



Credentials  
and Standards

# PCC Level 2 / ACTP Sample Application

*Revised October 2022*

# PCC Level 2 / ACTP Application Dashboard

Applicant Name: Teri Copas  
Application Type: PCC Level 2 / ACTP Application  
Status: Pending Completion  
Start Date: 10/06/2022  
Submit Date:

[Submit Application](#)

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

To begin the PCC Level 2 / ACTP application, you will need to click on each requirement tab to enter your information for that section.



Please complete all the below unlocked requirements.

- Dashboard
- Education
- Client Coaching Experience
- 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
<b>Level 2 / ACTP Education (125 Hour)</b> To be eligible for the PCC Level 2 / ACTP application path, you must provide a certificate of completion of a full ICF-accredited Level 2 program or an Accredited Coach Training Program (ACTP).	Pending Completion
<b>Client Coaching Experience</b> Applicants for the Professional Certified Coach credential must demonstrate a minimum of 500 hours of client coaching experience with at least 25 clients following the start of coach-specific training.	Pending Completion
<b>PCCACTP-CredExam</b> The ICF Credentialing Exam is a tool designed to measure coaches' knowledge of and ability to apply the ICF definition of coaching, the updated ICF Core Competencies, and the ICF Code of Ethics against a predetermined standard. Access and directions to complete this requirement will be sent following the review of the application.	Pending Completion

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

Applicant Name: Teri Copas  
Application Type: PCC Level 2 / ACTP Application  
Status: Pending Completion  
Start Date: 10/06/2022  
Submit Date:

Submit Application

Complete Requirements Submit for Review Received and Under Review Additional Information Needed CKA Exam Credential Awarded

Please complete all the below unlocked requirements.

Dashboard Home Education Client Coaching Experience Exam

Locked Unlocked Completed Under Review Further Action Met

## Level 2 / ACTP Education (125 Hour)

For each coaching education program you have completed, please enter the organization name, program name, total education hours completed, the program start date and attach your certificate of completion, then click "Save."

To be eligible for the Professional Certified Coach (PCC) Level 2 / ACTP application path, you must provide a certificate of completion of a full ICF-accredited Level 2 program or an Accredited Coach Training Program (ACTP). Check for your program's approval at <https://coachingfederation.org/credentials-and-standards/find-education>.

Once all of your education has been submitted, please click on the "Experience" tab to continue.

Status: Pending Completion

Education Summary v1.1

Required	Reported	Accepted	Balance	Percentage
125.00	0.00	0.00	125.00	0.00%

Education Reported

Enter Education Hours

Program Start Date	Training	Number of Hours	Status	Reported Date	Document
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No Self Reported CE on file.

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 information and upload your program certificate (see next page).

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

# Education Tab

Add - ICF Self Report Credit Applicati... x

## Activity Information

Training Organization Name:

Required

Program Name:

Required

Number of Hours:

Required

Program Start Date:



Required

Does this training represent the start of your coach specific training and your client coaching experience?

- Yes  
 No

Upload Certificate:

No file chosen

Required

After clicking on the “Enter Education Hours” button, a window will appear for you to provide the details of your coach-specific education hours, 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, select yes. If it is not, then select no.\*

You will also upload your program certificate or letter of completion.

*\* 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

Applicant Name: Teri Copas  
Application Type: PCC Level 2 / ACTP Application  
Status: Pending Completion  
Start Date: 10/06/2022  
Submit Date:

Submit Application

Complete Requirements

Submit for Review

Received and Under Review

Additional Information Needed

CKA Exam

Credential Awarded

Please complete all the below unlocked requirements.

Dashboard



Education



Client Coaching Experience



Exam



Locked Unlocked Completed Under Review Further Action Met

## Level 2 / ACTP Education (125 Hour)

For each coaching education program you have completed, please enter the organization name, program name, total education hours completed, the program start date and attach your certificate of completion, then click "Save."

To be eligible for the Professional Certified Coach (PCC) Level 2 / ACTP application path, you must provide a certificate of completion of a full ICF-accredited Level 2 program or an Accredited Coach Training Program (ACTP). Check for your program's approval at <https://coachingfederation.org/credentials-and-standards/find-education>.

Once all of your education has been submitted, please click on the "Experience" tab to continue.

Status: Pending Submission

Education Summary v1.1

Required	Reported	Accepted	Balance	Percentage
125.00	125.00	0.00	125.00	100.00%

Education Reported

Enter Education Hours

Program Start Date	Training	Number of Hours	Status	Reported Date	Document
06/01/2019	ABC Coaching Inc: Coach Program	125.00	Pending Review	10/06/2022	Document

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

Percentage

100.00%

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

Education



# Client Coaching Experience Tab

Applicant Name:	Teri Copas	<a href="#">Submit Application</a>
Application Type:	PCC Level 2 / ACTP Application	
Status:	Pending Completion	
Start Date:	10/06/2022	
Submit Date:		

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

Complete Requirements | Submit for Review | Received and Under Review | Additional Information Needed | CKA Exam | Credential Awarded

Please complete all the below unlocked requirements.

Dashboard | Education | **Client Coaching Experience** | Exam

Applicants must demonstrate a minimum of 500 hours of client coaching experience with at least 25 clients following the start of coach-specific education.

🔒 Locked | 🔓 Unlocked | ✅ Completed | 🔍 Under Review | 🚫 Further Action | ✔️ Met

## Client Coaching Experience

Applicants for the ICF Professional Certified Coach credential are required to have a minimum of 500 hours of client coaching experience with at least 25 clients following the start of coach training. Of the total 500 hours required, at least 450 hours must be paid coaching experience, and at least 50 hours must occur within the 18 months prior to submitting your application for credential. Please complete the following statement of attestation to affirm your client coaching experience. For more information, please visit <https://coachingfederation.org/experience-requirements>.

Applicants may be selected at random for audit of their client coaching experience hours. Those who provide inaccurate or fraudulent information in their ICF credential application are subject to denial and/or revocation of the ICF credential and may be prohibited from reapplying for a period of five (5) years.

By checking the box by each statement, you are indicating this is a true statement. At the bottom of this page please enter the total number of client coaching experience hours delivered since the start of your coach-specific training as of the application submission date. Please note that the ICF reserves the right to audit your client coaching experience.

Once you have completed this section, please click on the blue "Submit Application" button above to submit your application for ICF review.

Status: Pending Completion

At least 450 of these hours must be paid coaching, and at least 50 hours (paid or unpaid) must have been completed within the 18 months prior to the application submission date.

Attest to Requirements

# Client Coaching Experience Tab

## Attest to Requirements

### 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, which may include reviewing my client log, 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 ICF membership or denial and/or revocation of an ICF credential



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

First Name:

Last Name:

Total Hours:

Save

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

You will then enter in your name and total hours of client coaching experience at the bottom of the page and hit "Save."

# Client Coaching Experience Tab

Applicant Name:	Teri Copas	<a href="#">Submit Application</a>
Application Type:	PCC Level 2 / ACTP Application	
Status:	Pending Completion	
Start Date:	10/06/2022	
Submit Date:		

Complete Requirements | Submit for Review | Received and Under Review | Additional Information Needed | CKA Exam | Credential Awarded

Please complete all the below unlocked requirements.

Dashboard | Education | **Client Coaching Experience** ✓ | Exam

Locked | Unlocked | Completed | Under Review | Further Action | Met

Once your Coaching Experience hours have been saved, you will see a check on the Client Coaching Tab.

[Client Coaching Experience](#) ✓



# Exam Tab

Dashboard Education Client Coaching Experience **Exam**

Locked Unlocked Completed Under Review Further Action Met

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### PCCACTP-CredExam

All credential applicants must pass the ICF Credentialing 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 Credentialing 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.

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### General Exam Information

ICF Credentials and Standards has partnered with Pearson VUE to deliver the ICF Credentialing 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 Credentialing Exam Options and Procedures.](#)

The ICF Credentialing Exam is available in English with language aids in Spanish and Turkish. Language aids in Arabic, Chinese (Simplified), French, Italian, Japanese, Russian and Swedish will be available in the near future.

If the ICF Credentialing 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 Credentialing Exam, a candidate will receive an automatic time extension of 30 minutes to complete the exam. If the Exam is not offered in your language, [Language Assistance is available.](#)

### 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.](#) If an accommodation is requested, you will receive an email from ICF with more information and a link to the page to upload your accommodation document(s).

[Enter Exam Information](#)

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

## Edit - ICF Credential 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 **match exactly**, 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

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

Applicant Name: Teri Copas  
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Status: Pending Completion  
Start Date: 10/06/2022  
Submit Date:

[Submit Application](#)


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

Complete Requirements | Submit for Review | Received and Under Review | Additional Information Needed | CKA Exam | Credential Awarded

Please complete all the below unlocked requirements.

Dashboard | Education | Client Coaching Experience | **Exam**

Locked | Unlocked | Completed | Under Review | Further Action | Met

[Exam](#) 

# Application Submission

Applicant Name: Teri Copas  
Application Type: PCC Level 2 / ACTP Application  
Status: Pending Completion  
Start Date: 10/06/2022  
Submit Date:

Submit Application

Once the education and client coaching hours have been entered, the “Submit Application” button at the top of the application will become available.

Complete Requirements Submit for Review Received and Under Review Additional Information Needed CKA Exam Credential Awarded

Please complete all the below unlocked requirements.

**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.

Dashboard Education Client Coaching Experience 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
<b>Level 2 / ACTP Education (125 Hour)</b> To be eligible for the PCC Level 2 / ACTP application path, you must provide a certificate of completion of a full ICF-accredited Level 2 program or an Accredited Coach Training Program (ACTP).	Pending Submission
<b>Client Coaching Experience</b> Applicants for the Professional Certified Coach credential must demonstrate a minimum of 500 hours of client coaching experience with at least 25 clients following the start of coach-specific training.	Verified
<b>PCCACTP-CredExam</b> The ICF Credentialing Exam is a tool designed to measure coaches' knowledge of and ability to apply the ICF definition of coaching, the updated ICF Core Competencies, and the ICF Code of Ethics against a predetermined standard. Access and directions to complete this requirement will be sent following the review of the application.	Pending Submission

**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

## 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 agreement, 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 your candidacy for an ICF credential.

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: PCC Level 2 / ACTP Application - Member

Price: 375.00

Quantity: 1.0000

Checkout

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

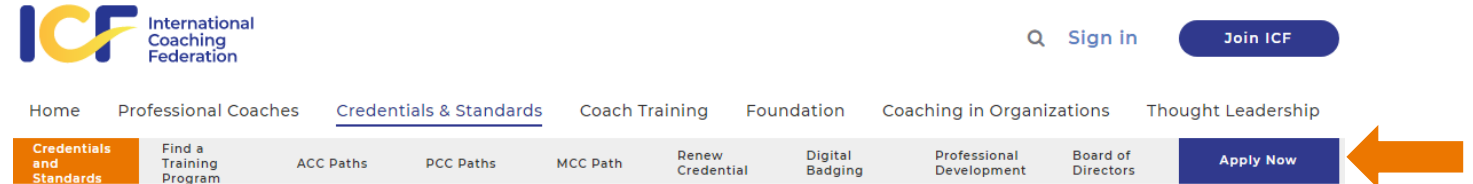
You will need to click "Checkout" to begin this process.

If you have any problems submitting your payment, please contact us at [support@coachingfederation.org](mailto: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.

## CREDENTIAL PATH SURVEY

The form below requires Javascript to be enabled in your browser. Additionally, please check to make sure that you do not have a third party browser extension enabled that might block Javascript. If you do not see the form and are unsure how to enable Javascript, please refer to [these instructions](#).

You may take the survey to determine your eligibility without having to actually apply for a credential.

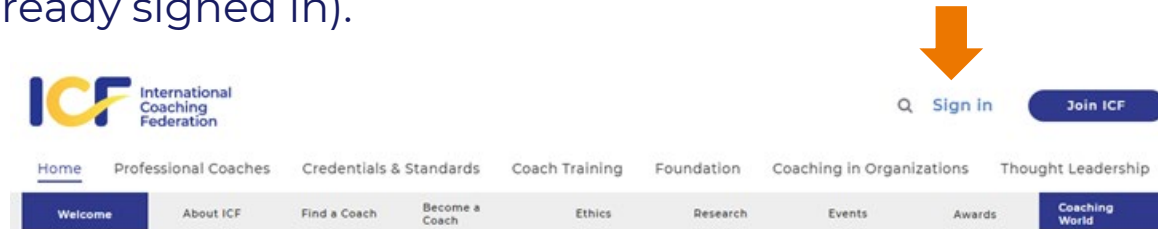


Please select what type(s) of training you have completed: \*

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

# 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. 

A screenshot of the ICF login form. The form is on a dark blue background. At the top left is the ICF logo and a close button (X). Below the logo are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember Me" which is checked. Below the checkbox is a white button labeled "Log In". Below the "Log In" button is a link that says "Forgot username or password? Click here". At the bottom of the form is a light blue section with the text "Not a member?" followed by "Sign up now to become a member and receive all of our wonderful benefits." and a link labeled "Learn more".

# How to Find Your Application



Teri Copas

Individual

Member ID #0096514401

2365 Harrodsburg Road

Lexington, KY 40504

teri.copas@coachingfederation.org

Access Profile

Click on  
"Access Profile"  
to access your  
profile page.



## Member News

Professional Charter for Coaching Accepted by European Union

02.08.2023

The Professional Charter for Coaching, Mentoring, and Supervision of Coaches, Mentors, and Supervisors has been accepted by the European Union (EU), and it is now listed on the EU's co-regulation and self-regulation databases. This charter is the result of collaboration with other coaching associations to reflect a common understanding of professional coaching to regulators. It helps ...[read more](#).

Magda's Top 5 for February

In this month's Top 5 video, ICF CEO Magdalena Nowicka Mook, shares exciting

# How to Find Your Application



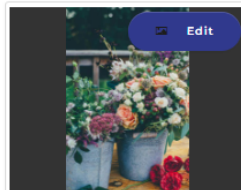
Hello, Teri | Logout

Home Professional Coaches Credentials & Standards Coaching Education Foundation Coaching in Organizations Thought Leadership

## My Profile

Go Back

Association: ICF / Membership Type: Staff / Expires: 3/31/2023



Edit

Lexington, KY 40504

teri.copas@coachingfederation.org

Edit Contact Info

### Customer Info

Edit

Teri Copas  
International Coaching Federation

2365 Harrodsburg Road  
Lexington, KY, 40504  
UNITED STATES

Edit Demographics

### My Account Links

- Billing & Receipts
- Membership Info
- Events
- Downloads
- Donations
- Credentialing
- Privacy and Contact Preferences
- Change My Password
- Regional Support Team

### My Recent Invoice

Invoice	Invoice Date	Total	Payment	Balance Due
1980131	02/02/2022	\$0.00	\$0.00	\$0.00
1959380	01/13/2022	\$0.00	\$0.00	\$0.00
1958214	01/10/2022	\$0.00	\$0.00	\$0.00

View All Invoices

### My Applications

Application Type	Submit Date	Status	
PCC Level 2 / ACTP Application		Pending Completion	<a href="#">Continue Application</a>

The application will be found towards the bottom of your profile page.

Click on the "Continue Application" link to access your application.





# Credentialing Support

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

Email: [support@coachingfederation.org](mailto:support@coachingfederation.org)