

# MCS Standard Sample Application

June 2026



# Access Your MCS CPL Application

The screenshot displays a user profile for John Smith, MCC. It includes contact details (e-mail, phone, address), a list of navigation options (Events, Downloads, etc.), and a table of applications. A blue arrow points to the 'My Applications' section header, and another blue arrow points to the 'Continue Application' button for the 'MCS - ACC Application'.

Contact me by: E-Mail  
Some Town, 11111 AUSTRALIA  
111.111.1111  
Jsmith@noemail.comzzz  
Edit Contact Info

**John Smith, MCC**  
Owner  
123 My Street  
Some Town 11111  
AUSTRALIA

**Master Certified Coach (MCC)**  
Issuer: International Coaching Federation  
PROVIDED BY Credly  
Expire on: 2027-04-30  
Edit Demographics

Events  
Downloads  
Donations  
Credentialing  
Transcripts  
Privacy and Contact Preferences  
Change My Password  
Customer Service Support  
Coaching Education Accreditation  
Access ICF Learning Portal  
Access ICF Engage

My Recent Invoice

My Applications

Application Type	Submit Date	Status		
MCC Portfolio Application	12/18/2020	Credential Awarded	<a href="#">View Application</a>	<a href="#">Access Exam Info</a>
MCC Recertification	05/12/2024	Credential Renewal Awarded	<a href="#">View Application</a>	<a href="#">Access Exam Info</a>
MCS - ACC Application		Pending Completion	<a href="#">Continue Application</a>	
MCS - MCC Application		Pending Completion	<a href="#">Continue Application</a>	
MCS - PCC Application		Pending Completion	<a href="#">Continue Application</a>	
PCC Recertification	12/02/2019	Credential Renewal Awarded	<a href="#">View Application</a>	

My Credentials

Credential	Credential Date	Renewal Due Date	Status		
MCC	04/05/2021	04/30/2027	Enter CCE Hours	<a href="#">Credential Renewal Application</a>	<a href="#">Access Exam Report</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 dashboard shows all the requirements for your credential.

To start your MCS Standard application:

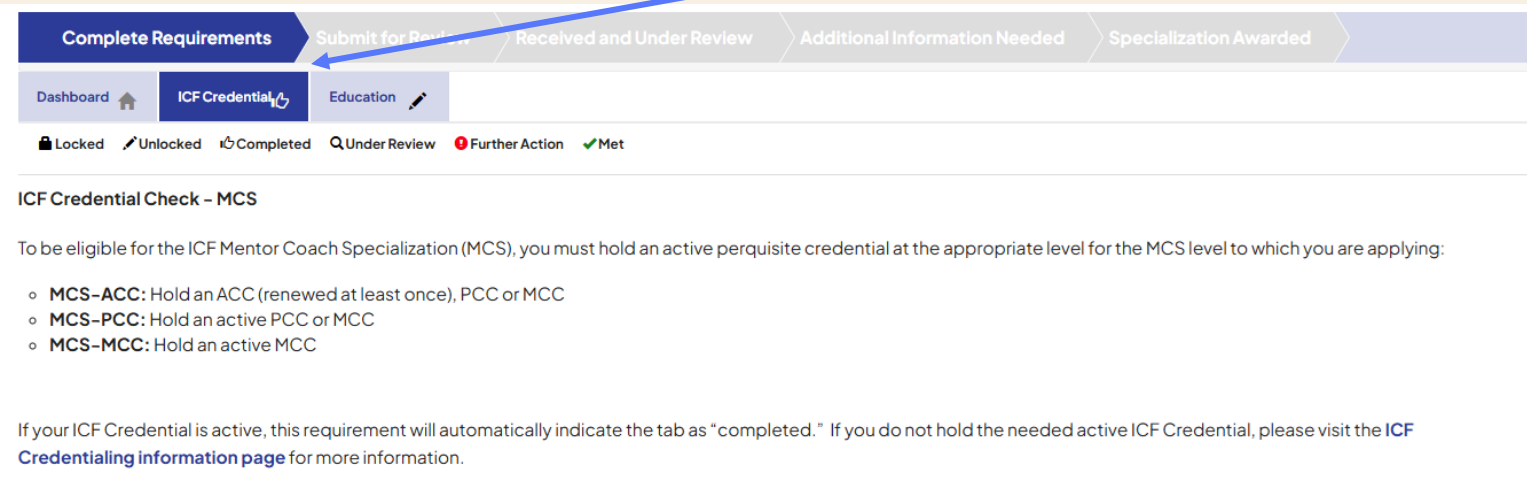
- Click the Education tab and enter your information.
- Watch for symbols on the tabs—they show when tasks are complete and reviewed by ICF.
- A key below the tabs explains what each symbol means.

The screenshot displays the ICF Application Dashboard. At the top, a progress bar shows five stages: Complete Requirements (active), Submit for Review, Received and Under Review, Additional Information Needed, and Specialization Awarded. Below the progress bar are navigation tabs: Dashboard (home icon), ICF Credential (checkmark icon), and Education (pencil icon). A status key below the tabs includes: Locked (lock icon), Unlocked (pencil icon), Completed (checkmark icon), Under Review (magnifying glass icon), Further Action (red circle icon), and Met (green checkmark icon). A text block below the key reads: "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 Education</b> To be eligible for the Mentor Coach Specialization through the standard application, you must document completion of at least 41 hours of mentor coach specific education.	Pending Completion

# ICF Credential Tab

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.



The screenshot shows a navigation bar with five steps: 'Complete Requirements', 'Submit for Review', 'Received and Under Review', 'Additional Information Needed', and 'Specialization Awarded'. Below this is a secondary navigation bar with 'Dashboard', 'ICF Credentialing', and 'Education'. A legend below the navigation bar includes: 'Locked' (lock icon), 'Unlocked' (unlock icon), 'Completed' (thumbs up icon), 'Under Review' (magnifying glass icon), 'Further Action' (red exclamation mark icon), and 'Met' (green checkmark icon). The 'ICF Credentialing' tab is highlighted with a blue arrow pointing to it from the text on the right. Below the navigation is a section titled 'ICF Credential Check - MCS' with 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:'. This is followed by a bulleted list: 'MCS-ACC: Hold an ACC (renewed at least once), PCC or MCC', 'MCS-PCC: Hold an active PCC or MCC', and 'MCS-MCC: Hold an active MCC'. At the bottom, a note states: '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.'

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

Dashboard ICF Credentialing **Education**

Locked Unlocked Completed Under Review Further Action Met

### MCS 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. For any non-ICF accredited programs, also upload a supporting document, such as a course outline or syllabus, that provides a detailed overview of the program content.

**Additional Guidance:**

**Synchronous Hours** - 50% of the required hours (20.5) must be obtained with synchronous, real-time interaction between faculty and students, education hours.

**Education Hours** - Mentor coach specific education may be applied towards all Mentor Coach Specialization levels.

**Evaluation Training** - Your education hours must include training in evaluating at the level for which you are applying:

- o **MCS-ACC:** ACC BARS
- o **MCS-PCC:** PCC Markers
- o **MCS-MCC:** MCC BARS

**NOTE:** If your education program did not include the required BARS/Marker training, you may complete it in the [ICF Learning Portal](#).

**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
41.00	0.00	0.00	41.00	0.00%

Education Reported [Enter Education Hours](#)

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

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

You may use the same 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

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

Dashboard ICF Credentials Education

Locked Unlocked Completed Under Review Further Action Met

### MCS Education

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**Additional Guidance:**

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- **MCS-MCC:** MCC BARS

**NOTE:** If your education program did not include the required BARS/Marker training, you may complete it in the [ICF Learning Portal](#).

**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. ?/|\!@# = \$ % +)





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**Status:** Pending Submission

Education Summary v1.1

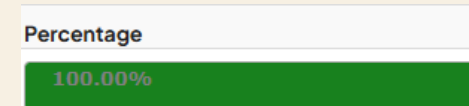
Required	Reported	Accepted	Balance	Percentage
41.00	0.00	0.00	41.00	100.00%

Education Reported

Program Start Date	Training	Number of Hours	Status	Reported Date	Document/Link
5/21/2026	ICF Learning Portal: PCC Marker Training	40.00	Pending Review	6/15/2026	Certificate  
11/1/2023	Mentor Coaching Training: Mentoring to Your Best	25.00	Pending Review	6/15/2026	Certificate  

[Enter Education Hours](#)

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.

Don't forget - in your education, you must include the appropriate evaluation training for the level you are applying.

# Application Submission Button

Applicant Name: John Smith, MCC  
Application Type: MCS - PCC Application  
Status: Pending Completion  
Start Date: 05/26/2026  
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 | Submit for Review | Received and Under Review | Additional Information Needed | Specialization Awarded

Dashboard | ICF Credentials | Education

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

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

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

# 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](#)

Add to Cart

**Product Name:** Mentor Coach Specialization - PCC - Member

Price: **50.00**

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>

