

Sample Application: AATC Renewal



Coaching
Education

rev. 2026.4.1

AATC Renewal Sample Application

1. Open Renewal Application

Click *Application* under the renewal you would like to complete. This will only become available when your renewal window opens.

The screenshot shows the ICF Accreditation Portal. On the left is a dark blue sidebar with the ICF logo and navigation links: Dashboard, My Activities, Registered Programs, AATC Cody Test, Excellence in Action, Closed Email Template Test, Test AACCS Program, Sample, Program Information, Application Summary, Course List, Credentialed Faculty, Cohort Participants, Test AAMC Program, Staff Roster, and Invoices. The main content area is titled 'International Coaching Federation' and shows details for 'Sample' and 'Level 3 Renewal' and 'Level 2 Renewal'. Each renewal entry includes status, dates, and a 'Program Information' button.

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 shows the 'AATC Renewal' application summary page. It includes a welcome message, application details (Application For: Sample, Status: In Progress, Started: 07/08/2026), and a list of requirements: Course List, Credentialed Faculty, Cohort Participants, and Submit Renewal. Each requirement has a 'Start Now' button. The sidebar on the left is the same as in the previous screenshot.

3. Update Course Information

Review your course information and make any changes needed. Once you have completed updating your course information, click "Complete Course List".

- Dashboard
- Registered Programs
- AAMC Cody Test
- Excellence in Action
- Closed Email Template Tes
- Test AACS Program
- Sample
- Program Information
- Application Summary
- Course List
- Credentialed Faculty
- Cohort Participants
- Test AAMC Program
- Staff Roster
- Invoices

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.

AATC Renewal

Application For: Sample

Status: In Process

Started: 07/08/2026

Checklist

Pending Courses

Course List

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.

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Summary

Core Competency 60.00 hours 85% Core Competency 80% of all education must be focused on the ICF Core Competencies.	Resource Development 10.00 hours 78% Synchronous At least 50% of all education must be delivered in synchronous activities.	Synchronous 55.00 hours	Asynchronous 15.00 hours
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Program Courses

+ Add Course

Sample Total: 70.00 hours	Synchronous: 55.00 hours Asynchronous: 15.00 hours	Core Competency: 60.00 hours Resource Development: 10.00 hours	Edit Course Remove
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4. Enter faculty information

Review faculty information. Add, edit, or remove faculty as needed. Click "Complete Credentialed Faculty List" when done.

Dashboard

Registered Programs

AAMC Cody Test

Excellence in Action

Closed Email Template Tes

Test AACS Program

Sample

Program Information

Application Summary

Course List

Credentialed Faculty

Cohort Participants

Test AAMC Program

Staff Roster

Invoices

Saled Language

Powered by Translate

International Coaching Federation

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AATC Renewal

Application For: Sample

Status: In Process

Started: 07/08/2026

Continue Renewal →

Completed

Credentialed Faculty
Your organization is making a real and measurable difference in people's lives, which is why we're passionate about making sure our coaches and the organizations that educate them are well-equipped to do their jobs. That's why we require the following qualifications for key faculty positions.

Director of Education
Directors must hold an active PCC or MCC credential from ICF and subscribe to the ICF definition of coaching, ICF Team Coaching Competencies, ICF Core Competencies, and ICF Code of Ethics.

Instructors
All instructors who are teaching content based on the ICF definition of coaching, ICF Team Coaching Competencies, ICF Core Competencies, and ICF Code of Ethics must hold one of the three ICF credentials (ACC, PCC, or MCC).
Those teaching other optional content not related to the ICF definition of coaching, ICF Team Coaching Competencies, ICF Core Competencies, or ICF Code of Ethics are not required to hold an ICF credential. (This is considered Resource Development instruction).

Observers
All observers of participant team coaching sessions, and those responsible for providing written feedback, must hold one of the three ICF credentials (ACC, PCC, or MCC).

Coaching Supervisors
All coaching supervisors must meet at least one of the following criteria:

- Hold an active coaching supervision certification, credential, or accreditation by a coaching or coaching supervision professional body.
- Have completed a coaching supervision education program of at least 60 hours and have at least 120 hours of coaching supervision experience.
- Be an eligible ICF mentor coach with 60 hours of coaching supervision education and at least 120 hours of experience.

Completed

Credentialed Faculty +Add Faculty

✓ Director of Education Sample, Sample Credentials: MCC Email: sample@sample.com	Status: Pending	1 PCC or MCC Required
✓ Instructor - Coach Specific Education Sample, Sample Credentials: MCC Email: sample@sample.com	Status: Pending	1 ACC or PCC or MCC Required
✓ Instructor - Resource Development Sample, Sample Credentials: MCC Email: sample@sample.com	Status: Pending	0 Required
✓ Observer Sample, Sample Credentials: MCC Email: sample@sample.com	Status: Pending	1 ACC or PCC or MCC Required
✓ Coaching Supervisor Sample, Sample Credentials: MCC Email: sample@sample.com	Status: Pending	1 ACC or PCC or MCC Required

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5. Add cohort information

Indicate the total number of students who participated in your most recent cohort. You will be asked to share the number enrolled, partially completed, fully completed, and graduated.



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AATC Renewal

Application For:

Sample

Status:

In Process

Started:

07/08/2026

Checklist



Pending Participants

Cohort Participants

Enter contact information for your recent cohort.

Please upload a roster of your most recent cohort(s) who have opted in to be contacted by ICF

Cohort Participants

How many participants do you have from the last graduating cohort in each of the following categories?

Enrolled:

Required

Partially Completed:

Required

Fully Completed:

Required

Graduated:

Required

I Do Not Possess Authorization From The Cohorts To Disclose Their Names And Email Addresses.

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Continue to Upload

Cancel

6. Add student roster

As part of the accreditation process, we require organizations to provide student data for those students who have opted in to sharing their information with ICF in accordance with the General Data Protection Regulation (GDPR) process. Using the template provided, upload a list of students who have opted in to this process.

International Coaching Federation

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AATC Renewal

Application For: Sample
Status: In Process
Started: 07/08/2026

Cohort Participants
Please upload a roster of your most recent cohort(s) who have opted in to be contacted by ICF

Cohort Participants

Number of participants from the last graduating cohort by category:

Enrolled	Partially Completed	Fully Completed	Graduated
10	0	0	0

You have indicated that you DO possess authorization from the cohorts to disclose their names and email addresses.

Request for GDPR-Compliant Student Data Submission

As part of the accreditation process, we require organizations to provide student data for those students who have explicitly opted in to sharing their information with us, in accordance with the General Data Protection Regulation (GDPR). Please [click here](#) to learn more and download instructions for providing participant information in accordance with GDPR.

Student Data Submission Requirements

- Opt-In Consent:** Please ensure that any student data you submit is only for those students who have given explicit, informed consent for their data to be shared with ICF. This consent must be in line with the processes outlined in your GDPR-compliant consent procedures. [Student Opt-In Document](#)
- Data Scope:** The data submitted should include only relevant information necessary for the accreditation process, such as names, emails, enrollment and program completion dates. No additional or sensitive personal data should be provided.
- Consent Documentation:** By submitting this data, you confirm that the appropriate consent has been obtained from each student. Please ensure that you have adequate records of each student's opt-in consent, in case further verification is required.
- Data Security & Privacy:** The student data must be submitted in a secure format, in line with GDPR requirements. We are committed to maintaining the highest level of data protection and privacy, and the information will only be used for accreditation and verification purposes. Data shared with ICF will be stored for a total of two (2) years.

Please upload a contact list of participants from your most recent graduating cohort, categorizing their enrollment status as: Enrolled, Partially Completed, Fully Completed, or Graduated. Please confirm the file format matches the sample file and the file type is CSV. Date fields should use this format: MM/DD/YYYY. Or, you may enter participants separately. The file must be a CSV file in the [provided template](#) format.

[Upload List](#) [Add Participant](#)

7. Agree to Statement of Agreement, Compliance & Limitations

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 (with a dropdown arrow), AAMC Cody Test, Excellence in Action, Closed Email Template Tes, Test AACs Program, Sample (with a dropdown arrow), Program Information (with a document icon), Application Summary (with a list icon), Course List, Credentialed Faculty (with a checkmark icon), Cohort Participants (with a checkmark icon), Test AAMC Program (with a right arrow icon), Staff Roster, and Invoices. The main content area has a header with the ICF logo, the text 'International Coaching Federation', and a 'Switch View' button. Below the header is a green welcome message. The main heading is 'AATC Renewal'. To the right of this heading is a 'Checklist' button. Below the heading, the application details are shown: 'Application For: Sample', 'Status: In Process' (with a clock icon), and 'Started: 07/08/2026'. The central part of the form is titled 'Statements of Agreement, Compliance and Limitations'. It contains a pink instruction box: 'Scroll to bottom of attestation text to enable confirmation checkbox.' Below this is a text area with the following conditions: '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 governing such approval/accreditation process.' At the bottom of this section is a checkbox labeled 'By Checking This Box, We Consent.' To the right of the text area are 'Next' and 'Cancel' buttons.

8. 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.



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