

Sample Application: Advanced Accreditation in Mentor Coaching



rev. 6.4.2026

Advanced Accreditation in Mentor Coaching Sample Application

1. Enter Program Details

The screenshot displays the ICF Accreditation Portal interface. At the top, there is a navigation bar with the ICF logo and a sidebar menu containing 'Dashboard' and 'Registered Programs'. A central banner provides a welcome message and contact information for support. Below this, the user's profile for 'International Coaching Federation' is shown, including an 'Add Logo' button and links to 'Company Dashboard', 'Company Roster', and 'Invoices'. The main content area is titled 'Advanced Accreditation in Mentor Coaching' and contains a form to 'Apply for Accreditation'. The form includes fields for Program Type, Organization Type, Program Name, Program Contact, and Program Description. It also features a grid of checkboxes for Coaching Specialties and Synchronous Delivery Methods. A 'Website' section includes a checkbox for 'This is an Internal or Non-Public Facing Program' and a field for the 'Publicly Accessible URL'. The form concludes with 'Continue' and 'Cancel' buttons. At the bottom, the ICF contact information and social media links are displayed, along with a 'Powered by CredHQ' logo.

Your program information will be displayed on the ICF Education Search Service (ESS). You will be asked for:

- Organization type
- Program name
- Scope of hours
- Program description
- Delivery methods
- Program specialties
- Publicly accessible website
 - If your organization is internal only, please check the box that says, "This is an internal or non-public facing program (no ESS listing needed)."

2. View application summary

The application summary is an overview of the requirements you will need to complete before submitting your application. Click "Start Now" on any of the requirements to begin. Requirements can be completed in any order.

The screenshot displays the 'Advanced Accreditation in Mentor Coaching Application' page. On the left is a navigation menu with options like Dashboard, Registered Programs, Test AAMC Program, Program Information, Application Summary, Languages, Locations, Course List, Observed Mentor Coaching Sessions, Mentoring on Mentor Coaching, Credentialed Faculty, Faculty Professional Development, Final Assignment, Assessment, Evaluation & Effectiveness, Staff Roster, and Invoices. The main content area includes a welcome message, application details (Application For: Test AAMC Program, Status: The application is in process, Started: 06/04/2026, Due: 06/30/2027), a progress bar with four steps (Submit Your Application, Application Review Timeline, Accreditation Approval Interview, Final Approval), and a grid of requirements. Each requirement card includes a description and a 'Start Now' button. The requirements are: Languages, Locations, Course List, Observed Mentor Coaching Sessions, Mentoring on Mentor Coaching, Final Assignment, Credentialed Faculty, Faculty Professional Development, and Assessment, Evaluation & Effectiveness. The footer contains the International Coaching Federation logo and contact information: 2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org, along with social media icons for Facebook, X, LinkedIn, Instagram, and YouTube.

3. Enter program languages. Select all that apply.

The screenshot shows the 'Languages' selection screen in the ICF Accreditation Portal. The left sidebar contains navigation options: Dashboard, Registered Programs, Test AAMC Program, Program Information, Application Summary, Languages, Locations, Course List, Observed Mentor Coaching Sessions, Mentoring on Mentor Coaching, Credentialed Faculty, Faculty Professional Development, Final Assignment, Assessment, Evaluation & Effectiveness, Staff Roster, and Invoices. The main content area displays the application details for 'Test AAMC Program', including the status 'The application is in process', start date '06/04/2026', and due date '06/30/2027'. Below this is the 'Languages' section with the instruction 'Select the language(s) in which your program is offered.' and a list of 'Registered Program Languages' with checkboxes. The languages listed are: Albanian, American Sign Language (ASL), Arabic, Armenian, Australian, Bulgarian, Catalan, Chinese, Chinese - Complex, Chinese - Simplex, Croatian, Czech, Danish, Dutch, English, Estonian, Farsi, Finnish, Flemish, French, Georgian, German, Greek, Hebrew, Hindi, Hungarian, Icelandic, Indonesian, Italian, Japanese, Kazakh, Korean, Latvian, Lithuanian, Mandarin, Norwegian, Polish, Portuguese, Punjabi, Romanian, Russian, Serbian, Slovakian, Slovenian, Spanish, Swedish, Tagalog, Taiwanese, Tamil, Telugu, Thai, Turkish, Ukrainian, and Vietnamese. A 'Required' label is present under the list. At the bottom right of the list are 'Save' and 'Cancel' buttons. The footer contains the International Coaching Federation logo and contact information: 2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org, and social media icons for Facebook, LinkedIn, Instagram, and YouTube.

4. Enter program locations. Select all that apply.

For locations in the United States, Canada, and Australia, you will be prompted to provide a state or territory.

The screenshot shows the 'Locations' selection screen in the ICF Accreditation Portal. The left sidebar is identical to the previous screenshot. The main content area displays the application details for 'Test AAMC Program'. Below this is the 'Locations' section with the instruction 'Select the locations where your program is offered.' and a list of 'Program Locations' with checkboxes. The locations listed are: US States, Canadian Provinces, AFGHANISTAN, ALBANIA, ALGERIA, AMERICAN SAMOA, ANDORRA, ANGOLA, ANGULLA, ANTIGUA, ARGENTINA. At the bottom right of the list are 'Save' and 'Cancel' buttons. The footer contains the International Coaching Federation logo and contact information: 2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org, and social media icons for Facebook, LinkedIn, Instagram, and YouTube.

5. Enter course information

You may enter multiple courses as part of your program information. Be sure to complete all required fields on the screen before saving.

International Coaching Federation | Switch View

Welcome to the new ICF Accreditation Portal. We're pleased to introduce this updated platform, designed to make your accreditation experience more streamlined and user-friendly.

If you experience any technical difficulties, have questions about navigating the portal, or need assistance with your application, please contact our support team at support@coachingfederation.org.

Our team is available to assist you Monday through Friday, from 8:00 a.m. to 5:00 p.m. (New York time), and will respond to your inquiry as promptly as possible.

Advanced Accreditation in Mentor Coaching Application

Application For: Test AAMC Program
 Status: ! The application is in process.
 Started: 06/04/2026
 Due: 06/30/2027

Course List
 Pending Courses: Enter your course information.
 Enter your program courses

Course

Title:

Required

Description:

Required

Primary Delivery Method:

Required

Mentor Coaching Competencies:

<input type="checkbox"/> Demonstrates Ethical Practice	<input type="checkbox"/> PCC Marker Training
<input type="checkbox"/> Embodies A Coaching Mindset	<input type="checkbox"/> MCC BARS Training
<input type="checkbox"/> Establishes & Maintains Agreements	<input type="checkbox"/> Models And Promotes Ethical Practice
<input type="checkbox"/> Cultivates Trust & Safety	<input type="checkbox"/> Establishes And Maintains Mentor Coaching Agreements
<input type="checkbox"/> Maintains Presence	<input type="checkbox"/> Manages The Mentor Coaching Process
<input type="checkbox"/> Listens Actively	<input type="checkbox"/> Conducts Formative Appraisals
<input type="checkbox"/> Evokes Awareness	<input type="checkbox"/> Facilitates Client's Skill Development
<input type="checkbox"/> Facilitates Client Growth	<input type="checkbox"/> Manages Group Mentor Coaching
<input type="checkbox"/> ACC BARS Training	

Required

I Attest That The Course Submitted For Review Focuses Solely On Resource Development And Does Not Include Core Competency Instruction:

Course Hours

Core Competency:

Required

Resource Development:

Required

Of Those Hours, How Many Are Synchronous?:

Required

Education / Training Materials

Course Outlines: <input type="text" value="Browse..."/> No file selected.	Select Existing: <input type="text" value="Please select"/>
Participant & Instructor Materials: <input type="text" value="Browse..."/> No file selected.	Select Existing: <input type="text" value="Please select"/>
Powerpoint Slides/Other Graphic Handouts: <input type="text" value="Browse..."/> No file selected.	Select Existing: <input type="text" value="Please select"/>

Save **Cancel**

6. Confirm Course List

When you are done entering courses, confirm that the courses added to your program are correct. The system will show green checkmarks if the requirements have been met (80% mentor-coach specific education, 50% synchronous). You may adjust or remove courses as needed. When complete, click "Complete Course List" to verify that your course list is correct.

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Advanced Accreditation in Mentor Coaching Application

Application For: Test AAMC Program
 Status: The application is in process.
 Started: 06/04/2026
 Due: 06/30/2027

Course List
 Pending Courses

Enter information for each of the courses in your program. Your program must meet the following requirements:

- At least 50% of all education must be delivered in synchronous activities and 80% focused on the ICF Core Competencies. The remaining 50% of the education and education hours can be delivered asynchronously and remaining 20% focused on subjects not directly related to the ICF Core Competencies.
- Contact hours: Clock hours spent in synchronous (real-time) interactions between faculty and participants. This may include time spent in direct instruction, real-time discussions, observation and feedback or practice coaching sessions, and mentoring participants.
- Homework/Independent study: Clock hours spent outside of real-time interaction between faculty and participants (asynchronous). These may include outside reading, writing, research, journaling, practice coaching and various other activities that may occur outside of the synchronous setting. All asynchronous hours require some method of validating that the activity was completed by the participant.

Enter your program courses

Verification Required

You will need to mark the course list as complete to submit your application.

[Complete Course List](#)

Summary

Core Competency 60.00 hours	Resource Development 10.00 hours	Synchronous 60.00 hours	Asynchronous 10.00 hours
✓		✓	
85% Core Competency <small>80% of all education must be focused on the ICF Core Competencies.</small>		85% Synchronous <small>At least 50% of all education must be delivered in synchronous activities.</small>	

Program Courses [+ Add Course](#)

Test Total: 70.00 hours	Synchronous: 60.00 hours Asynchronous: 10.00 hours	Core Competency: 60.00 hours Resource Development: 10.00 hours	Edit Course Remove
----------------------------	---	---	---

Courses Not in Program

10 Entries Per Page Search:

TEST Total: 62.00 hours	Synchronous: 60.00 hours Asynchronous: 2.00 hours	Core Competency: 60.50 hours Resource Development: 1.50 hours	+ Add to Program
TEST Total: 60.00 hours	Synchronous: 60.00 hours Asynchronous: 0.00 hours	Core Competency: 60.00 hours Resource Development: 0.00 hours	+ Add to Program
TEST Total: 125.00 hours	Synchronous: 125.00 hours Asynchronous: 0.00 hours	Core Competency: 125.00 hours Resource Development: 0.00 hours	+ Add to Program
Test 3 Total: 60.00 hours	Synchronous: 50.00 hours Asynchronous: 10.00 hours	Core Competency: 50.00 hours Resource Development: 10.00 hours	+ Add to Program
Test AAMC Course Total: 50.00 hours	Synchronous: 30.00 hours Asynchronous: 20.00 hours	Core Competency: 50.00 hours Resource Development: 0.00 hours	+ Add to Program
Test AAMC Course 2 Total: 40.00 hours	Synchronous: 30.00 hours Asynchronous: 10.00 hours	Core Competency: 30.00 hours Resource Development: 10.00 hours	+ Add to Program

Showing 1 to 6 of 6 entries

International Coaching Federation
 2365 Harrodsburg Rd
 Suite A325
 Lexington, KY 40504
coachingfederation.org
[f](#) [x](#) [in](#) [@](#) [v](#) [y](#)

7. Enter observed mentor coaching session information

Describe your observed coaching session process and provide an example of written feedback. Check the box to verify that your program follows the guidelines for observed coaching.

ICF
Coaching
Education

International Coaching Federation

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If you experience any technical difficulties, have questions about navigating the portal, or need assistance with your application, please contact our support team at support@coachingfederation.org. Our team is available to assist you Monday through Friday, from 8:00 a.m. to 5:00 p.m. (New York time), and will respond to your inquiry as promptly as possible.

Advanced Accreditation in Mentor Coaching Application

Application For: Test AAMC Program
Status: ● The application is in process.
Started: 06/04/2026
Due: 06/30/2027

Observed Mentor Coaching Sessions
ICF Advanced Accreditation in Mentor Coaching providers must provide a minimum of five observed mentor coaching sessions for each participant. Written feedback must be provided for at least three of the five sessions.
Enter observed coaching session information

Observed Mentor Coaching Sessions

Describe Process:

Required

Written Feedback:
 No file selected.
Required

We provide a minimum of 5 observed mentor coaching sessions for each participant, including at least 3 sessions with written feedback

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8. Enter mentor coaching information

Describe your mentor coaching process and indicate the total number of hours of mentor coaching your program provides. These hours can be individual or in a group.

The screenshot displays the ICF Accreditation Portal interface. On the left is a dark blue sidebar with a navigation menu including: Dashboard, Registered Programs, Test AAMC Program, Program Information, Application Summary, Languages, Locations, Course List, Observed Mentor Coaching Sessions, Mentoring on Mentor Coaching, Credentialed Faculty, Faculty Professional Development, Final Assignment, Assessment, Evaluation & Effectiveness, Staff Roster, and Invoices. The main content area has a header for 'International Coaching Federation' with a 'Switch View' option. Below the header is a green welcome message. The main heading is 'Advanced Accreditation in Mentor Coaching Application'. A summary table shows: Application For: Test AAMC Program; Status: The application is in process; Started: 06/04/2026; Due: 06/30/2027. A 'Checklist' icon is in the top right. A 'Mentoring on Mentor Coaching' section is marked 'Pending' and contains the text: 'AAMC providers are required to provide each participant at least five (5) hours of mentor coaching with an eligible ICF Mentor Coach. Enter program mentor coaching information'. Below this is a 'Mentor Coaching' form with a 'Describe Process:' text area and a 'Hours Of Mentor Coaching Per Participant:' input field, both marked as 'Required'. 'Save' and 'Cancel' buttons are at the bottom right of the form. The footer contains the ICF contact information: 2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org, and social media icons for Facebook, Twitter, LinkedIn, Instagram, and YouTube.

9. Enter final assignment information

Enter information about your program's final assignment. This might be a portfolio review, faculty panel, capstone observation, etc. Describe your final assignment and upload a sample.

The screenshot shows the ICF Accreditation Portal interface. On the left is a dark blue sidebar with a navigation menu including: Dashboard, Registered Programs, Test, Program Information, Application Summary, Languages, Locations, Course List, Observed Mentor Coaching Sessions, Mentoring on Mentor Coaching, Final Assignment, Credentialed Faculty, Faculty Professional Development, Assessment, Evaluation & Effectiveness, Test AATC Program, CE Provider, Staff Roster, and Invoices. The main content area has a header for 'Alli's Testing Organization' and a welcome message. Below this is the title 'Advanced Accreditation in Mentor Coaching Application' and application details: Application For: Test, Status: The application is in process., Started: 06/04/2026, Due: 06/30/2027. The 'Final Assignment' section is highlighted with a lock icon and contains the text: 'Describe your program's final assignment and upload one sample (any file type). Enter final assignment information'. A detailed form box for 'Final Assignment' includes instructions: 'ICF requires programs to demonstrate readiness through a final assignment that evaluates each student's mastery of program competencies. Examples include: Portfolio review, Faculty panel review, Capstone observation. Describe your final assignment in the text field below, then upload ONE sample (any file type: doc/audio/video/etc). Describe Your Final Assignment:' followed by a large text input area. Below the text area is an 'Upload A Sample:' section with a 'Browse...' button and the text 'No file selected.' and a note: 'Required Accepted: any file type (PDF/DOCX/MPS/MHA/MSX) Max 100 MB'. At the bottom right of the form are 'Save' and 'Cancel' buttons. The footer contains the International Coaching Federation logo, address (2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504), website (coachingfederation.org), and social media icons for Facebook, X, LinkedIn, Instagram, and YouTube.

10. Enter faculty information

Complete the required fields to add faculty to your program. Use the checkboxes to indicate which role(s) apply to each individual. Indicate whether each faculty holds the Mentor Coaching Specialization (MCS).

The screenshot displays the ICF Accreditation Portal interface. On the left is a dark sidebar with navigation options: Dashboard, Registered Programs, Test AAMC Program, Program Information, Application Summary, Languages, Locations, Course List, Observed Mentor Coaching Sessions, Mentoring on Mentor Coaching, Credentialed Faculty, Faculty Professional Development, Final Assignment, Assessment, Evaluation & Effectiveness, Staff Roster, and Invoices. The main content area features a header with the ICF logo and a welcome message. Below this is the title 'Advanced Accreditation in Mentor Coaching Application' and application details: Application For: Test AAMC Program; Status: The application is in process; Started: 06/04/2026; Due: 06/30/2027. A 'Credentialed Faculty' section explains that users must add and verify faculty members, noting that faculty must hold ACC, FCC, or MCC, with MCS as an optional designation. The 'Faculty' form includes fields for Organization (International Coaching Federation), Individual selection (Add New Individual), Start Date, First Name, Middle Name, Last Name, Email, ICF Credential (Please select), and Title. A 'Specializations' dropdown is also present. Under 'Program Roles', there are checkboxes for Director Of Education, Instructor - Coach Specific Education, Instructor - Resource Development, Observer, and Mentor Coach. The form concludes with 'Save' and 'Cancel' buttons. The footer contains the International Coaching Federation logo and contact information: 2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org, along with social media icons for Facebook, LinkedIn, Instagram, and YouTube.

11. Confirm faculty list

Confirm that all faculty have been entered correctly and that each required faculty role has been filled.

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Advanced Accreditation in Mentor Coaching Application

Application For: Test AAMC Program
 Status: ● The application is in process.
 Started: 06/04/2026
 Due: 06/30/2027

[Continue Application →](#)

Credentialed Faculty
 AAMC providers are required to engage qualified faculty for each role of the program. All faculty must hold ICF credentials at the appropriate level and subscribe to the ICF Mentor Coaching Competencies, ICF Core Competencies, and ICF Code of Ethics.

Required Credentials by Role

- **Director of Education:** PCC or MCC
- **Instructor (Coach Specific Education):** ACC (with one renewal), PCC, or MCC
- **Instructor (Resource Development):** Optional ICF credential when teaching content not directly related to the ICF Mentor Coaching Competencies
- **Observer:** ACC, PCC, or MCC
- **Mentor Coach:** ACC (with one renewal), PCC, or MCC

Optional Designation: Faculty members holding the ICF Mentor Coaching Specialization (MCS) may declare this designation on their faculty record and provide documentation. MCS is not required at launch.

Completed

Role	Required Credentials	Status	Action
Director of Education	1 PCC or MCC Required	Pending	Edit
Instructor – Coach Specific Education	1 ACC or PCC or MCC Required	Pending	Edit
Instructor – Resource Development	0 Required	Pending	Edit
Observer	1 ACC or PCC or MCC Required	Pending	Edit
Mentor Coach	1 ACC or PCC or MCC Required	Pending	Edit

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 Suite A325
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12. Enter faculty professional development information

Enter information on how your organization develops and supports faculty. Upload an example of a feedback form used by participants or the Director of Education to provide faculty feedback.

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13. Complete attestation on Assessment, Evaluation & Effectiveness

Review the information provided and agree to the terms by clicking the checkbox.

The screenshot displays the ICF Accreditation Portal interface. On the left is a dark blue sidebar with a menu containing: Dashboard, Registered Programs, Test AAMC Program, Program Information, Application Summary, Languages, Locations, Course List, Observed Mentor Coaching Sessions, Mentoring on Mentor Coaching, Credentialed Faculty, Faculty Professional Development, Final Assignment, Assessment, Evaluation & Effectiveness, Staff Roster, and Invoices. The main content area has a header with the ICF logo and 'International Coaching Federation'. A green banner contains a welcome message and contact information for support@coachingfederation.org. Below this is the title 'Advanced Accreditation in Mentor Coaching Application' and a 'Checklist' icon. A table shows application details: Application For: Test AAMC Program; Status: The application is in process; Started: 06/04/2026; Due: 06/30/2027. A 'Pending Agreement' section is highlighted with a blue lock icon. The main section is titled 'Assessment, Evaluation & Effectiveness' and contains a scrollable text area with instructions to scroll to the bottom to enable a confirmation checkbox. At the bottom of this section is an unchecked checkbox labeled 'We Agree To The Terms Identified Above'. Navigation buttons for 'Next' and 'Cancel' are visible. At the very bottom, the ICF contact information and social media icons are listed.

14. Agree to Statement of Agreement, Compliance & Limitations

Review the information provided and agree to the terms by clicking the checkbox.

International Coaching Federation

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Advanced Accreditation in Mentor Coaching Application

Application For: Test AAMC Program

Status: **The application is in process.**

Started: 06/04/2026

Due: 06/30/2027

Statements of Agreement, Compliance and Limitations

Scroll to bottom of attestation text to enable confirmation checkbox.

As a condition of submission of this application for organization accreditation/approval, we hereby acknowledge and agree to the following binding terms and conditions:

1. We shall continuously comply with the rules, regulations and procedures of the ICF approval/ accreditation process;
2. The ICF has sole discretion to issue, amend and/or revoke the rules, regulations and procedures governing such approval/accreditation process;
3. We will abide by any decision of the ICF regarding the matters of approval/accreditation, including, but not limited to changes in rules, regulations and procedures and the revocation of credentials, approvals and/or accreditation;
4. The application fees for Accreditation(s) are fees for the review of the application only and payment of the same does not guarantee organization approval or accreditation;
5. All fees paid to ICF for Accreditation(s) are non-refundable, and that ICF retains the exclusive right to increase such fees without prior notice;
6. That ICF and the applicable ICF committees, members and/or volunteers have the right to validate/verify the accuracy of any and all information and documentation we provide in the course of the application process, and that if requested by ICF to provide additional or supplemental information or documentation in support of the application that we shall do so in a timely and responsive manner;
7. We agree to strictly adhere to the rules, regulations and procedures of the ICF approval and accreditation process and that ICF has the sole and exclusive discretion to issue, amend and/or revoke the rules, regulations and procedures governing such approval/accreditation process.
8. We agree that we shall abide by any decision of ICF regarding the matters of approval/accreditation, including, but not limited to changes in the rules, regulations and procedures from time to time as well as the revocation or suspension of credentials, approvals and/or accreditation;
9. The approval or accreditation of this organization, if granted by ICF, will apply only to the specific organizational program operated by the owner(s) identified in this application and that such approval or accreditation shall not apply to our use of the trademark, license or use of our franchise, license, or trademark, or any kind or its use.

By Checking This Box, We Consent.

Next **Cancel**

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[f](#) [x](#) [in](#) [@](#) [v](#) [+](#)

15. Submit application and complete payment

After all requirements have been completed, you will be prompted to submit your application and complete payment. Once payment is submitted, your application will be added to the queue for review.



Inspire. Transform. Thrive.

