content that are delivered in a synchronous setting and asynchronously. Note that 80% of all instruction must be synchronous, allowing the opportunity for real-time interaction between instructors and students.
>
> ○ A completed Verification of Training form that demonstrates completed training was comprehensive and included a definition of coaching, code of ethics and was related to the ICF Core Competencies. The training received should be organized in a way that encouraged the growth of the coach.
>
> ○ A concise class outline or syllabus that summarizes the names of classes/modules and the time allowed for presentation.
>
> ○ Student materials, which may include a student or instructors' manual, handouts, power points, or any other documentation that clearly illustrates the detailed curriculum.
>
> ○ Please be sure there are no special characters in your document name (ie. ? / | \ ! @ # = $ % +)

**Status:** Pending Completion   [Upload]

Documents

| Document | Document Code | Uploaded |
|---|---|---|
| No documents on file. | | |

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).

# Training Documentation Tab

**Edit – AGS Credential Requirement** ✖

Choose File | No file chosen ⟵ After clicking on the "Upload" button, a window will appear for you to upload a Training Certificate or letter of completion.

Save Cancel

# Training Documentation Tab

Please complete all the below unlocked requirements.

| Dashboard 🏠 | MCC Training 👍 | **Training Documentation** 👍 | Mentor Coaching ✎ | Client Coaching Experience ✎ |
| Performance Evaluation - 1 ✎ | Performance Evaluation - 2 ✎ | CKA Exam 🔒 | | |

🔒 Locked ✎ Unlocked 👍 Completed 🔍 Under Review ❗ Further Action ✓ Met

**Training Documentation**
For each training program entered on the previous tab, please upload a certificate or letter from the training organization indicating the name of the program, dates of attendance, and total coach-specific training hours completed.

Once you have submitted your training certificates and required supplementary documentation, please click on the "Mentor Coaching" tab to continue your application. For any training programs that are not approved by ICF as ACTP, ACSTH, or CCE training, you are required to upload curriculum documents that provide a summary of the content and how it was delivered, by completing a Verification of Training form, which can be accessed here. ICF Staff will not review your Verification of Training Form until your full credential application has been submitted for review.

Documentation required for any non-approved coach training must include:

" Proof of completion in the form of a certificate or signed letter issued by the program indicating the name of the program, dates of attendance, and total hours completed.

○ The hours of content that are delivered in a synchronous setting and asynchronously. Note that 80% of all instruction must be synchronous, allowing the opportunity for real-time interaction between instructors and students.

○ A completed Verification of Training form that demonstrates completed training was comprehensive and included a definition of coaching, code of ethics and was related to the ICF Core Competencies. The training received should be organized in a way that encouraged the growth of the coach.

○ A concise class outline or syllabus that summarizes the names of classes/modules and the time allowed for presentation.

○ Student materials, which may include a student or instructors' manual, handouts, power points, or any other documentation that clearly illustrates the detailed curriculum.

○ Please be sure there are no special characters in your document name (ie. ? / | \ ! @ # = $ % +)

**Status:** Pending Submission                    **Upload**

Documents

| Document | Document Code | Uploaded | |
|---|---|---|---|
| MNO | 9542872-MCCTrain-3 | 12/30/2021 | ✕ |
| XYZ Cert | 9542872-MCCTrain-2 | 12/30/2021 | ✕ |
| ABC Cert | 9542872-MCCTrain-1 | 12/30/2021 | ✕ |

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 document(s).

**Training Documentation** 👍

# Mentor Coaching Tab



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 an MCC, and the hours may not have been used towards a previous credential.

# 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.
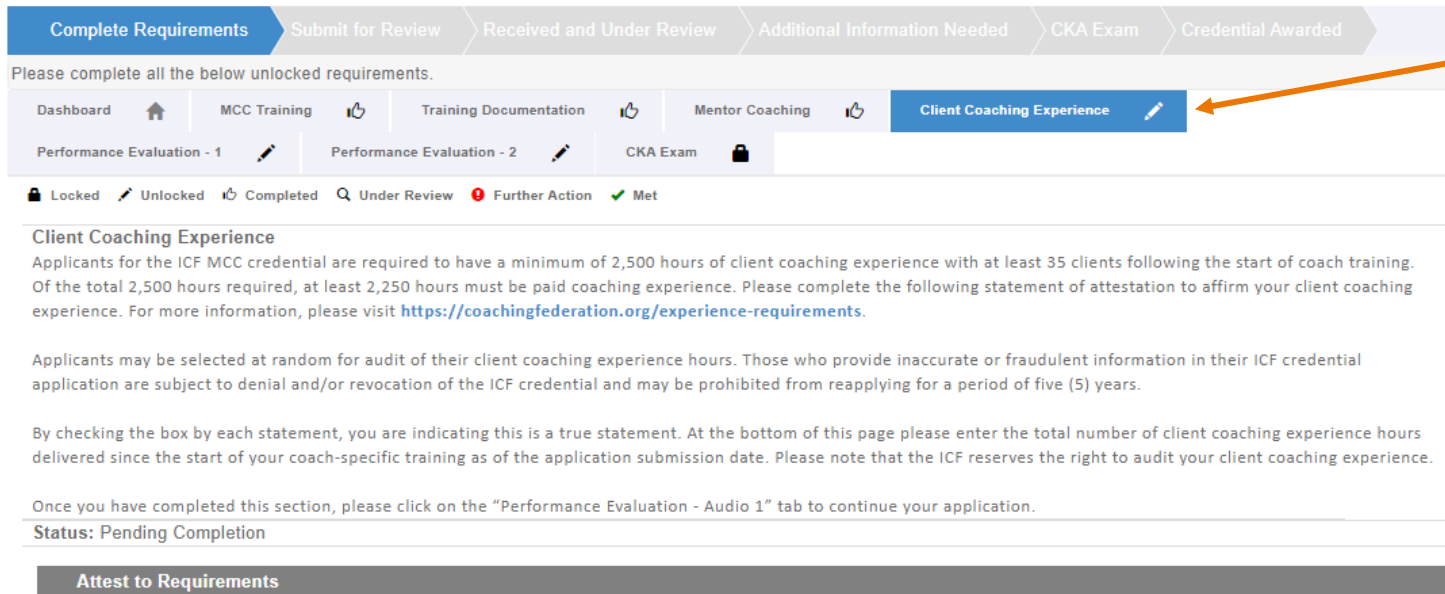
# Mentor Coaching Tab



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.

# Client Coaching Experience 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 🏠 | MCC Training 👍 | Training Documentation 👍 | Mentor Coaching 👍 | **Client Coaching Experience** ✏️ |
| Performance Evaluation - 1 ✏️ | Performance Evaluation - 2 ✏️ | CKA Exam 🔒 | | |

🔒 Locked   ✏️ Unlocked   👍 Completed   🔍 Under Review   ❗ Further Action   ✔️ Met

**Client Coaching Experience**

Applicants for the ICF MCC credential are required to have a minimum of 2,500 hours of client coaching experience with at least 35 clients following the start of coach training. Of the total 2,500 hours required, at least 2,250 hours must be paid coaching experience. 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 1" 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 MCC coaching experience requirements.

Applicants must demonstrate a minimum of 2500 hours of client coaching experience with at least 35 clients following the start of coach-specific training.

At least 2250 of these hours must be paid coaching.

# Client Coaching Experience Tab

**MCC - 2500 Client Coaching Hours**
I have delivered at least 2500 client coaching hours since the start of my coach-specific training.

**MCC - 2200 Paid Client Coaching Hours**
At least 2,200 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 MCC by December 31, 2020. Beginning January 1, 2021, MCC applicants will once again be required to document at least 2,250 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.

**MCC - Delivered to 35 Clients**
I have delivered coaching services to at least thirty-five (35) 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.

**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.

**MCC - Attest to Requirements**
I attest that I meet the requirements for client coaching experience under the ICF Master 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.

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: Aileen    Last Name: Gordon    Total Hours: 2500.00

Save

For each experience requirement listed, place a checkmark in the box (by clicking in the box) verifying you meet that 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 Tabs



The MCC application has 2 Performance Evaluation Tabs. Each tab will hold one of the two required coaching sessions to be assessed.

When you click on the Performance Evaluation tabs, 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 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 Tabs

**Edit – AGS Credential Requirement**

Please upload audio file:

[Choose File] No file chosen

Please upload transcript file:

[Choose 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.

[Please select ▾]

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.

[Save] [Cancel]

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 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:

[Choose File] Aileen1audio.m4a

Please upload transcript file:

[Choose 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.

[Other (English Transcript Rec ▾]

Required

Please indicate what language your recording is in:

[                    ]

Please upload an English transcript of this recording:

[Choose File] 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.

| Dashboard 🏠 | MCC Training 👍 | Training Documentation 👍 | Mentor Coaching 👍 | Client Coaching Experience ✔ |

| **Performance Evaluation - 1** 👍 | Performance Evaluation - 2 ✏ | CKA Exam 🔒 |

🔒 Locked   ✏ Unlocked   👍 Completed   🔍 Under Review   ❗ Further Action   ✔ Met

## Performance Evaluation - 1

As part of your ICF MCC Credential application, you are required to submit two audio recordings of coaching sessions (each 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 1" tab above to continue your application.

**Status:** Pending Submission                          [Upload Additional Document]

Documents

| Document | Document Code | Uploaded | |
|---|---|---|---|
| AileenGordon1 | 9542872-MCCPE1-2_tr | 12/30/2021 | ✕ |
| AileenGordon1 | 9542872-MCCPE1-1 | 12/30/2021 | ✕ |

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

[Performance Evaluation 👍]

# Exam Tab



If you have taken the exam, you will be able to access your past exam information

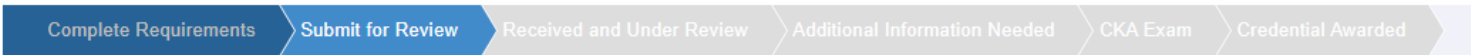Otherwise, the Exam Tab will remain with a "Locked" icon until such time as you have taken the Exam.

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

**NOTE:** *In 2022, the CKA Exam will be replaced by an updated Credentialing Exam. Once the updated Credentialing Exam has been released, it must be taken in order obtain the credential for which you have applied, even if the CKA exam had been previously passed.*

# Application Submission



Once the training and 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

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.

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**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:** MCC Application - Member

**Price:** 575.00

**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.
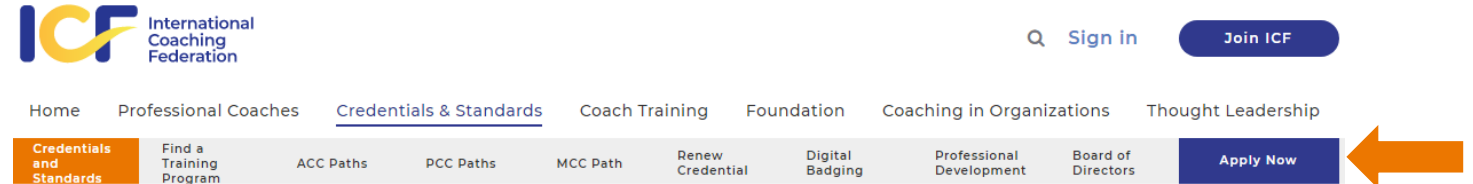


You will need to complete the short credentialing survey to get you to the right level and application type.



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).
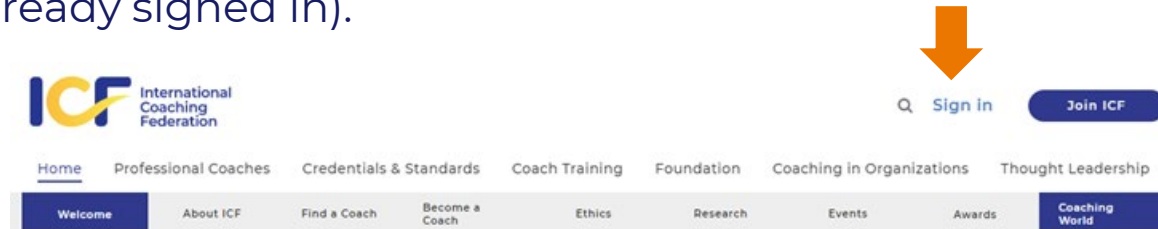


Enter in your email address as your Username.

Enter in your password.
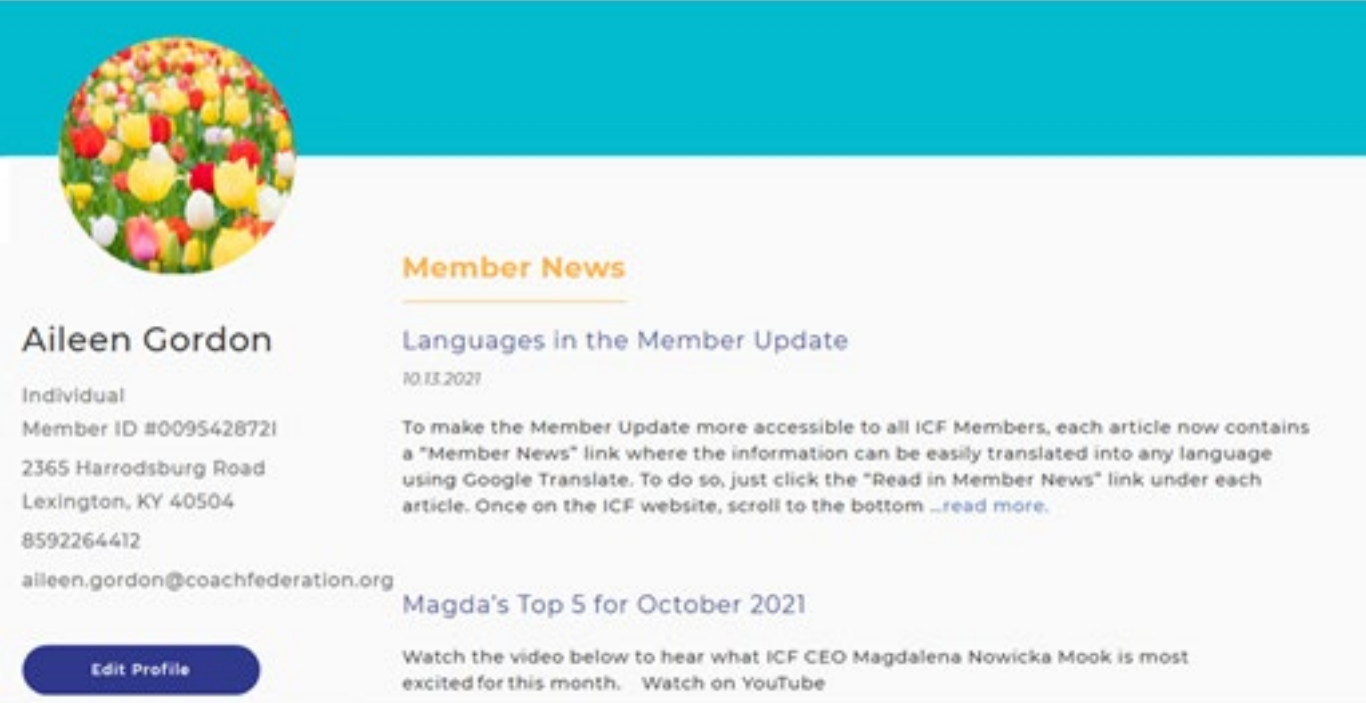
Click on "Log In."

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.

# 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*

EMAIL: support@coachingfederation.org

PHONE: 1-888-423-3131

coachingfederation.org