ICF
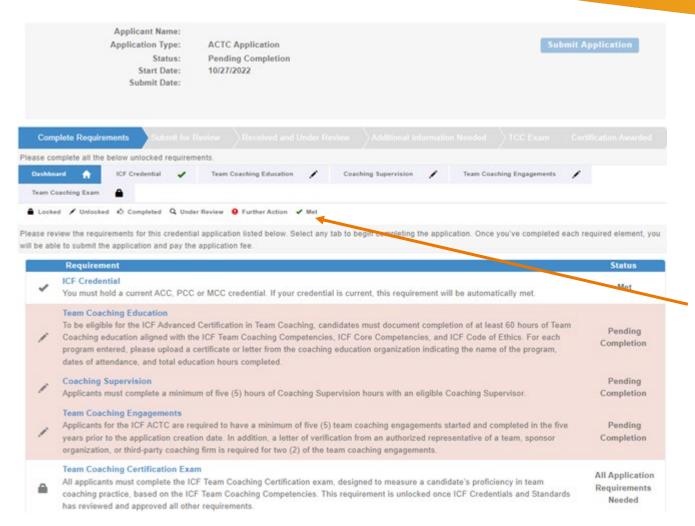## Credentials and Standards

ACTC Sample Application

ACTC Application Dashboard

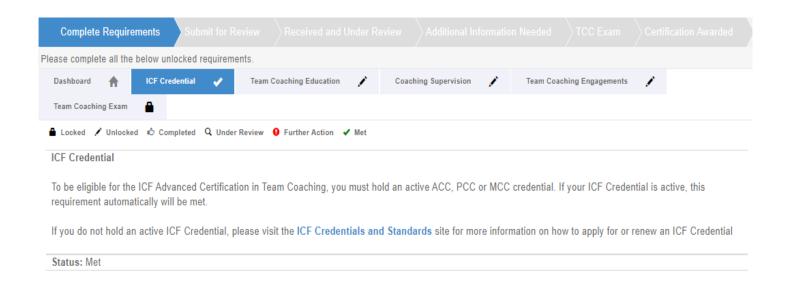The application dashboard provides an overview of all requirements for the ACTC.

To begin the ACTC 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.
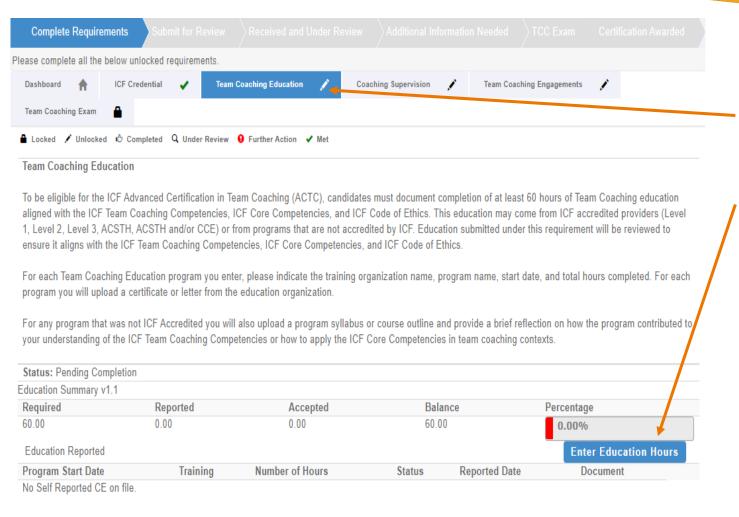
ICF Credential Tab

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

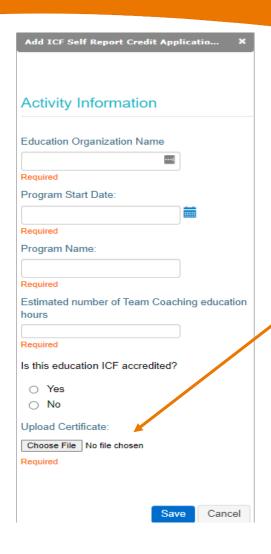If your Credential is active, this requirement will automatically be met.

Education Tab

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.
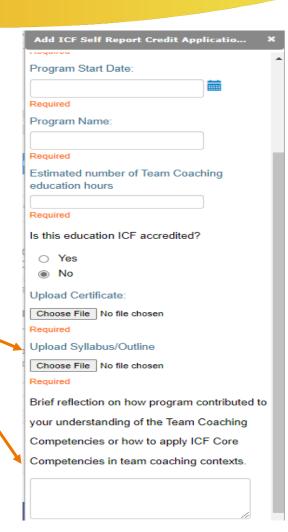
Education Tab

Add ICF Self Report Credit Applicatio... ✕

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
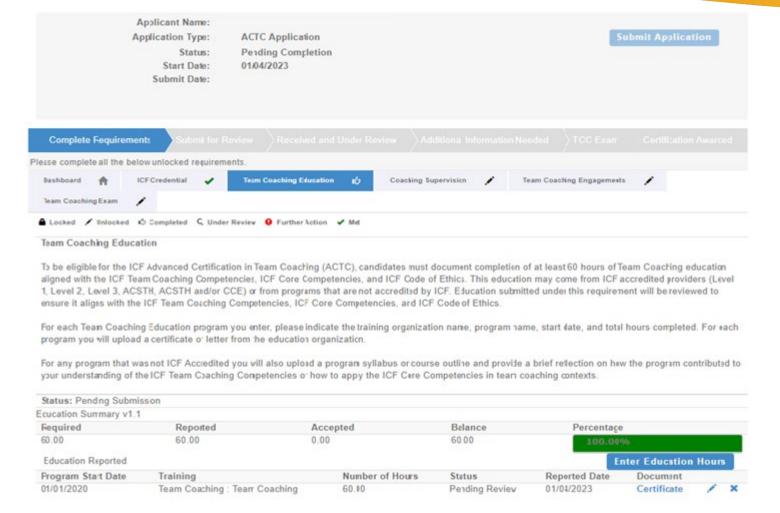
[Save] [Cancel]

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... ✕

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

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.
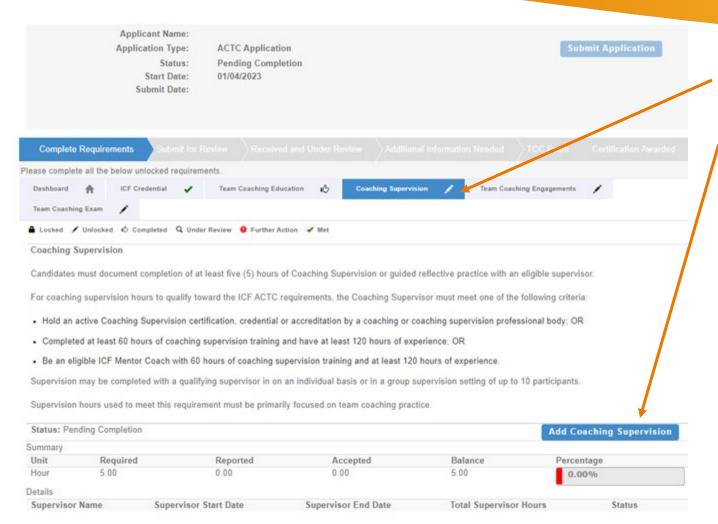[   ]

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 candidates must document at least 5 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:

[   ]
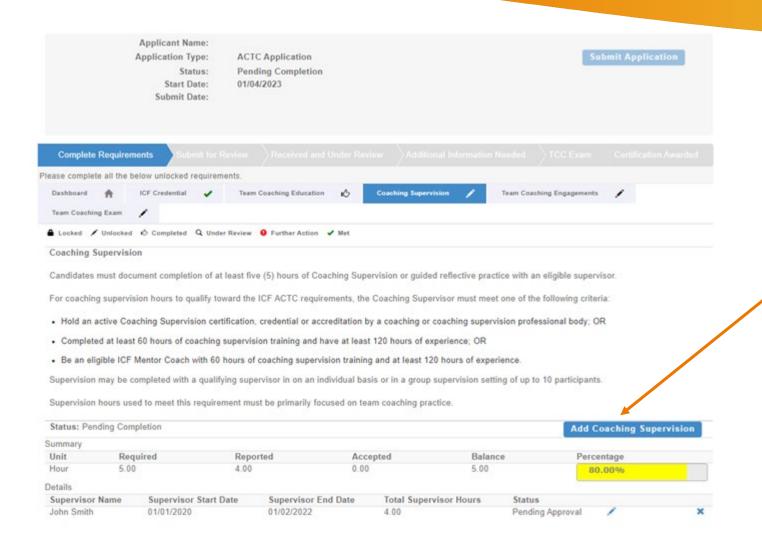📅
Required

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

Applicant Name:
Application Type: ACTC Application
Status: Pending Completion
Start Date: 01/04/2023
Submit Date:

Submit Application

Complete Requirements | Submit for Review | Received and Under Review | Additional Information Needed | TCC Exam | Certification Awarded

Please complete all the below unlocked requirements.

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

Team Coaching Exam ✏

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

Coaching Supervision

Candidates must document completion of at least five (5) hours of Coaching Supervision or guided reflective practice with an eligible supervisor.

For coaching supervision hours to qualify toward the ICF ACTC requirements, 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 experience; OR
- Be an eligible ICF Mentor Coach with 60 hours of coaching supervision training and at least 120 hours of experience.

Supervision may be completed with a qualifying supervisor in on an individual basis or in a group supervision setting of up to 10 participants.

Supervision hours used to meet this requirement must be primarily focused on team coaching practice.

Status: Pending Completion

Add Coaching Supervision

Summary

Unit	Required	Reported	Accepted	Balance	Percentage
Hour	5.00	4.00	0.00	5.00	80.00%

Details

Supervisor Name	Supervisor Start Date	Supervisor End Date	Total Supervisor Hours	Status		
John Smith	01/01/2020	01/02/2022	4.00	Pending Approval	✏	✖

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.

Coaching Supervision 👍

Team Coaching Engagements Tab

Please complete all the below unlocked requirements.

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 are required to have started and completed five (5) team coaching engagements in the five years prior to the application creation date. Additionally, a letter of verification from an authorized representative 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 difference team coaching engagement, you may delete an uploaded letter of verification, and the upload links will reappear on the remaining team engagements.

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 candidates are required to have started and completed 5 team coaching engagements in the 5 years prior to the application creation date.

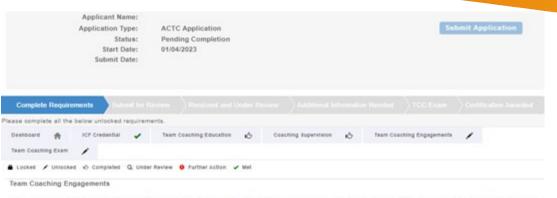# Team Coaching Engagements Tab

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

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

Once you have entered five (5) Engagements, and uploaded two (2) letters of verification, you will see the "thumbs up" symbol, indicating all requirements have been met.

Team Coaching Exam Tab

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

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

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."

Cancel   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