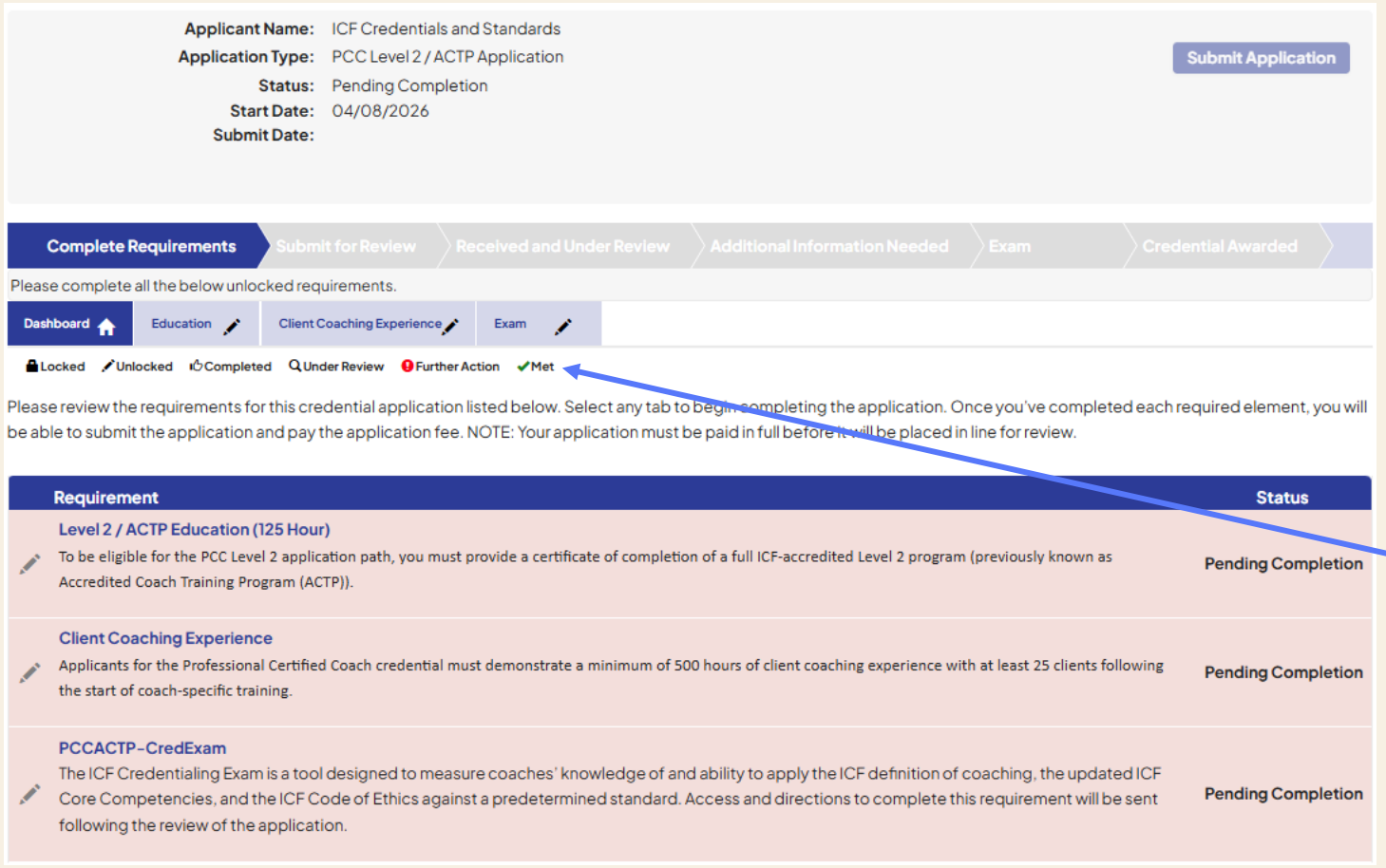
PCC Level 2 Sample Application

Rev.10.2026

PCC Level 2 Application Dashboard



The dashboard shows all the requirements for your credential.

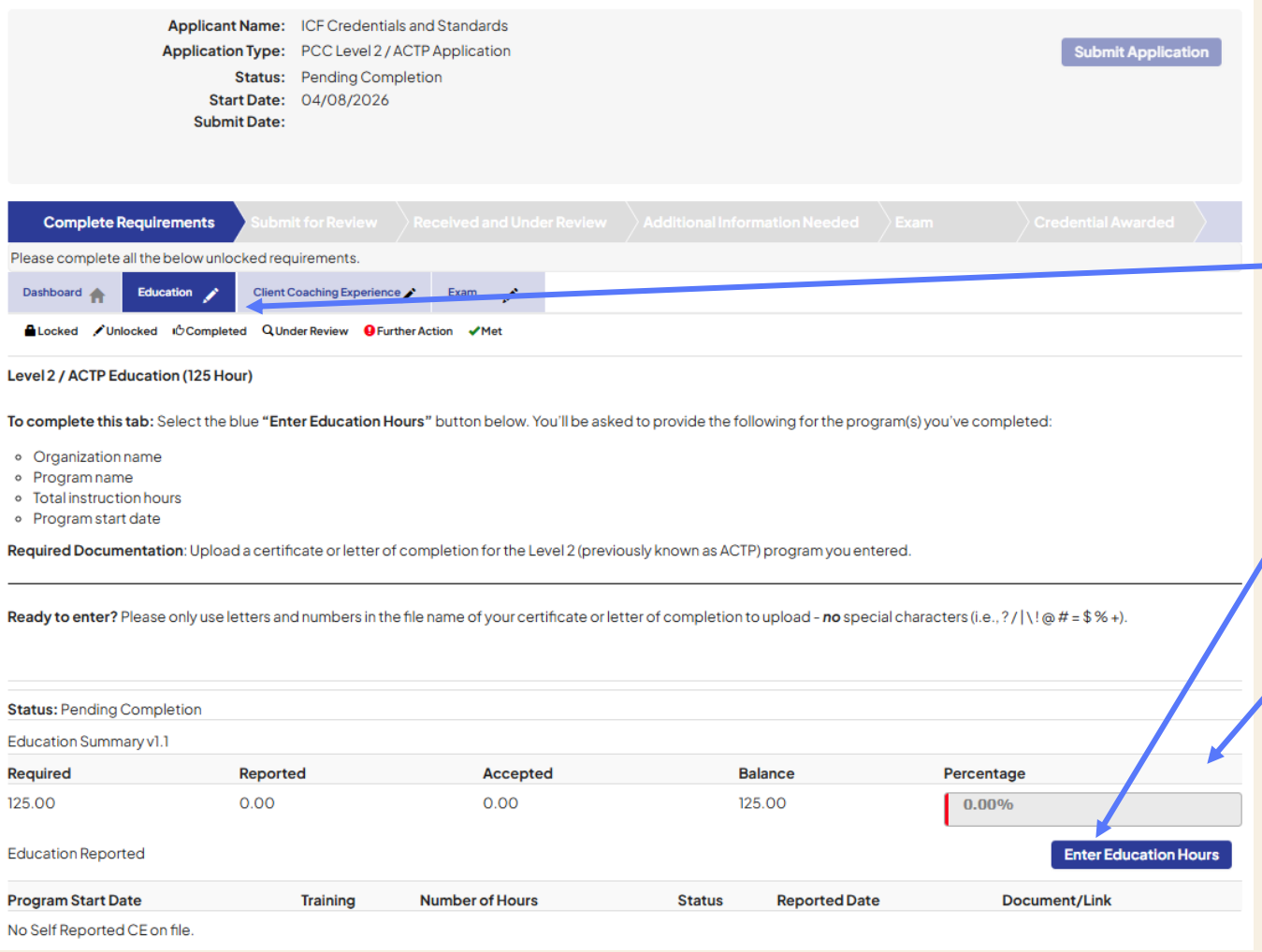
To start your PCC Level 2 application:

- Click each requirement tab and enter your information.
- Watch for symbols on the tabs—they show when tasks are complete and reviewed by ICF.
- A key below the tabs explains what each symbol means.

You can complete the tabs in any order, but all requirements must be finished before you submit your application.

Credentials & Standards

Education Tab



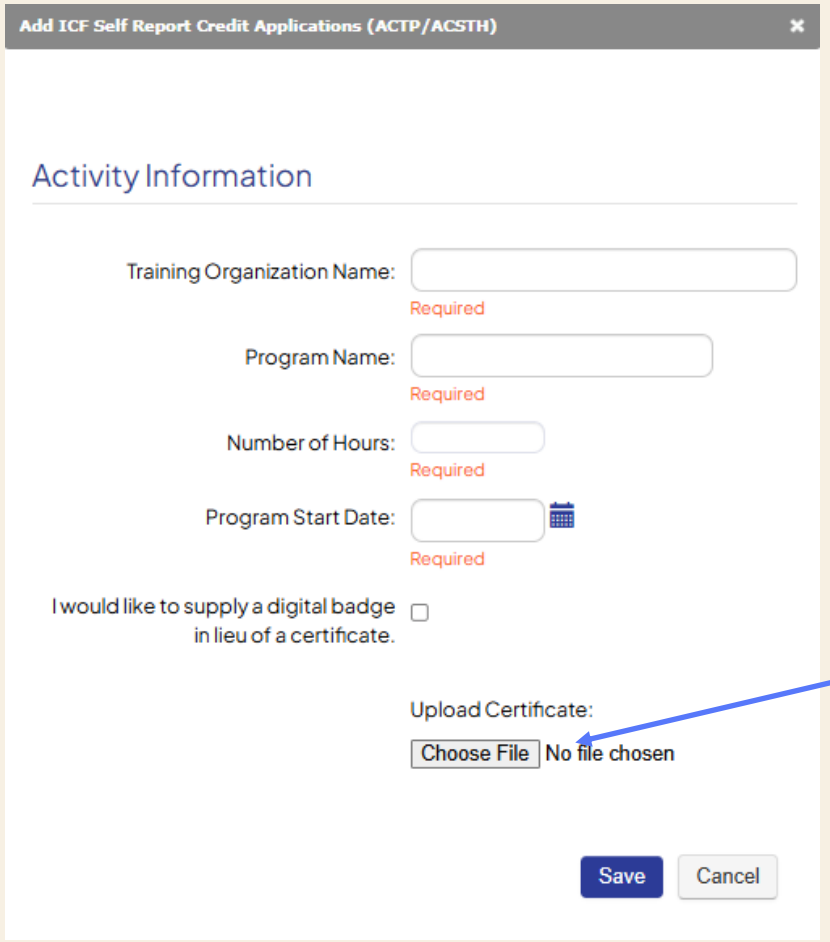
Click the Education tab to get started.

Click Enter Education Hours at the bottom of the screen to add your education details and upload your certificate (see next page).

As you enter your coach education hours, your progress will update automatically.

Credentials & Standards

Enter Education Details

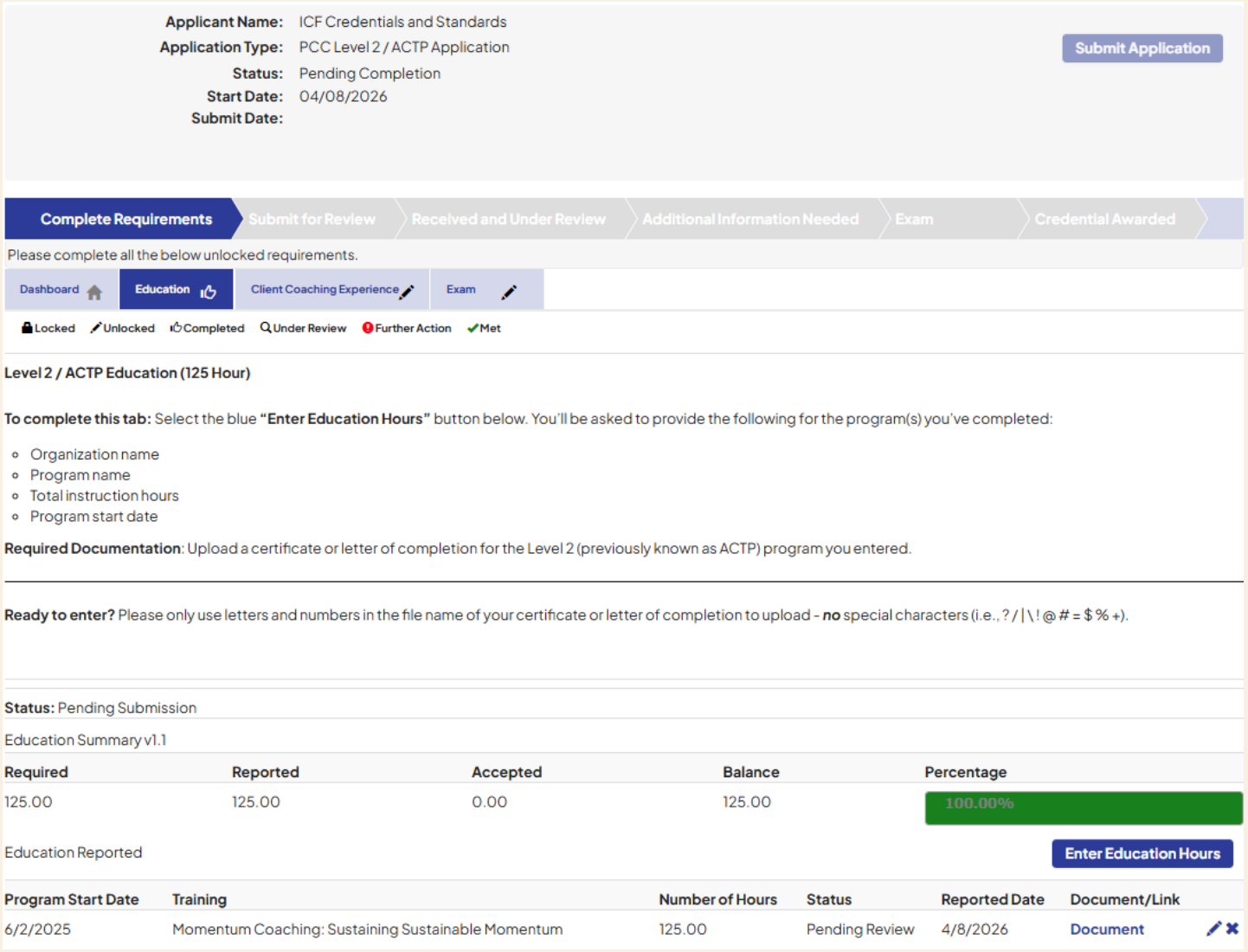


After clicking Enter Education Hours, a window will open for you to add:

- Organization name
- Program name
- Total hours completed
- Program start date
- Upload your program certificate or letter of completion.
- Don't forget to click Save!

Credentials & Standards

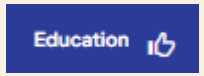
Confirm Education Details



As you enter education hours, the progress bar on the Education tab updates automatically.

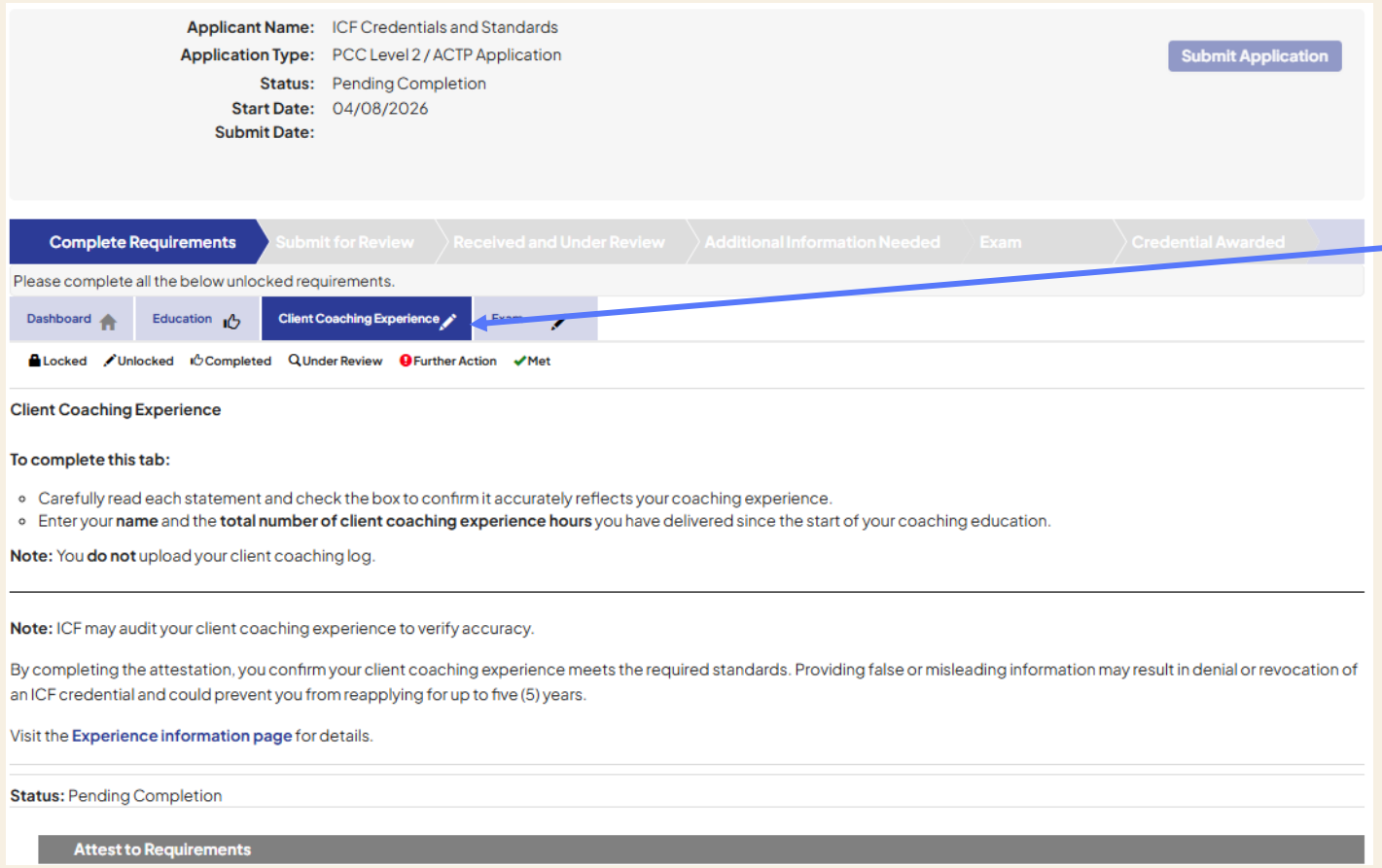


Once you meet the required hours, you'll see a thumbs-up on the tab.



Credentials & Standards

Client Coaching Experience Tab Overview

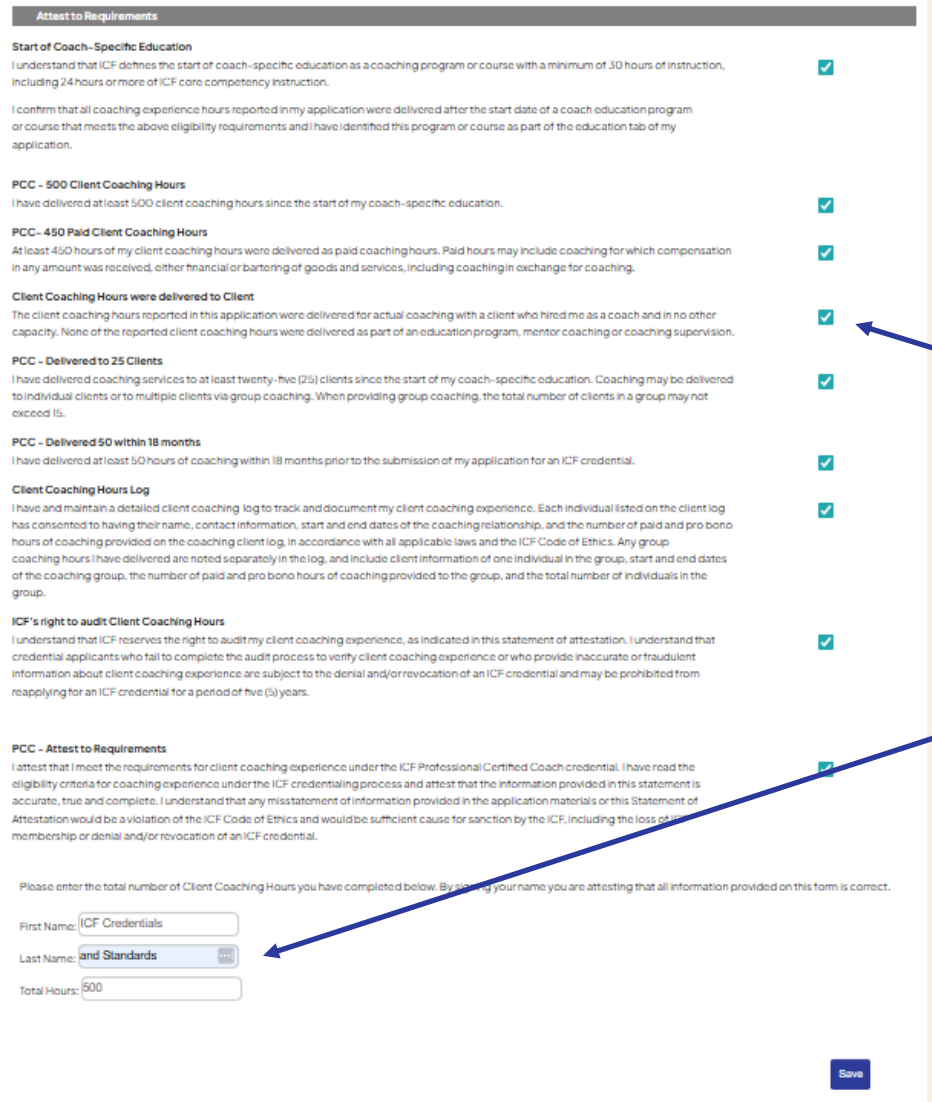


Click the Client Coaching Experience tab to attest that you meet all PCC requirements. You must have:

- 500 hours of client coaching after starting coach-specific education
- At least 25 clients
- 450 hours paid coaching
- 50 hours (paid or unpaid) completed within the 18 months before submitting your application

Credentials & Standards

Client Coaching Experience Attestation



Attest to Requirements

Start of Coach-Specific Education

I understand that ICF defines the start of coach-specific education as a coaching program or course with a minimum of 30 hours of instruction, including 24 hours or more of ICF core competency instruction.

I confirm that all coaching experience hours reported in my application were delivered after the start date of a coach education program or course that meets the above eligibility requirements and I have identified this program or course as part of the education tab of my application.

PCC – 500 Client Coaching Hours

I have delivered at least 500 client coaching hours since the start of my coach-specific education.

PCC– 450 Paid Client Coaching Hours

At least 450 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.

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 an education program, mentor coaching or coaching supervision.

PCC – Delivered to 25 Clients

I have delivered coaching services to at least twenty-five (25) clients since the start of my coach-specific education. 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.

PCC – Delivered 50 within 18 months

I have delivered at least 50 hours of coaching within 18 months prior to the submission of my application for an ICF credential.

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, 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.

PCC – Attest to Requirements

I attest that I meet the requirements for client coaching experience under the ICF Professional 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 [illegible] membership or denial and/or revocation of an ICF credential.

Please enter the total number of Client Coaching Hours you have completed below. By [illegible] your name you are attesting that all information provided on this form is correct.

First Name: ICF Credentials

Last Name: and Standards

Total Hours: 500

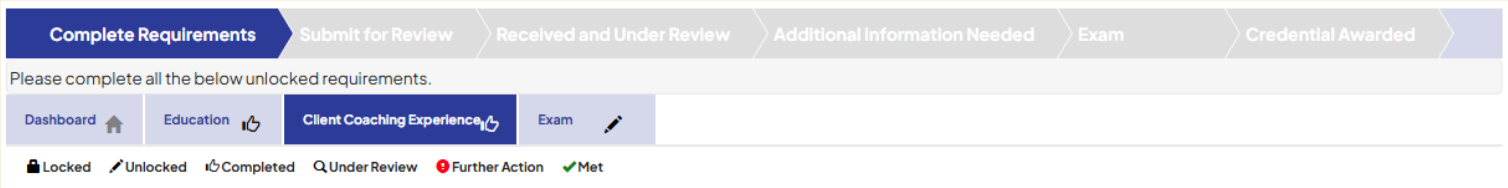
Save

For each experience requirement, click the box to attest that you meet the requirement.

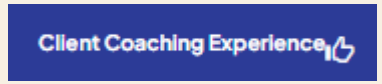
Enter your name and number of experience hours, then click save.

Credentials & Standards

Client Coaching Experience Tab Completion

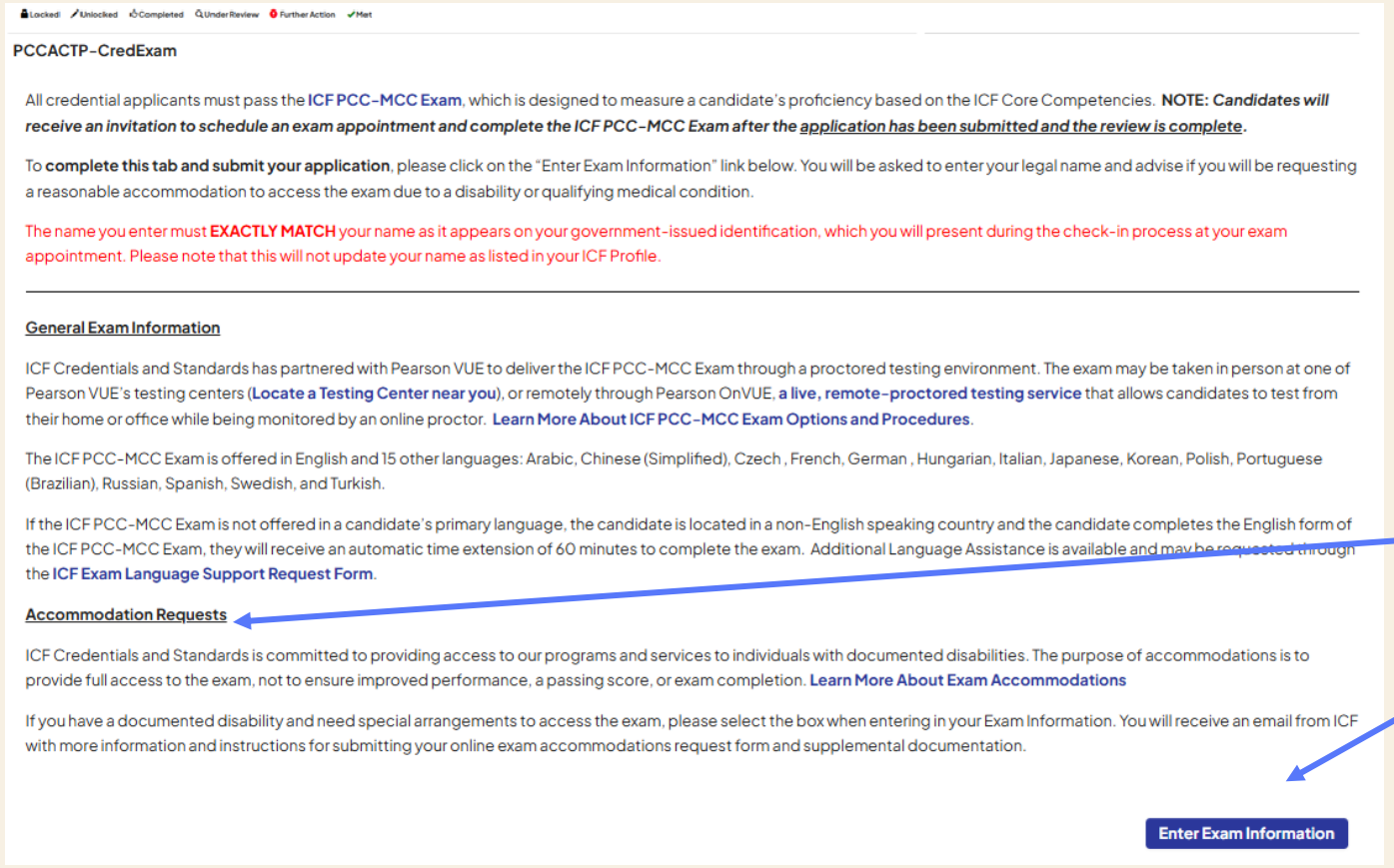


Once you save your Coaching Experience hours, you will see a check on the Client Coaching tab.



Credentials & Standards

Exam Tab Overview



Locked Unlocked Completed Under Review Further Action Met

PCCACTP-CredExam

All credential applicants must pass the **ICF PCC-MCC Exam**, which is designed to measure a candidate's proficiency based on the ICF Core Competencies. **NOTE: *Candidates will receive an invitation to schedule an exam appointment and complete the ICF PCC-MCC Exam after the application has been submitted and the review is complete*.**

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 PCC-MCC Exam through a proctored testing environment. The exam may be taken in person at one of Pearson VUE's testing centers (**Locate a Testing Center near you**), 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. **Learn More About ICF PCC-MCC Exam Options and Procedures**.

The ICF PCC-MCC Exam is offered in English and 15 other languages: Arabic, Chinese (Simplified), Czech , French, German , Hungarian, Italian, Japanese, Korean, Polish, Portuguese (Brazilian), Russian, Spanish, Swedish, and Turkish.

If the ICF PCC-MCC Exam is not offered in a candidate's primary language, the candidate is located in a non-English speaking country and the candidate completes the English form of the ICF PCC-MCC Exam, they will receive an automatic time extension of 60 minutes to complete the exam. Additional Language Assistance is available and may be requested through the **ICF Exam Language Support Request Form**.

Accommodation Requests

ICF Credentials and Standards is committed to providing access to our programs and services to individuals with documented disabilities. The purpose of accommodations is to provide full access to the exam, not to ensure improved performance, a passing score, or exam completion. **Learn More About Exam Accommodations**

If you have a documented disability and need special arrangements to access the exam, please select the box when entering in your Exam Information. You will receive an email from ICF with more information and instructions for submitting your online exam accommodations request form and supplemental documentation.

Enter Exam Information

The Exam tab gives a quick overview of exam procedures.

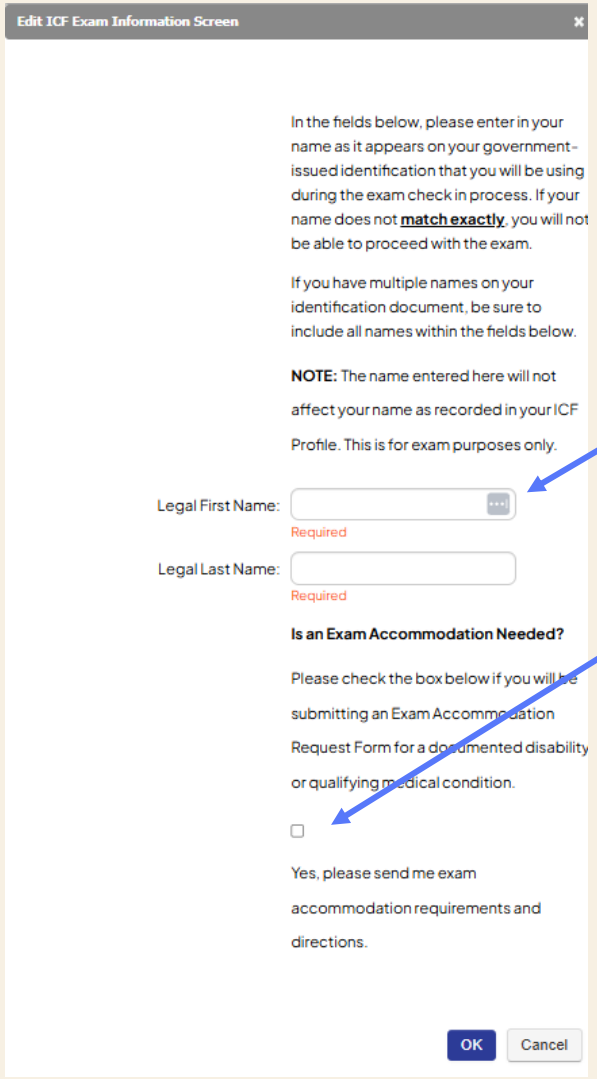
You'll receive exam instructions after your application review is complete and approved.

Need an accommodation? Find details here.

Click Enter Exam Information at the bottom of the screen to proceed to the next step.

Credentials & Standards

Enter Exam Details



Enter your Legal First Name and Legal Last Name exactly as they appear on your government-issued ID. You'll need this ID during your exam check-in.

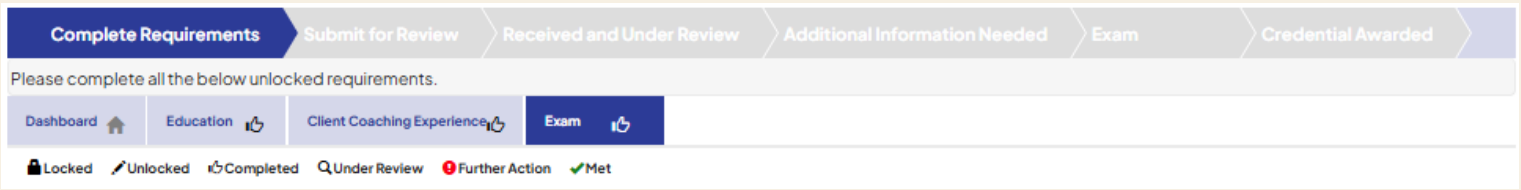
If you need an exam accommodation, check the box. We'll follow up with you once you submit.

Learn more about accommodations: https://coachingfederation.org/credentialing/icf-credential-exams/exam-accommodations/

Click "OK".

Credentials & Standards

Exam Tab Completion



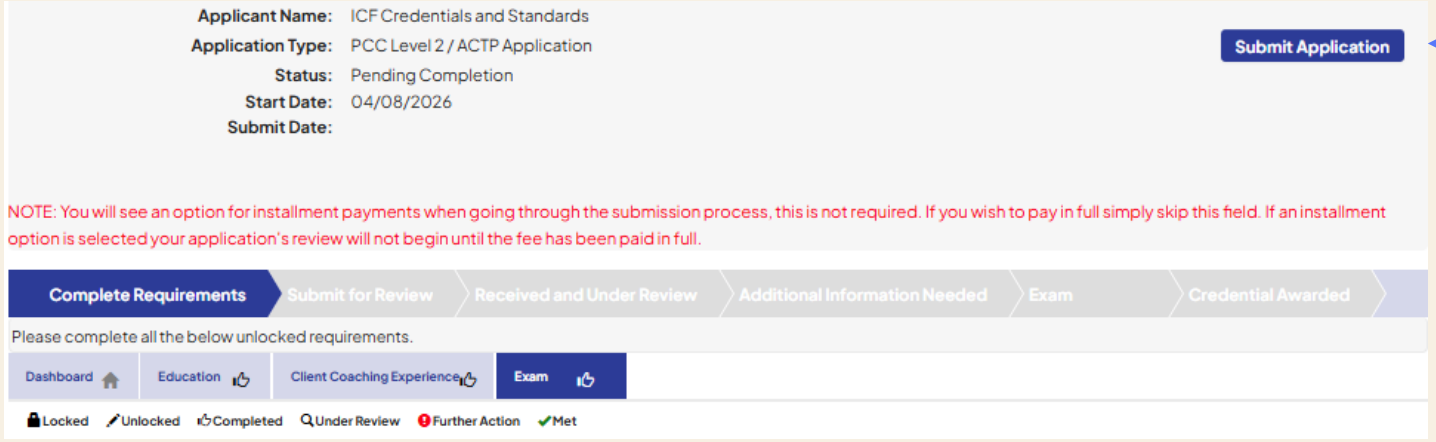
Once you enter your legal first and last name, you will see a thumbs-up on the Exam tab. That means completed.



Proceed to submission.

Credentials & Standards

Application Submission Button



Once you've entered your education, coaching experience, and exam details, the Submit Application button at the top will activate.

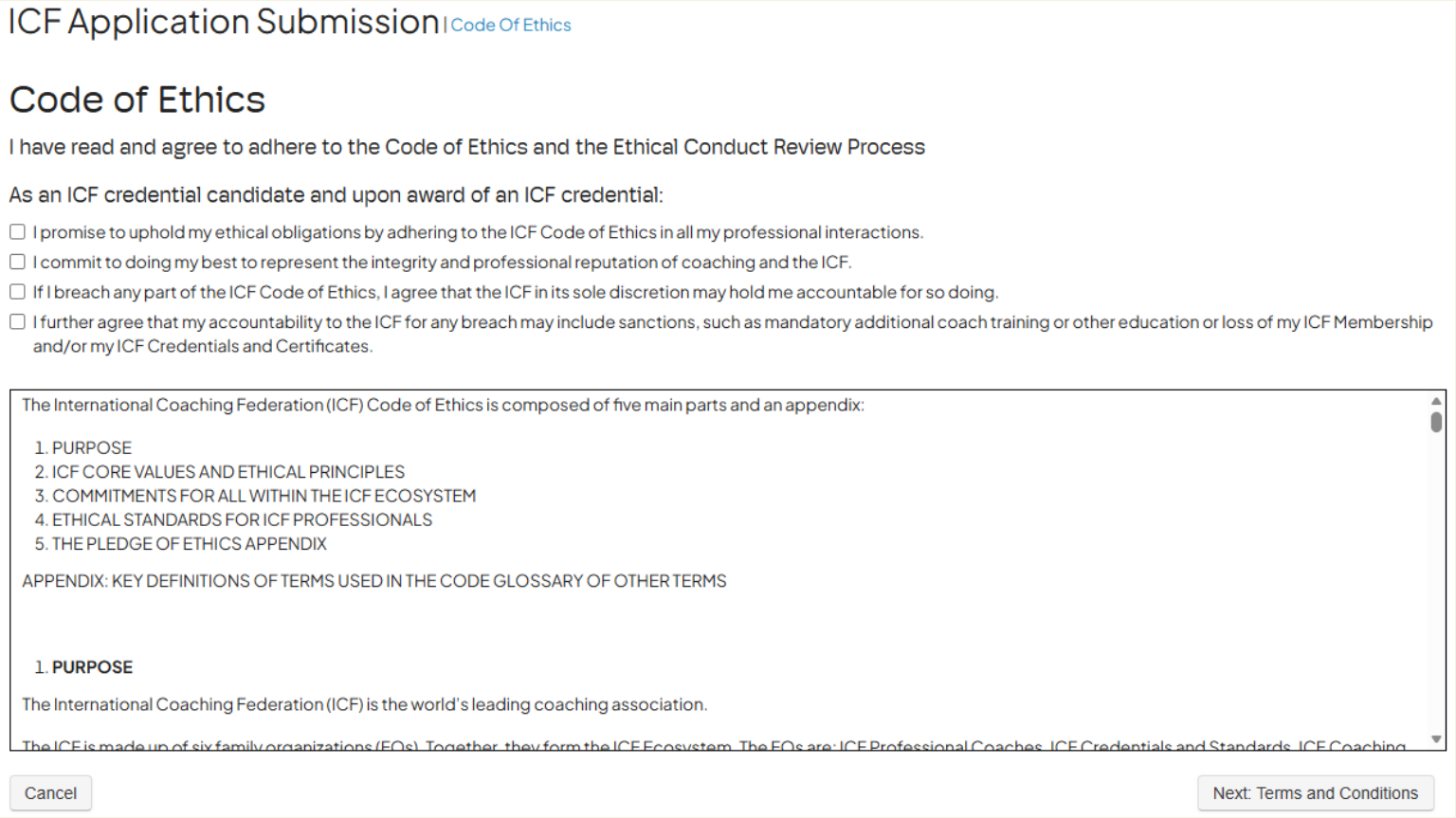
Click to submit and pay. After full payment, your application enters the review queue. You'll receive a confirmation email.

Payment Options:

- Pay in full (recommended)
- Installments available—but review won't start until the full fee is paid.

Credentials & Standards

Application Submission Agreements

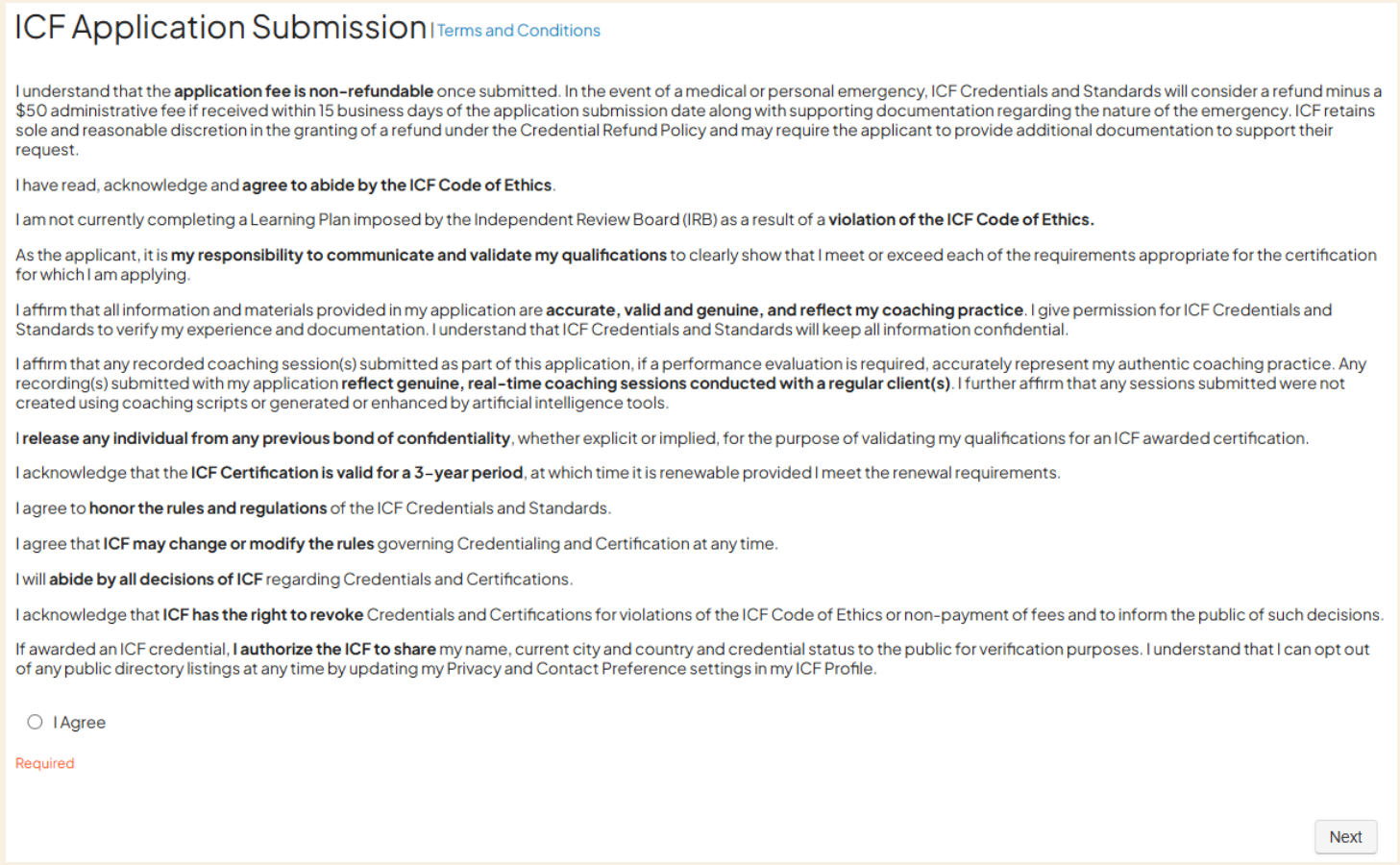


To submit, you will need to read and agree to the Code of Ethics and the Ethical Conduct Review Process.

Once you have marked your agreement, click “Next.”

Credentials & Standards

Application Submission Agreements



ICF Application Submission | Terms and Conditions

I understand that the **application fee is non-refundable** once submitted. In the event of a medical or personal emergency, ICF Credentials and Standards will consider a refund minus a $50 administrative fee if received within 15 business days of the application submission date along with supporting documentation regarding the nature of the emergency. ICF retains sole and reasonable discretion in the granting of a refund under the Credential Refund Policy and may require the applicant to provide additional documentation to support their request.

I have read, acknowledge and **agree to abide by the ICF Code of Ethics**.

I am not currently completing a Learning Plan imposed by the Independent Review Board (IRB) as a result of a **violation of 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 certification for which I am applying.

I affirm that all information and materials provided in my application are **accurate, valid and genuine, and reflect my coaching practice**. I give permission for ICF Credentials and Standards to verify my experience and documentation. I understand that ICF Credentials and Standards will keep all information confidential.

I affirm that any recorded coaching session(s) submitted as part of this application, if a performance evaluation is required, accurately represent my authentic coaching practice. Any recording(s) submitted with my application **reflect genuine, real-time coaching sessions conducted with a regular client(s)**. I further affirm that any sessions submitted were not created using coaching scripts or generated or enhanced by artificial intelligence tools.

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 certification.

I acknowledge that the **ICF Certification is valid for a 3-year period**, at which time it is renewable provided I meet the renewal requirements.

I agree to **honor the rules and regulations** of the ICF Credentials and Standards.

I agree that **ICF may change or modify the rules** governing Credentialing and Certification at any time.

I will **abide by all decisions of ICF** regarding Credentials and Certifications.

I acknowledge that **ICF has the right to revoke** Credentials and Certifications for violations of the ICF Code of Ethics or non-payment of fees and to inform the public of such decisions.

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 understand that I can opt out of any public directory listings at any time by updating my Privacy and Contact Preference settings in my ICF Profile.

○ I Agree

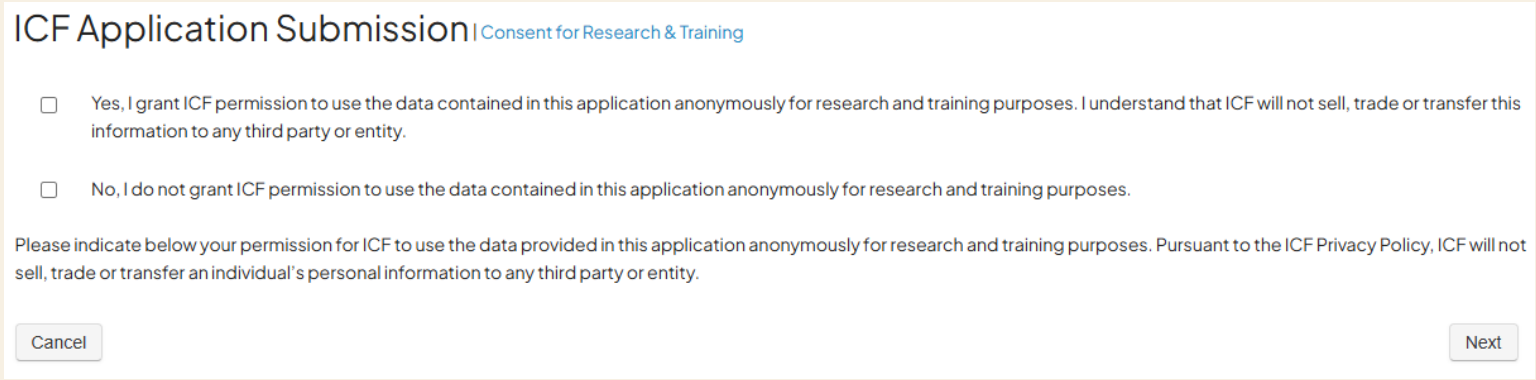
Required

Next

You'll need to agree to the Terms and Conditions.

Credentials & Standards

Application Submission Agreements



As part of submission, you'll be asked if ICF can use your application data anonymously for research and training.

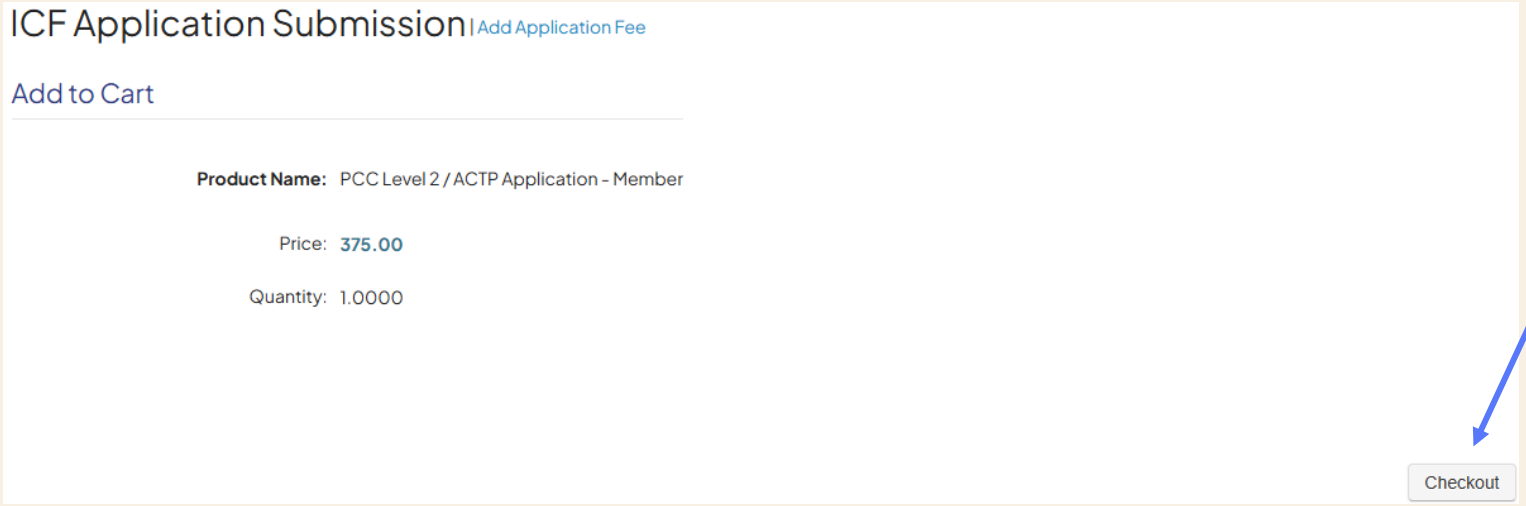
Click Yes, I grant permission or No, I do not grant permission.

This is voluntary and will not affect your credential candidacy.

After selecting, click Next to continue to payment.

Credentials & Standards

Application Submission Payment



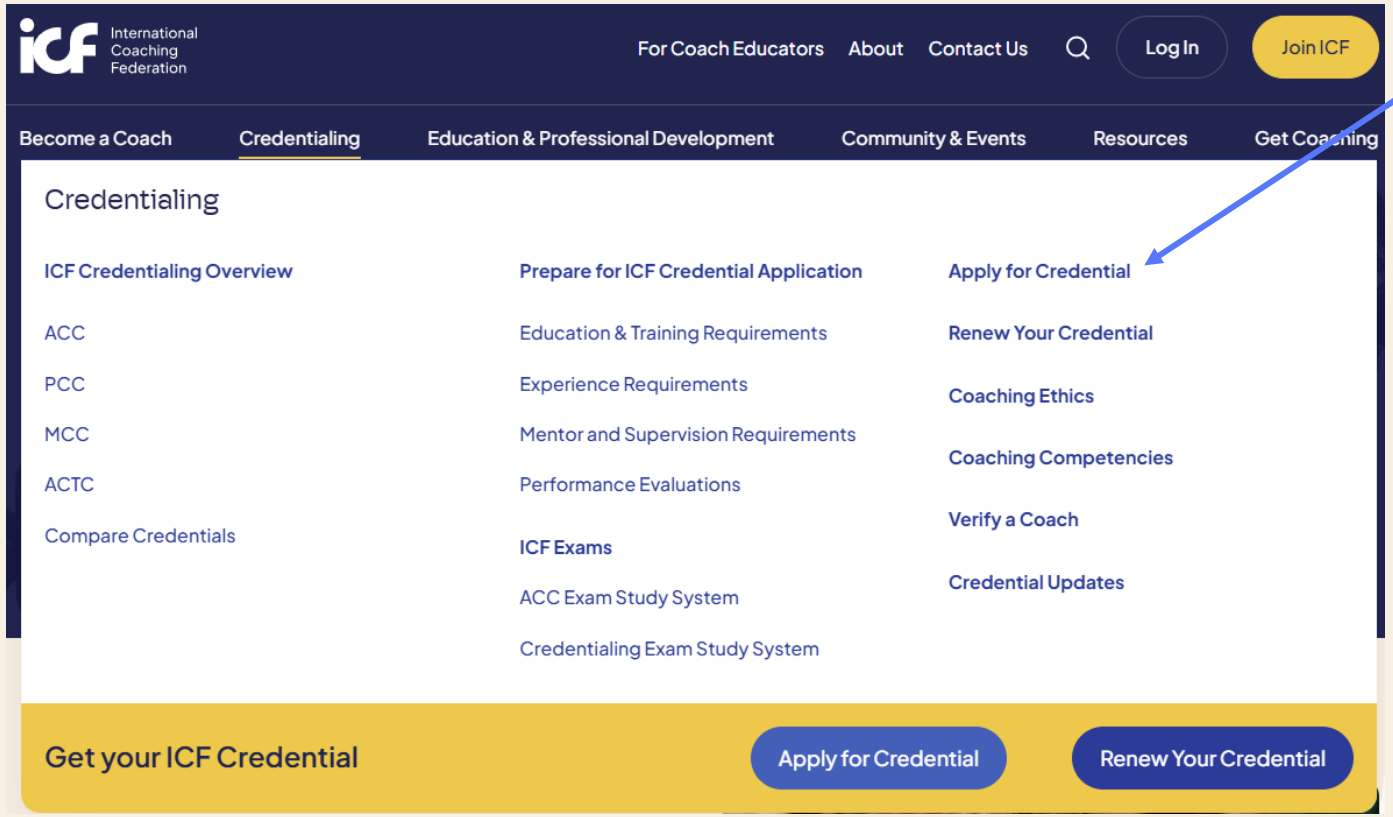
Finally, it's time to pay for your application.

Click "Checkout" to open the payment window.

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

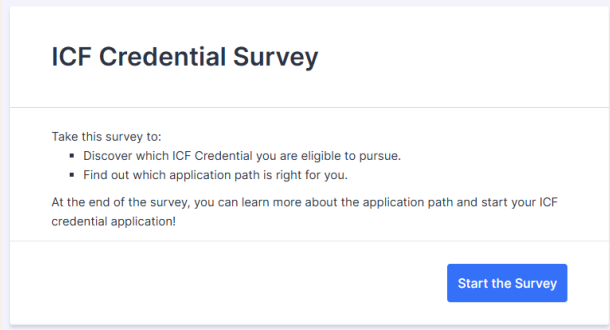
Credentials & Standards

How to Create Your Application



When you are ready to apply for your credential, you will need to click on "Credentialing" in the menu bar and then select “Apply for Credential”.

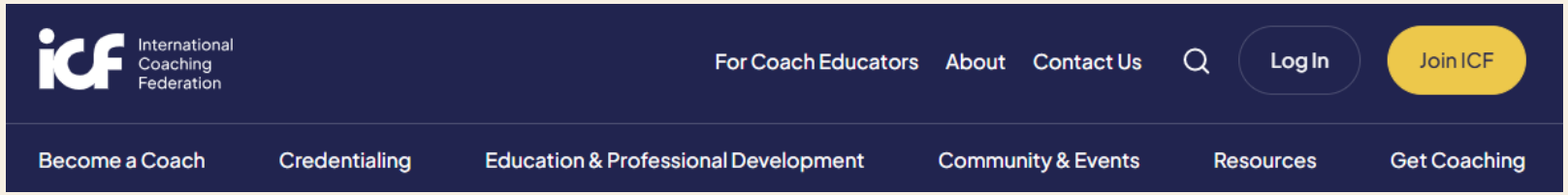
You will need to complete the short credentialing survey to get to the right level and application type.

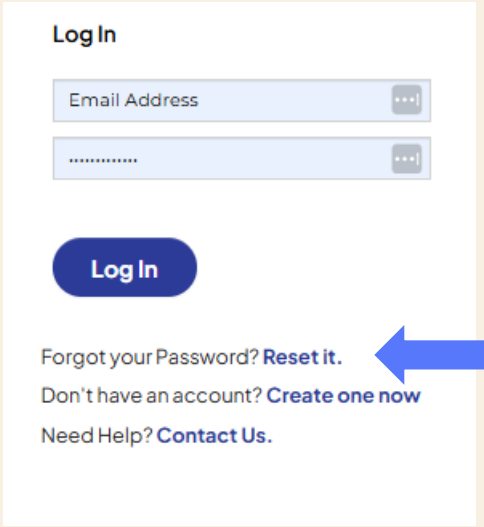


You’ll find the survey here: https://coachingfederation.org/credentialing/apply-for-credential/

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).





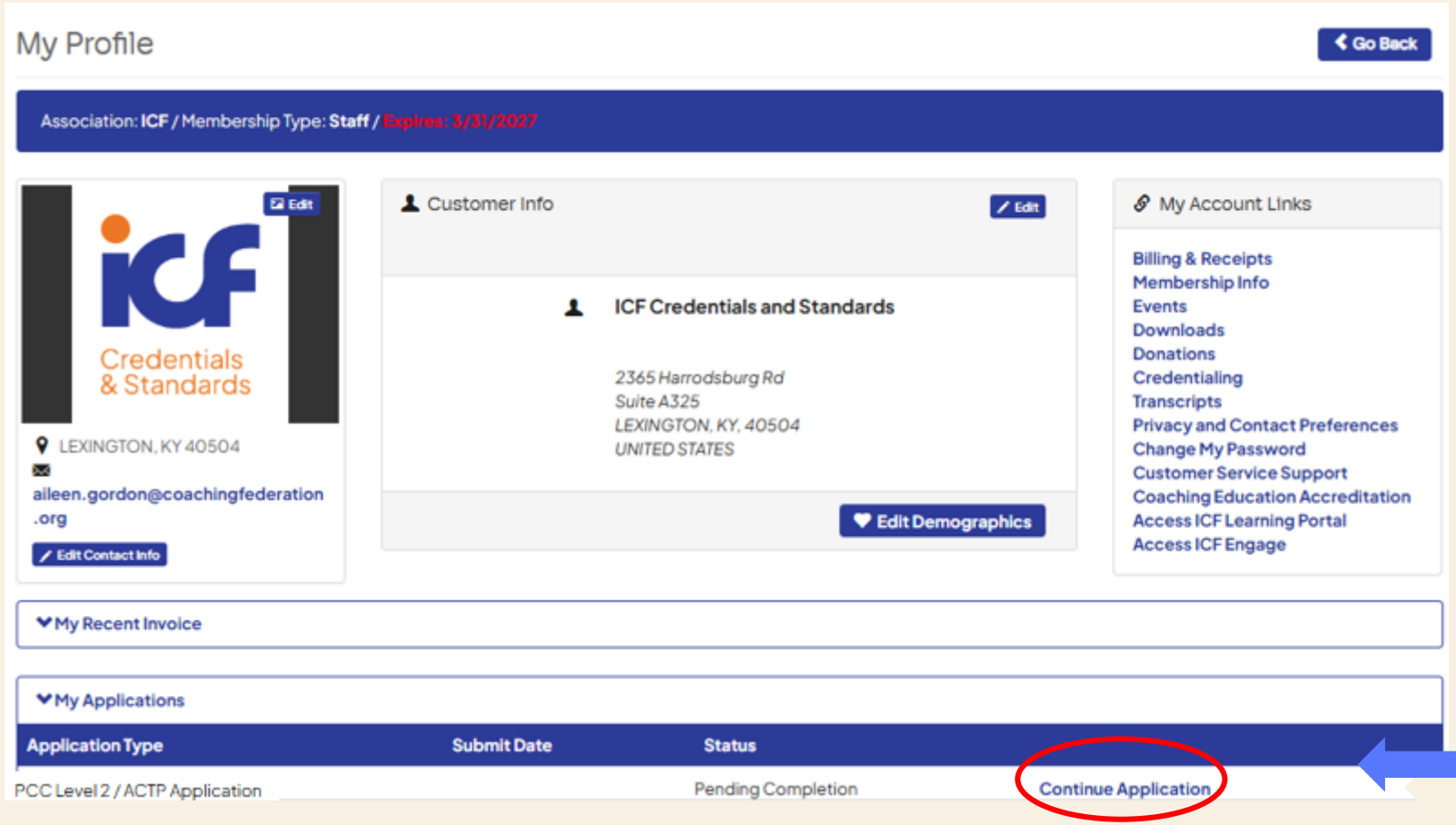
1. Enter in your email address as your Username.
2. Enter in your password.
3. Click on "Log In."

Did you forget your password?

Use this link to reset it.

Credentials & Standards

How to Find Your Application



You can find your application towards the bottom of your profile.

Click on the “Continue Application” link to access your application.

Credentials & Standards

Need Help?



- Email: support@coachingfederation.org
- FAQs
- Credentialing Q&A Calls

Credentials & Standards