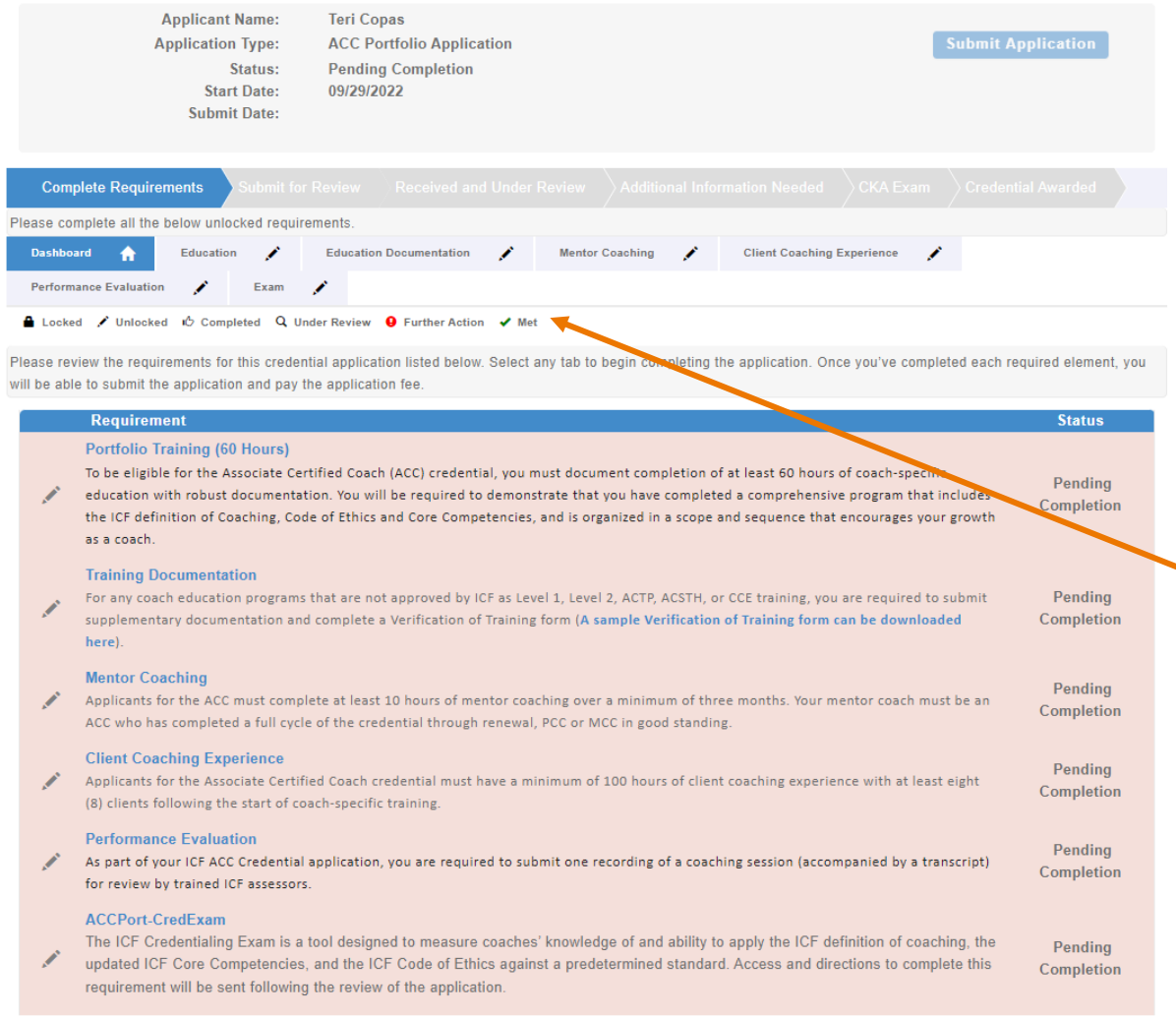
Credentials
and Standards

ACC Portfolio Sample Application

Revised October 2022

ACC Portfolio Application Dashboard



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

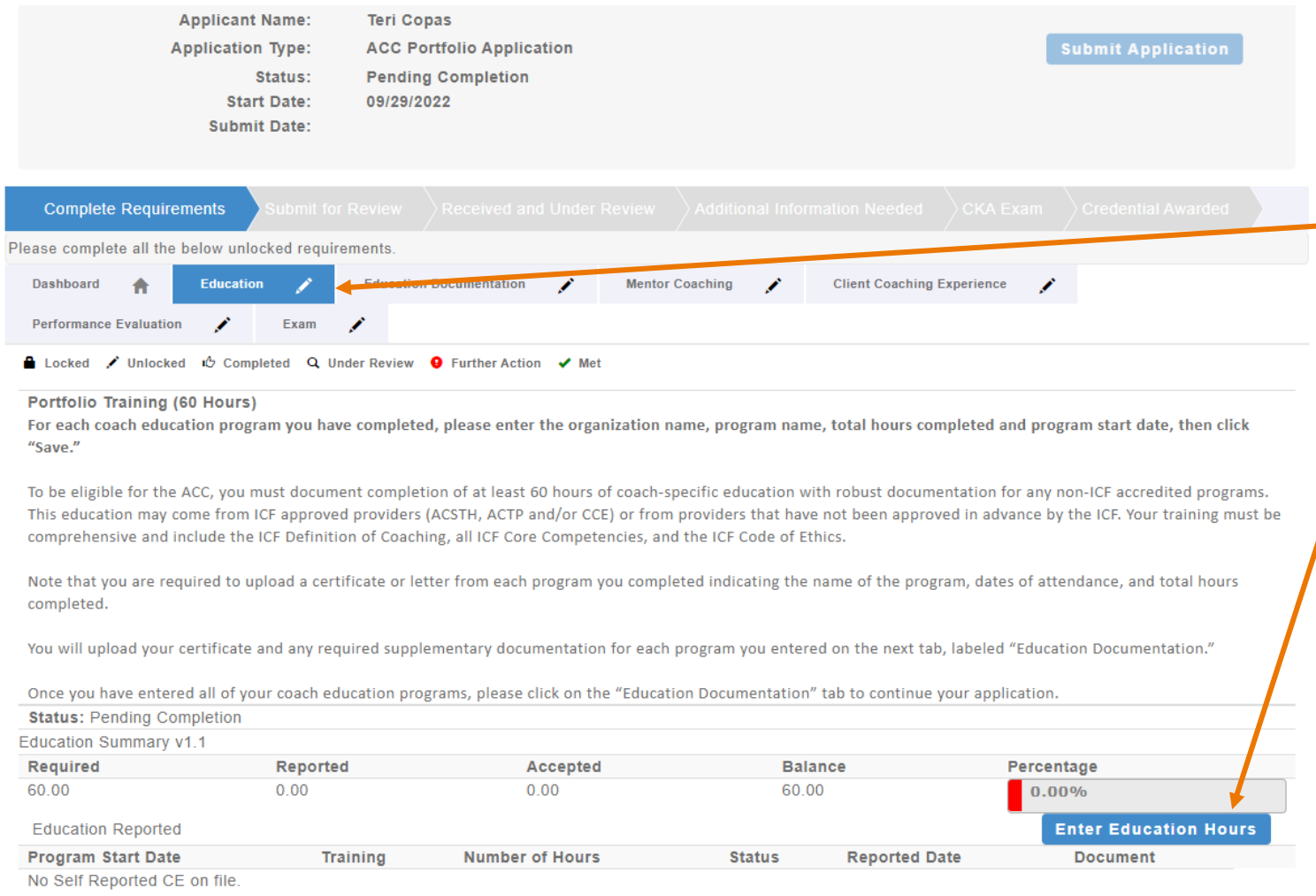
To begin the ACC Portfolio application, you will need to click on each requirement tab to enter your information for that section.

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.

Education Tab

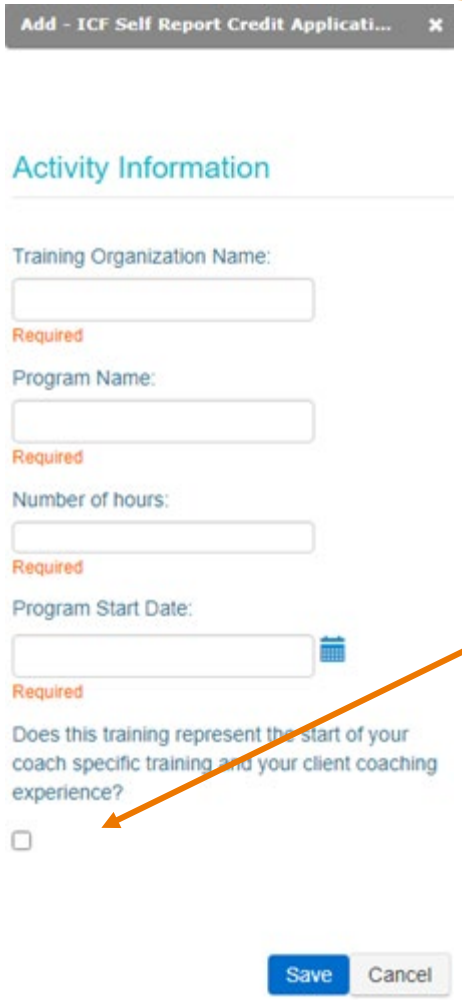


When you click on the education tab, you will see the "Enter Education Hours" button at the bottom of the screen.

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

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

Education Tab



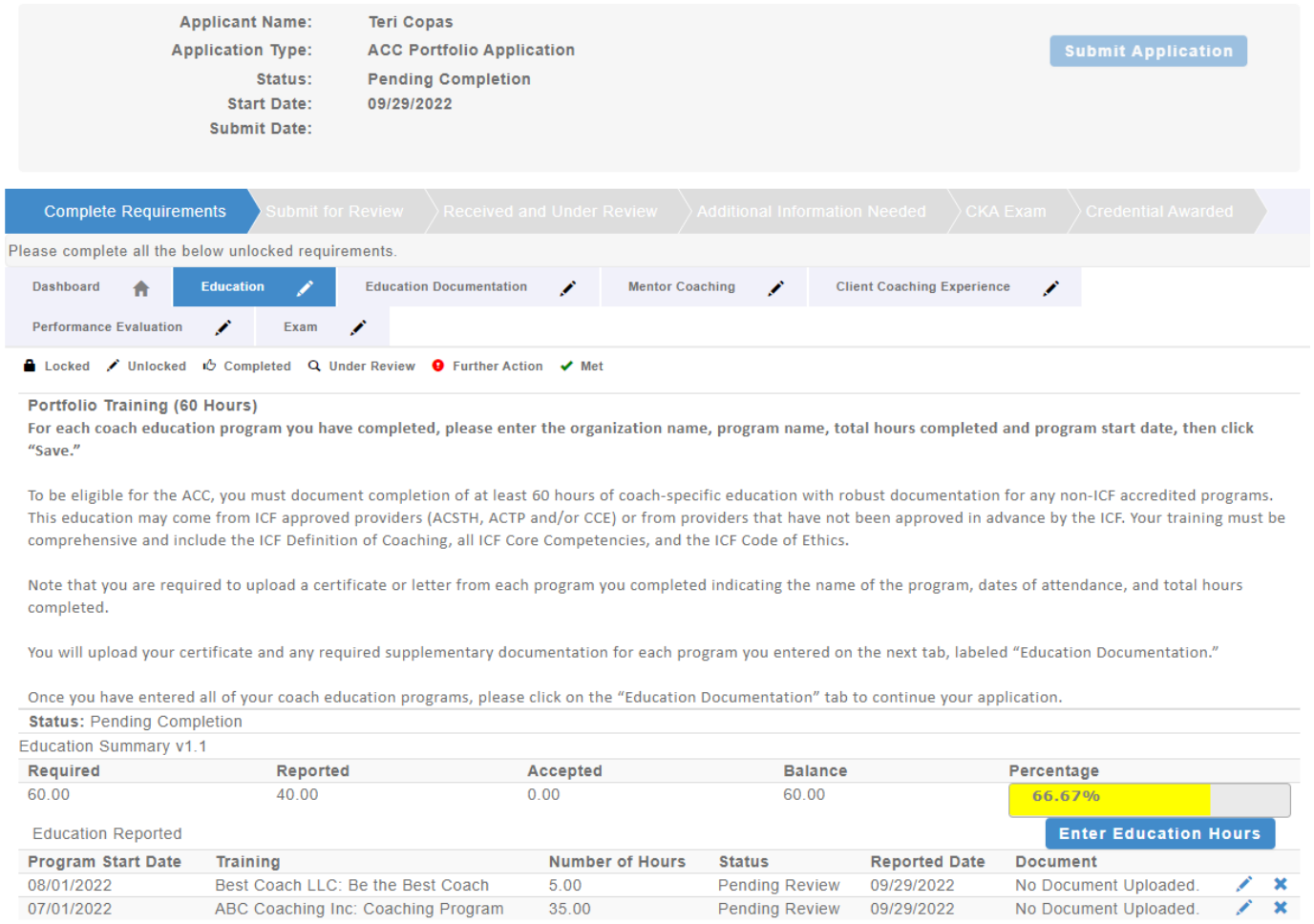
After clicking on the “Enter Education Hours” button, a window will appear for you to provide the details of your coach-specific education, including the organization name, program name, total hours completed, and program start date.

If this program is the education with which you began to count your coaching experience hours, click the box associated with “Does this education represent the start of coach specific education and your client coaching experience?” *

** For this purpose, ICF defines the start of coach-specific education as any course with at least 30 hours of which at least 24 hours are in ICF Core Competencies instruction. Eligible courses can be ICF-accredited or non–ICF accredited.*

Learn more about the start of coach education:
https://coachingfederation.org/experience-requirements

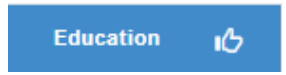
Education Tab



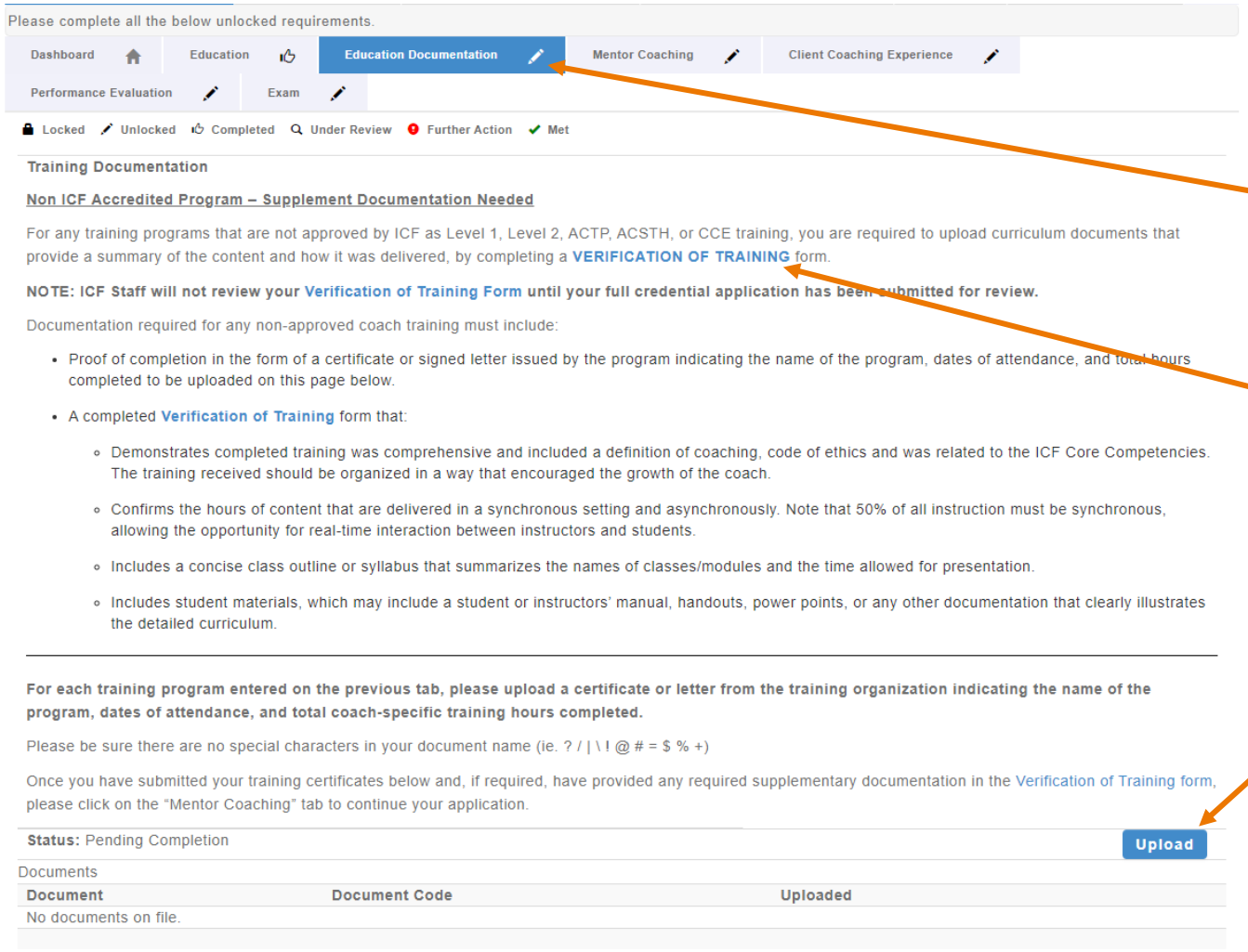
If you had more than one program, click the "Enter Education Hours" button to enter in the next education program.

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

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



Education Documentation Tab

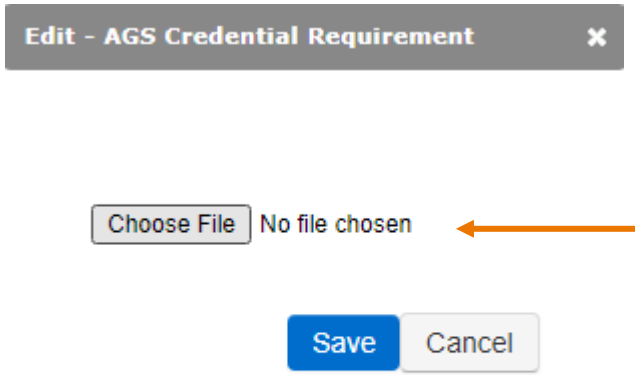


When you click on the Education Documentation tab, you will be able to upload a certificate or letter of completion for each program you entered in the Education tab.

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

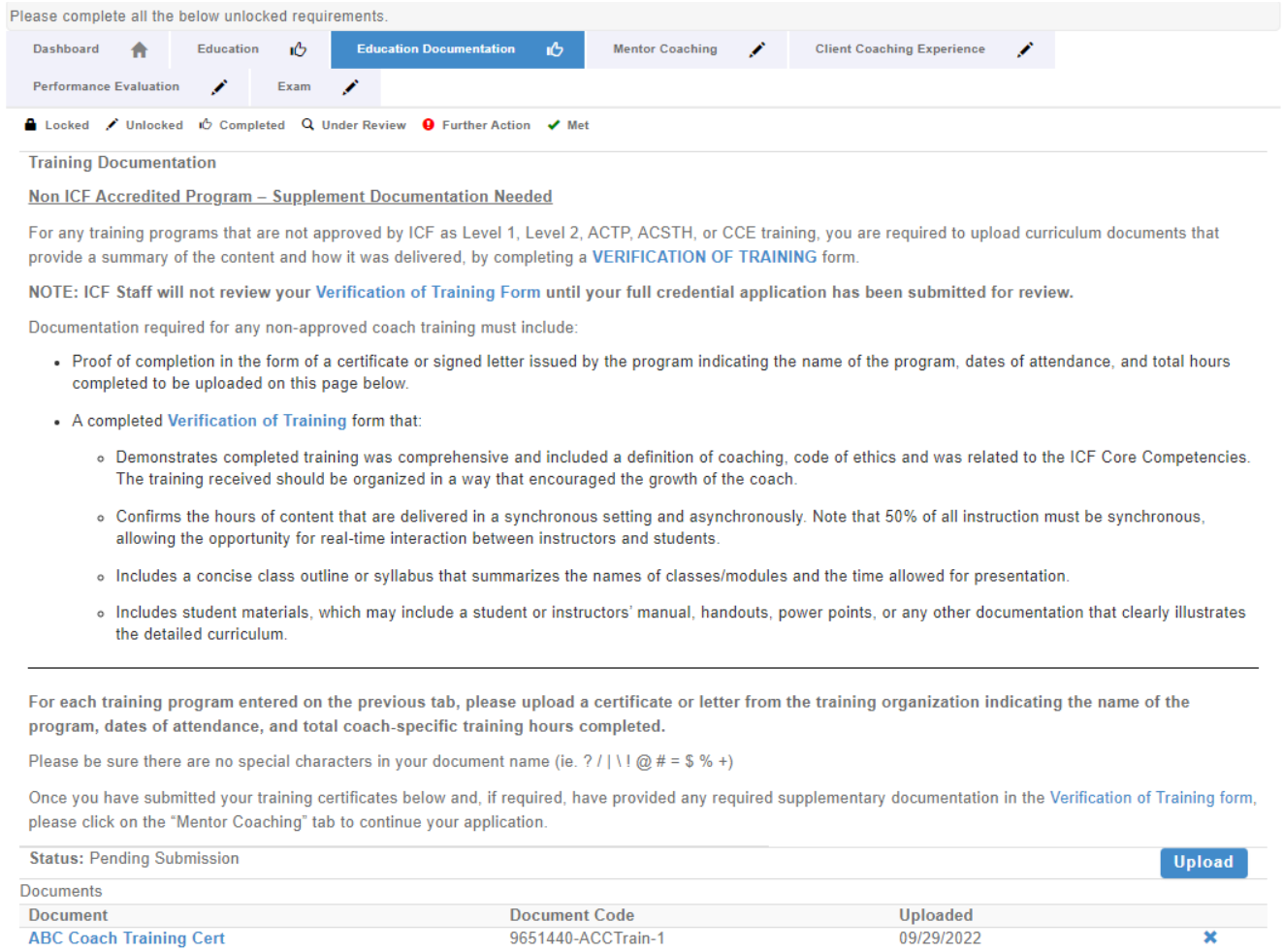
To upload your program certificates, use the "Upload" button at the bottom of the screen (see next page).

Education Documentation Tab



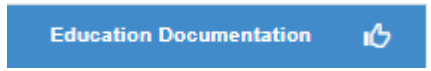
After clicking on the “Upload” button, a window will appear for you to upload your education certificate.

Education Documentation Tab

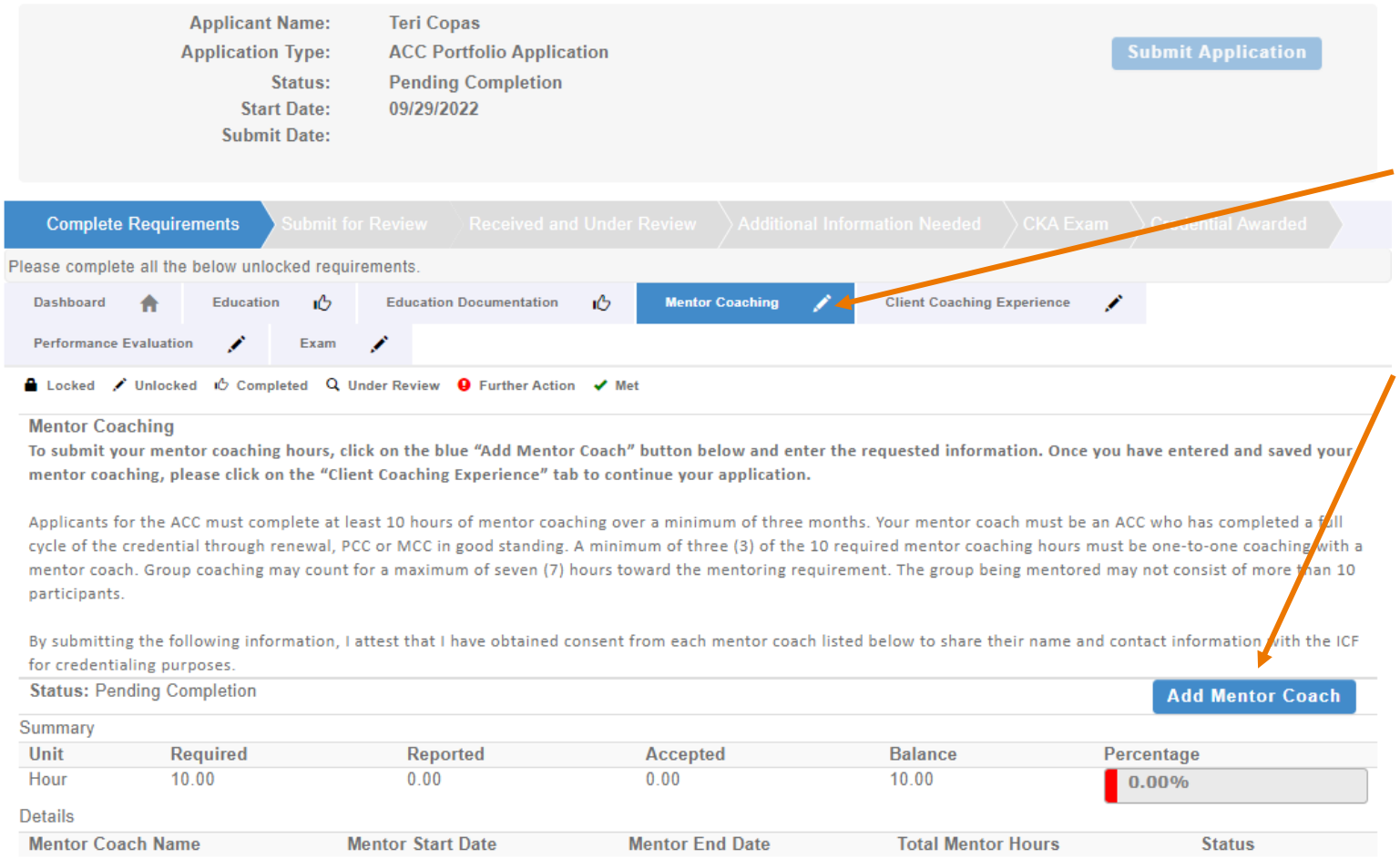


If you had more than one program, click the "Upload" button to enter in the next certificate or letter of completion.

A "thumbs up" on the Education Documentation tab will appear once you have uploaded the certificate(s).



Mentor Coaching Tab

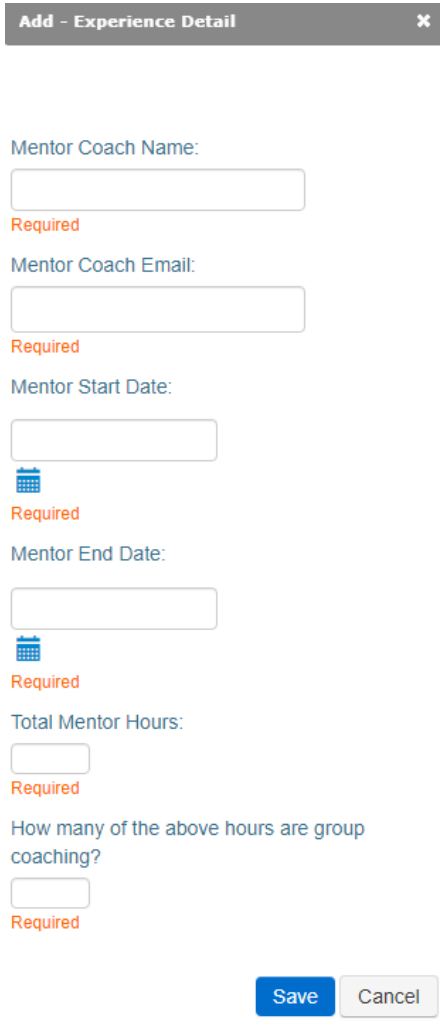


When you click on the Mentor Coaching tab, you will see the "Add Mentor Coach" button at the bottom of the screen.

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 a PCC or MCC, or an ACC who has renewed their credential at least once.

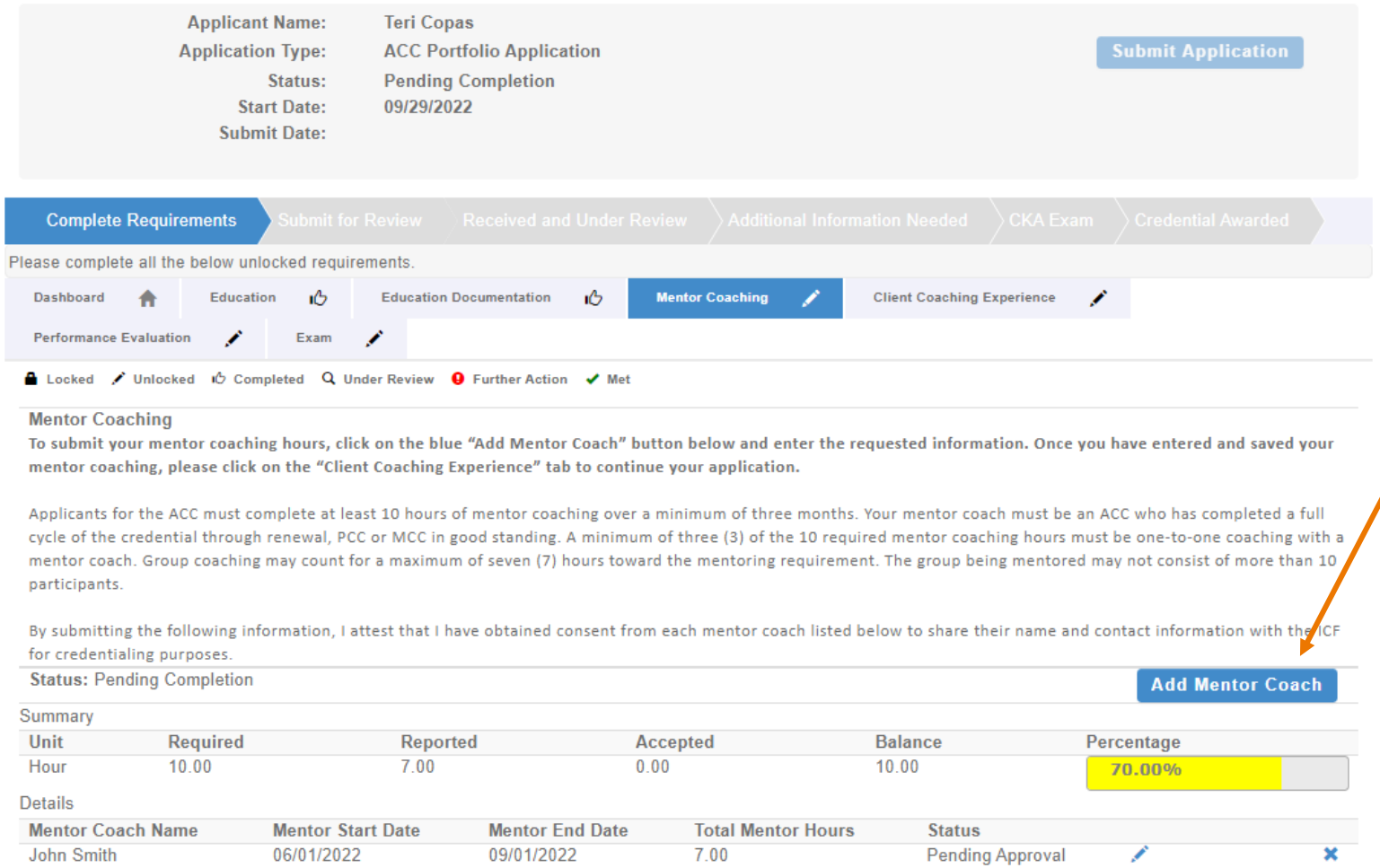
Mentor Coaching Tab



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

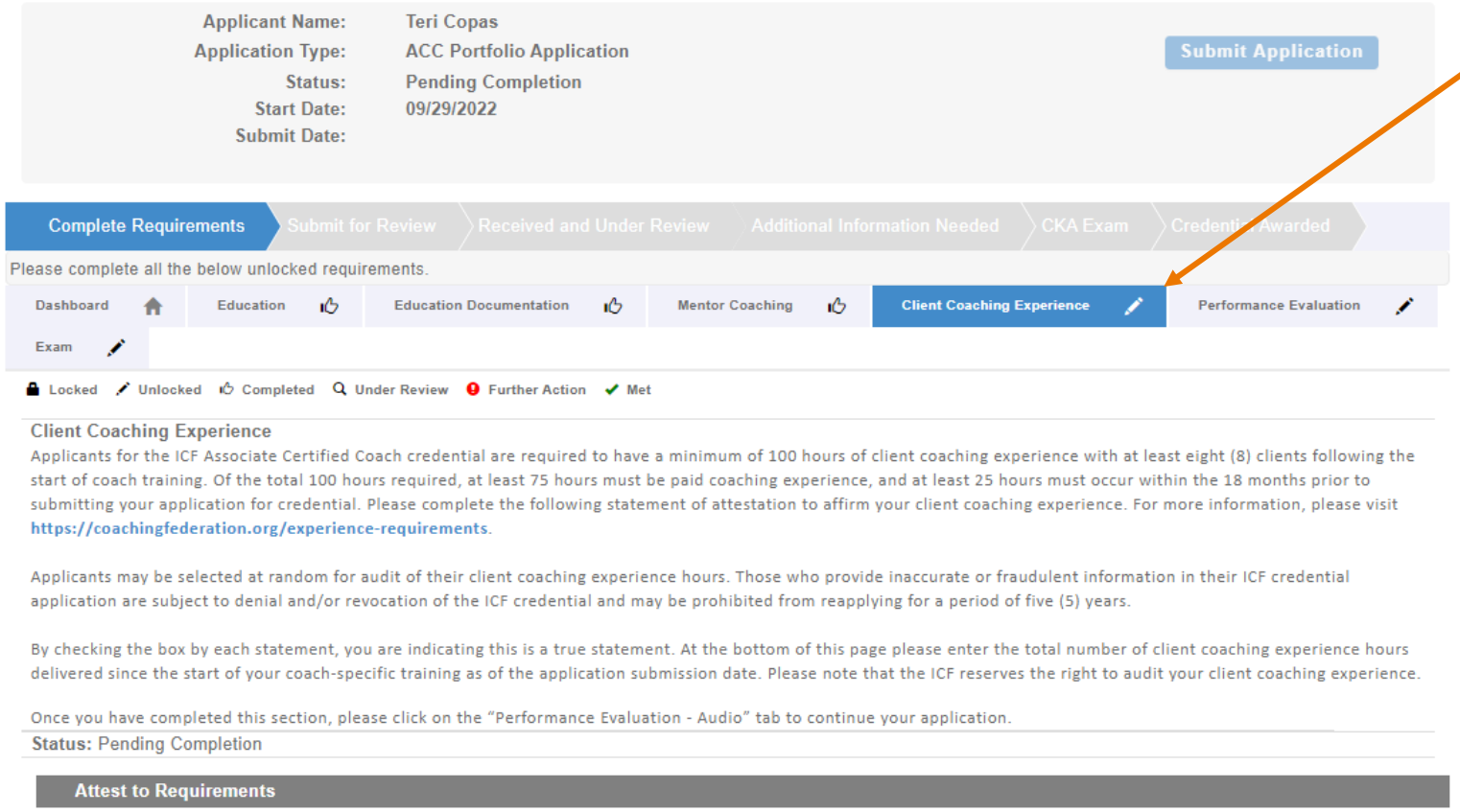


As you enter the mentoring hours, the percentage bar on the main Mentor Coaching tab will automatically be updated.

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.

Client Coaching Experience Tab

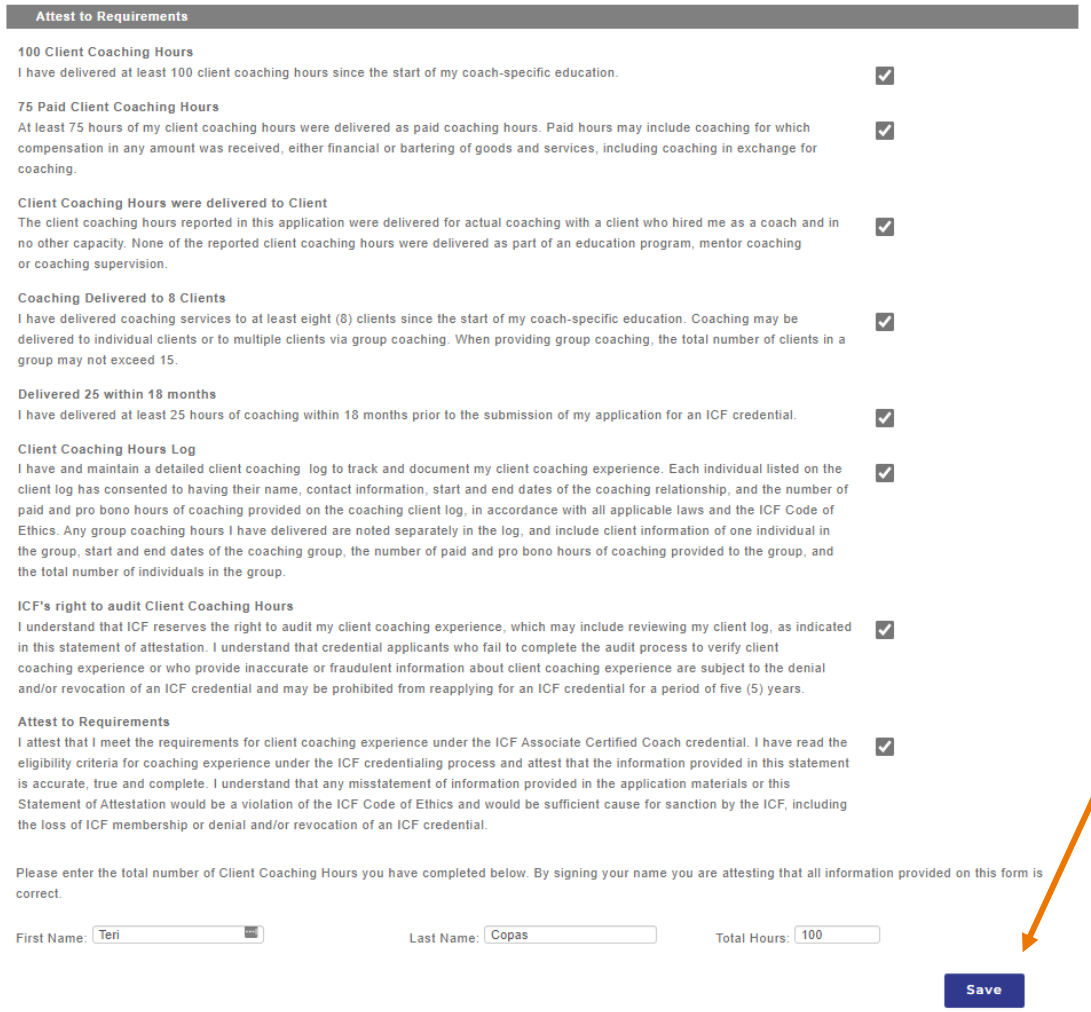


When you click on the Client Coaching Experience tab, you will see a series of statements to which you will attest meeting all ACC coaching experience requirements.

Applicants must demonstrate a minimum of 100 hours of client coaching experience with at least 8 clients following the start of coach-specific education.

At least 75 of these hours must be paid coaching, and at least 25 hours (paid or unpaid) must have been completed within the 18 months prior to the application submission date.

Client Coaching Experience Tab

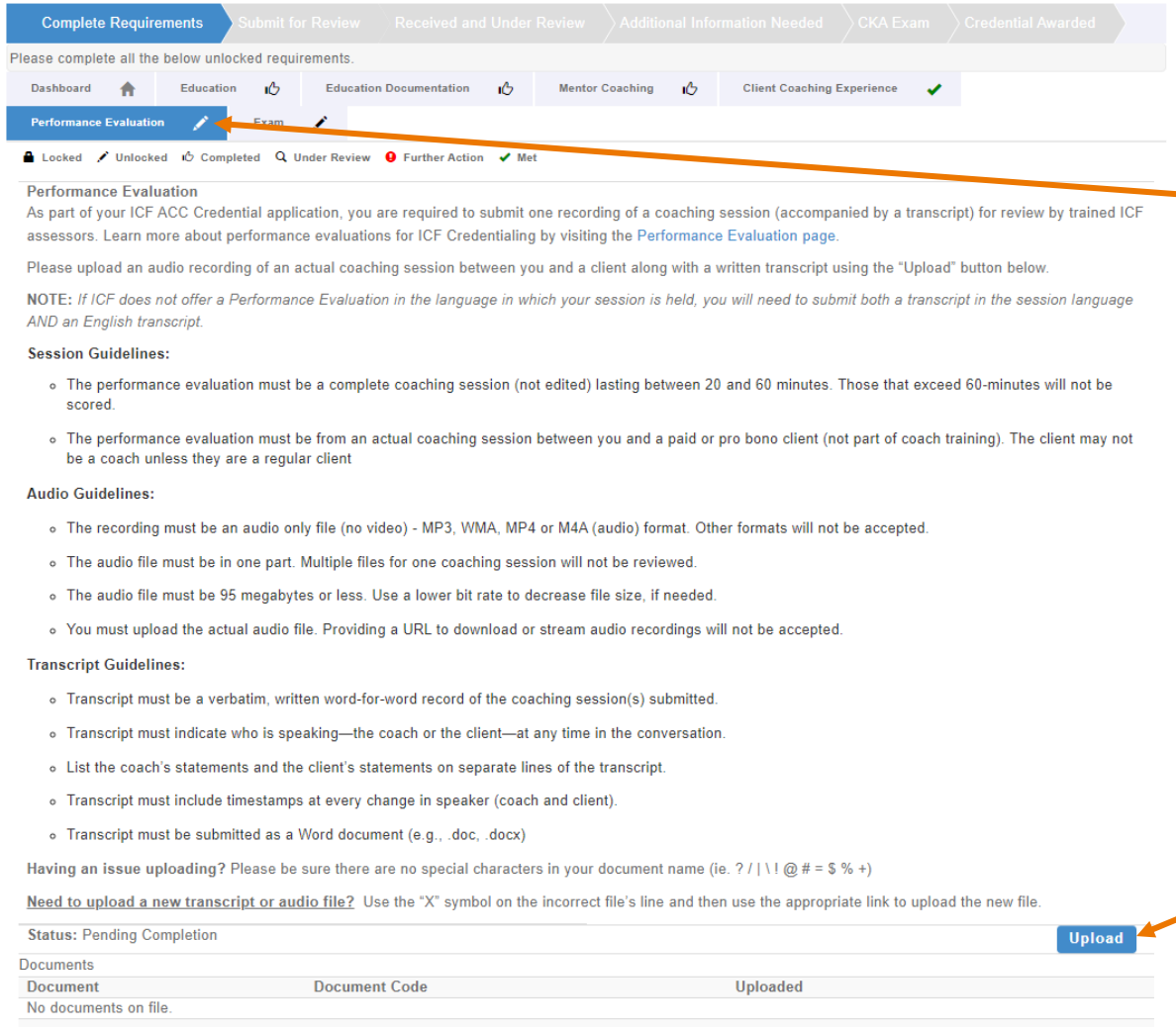


For each experience requirement listed, place a checkmark in the box (by clicking in the box) attesting you meet the requirement.

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.

Performance Evaluation Tab



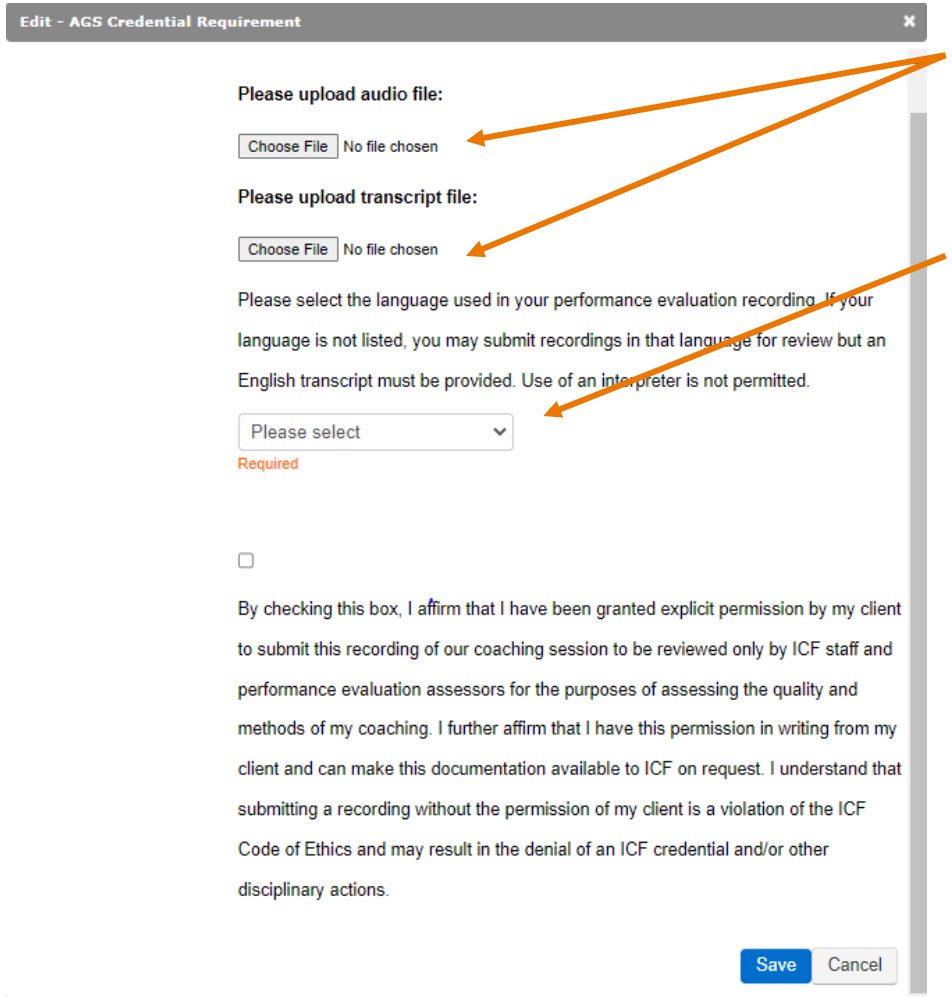
When you click on the Performance Evaluation tab, you will be able to upload a recording of a client coaching session along with a written transcript of the recording.

The session recording must 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 Tab

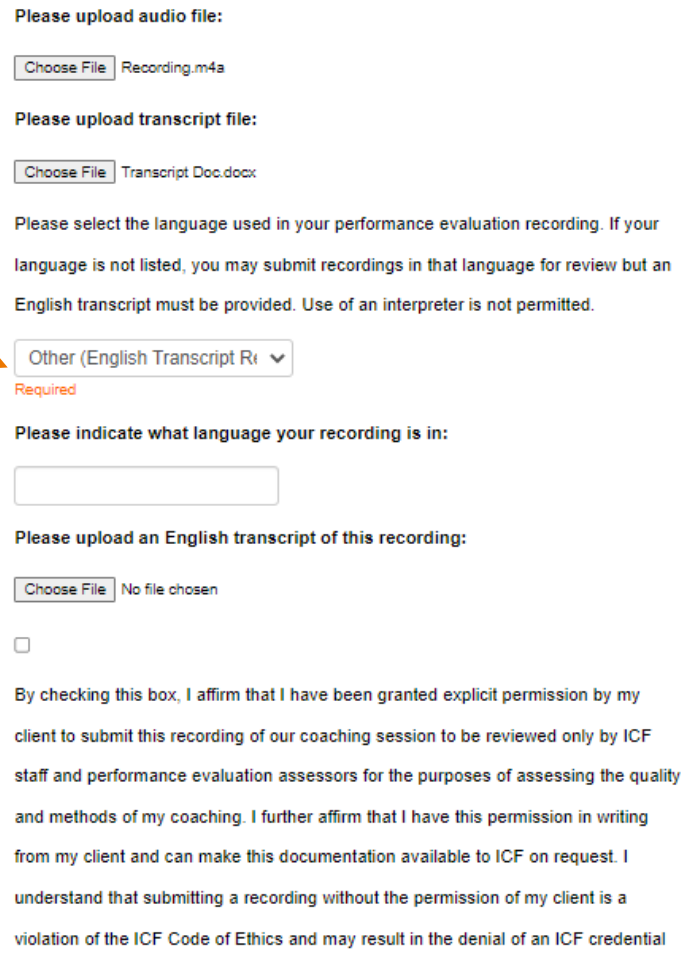


After clicking on the "Upload" button, a window will appear for you to add your recording and transcript to your application.

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.

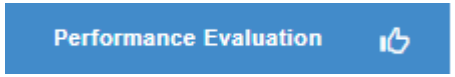
In addition, you will need to affirm that you have written permission from the client to be recorded and to have the recording submitted to ICF for credentialing purposes.

**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*

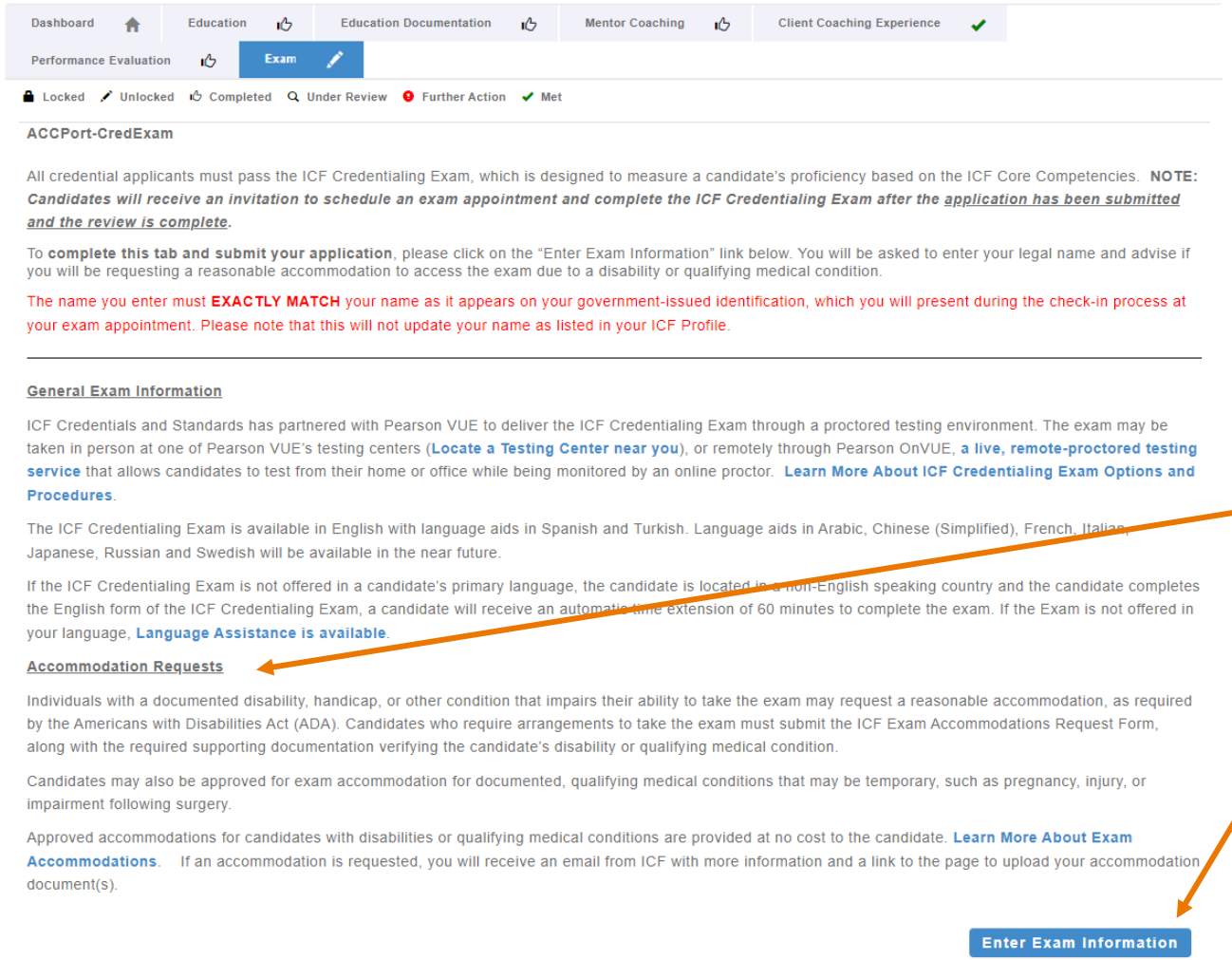


Performance Evaluation Tab

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



Exam Tab



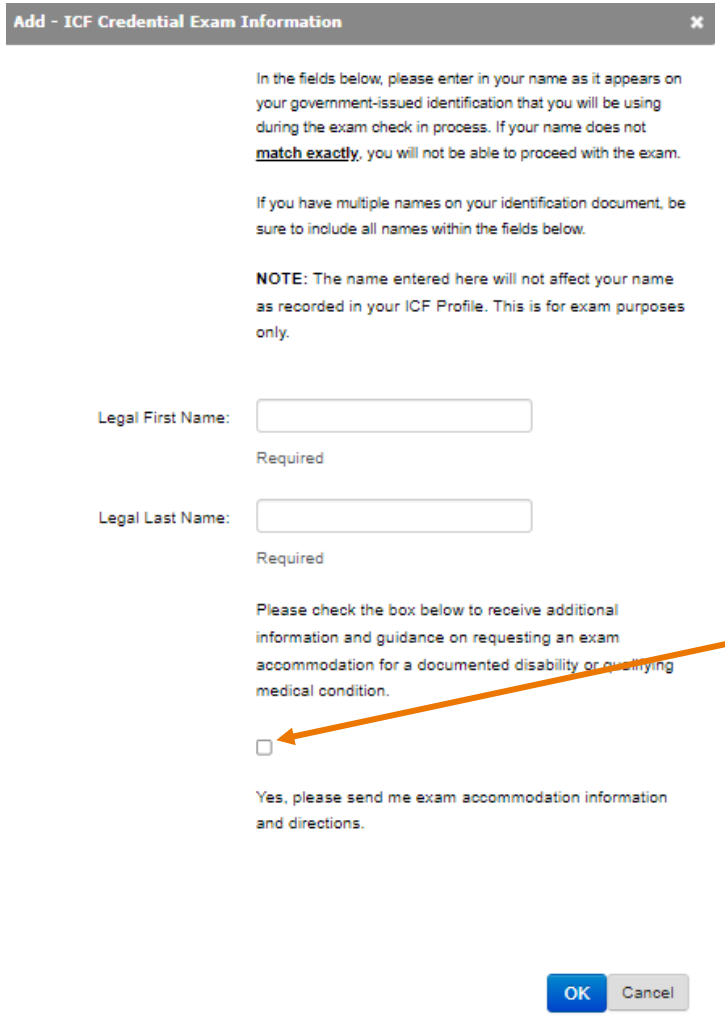
The Exam tab will provide a brief synopsis of the Credentialing Exam procedures.

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

You may find information on requesting an accommodation here.

Click on the Enter Exam Information tab at the bottom of the screen.

Exam Tab



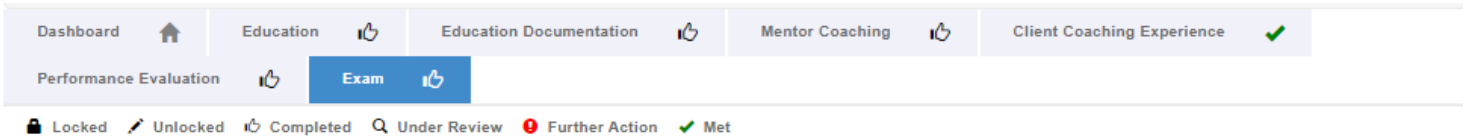
You will then enter your Legal First Name and Legal Last Name.

** 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.

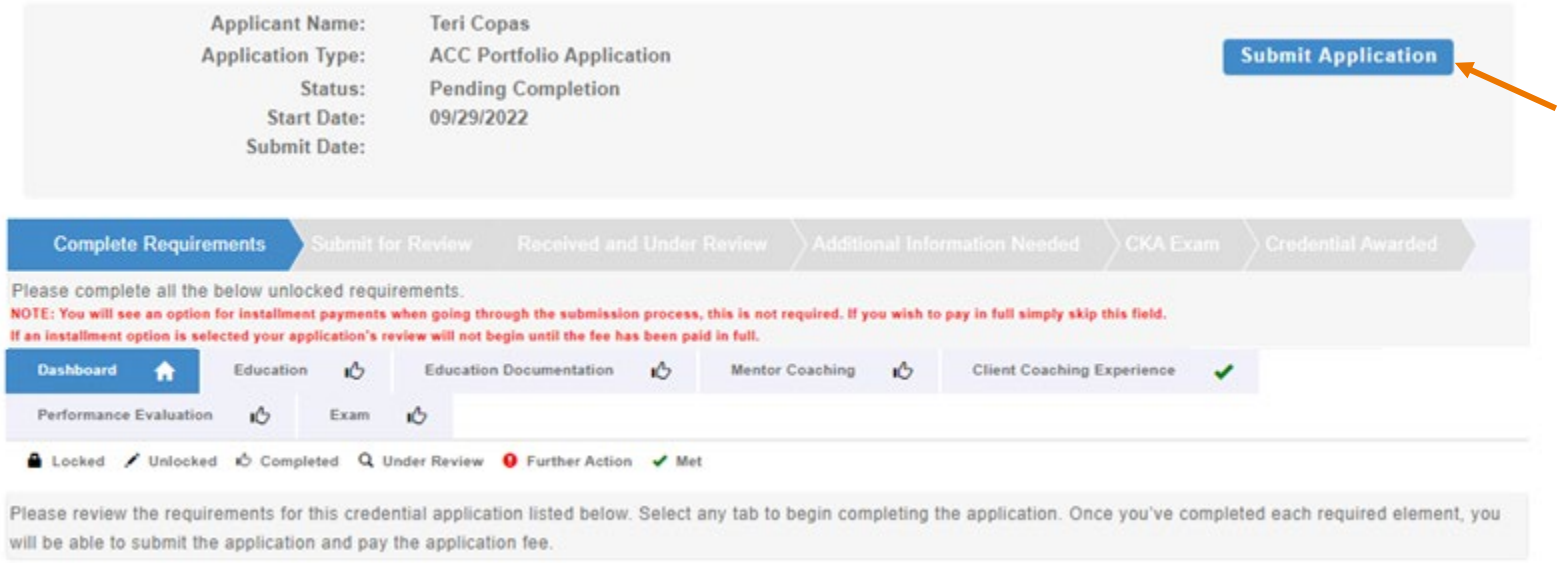
For more information on Exam Accommodations, please visit: https://coachingfederation.org/credentials-and-standards/exam-accommodations

Exam Tab



Once you enter your legal first and last name, you will see a thumbs up on the Exam tab.

Application Submission



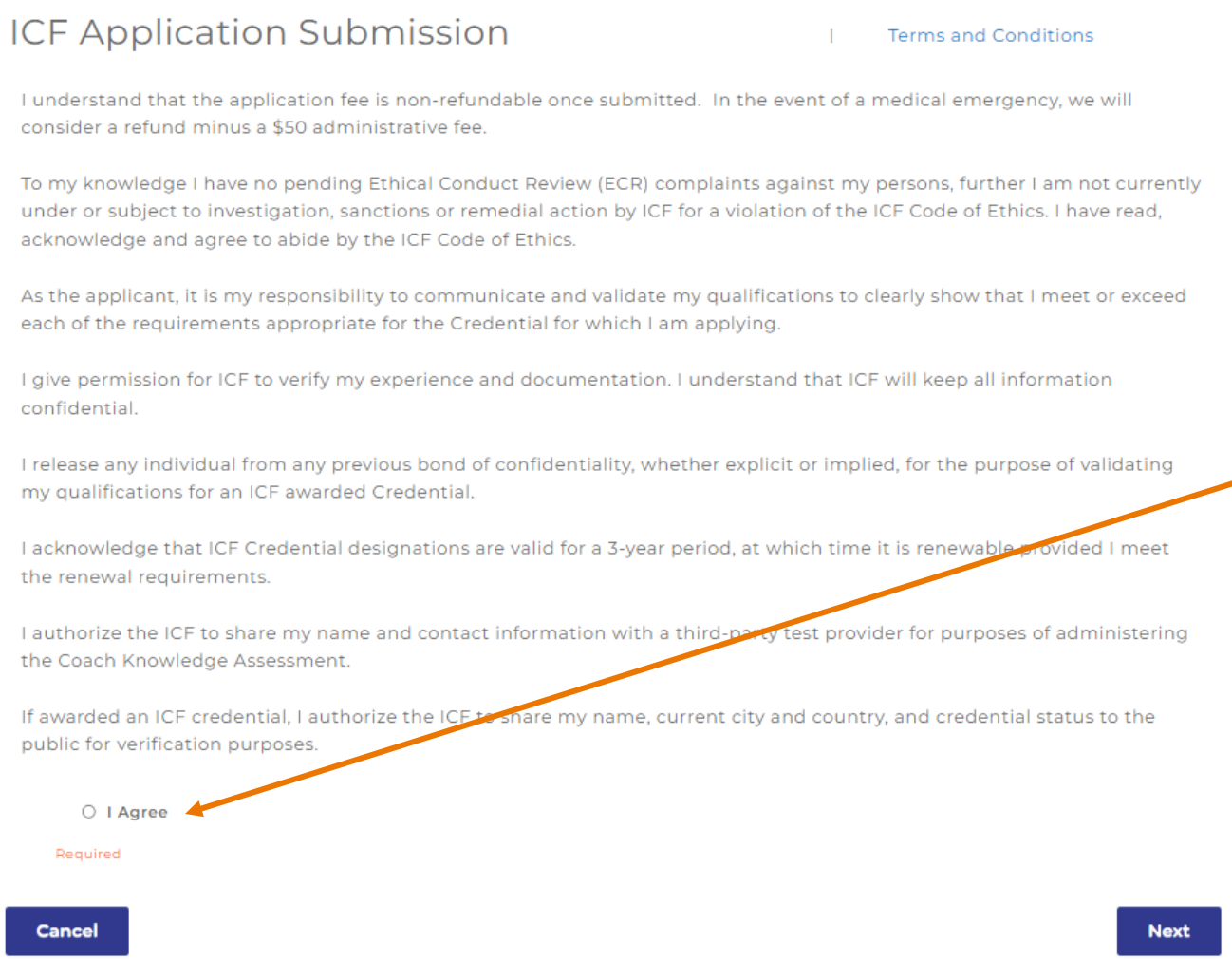
Once the education, client coaching hours, mentor coaching, and performance evaluation files have been entered, the "Submit Application" button at the top of the application will become available.

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.*

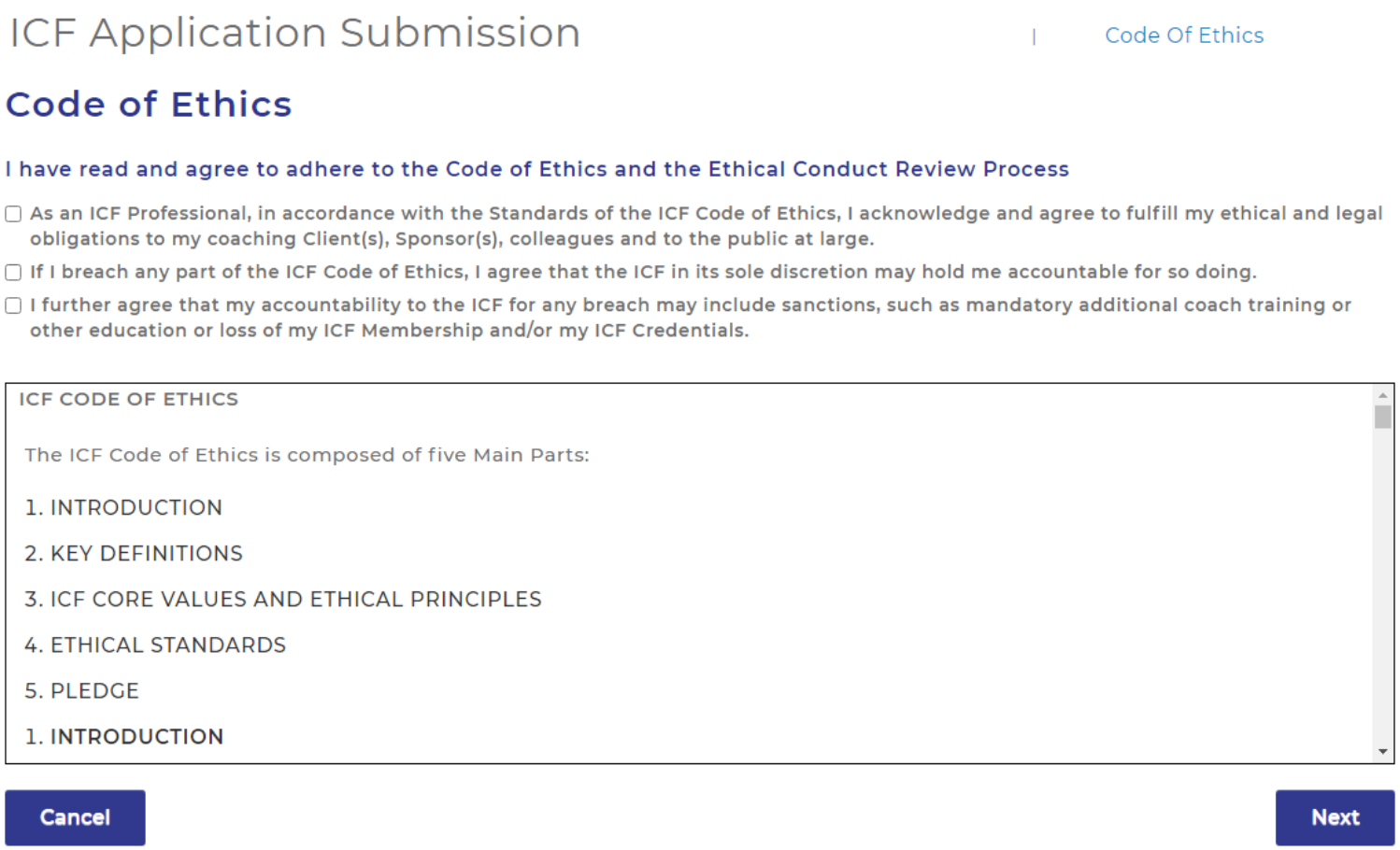
Application Submission



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.

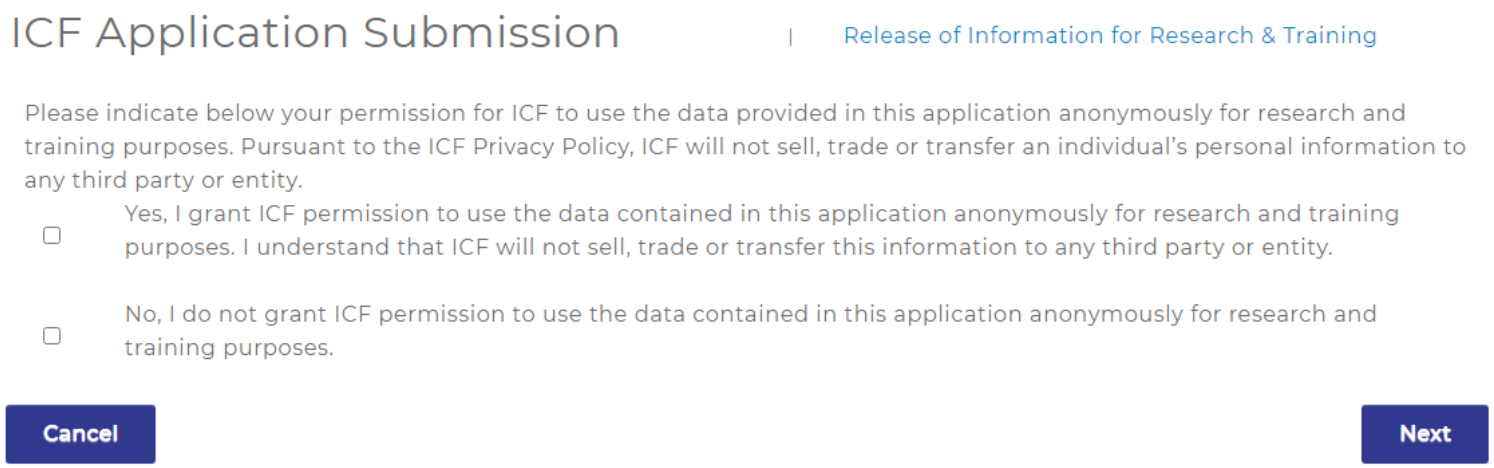
Application Submission



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



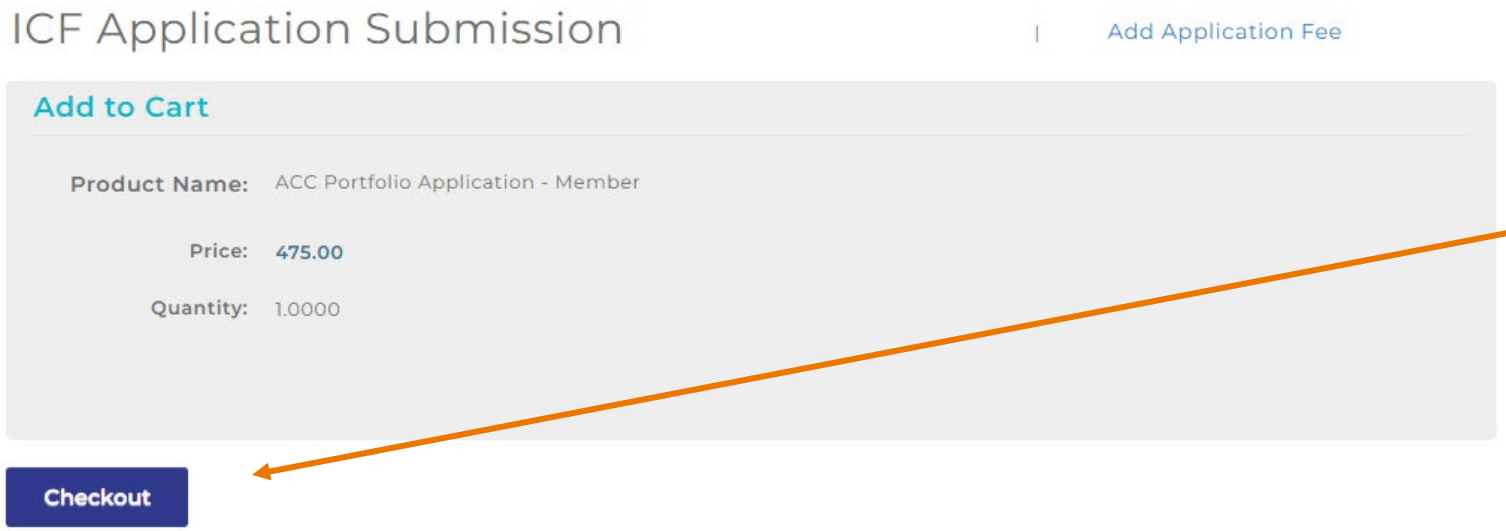
As part of the submission process, consent will be requested to allow the data provided in your application to be used anonymously for ICF research and training purposes.

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



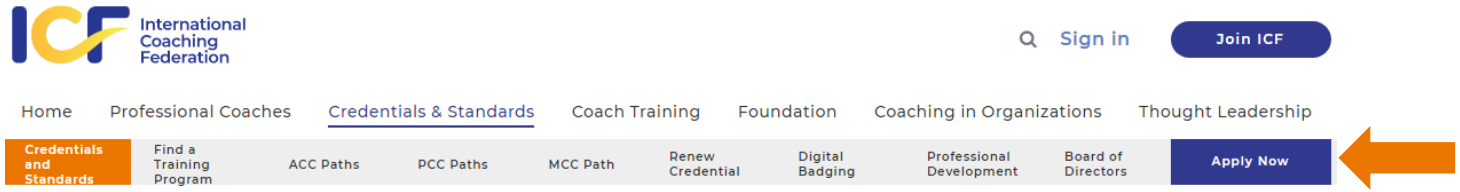
The final step of your application process is to pay for your application.

You will need to click “Checkout” to begin this process.

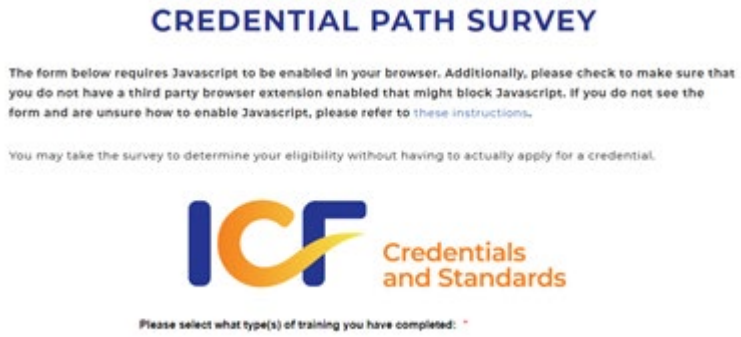
If you have any problems submitting your payment, please contact us at support@coachingfederation.org

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.

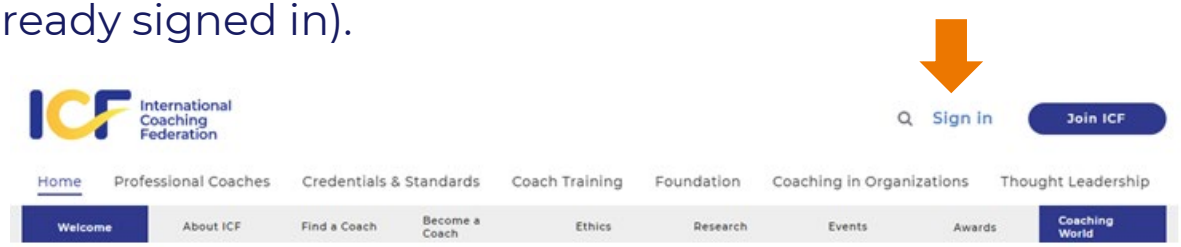


Here is the direct link to the survey:
https://coachingfederation.org/credential-path-survey

Credentials and Standards

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).

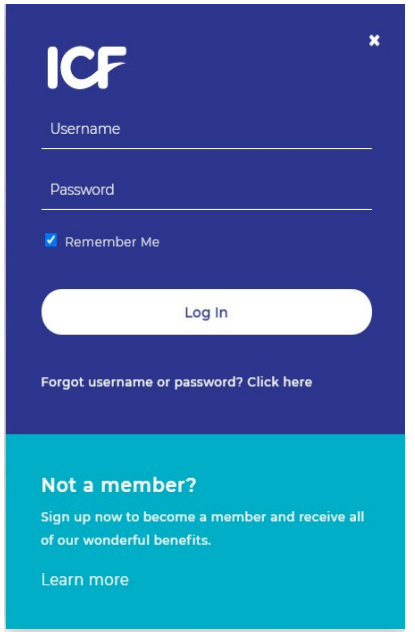


Enter in your email address as your Username.

Enter in your password.

Click on “Log In.”

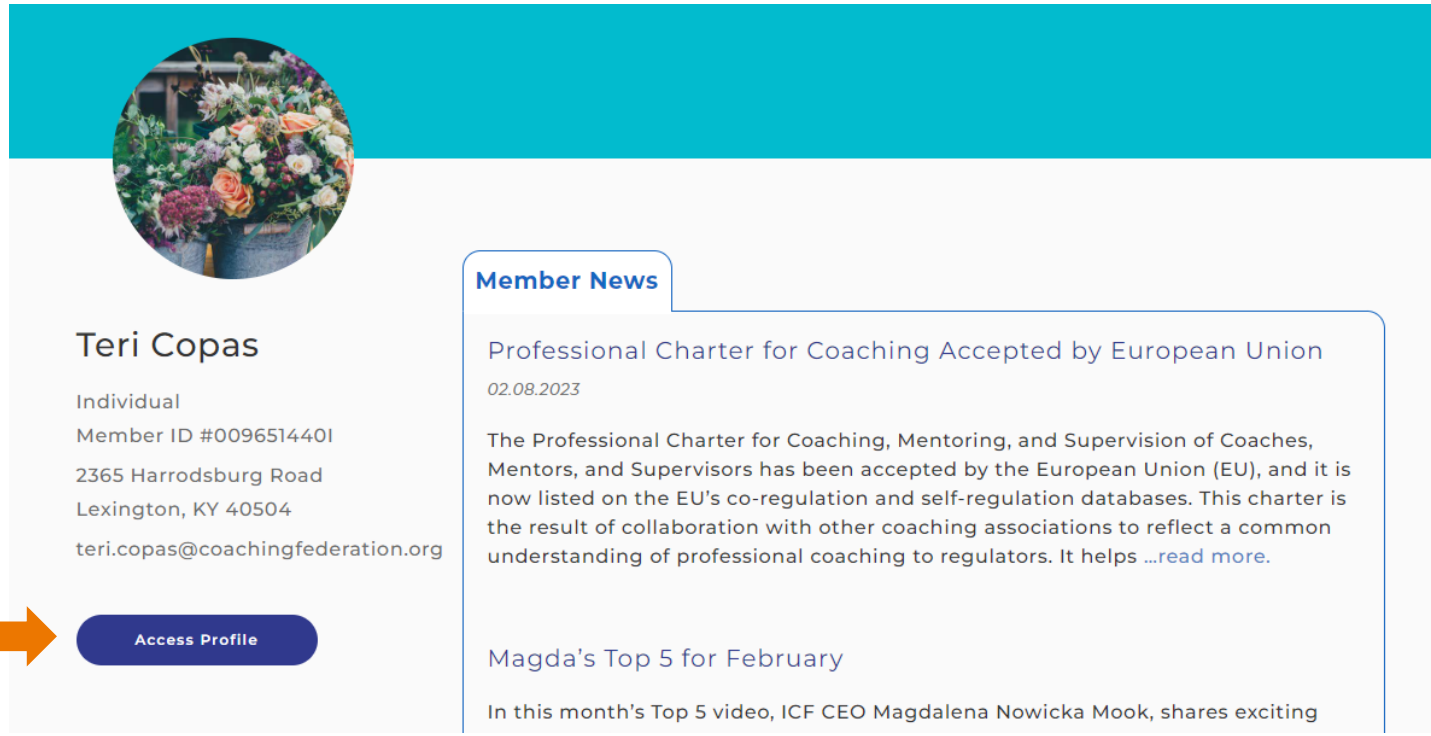
If you have forgotten your password, use this link to reset it.



ICF Credentials and Standards

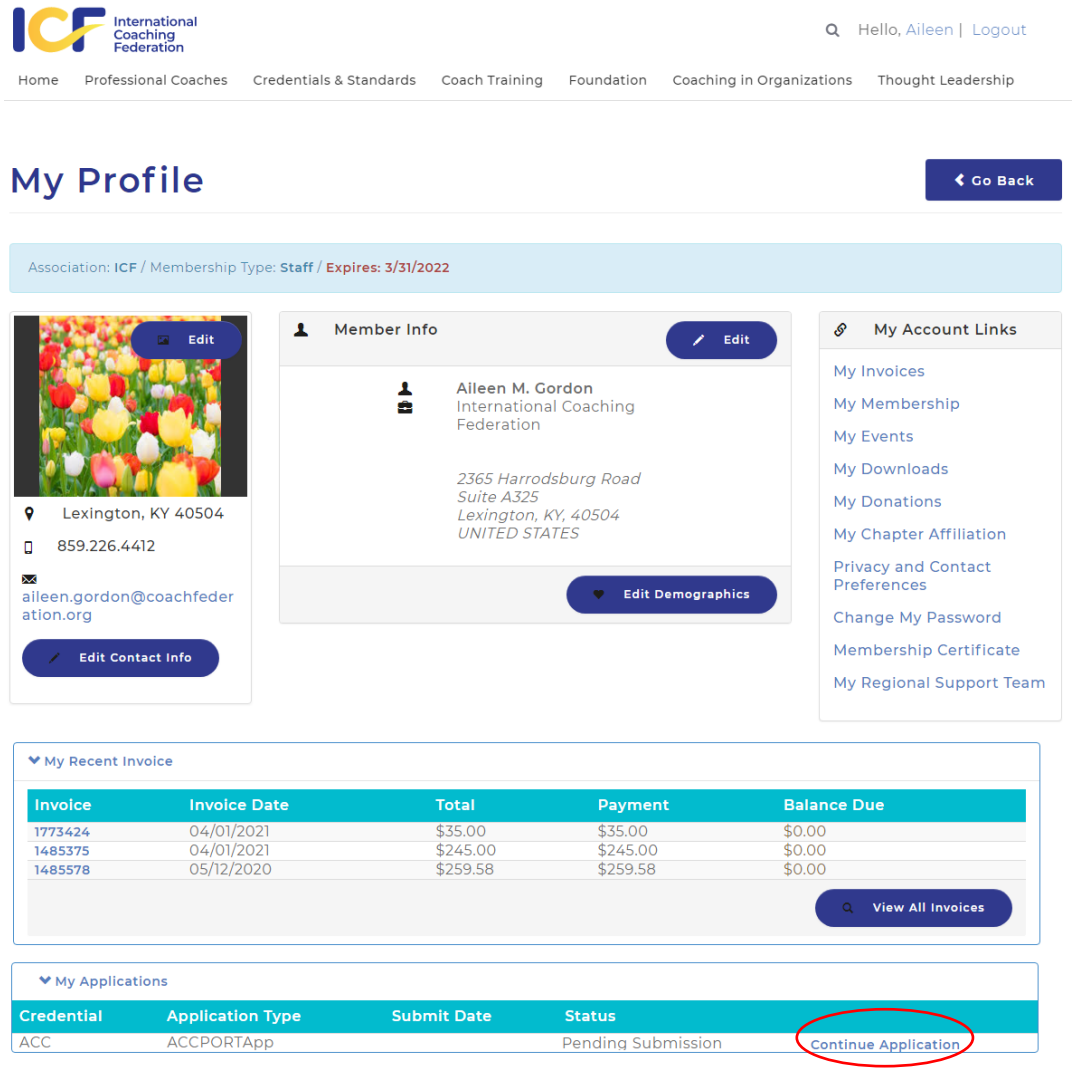
How to Find Your Application

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



ICF Credentials and Standards

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.

Credentials and Standards

Credentials and Standards

Credentialing Support

Credentialing FAQ Page:
https://coachingfederation.org/faq-categories/credentials

Email: support@coachingfederation.org