

# MCS Credit for Prior Learning Sample Application

June 2026



# Access Your MCS CPL Application

The screenshot displays a user profile for Jane Johnson, MCC. On the left, there is a contact information section with a 'NO PHOTO' placeholder, contact details (That City, 1111 ICELAND), and an email address (jjohnson@noemail.comzzz). The main profile area shows the MCC logo, the user's name, address (111 This Street, 1111 ICELAND), and the credential 'Master Certified Coach (MCC)' issued by the International Coaching Federation, with an expiration date of 2027-08-31. A sidebar on the right lists various account management options. Below the profile is a 'My Applications' section containing a table of application records.

Application Type	Submit Date	Status	View Application	Access Exam Info
MCC Portfolio Application	03/03/2021	Credential Awarded	<a href="#">View Application</a>	<a href="#">Access Exam Info</a>
MCC Recertification	07/16/2024	Credential Renewal Awarded	<a href="#">View Application</a>	<a href="#">Access Exam Info</a>
MCS CPL - ACC Application		Pending Completion	<a href="#">Continue Application</a>	
MCS CPL - MCC Application		Pending Completion	<a href="#">Continue Application</a>	
MCS CPL - PCC Application		Pending Completion	<a href="#">Continue Application</a>	
MCS CPL - PCC Application		Pending Completion	<a href="#">Continue Application</a>	
PCC Recertification	03/10/2021	Credential Renewal Awarded	<a href="#">View Application</a>	

Once your applications have been created, you may find them on your ICF profile towards the bottom of the page.

Look for them in the “My Applications” section of your profile page.

Click “Continue Application” for the application you wish to complete first.

# Application Dashboard

The screenshot shows the 'Complete Requirements' dashboard for an ICF credential application. At the top, there are navigation tabs: 'Dashboard' (home icon), 'ICF Credential' (checkmark icon), 'Education' (pencil icon), 'PCC Marker Training' (checkmark icon), and 'Mentoring Experience' (pencil icon). Below the tabs is a legend for application status: Locked (lock icon), Unlocked (checkmark icon), Completed (checkmark icon), Under Review (magnifying glass icon), Further Action (red circle icon), and Met (green checkmark icon). A message states: '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. NOTE: Your application must be paid in full before it will be placed in line for review.' Below this is a table of requirements.

Requirement	Status
<b>ICF Credential Check - MCS</b> You must hold a current active prerequisite credential (ACC, PCC, or MCC) at or above the level to which you are applying for a Mentor Coach Specialization (MCS). If your credential is current, this requirement will automatically be met.	Completed
<b>MCS CPL Education</b> To be eligible for the Mentor Coach Specialization (MCS) through the Credit for Prior Learning path, you must document completion of at least 10 hours of mentor coach specific education.	Pending Completion
<b>PCC Markers Training</b> Applicants for the Mentor Coach Specialization-PCC (MCS-PCC) through the Credit for Prior Learning must have completed the ICF PCC Marker Training. If you have completed this training, this tab will automatically be met.	Pending Submission
<b>Mentoring Experience</b> To be eligible to apply for the Mentor Coaching Specialization (MCS) through the Credit for Prior Learning application you must have provided mentor coaching to at least 5 clients. The mentoring may have been as part of an ICF-accredited Level 1, Level 2, or Level 3 program or directly to clients who have since earned their ICF Credential within the last 3 years.	Pending Completion

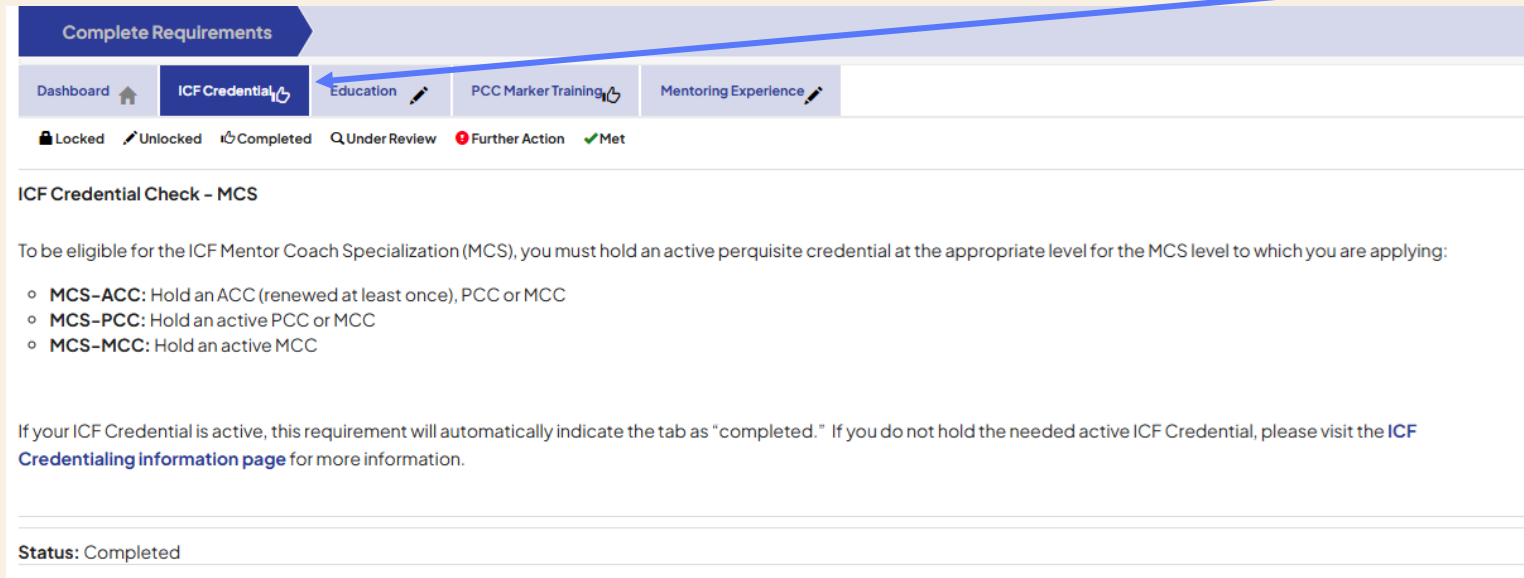
The dashboard shows all the requirements for your credential.

To start your MCS CPL 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 must complete all requirements before you submit your application.

# ICF Credential Requirement



The screenshot shows a web interface for credentialing. At the top, there is a navigation bar with a 'Complete Requirements' button and several tabs: 'Dashboard', 'ICF Credential', 'Education', 'PCC Marker Training', and 'Mentoring Experience'. The 'ICF Credential' tab is highlighted with a blue arrow. Below the navigation bar, there is a legend for status icons: Locked (lock icon), Unlocked (pencil icon), Completed (checkmark icon), Under Review (magnifying glass icon), Further Action (red exclamation mark icon), and Met (green checkmark icon). The main content area is titled 'ICF Credential Check - MCS' and contains the following text:

To be eligible for the ICF Mentor Coach Specialization (MCS), you must hold an active prerequisite credential at the appropriate level for the MCS level to which you are applying:

- o **MCS-ACC:** Hold an ACC (renewed at least once), PCC or MCC
- o **MCS-PCC:** Hold an active PCC or MCC
- o **MCS-MCC:** Hold an active MCC

If your ICF Credential is active, this requirement will automatically indicate the tab as "completed." If you do not hold the needed active ICF Credential, please visit the [ICF Credentialing information page](#) for more information.

**Status:** Completed

If you hold the required credential for the MCS level you are applying for, this tab will be marked with a "thumbs up." No additional action is needed.

If you don't currently hold the credential needed, you will not be able to submit the application.

# Education Tab

**Complete Requirements** Submit for Review Received and Under Review Additional Information Needed Specialization Awarded

Please complete all the below unlocked requirements.

Dashboard ICF Credential Education PCC Marker Training Mentoring Experience

Locked Unlocked Completed Under Review Further Action Met

### MCS CPL Education

**To complete this tab:** Use the blue "Enter Education Hours" button below to enter the organization name, program name, education hours, and program start date.

**Note:** You will upload a certificate or letter of completion from each program you enter. In addition, for any non-ICF accredited programs, you will upload a document, such as a course outline or syllabus, which provides a detailed overview of the content of the program.

To be eligible for the MCS, you must document completion of at least 10 hours of mentor coach specific education. The education hours may come from one program or a combination of programs. Programs may be ICF-accredited or non-ICF accredited programs.

**Additional Guidance:** The same 10 hours of mentor coach education can be used towards all Mentor Coach Specialization for which you wish to apply.

**Ready to enter?** Please only use letters and numbers in the file name of your certificate, letter, or supplemental documentation to upload - **no special characters** (ie. ? / | \ ! @ # = \$ % +)

Status: Pending Completion

Education Summary v1.1

Required	Reported	Accepted	Balance	Percentage
10.00	0.00	0.00	10.00	0.00%

Education Reported

**Enter Education Hours**

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

You will need to enter in your education on the Education Tab.

You may use the same 10 hours of education for each MCS application you complete.

Click on the "Enter Education" button to enter in your mentor coach specific education and upload your certificate or letter of completion.

# Enter Education Details

MCS Specific Education | [Enter Education Hours](#)

## Activity Information

Education Organization Name:

Required

Program Name:

Required

Program Start Date:  

Required

Total Number of Education Hours:

Required

Is this program ICF-Accredited?  Yes  
 No

Required

I would like to supply a digital badge  
in lieu of a certificate.

Upload Education Certificate or  
Letter:  No file chosen

Required

Cancel

Save & Enter More Education

Save & Back to Application

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

- Organization name
- Program name
- Program start date
- Total hours completed
- Indicate if an ICF-accredited program
- Upload your program certificate or letter of completion.
- Don't forget to click Save!
- Repeat for each program

# Confirm Education Details

**Complete Requirements** | Submit for Review | Received and Under Review | Additional Information Needed | Specialization Awarded

Please complete all the below unlocked requirements.

Dashboard | ICF Credential | MCS CPL Education | PCC Marker Training | Mentoring Experience

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

### MCS CPL Education

**To complete this tab:** Use the blue "Enter Education Hours" button below to enter the organization name, program name, education hours, and program start date.

**Note:** You will upload a certificate or letter of completion from each program you enter. In addition, for any non-ICF accredited programs, you will upload a document, such as a course outline or syllabus, which provides a detailed overview of the content of the program.

To be eligible for the MCS, you must document completion of at least 10 hours of mentor coach specific education. The education hours may come from one program or a combination of programs. Programs may be ICF-accredited or non-ICF accredited programs.

**Additional Guidance:** The same 10 hours of mentor coach education can be used towards all Mentor Coach Specialization for which you wish to apply.



**Ready to enter?** Please only use letters and numbers in the file name of your certificate, letter, or supplemental documentation to upload - **no special characters** (ie. ? / | \ ! @ # = \$ % +)

**Status:** Pending Submission

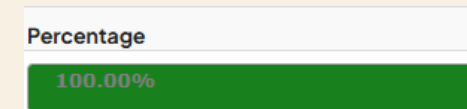
Education Summary v1.1

Required	Reported	Accepted	Balance	Percentage
10.00	25.00	0.00	10.00	100%

Education Reported Enter Education Hours

Program Start Date	Training	Number of Hours	Status	Reported Date	Document/Link
10/1/2020	Mentor Coaching Training: Mentoring to Your Best	25.00	Pending Review	6/15/2026	Badge Link  

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.

# Mentor Coaching Experience Tab

The screenshot shows the ICF application progress bar with five stages: Complete Requirements (active), Submit for Review, Received and Under Review, Additional Information Needed, and Specialization Awarded. Below the progress bar is a navigation menu with tabs for Dashboard, ICF Credentialing, MCS CPL Education, PCC Marker Training, and Mentoring Experience (selected). A legend below the menu indicates the status of each requirement: Locked (lock icon), Unlocked (unlock icon), Completed (checkmark icon), Under Review (magnifying glass icon), Further Action (red circle icon), and Met (green checkmark icon). The main content area is titled "Mentoring Experience" and contains instructions on how to complete the tab, additional guidance, and a status indicator. A blue arrow points from the "Enter Experience" button in the bottom right corner to the "Mentoring Experience" tab in the navigation menu.

**Complete Requirements** Submit for Review Received and Under Review Additional Information Needed Specialization Awarded

Please complete all the below unlocked requirements.

Dashboard ICF Credentialing MCS CPL Education PCC Marker Training **Mentoring Experience**

Locked Unlocked Completed Under Review Further Action Met

### Mentoring Experience

**To complete this tab:** Select the "Enter Experience" button and then indicate how your mentor coaching experience has been provided.

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**Additional Guidance:**

**Direct Client Delivery:** If you have provided mentor coaching to at least 5 clients who have earned a credential in the last 3 years, ICF Credentialing Staff will verify your mentoring with their records. If 5 clients are not able to be verified through ICF records, you will need to provide documentation of your mentor coaching.

**Mentor Coaches with an ICF-Accredited Level 1, Level 2, or Level 3 program:** You will need to upload a letter of verification from the program to confirm you have provided mentor coaching within the last 3 years to at least 5 students.

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**Status:** Pending Completion

**Enter Experience**

You will need to enter in your mentor coaching experience in the Mentoring Experience Tab.

The same 5 clients or students may be used for all MCS applications you complete.

Click on the "Enter Experience" button to select how you are meeting the requirement and, if mentoring done through a Level 1, 2, or 3 program, upload your letter of verification.

# Enter Mentor Coaching Experience

## Mentoring Experience | [Enter Mentoring Experience](#)

Mentor Coach Option:

- I provided Mentor Coaching to at least 5 clients who have successfully earned a credential within the past 3 years.
- I have served as a Mentor Coach for at least 5 students through an ICF-accredited Level 1, Level 2, or Level 3 program within the past 3 years.
- I provided Mentor Coaching to at least 5 individuals through both of the following ways: mentor coaching clients of mine who have since earned an ICF credential within the last 3 years, and students in an ICF Level 1, Level 2, or Level 3 program within the last 3 years.

Required

Please upload a letter of verification from the program:

No file chosen

Required

You will select the option that best describes your mentor coaching experience to fulfill this requirement.

If you are going to use your mentoring experience done in an ICF-accredited Level 1, Level 2, or Level 3 program, then you will need to upload a letter from the program verifying your mentoring with them.

# Application Submission Button

All your requirements should have a “thumbs up” symbol.

Click on “Submit Application” in the upper right-hand corner.

Applicant Name: Jane Johnson, MCC  
Application Type: MCS CPL – PCC Application  
Status: Pending Completion  
Start Date: 06/11/2026  
Submit Date:

[Submit Application](#)

**NOTE:** If available for your application type, 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.

Complete Requirements

Dashboard [ICF Credential](#) [Education](#) [PCC Marker Training](#) [Mentoring Experience](#)

Locked Unlocked Completed Under Review Further Action Met

# Application Submission Agreements

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

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

ICF Application Submission | [Mentor Coach Attestation](#)

## Mentor Coach Attestation

Complete an attestation regarding the information you provided in the application.

ICF Application Submission | [Terms and Conditions](#)

Agree to the Terms and Conditions.

ICF Application Submission | [Consent for Research & Training](#)

Indicate if your application information can be used anonymously for ICF research and training – **This is voluntary** and will not affect your application review.

# Application Submission Payment

ICF Application Submission | [Add Application Fee](#)

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Add to Cart

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**Product Name:** Mentor Coach Specialization Fee - PCC-CPL

Price: 100.00

Quantity: 1.0000

[Checkout](#)

Finally, it's time to complete the submission of your application.

Click "Checkout" to open the payment window.

**REMINDER:** You only pay the MCS fee once. After submitting your first application, you'll receive a confirmation email with a [code to waive the fee for any additional MCS applications](#) you wish to submit.

# Need Help?

- Email: [support@coachingfederation.org](mailto:support@coachingfederation.org)
- FAQs: <https://icfsupport.freshdesk.com/support/home>

