

Professional Certified Coach (PCC) Eligibility Requirements and Application Process

The ICF Professional Certified Coach (PCC) credential is a mark of distinction for experienced coaches who demonstrate substantive knowledge, skill and competence in coaching. Earning a PCC credential signifies your commitment to high standards, strong ethical practices, and continuous professional development. But while our standards are tough, the application process doesn't have to be.

All PCC applicants must meet the same five requirements:

- 1 Coach-Specific Education**
Completion of at least 125 hours of coach-specific education.
- 2 Coaching Experience**
A minimum of 500 hours (450 paid) of client coaching experience with at least 25 clients.
- 3 Mentor Coaching**
Minimum 10 hours over 3+ months with an eligible Mentor Coach.
- 4 Performance Evaluation**
Demonstrate PCC level coaching skills through a coaching performance evaluation (recorded sessions, transcripts, etc.).
- 5 Exam Completion**
Pass a written examination.

DID YOU KNOW? The PCC – Level 1 / ACSTH and Portfolio application pathway performance evaluations can be submitted in 9 languages, including English, French, German, Hungarian, Italian, Polish, Portuguese, Spanish, and Swedish! Recordings in other languages can be submitted with an English transcript.

For Questions, Contact:

www.coachingfederation.org
support@coachingfederation.org



PCC Credential Application:

What You Should Do

1 Evaluate Your Education & Experience

Document the education you've already started or completed. If you need to enroll and complete additional education, check out the [ICF Education Search Service](#) to find ICF accredited educational programs that meet your needs.

NOTE: Applicants may complete ICF accredited or non-accredited education to meet the educational requirements.

2 Complete the Credential Path Survey

Take the **Credential Path Survey** to identify and create the appropriate PCC application for you based on the coaching education you've completed.

- a. **PCC – Level 1 / ACSTH:** For those who completed either part of a Level 2 or ACTP program and/or completed ACSTH program(s) or Level 1 program(s).
- b. **PCC – Level 2 / ACTP:** For those who completed a Level 2 or ACTP program in full, including passing the final assessment.
- c. **PCC – Portfolio:** For those who will use CCEs or a program(s) that is not accredited by ICF to meet the education requirement.

3 Gather Application Materials

You will need the following information and materials to submit with your application.

- a. Education Program Certificate.
- b. Client Coaching Experience Hours (total # hours as of the start of coach-specific education).
- c. Mentor Coaching Information (mentor name and hours of mentoring) * *not required for Level 2 / ACTP path.*
- d. Recordings & Transcripts (PCC requires two recordings and written transcripts of coaching sessions) * *not required for Level 2 / ACTP path.*

4 Begin Your PCC Application

- a. [Create an ICF Account.](#)
- b. Create and complete your profile, including contact information.
- c. Access the PCC Application you created in Step 2 in your ICF Profile.
- d. Upload necessary documents, from Step 3.
- e. Pay the application fee and submit.

5 Prepare for the Exam

While your application is under review, begin preparing for the exam. Review of PCC applications may require 4-18 weeks, based on the application pathway. Estimated review times for each path can be found [here](#). You can access your application and its status online in your ICF Profile under "My Applications".

6 TAKE THE ICF EXAM!

Upon approval of your PCC Application, schedule your exam appointment and take the [ICF Credentialing Exam](#).

Distinguish yourself and attract high-value clients! Earning an ICF Professional Certified Coach (PCC) Credential is a big leap for your coaching career, and ICF is here to help you navigate every next step.

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