

## ICF Exam Language Support Request Form

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ICF Credentials and Standards is committed to supporting Credentialing candidates around the world in accessing ICF exams. Using this form, ICF Candidates may request:

- Use of a bilingual translation dictionary free of notes, writing, or additional comments, during the exam appointment. This service is available at no additional charge to the candidate.
- Exam Translation Support provided by a Pearson VUE approved translator. This service is available for an additional fee.

To be eligible for an ICF Exam Language Support service, candidates must meet the following criteria:

1. The candidate does not speak English as a primary language
2. The candidate is eligible to take an ICF exam, for which language aids in the candidate's primary language are not available.

Please complete the following form for the language support service being requested and submit it to [support@coachingfederation.org](mailto:support@coachingfederation.org) including "ICF Exam Language Support Request Form" in the subject line.

Please complete the following sections as directed:

**Section I:** To be completed by ALL candidates requesting language support.

**Section II:** To be completed by candidates requesting the use of a bilingual translation dictionary.

**Section III:** To be completed by candidates requesting Pearson VUE's exam translation support service.

**Please note:** All requests for an ICF Exam Language Support Service must be submitted prior to scheduling an exam appointment. ICF is not able to add a language support service to an existing exam appointment.

### I. Candidate Information

\_\_\_\_\_

First Name

\_\_\_\_\_

Last Name

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

State/Province

\_\_\_\_\_

Zip Code

\_\_\_\_\_

Country

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Email Address

**Please indicate the ICF Credential for which you are applying:**

Associate Certified Coach (ACC)  Professional Certified Coach (PCC)  Master Certified Coach (MCC)

Please indicate your primary language: \_\_\_\_\_

Please list any additional languages in which you are fluent (written or spoken):

1) \_\_\_\_\_ 2) \_\_\_\_\_

**To request use of bilingual translation dictionary complete Section II. To request a Translator complete section III.**

## II. Request for Bilingual Translation Dictionary

Candidates may request the use of a hardcopy bilingual translation dictionary to support them in taking an ICF exam in a secondary language.

Web-based translation dictionaries, software and smart device applications are not permitted.

The candidate must provide a bilingual translation dictionary that consists only of translations (no definitions) and is free of any markings or handwritten notes.

The dictionary will be subject to visual inspection by a Pearson VUE proctor at a testing center or via remote proctor service.

Candidates approved for a bilingual translation dictionary will also be eligible for extended exam time, not to exceed one hour.

### Bilingual Translation Dictionary Request

By checking this box, I request use of a bilingual translation dictionary during my ICF exam appointment.

### Agreement

By submitting this request for a bilingual translation dictionary, I agree to the following requirements:

- I consent to the transfer, collection, processing and use of my information by ICF Credentials and Standards, in accordance with the International Coaching Federation privacy policy, for the purpose of evaluating and providing the requested exam translation support services.
- I affirm that all information provided in this form is accurate, and I authorize ICF Credentials and Standards to verify any information submitted with this request.
- I understand that ICF Credentials and Standards may disclose and transfer such information to Pearson VUE testing providers, only as reasonably necessary to provide the requested exam translation support service at the testing site.
- I agree to provide a hardcopy bilingual translation dictionary that does not include definitions and is free of any additional markings or handwritten notes for use during my exam appointment.
- I understand that the bilingual translation dictionary I provide will be visually inspected by a Pearson VUE proctor during my exam appointment at a test center or through remote proctor service.
- I understand that a request for bilingual translation dictionary use must be submitted prior to scheduling an exam appointment.

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Candidate's Printed Name

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Signature

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Date

### III. Request for Exam Translation Support

Candidates for an ICF Credential may request Exam Translation Support to assist them in completing an exam. This service, provided by Pearson VUE, allows a candidate to complete the exam with translation assistance from a Pearson approved translator at a Pearson VUE testing center.

- Candidates requesting this service will be charged a fee by Pearson VUE of \$1,500 USD.
- Exam translation support is only available for exams done **in person** at Pearson VUE testing centers.
- Candidates are not permitted to provide their own translator for assistance in completing an exam.
- Requests for exam translation support must be made **prior to scheduling** an exam appointment.

#### Translation Support Request

By checking this box, I request Exam Translation Support from a Pearson VUE approved translator, to be delivered at a Pearson testing center.

Please indicate the language for which you are requesting translation support: \_\_\_\_\_

Is this your primary language?  Yes  No

#### Agreement

By submitting this ICF Exam Translation Support Request, I agree to the following:

- I consent to the transfer, collection, processing and use of my information by ICF Credentials and Standards, in accordance with the International Coaching Federation privacy policy, for the purpose of evaluating and providing the requested exam translation support services.
- I affirm that all information provided in this form is accurate, and I authorize ICF Credentials and Standards to verify any information submitted with this request.
- I understand that ICF Credentials and Standards may disclose and transfer such information to Pearson VUE testing providers, only as reasonably necessary to provide the requested exam translation support service at the testing site.
- I understand that exam translation support is only available to candidates completing an exam at a Pearson VUE testing center.
- I understand that this service will provide assistance by a Pearson VUE approved translator in my requested language to complete an ICF exam at a Pearson VUE testing center.
- I understand that upon approval for the Exam Translation Support Service, I will be responsible for payment of the translation support service fee of \$1,500 USD to Pearson VUE.

\_\_\_\_\_  
Candidate's Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date