ICF
Credentials
and Standards

ACTC Credit for Prior Learning Sample Application

ACTC Credit for Prior Learning Application Dashboard

Applicant Name:
Application Type: ACTC CPL Application
Status: Pending Completion
Start Date: 01/10/2023
Submit Date:

Submit Application

Dashboard 🏠	ICF Credential ✔	Team Coaching Education ✏	Coaching Supervision ✏	Team Coaching Engagements ✏
Team Coaching 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
ICF Credential ✔ You must hold a current ACC, PCC or MCC credential. If your credential is current, this requirement will be automatically met.	Met
Team Coaching Education ✏ To be eligible for the ICF Advanced Certification in Team Coaching (ACTC) through the Credit for Prior Learning application, candidates must document completion of at least 30 hours of Team Coaching education aligned with the ICF Team Coaching Competencies, ICF Core Competencies, and ICF Code of Ethics. This education may come from ICF accredited providers (Level 1, Level 2, Level 3, ACSTH, ACSTH and/or CCE) or from programs that are not accredited by ICF. Education submitted under this requirement will be reviewed to ensure it aligns with the ICF Team Coaching Competencies, ICF Core Competencies, and ICF Code of Ethics.	Pending Completion
Coaching Supervision ✏ Candidates must document completion of at least 10 hours of Coaching Supervision or guided reflective practice with an eligible supervisor.	Pending Completion
Team Coaching Engagements ✏ Applicants for the ICF Advanced Certification in Team Coaching applying through the Credit for Prior Learning application are required to have completed 10 team coaching engagements. Five (5) of the engagements must have been started in the five years prior to the application creation date. Three (3) of the engagements must be completed five years prior to the application creation date. The remaining two (2) engagements may have been done at any time. Additionally, a letter of verification from an authorized representative of a team, sponsor organization, or third-party coaching firm is required for two (2) of the team coaching engagements.	Pending Completion
Team Coaching Certification Exam ✏ All applicants must complete the ICF Team Coaching Certification exam, designed to measure a candidate's proficiency in team coaching practice, based on the ICF Team Coaching Competencies. This requirement is unlocked once ICF Credentials and Standards has reviewed and approved all other requirements.	Pending Completion

The application dashboard provides an overview of all requirements for the ACTC Credit for Prior Learning application.

To begin the ACTC Credit for Prior Learning 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 ICF has reviewed them.

Below the requirement tabs, you will find a key for the meaning of each symbol.

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.

ICF Credential Tab

To be eligible for the ICF Advanced Certification in Team Coaching (ACTC), you must hold an active ACC, PCC or MCC Credential.

If your Credential is active, this requirement will automatically be met.

Education Tab

| Dashboard 🏠 | ICF Credential ✔ | **Team Coaching Education** ✏ | Coaching Supervision ✏ | Team Coaching Engagements ✏ |

| Team Coaching Exam ✏ |

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

Team Coaching Education

To be eligible for the ICF Advanced Certification in Team Coaching (ACTC) through the Credit for Prior Learning application, candidates must document completion of at least 30 hours of Team Coaching education aligned with the ICF Team Coaching Competencies, ICF Core Competencies, and ICF Code of Ethics. This education may come from ICF accredited providers (Level 1, Level 2, Level 3, ACSTH, ACSTH and/or CCE) or from programs that are not accredited by ICF. Education submitted under this requirement will be reviewed to ensure it aligns with the ICF Team Coaching Competencies, ICF Core Competencies, and ICF Code of Ethics.

For each Team Coaching Education program you enter, please indicate the training organization name, program name, start date, and total hours completed. For each program you will upload a certificate or letter from the education organization.

For any program that was not ICF Accredited you will also upload a program syllabus or course outline and provide a brief reflection on how the program contributed to your understanding of the ICF Team Coaching Competencies or how to apply the ICF Core Competencies in team coaching contexts.

Status: Pending Completion
Education Summary v1.1

Required	Reported	Accepted	Balance	Percentage
30.00	0.00	0.00	30.00	0.00%

Education Reported

Enter Education Hours

| Program Start Date | Training | Number of Hours | Status | Reported Date | Document |

When you click on the Education tab, you will see the "Enter Education Hours" button at the bottom of the screen.

Click this button to enter in your team coaching education information and upload your education documentation (see next page).

Please note, as you enter your education hours, the percentage of required hours reported will automatically update.

Education Tab

Activity Information

Education Organization Name

Required

Program Start Date:

Required

Program Name:

Required

Estimated number of Team Coaching education hours

Required

Is this education ICF accredited?

○ Yes
○ No

Upload Certificate:

Choose File | No file chosen

Required

Save Cancel

After clicking on the "Enter Education Hours" button, a window will appear for you to provide the details of your team coaching education, including the organization name, program name, total hours of team coaching education within the program, the program start date and if the program was ICF accredited.

You will upload a certificate or letter of completion from the education organization for each program.

For any program that was not ICF accredited, you will also upload a program syllabus or course outline and provide a brief reflection on how the program contributed to your understanding of the ICF Team Coaching Competencies or how to apply the ICF Core Competencies in team coaching contexts.

Add ICF Self Report Credit Applicatio...

Program Start Date:

Required

Program Name:

Required

Estimated number of Team Coaching education hours

Required

Is this education ICF accredited?

○ Yes
● No

Upload Certificate:

Choose File | No file chosen

Required

Upload Syllabus/Outline

Choose File | No file chosen

Required

Brief reflection on how program contributed to your understanding of the Team Coaching Competencies or how to apply ICF Core Competencies in team coaching contexts.

Education Tab

As you enter the education hours, the percentage bar on the main Education tab will automatically update.

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

Coaching Supervision Tab

When you click on the Coaching Supervision tab, you will see the "Add Coaching Supervision" button.

Click this button to enter your Coaching Supervision information (see next page).

ACTC Credit for Prior Learning candidates must document at least 10 hours of Coaching Supervision.

The Coaching Supervisor must meet one of the following criteria:

- Hold an active Coaching Supervision certification, Credential or Accreditation by a coaching or Coaching Supervision professional body; OR

- Completed at least 60 hours of Coaching Supervision training and have at least 120 hours of Coaching Supervision experience; OR

- Be an eligible ICF Mentor Coach with 60 hours of Coaching Supervision training and at least 120 hours of Coaching Supervision experience

Coaching Supervision Tab

Add Coaching Supervision Detail ✕

Supervisor Name:

Required

Supervisor Email:

Required

Supervisor Credential Level:

Please select

Supervisor Start Date:

Required

Supervisor End Date:

Required

Total Supervisor Hours:

Required

Save   Cancel

After clicking on the "Add Coaching Supervision" button, a window will appear for you to provide the details of your Supervision, including the name and email of the Supervisor, date of first Supervision session, date of last Supervision session, and total number of Supervision hours.

Once the application is submitted, the Supervisor will receive an email to confirm or challenge the information you have provided.

Coaching Supervision Tab

As you enter the supervision hours, the percentage bar on the main Coaching Supervision tab will automatically update.

If you had more than one Supervisor, click the "Add Coaching Supervision" button to enter in the next Supervisor.

You will see a "thumbs up" on the Coaching Supervision tab once you have met the required hours.

Team Coaching Engagements Tab

Dashboard 🏠 | ICF Credential ✔ | Team Coaching Education 👍 | Coaching Supervision 👍 | **Team Coaching Engagements** ✏

Team Coaching Exam ✏

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

Team Coaching Engagements

Applicants for the ICF Advanced Certification in Team Coaching applying through the Credit for Prior Learning application are required to have completed 10 team coaching engagements. Five (5) of the engagements must have been started in the five years prior to the application creation date. Three (3) of the engagements must be completed five years prior to the application creation date. The remaining two (2) engagements may have been done at any time. Additionally, a letter of verification from an authorized representative of a team, sponsor organization, or third-party coaching firm is required for two (2) of the team coaching engagements.

The letter of verification must be completed by a representative of the client team (team leader, team member, or authorized representative of the sponsor organization), or an authorized representative of a third-party coaching firm hired to deliver the team coaching engagement. Each letter of verification must be signed, submitted on company letterhead (unless prohibited by a confidentiality agreement) and include the following elements:

- The name and contact information of the authorized individual completing the letter of verification
- The authorized individual's role within the organization or team
- Your name (as the team coach)
- Confirmation of the total hours of the team engagement, the start and end dates of the engagement, and the number of team members.
- If a confidentiality agreement prohibits the submission of a letter of verification on the client or sponsor organization's company letterhead, the authorized representative must confirm that a confidentiality agreement or policy prohibits the disclosure of the team or sponsor organization's name.

NOTE: As you enter your Team Engagements, each engagement will include a link where you may upload a signed letter of verification from the team, sponsor organization, or third-party coaching firm. Once the letter of engagement has been uploaded for two (2) engagements, the remaining upload links will no longer display. To upload a letter of verification for a different team coaching engagement, you may delete an uploaded letter of verification, and the upload links will reappear.

Status: Pending Completion

[Add Engagement]

Details

Team/Sponsor Organization Name	Start Date	End Date	Delete Engagement	Engagement Documentation	Uploaded	Delete Upload

When you click on the Team Coaching Engagements tab, you will see a button to "Add Engagement".

Click this button to enter in the details of your team coaching engagements. (see next page)

ACTC Credit for Prior Learning candidates are required to have completed 10 coaching engagements.

Five (5) of the engagements must have been started in the five years prior to the application creation date.

Three (3) of the engagements must be completed five years prior to the application creation date. The remaining two (2) engagements may have been done at any time.

Team Coaching Engagements Tab

Team Coaching Engagement | **Add Engagement**

Please enter your Team / Sponsor Organization name. If you are prohibited from disclosing a team or sponsor organization due to a confidentiality agreement, you may enter a general name (e.g., "Team A").

Team / Sponsor Organization Name:
Required

Start date:
Required

End date:
Required

Total hours of direct team engagement:
Required

When engaging teams, team coaches often provide team development activities and services beyond team coaching. Please indicate below the types of team development modalities that were included in this team engagement. Please select all that apply based on the definitions provided with each option.

Team training?
The focus of team training is on team member acquisition of specific knowledge or skills through a structured learning curriculum. The training objectives drive the focus of the engagement, and the team's learning is often formally evaluated.

Team building?
The focus of team building is on helping team members bond while strengthening their interpersonal relationships, often through short-term fun activities (e.g., games, simulations, role plays) while staying light with respect to the discussion focus.

Team consulting?
The focus of team consulting is on solving a specific problem or challenge. Team consulting is often short-term in nature and tends to follow a specific process: assessment, followed by recommendations and expert advisory support.

Team facilitation?
The focus of team facilitation is on helping a team manage their dialogue through a structured process. The facilitator provides active guidance while engaging a team through guided participation to discover, foster, and apply insights to enhance team processes and effectiveness.

Team coaching?
The focus of team coaching is on partnering in a co-creative and reflective process with a team and its dynamics and relationships in a way that inspires them to maximize their abilities and potential in order to reach their common purpose and shared goals.

Other?

Total hours of team coaching:
Required

Total number of team members:
Required

Name of co-team coach:
Required for teams of more than 15 members

Email address of co-team coach:
Required for teams of more than 15 members

Please provide a brief description of the structure of the team engagement, identifying sessions or elements within the engagement that reflected team coaching.

Details about the content or focus of the engagement should NOT be provided. (max 1500 char)

Required: Only 1500 characters are allowed.

Cancel | **Save**

Once you click the "Add Engagements" button, a window will appear for you to provide more details on the engagement.

You will need to provide the Team/Sponsor organization name (if there is a confidentiality agreement, you may enter a general name, e.g., Team A), the start date of the engagement, the end date of the Engagement, the total hours of the engagement, total hours spent specifically in team coaching, total number of team members, and the name and email of the co-coach (if the team exceeded 15 members).

Additionally, you will need to indicate which, if any, other team development modalities were included in the engagement.

Lastly, you will need to provide a brief description of the structure of the engagement, identifying sessions or elements within the engagement that reflected team coaching.

Team Coaching Engagements Tab

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

Team Coaching Engagements

Applicants for the ICF Advanced Certification in Team Coaching applying through the Credit for Prior Learning application are required to have completed 10 team coaching engagements. Five (5) of the engagements must have been started in the five years prior to the application creation date. Three (3) of the engagements must be completed five years prior to the application creation date. The remaining two (2) engagements may have been done at any time. Additionally, a letter of verification from an authorized representative of a team, sponsor organization, or third-party coaching firm is required for two (2) of the team coaching engagements.

The letter of verification must be completed by a representative of the client team (team leader, team member, or authorized representative of the sponsor organization), or an authorized representative of a third-party coaching firm hired to deliver the team coaching engagement. Each letter of verification must be signed, submitted on company letterhead (unless prohibited by a confidentiality agreement) and include the following elements:

- The name and contact information of the authorized individual completing the letter of verification
- The authorized individual's role within the organization or team
- Your name (as the team coach)
- Confirmation of the total hours of the team engagement, the start and end dates of the engagement, and the number of team members.
- If a confidentiality agreement prohibits the submission of a letter of verification on the client or sponsor organization's company letterhead, the authorized representative must confirm that a confidentiality agreement or policy prohibits the disclosure of the team or sponsor organization's name.

NOTE: As you enter your Team Engagements, each engagement will include a link where you may upload a signed letter of verification from the team, sponsor organization, or third-party coaching firm. Once the letter of engagement has been uploaded for two (2) engagements, the remaining upload links will no longer display. To upload a letter of verification for a different team coaching engagement, you may delete an uploaded letter of verification, and the upload links will reappear.

Status: Pending Completion   [Add Engagement]

Details

Team/Sponsor Organization Name	Start Date	End Date		Delete Engagement	Engagement Documentation	Uploaded	Delete Upload
Team A	01/01/2014	01/01/2015	✏	✖	team-coaching-competencies_10.4.21.pdf	01/11/2023	✖
Team D	05/01/2014	06/01/2015	✏	✖	Upload Engagement Documentation		
Team B	01/01/2015	01/01/2016	✏	✖	Upload Engagement Documentation		
Team C	02/01/2015	03/01/2015	✏	✖	Upload Engagement Documentation		
Team E	07/01/2016	08/01/2016	✏	✖	Upload Engagement Documentation		
Team F	01/01/2020	05/01/2020	✏	✖	Upload Engagement Documentation		
Team H	09/01/2021	11/01/2022	✏	✖	Upload Engagement Documentation		
Team G	01/01/2022	03/01/2022	✏	✖	Upload Engagement Documentation		
Team I	05/04/2022	06/04/2022	✏	✖	Upload Engagement Documentation		
Team J	08/09/2022	09/09/2022	✏	✖	Upload Engagement Documentation		

A letter of verification from an authorized representative of a team, sponsor organization, or third-party coaching firm is required for 2 of the team coaching engagements.

After you enter a team coaching engagement, a link will display where you may upload a letter of verification for that engagement.

Once the letter of verification has been uploaded for 2 of the Engagements, the remaining upload links will no longer display.

Team Engagements Tab

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

Team Coaching Engagements

Applicants for the ICF Advanced Certification in Team Coaching applying through the Credit for Prior Learning application are required to have completed 10 team coaching engagements. Five (5) of the engagements must have been started in the five years prior to the application creation date. Three (3) of the engagements must be completed five years prior to the application creation date. The remaining two (2) engagements may have been done at any time. Additionally, a letter of verification from an authorized representative of a team, sponsor organization, or third-party coaching firm is required for two (2) of the team coaching engagements.

The letter of verification must be completed by a representative of the client team (team leader, team member, or authorized representative of the sponsor organization), or an authorized representative of a third-party coaching firm hired to deliver the team coaching engagement. Each letter of verification must be signed, submitted on company letterhead (unless prohibited by a confidentiality agreement) and include the following elements:

- The name and contact information of the authorized individual completing the letter of verification
- The authorized individual's role within the organization or team
- Your name (as the team coach)
- Confirmation of the total hours of the team engagement, the start and end dates of the engagement, and the number of team members.
- If a confidentiality agreement prohibits the submission of a letter of verification on the client or sponsor organization's company letterhead, the authorized representative must confirm that a confidentiality agreement or policy prohibits the disclosure of the team or sponsor organization's name.

NOTE: As you enter your Team Engagements, each engagement will include a link where you may upload a signed letter of verification from the team, sponsor organization, or third-party coaching firm. Once the letter of engagement has been uploaded for two (2) engagements, the remaining upload links will no longer display. To upload a letter of verification for a different team coaching engagement, you may delete an uploaded letter of verification, and the upload links will reappear.

Status: Pending Submission   **Add Engagement**

Details

Team/Sponsor Organization Name	Start Date	End Date		Delete Engagement	Engagement Documentation	Uploaded	Delete Upload
Team A	01/01/2014	01/01/2015	✏	✖	team-coaching-competencies_10.4.21.pdf	01/11/2023	✖
Team D	05/01/2014	06/01/2015	✏	✖	team-coaching-competencies_10.4.21.pdf	01/11/2023	✖
Team B	01/01/2015	01/01/2016	✏	✖			
Team C	02/01/2015	03/01/2015	✏	✖			
Team E	07/01/2016	08/01/2016	✏	✖			
Team F	01/01/2020	05/01/2020	✏	✖			
Team H	09/01/2021	11/01/2022	✏	✖			
Team G	01/01/2022	03/01/2022	✏	✖			
Team I	05/04/2022	06/04/2022	✏	✖			
Team J	08/09/2022	09/09/2022	✏	✖			

Once you have entered 10 Engagements, and uploaded two (2) letters of verification, you will see the "thumbs up" symbol, indicating all requirements have been met.

Team Coaching Engagements 👍

Team Coaching Exam Tab

| Dashboard 🏠 | ICF Credential ✔ | Team Coaching Education 👍 | Coaching Supervision 👍 | Team Coaching Engagements 👍 |

Team Coaching Exam ✏

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

Team Coaching Certification Exam

To earn the ACTC, candidates must pass the ICF Team Coaching Certification Exam, designed to measure a candidate's proficiency in team coaching practice, based on the ICF Team Coaching Competencies.

To **complete this tab and submit your application**, please click on the "Enter Exam Information" link below. You will be asked to enter your legal name and advise if you will be requesting a reasonable accommodation to access the exam due to a disability or qualifying medical condition.

The name you enter must EXACTLY MATCH your name as it appears on your government-issued identification, which you will present during the check-in process at your exam appointment. Please note that this will not update your name as listed in your ICF Profile.

General Exam Information

ICF Credentials and Standards has partnered with Pearson VUE to deliver the ICF Team Coaching Certification Exam through a proctored testing environment. The exam may be taken in person at one of Pearson VUE's testing centers, or remotely through Pearson OnVUE, a live, remote-proctored testing service that allows candidates to test from their home or office while being monitored by an online proctor. Candidates will receive an invitation to schedule an exam appointment and complete the ICF Team Coaching Certification Exam once the application review is complete. Learn more about the ICF Credentialing Exam Procedures.

The ICF Team Coaching Certification Exam is provided in English. Exam languages aids in select languages are available as a support to candidates at no additional coast. A list of available language aids for the ICF ACTC Team Coaching Certification, along with other options for language assistance if the exam is not offered in your language, may be accessed on the ICF ACTC Team Coaching Certification Exam Information page.

Accommodation Requests

Individuals with a documented disability, handicap, or other condition that impairs their ability to take the exam may request a reasonable accommodation, as required by the Americans with Disabilities Act (ADA). Candidates who require arrangements to take the exam must submit the ICF Exam Accommodations Request Form, along with the required supporting documentation verifying the candidate's disability or qualifying medical condition.

Candidates may also be approved for exam accommodation for documented, qualifying medical conditions that may be temporary, such as pregnancy, injury, or impairment following surgery.

Approved accommodations for candidates with disabilities or qualifying medical conditions are provided at no cost to the candidate. Learn More About Exam Accommodations.

[Enter Exam Information]

Status: Pending Completion

When you click on the Exam tab, you will be provided with a brief synopsis of the Team Coaching Certification Exam procedures.

If you need assistance to take the exam due to a documented disability or other condition that impairs your ability to take the exam, you may find information on how to request an accommodation and access the required paperwork.

Click on the "Enter Exam Information" button to enter in the information needed for taking the exam.

NOTE: *You will be sent information on scheduling and taking the exam once your application has been reviewed in full and all is in order.*

Team Coaching Exam Tab

Edit ICF Exam Information　　　　　　　　×

In the fields below, please enter in your name as it appears on your government-issued identification that you will be using during the exam check in process. If your name does not <u>match exactly</u>, you will not be able to proceed with the exam.

If you have multiple names on your identification document, be sure to include all names within the fields below.

NOTE: The name entered here will not affect your name as recorded in your ICF Profile. This is for exam purposes only.

Legal First Name:
    Required

Legal Last Name:
    Required

Please check the box below to receive additional information and guidance on requesting an exam accommodation for a documented disability or qualifying medical condition.

☐

Yes, please send me exam accommodation information and directions.

OK　　Cancel

Once you click on the "Enter Exam Information" button, you will then enter your Legal First Name and Legal Last Name.

The name you enter must **EXACTLY MATCH your name as it appears on your government-issued identification**, which you will present during the check-in process at your exam appointment.

If you need an exam accommodation, select the box here.

Team Coaching Exam Tab

Dashboard 🏠 | ICF Credential ✔ | Team Coaching Education 👍 | Coaching Supervision 👍 | Team Coaching Engagements 👍

Team Coaching Exam 👍

🔒 Locked ✏ Unlocked 👍 Completed 🔍 Under Review ❗ Further Action ✔ Met
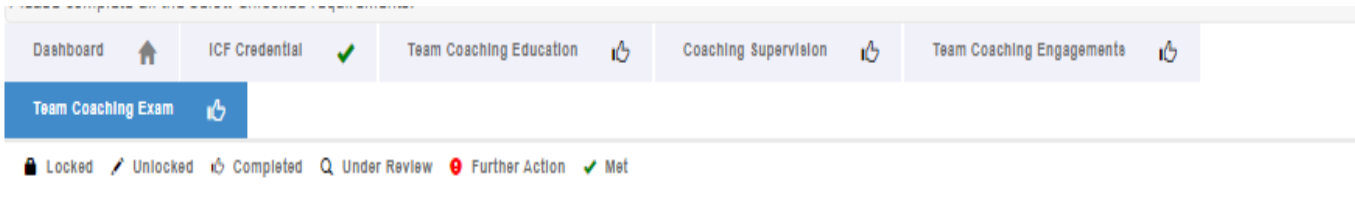
Once you enter your legal first and last name, you will see a thumbs up on the Exam tab.

Team Coaching Exam 👍
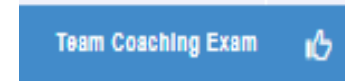
Application Submission

Applicant Name:	
Application Type:	ACTC CPL Application
Status:	Pending Completion
Start Date:	01/10/2023
Submit Date:	

Submit Application

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.

Once your application has been completed, at the top of the application, the "Submit Application" button is now activated.

Click on the button to proceed to the Terms and Agreements section and submit payment.

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 agreements, 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 the review or awarding of your ACTC.

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: ACTC Application Fee

[Checkout]

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

You will need to click "Checkout" to begin this process.

If you have any problems submitting your payment, please contact us at support@coachingfederation.org.

Support

- **Support page:** https://coachingfederation.org/support
- **FAQs** on requirements, application submission, exam and more
- **Support Form** available if additional clarification is needed or you don't find your answer.

ICF
Credentials
and Standards