Portfolio Path		
Requirements	**ACC Credential**	**Important to know**
Coach-specific training	60 hrs.	Of the 60 hours required, **at least 48** of the hours must be: Student contact hours – clock hours spent in synchronous (real-time) interactions between faculty and students. This may include time spent in direct instruction (voice-to-voice or in-person training), real-time discussions, observation and feedback of practice coaching sessions, and mentoring students. Coach-specific training developed and delivered based on the ICF Core Competencies (all 11 ICF Core Competencies must be covered). Of the 60 hours required, **no more than 12** of the hours may be: **Homework/Independent Study** – clock hours spent outside of real-time interaction between faculty and students (asynchronous). These may include outside reading, writing, research, journaling, and various other activities that may occur outside of the synchronous setting. All asynchronous hours **must be part of the training program** and require some method of validating that the activity was completed by the student. A maximum of 12 hours outside of the ICF Core Competencies will be accepted. **On the online credential application, you will provide:** -**The number of hours of coach-specific** training that you completed. -**The type of program** (ACTP, ACSTH, CCE or non-accredited). -**The name of the organization** that operated the program. -The **name of each coach training** program that you attended. -For coach training programs that have been accredited by ICF, you must submit **proof of completion in the form of a certificate or signed letter issued by the program** indicating the name of the program, dates of attendance, and total hours completed. For coach training programs that have not been accredited by ICF: -You must **submit proof of completion** in the form of a certificate or signed letter issued by the program indicating the name of the program, dates of attendance, and total hours completed. -You must **list the hours of content that are delivered** in a synchronous setting and asynchronously. Note that 80% of all instruction must be synchronous, allowing the opportunity for real-time interaction between instructors and students. -You must provide **a concise class outline or syllabus** that summarizes the names of classes/modules and the time allowed for presentation. -You must **provide student materials**. These materials may include a student or instructors' manual, handouts, power points, or any other documentation that clearly illustrates the detailed curriculum.
Mentoring	10 hrs.	Mentor Coaching must be completed over a minimum of three months to be documented on your online application. Your Mentor Coach must be an ACC, PCC or MCC in good standing. On the online credential application, you will provide the mentor full name, the ICF credential, the email address and the numbers of the mentoring hours completed. You can have more than one mentor.
Coaching Log	100 hrs.	Coaching log demonstrating 100 hours (**75 paid**) of coaching experience with **at least eight clients** following the start of your coach-specific training. At least **25** of these hours must occur within the **18 months prior** to submitting the application for the credential. The template to be completed for the ICF application is shown in the tab ICF Client Log-Master.
Performance Evaluation	between 20 and 60 minutes	**Audio recording and written transcript** of coaching session to be uploaded with your application. Record several coaching sessions and select one session that demonstrates use of a wide variety of the ICF Core Competencies. Review your selected session and make sure the conversation is clear, audible and that only first names have been used during the coaching session. Files submitted for performance evaluation must be: - Of a complete coaching session (not edited) lasting between **20 and 60 minutes**. Those that exceed 60-minutes will not be scored. - From an **actual coaching session** between you and a paid or pro bono client (not part of coach training). The client may not be a coach unless they are a regular client. - **In one part**. Multiple files for one coaching session will not be reviewed. - **In MP3 or WMA** formats. Video files and other formats will not be accepted. - **95 megabytes or less**. Use a lower bit rate to decrease file size, if needed. - **Uploaded when completing** the online credential application. Providing a URL to download or stream audio recordings will not be accepted. - **Labeled/named with your name and a number**, i.e., JoeSmith1.mp3 and JoeSmith2.mp3 - As part of the performance evaluation, candidates must submit transcripts for each recorded coaching session submitted when completing the online credential application. **Transcripts must be a verbatim, written word-for-word record of the coaching session**(s) submitted.
CKA Test	max 3 hrs.	A link to this test will be sent to you by email, once your application was reviewed and you passed the Performance evaluation.
		All documents and details required must be prepared in advanced so you can upload them once you start the online application.
Estimated ICF Review	**14 weeks**	

Portfolio Path		
Requirements	**PCC Credential**	**Important to know**
Coach-specific training	125 hrs.	Of the 125 hours required, at least **100 of the hours** must be: **Student contact hours** – clock hours spent in synchronous (real-time) interactions between faculty and students. This may include time spent in direct instruction (voice-to-voice or in-person training), real-time discussions, observation and feedback of practice coaching sessions, and mentoring students. Coach-specific training developed and delivered based on the ICF Core Competencies (all 11 ICF Core Competencies must be covered). Of the 125 hours required, no more than **25** of the hours may be: - **Homework/Independent Study** – clock hours spent outside of real-time interaction between faculty and students (asynchronous). These may include outside reading, writing, research, journaling, and various other activities that may occur outside of the synchronous setting. All asynchronous hours must be part of the training program and require some method of validating that the activity was completed by the student. A maximum of 25 hours outside of the Core Competencies will be accepted. On the online credential application, you will provide: -The **number of hours of coach-specific training** that you completed. -The **type of program** (ACTP, ACSTH, CCE or non-accredited). -The **name of the organization** that operated the program. -The **name of each coach training program** that you attended. -For coach training programs that have been accredited by ICF, you must submit **proof of completion in the form of a certificate or signed letter** issued by the program indicating the name of the program, dates of attendance, and total hours completed. For **coach training programs that have not been accredited by ICF**: -You must submit **proof of completion** in the form of a certificate or signed letter issued by the program indicating the name of the program, dates of attendance, and total hours completed. -You must list the **hours of content** that are delivered in a synchronous setting and asynchronously. Note that 80% of all instruction must be synchronous, allowing the opportunity for real-time interaction between instructors and students. -You must provide **a concise class outline or syllabus** that summarizes the names of classes/modules and the time allowed for presentation. -You must **provide student materials**. These materials may include a student or instructors' manual, handouts, power points, or any other documentation that clearly illustrates the detailed curriculum.
Mentoring	10 hrs.	10 hours of Mentor Coaching over a minimum of three months to be documented on your online application. Your Mentor Coach must be a PCC or MCC in good standing. On the online credential application, you will provide the mentor full name, the ICF credential, the email address and the numbers of the mentoring hours completed. You can have more than one mentor.
Coaching Log	500 hrs.	Coaching log demonstrating 500 hours (450 paid) of coaching experience with at least 25 clients following the start of your coach-specific training. At least 50 of these hours must occur within the 18 months prior to submitting the application for the credential.
Performance Evaluation	between 20 and 60 minutes	Before preparing for your performance evaluation, study the ICF Core Competencies and observe them in your coaching. Have your Mentor Coach provide feedback on how your coaching demonstrates each of the ICF Core Competencies, and which competencies you might need to practice. The ICF Competencies level chart (PDF available on the ICF website) provides information about what assessors are listening for when they conduct your performance evaluation. **Two audio recordings and written transcripts** of coaching sessions to be uploaded with your application). Record several coaching sessions and select one session that demonstrates use of a wide variety of the ICF Core Competencies. Review your selected session and make sure the conversation is clear, audible and that only first names have been used during the coaching session. Files submitted for performance evaluation must be: - Of a complete coaching session (not edited) lasting between **20 and 60 minutes**. Those that exceed 60-minutes will not be scored. - From an **actual coaching session** between you and a paid or pro bono client (not part of coach training). The client may not be a coach unless they are a regular client. - **In one part**. Multiple files for one coaching session will not be reviewed. - **In MP3 or WMA** formats. Video files and other formats will not be accepted. - **95 megabytes or less**. Use a lower bit rate to decrease file size, if needed. - **Uploaded when completing** the online credential application. Providing a URL to download or stream audio recordings will not be accepted. - **Labeled/named with your name and a number**, i.e., JoeSmith1.mp3 and JoeSmith2.mp3 - As part of the performance evaluation, candidates must submit transcripts for each recorded coaching session submitted when completing the online credential application. **Transcripts must be a verbatim, written word-for-word record of the coaching session**(s) submitted.
CKA Test	max 3 hrs.	A link to this test will be sent to you by email, once your application was reviewed and you passed the Performance evaluation.
		All documents and details required must be prepared in advanced so you can upload them once you start the online application.
Estimated ICF Review	**18 weeks**	

Definitions to be considered when completing the coaching log	
Client Coaching Hours	A client coaching hour is 60 minutes of actual coaching with a client who has hired the applicant as a coach and not in any other capacity. (Mentor coaching or coaching supervision is not accepted as a client coaching hour.)
	Client coaching sessions of less than 60 minutes will count as partial client coaching hours (for example, 30 minutes of client coaching will count as 0.5 client coaching hours). Coaching must be done in person or by telephone or other voice-to-voice technology.
Coaching Log Template	ICF recommends that you use the ICF Client Coaching Log (.xls) to track and document your client coaching experience. Using this excel form will make the credentialing process easier and more efficient.
Paid Hours include:	Hours of coaching for which the coach receives payment from the client (payment may be in any amount, or barter of goods or services, including coaching in exchange for coaching)
	Internal coaching that meets the definition below
	Third-party coaching that meets the definition below
	Coaching hours within a training program cannot be used toward your client coaching log
	Pro Bono Hours
	Volunteer/Donation Coaching
	Trainers, Supervisors or Mentors cannot claim coaching hours within a training program
	Peer to Peer Coaching
	Peer to peer coaching is the exchange of coaching between two individuals.
	Peer to peer coaching (outside of training program) can be claimed as paid or bartered coaching
	Peer to peer coaching (within Reciprocal Peer Coaching) can be claimed as paid hours
	Coaching hours within a training program cannot be used toward your client coaching log
Individual Clients	For each individual client, you must log:
	The client's name and email address or phone number
	The start and end date of the coaching relationship
	The number of paid and pro bono hours that you coached the client
	Individual clients who do not consent to have their names listed must be left off of the log. The consent may be verbal and does not need to be provided to ICF.
Group Coaching Sessions	To qualify as group coaching, participants must set the agenda, and the session must be interactive (synchronous interaction between the coach and participants). Documenting individual client coaching hours and group coaching hours need to be done separately on the client coaching log.
	For group coaching sessions, document the following on your coaching log:
	The name and email address of one individual in the group (you do not need to provide the names of other individuals in the group or the name of the group itself)
	The start and end date of the coaching relationship
	The number of paid and pro bono hours that you coached the group
	The number of individuals in the group (only groups of 15 or fewer will count)
	You cannot multiply hours times participants in the group. If you coach 15 people for one hour, you can only count that as one hour of coaching, not 15 hours
	Each individual in a group counts as a client for the purpose of meeting the total number of clients required. (Training/ teaching, mentor coaching, facilitating workshops, etc. cannot be claimed as client coaching.)
Internal Coaching	Internal coaching is coaching done as part of the applicant's employment. Coaching of direct reports (employees for whom the coach is an immediate supervisor) does not count as client coaching hours. Internal clients should be logged the same as other individual or group clients unless there is an organizational confidentiality policy that prevents you from disclosing the client's information.
	If there is not an organizational confidentiality policy that prevents you from disclosing the client's information, you need to provide the following information on your client coaching log:
	The client's name and email address or phone number
	The start and end date of the coaching relationship
	The number of paid and pro bono hours that you coached the client
	If there is a confidentiality policy, you must provide a reference letter from a contact person at the organization who is familiar with your work. The reference letter must be signed on company letterhead and include:
	-Your name
	-The name and contact information for the contact person
	- A description of the role of the contact person in the organization
	- A description of your role in the organization
	- Confirmation of the organization's confidentiality policy
	- Confirmation of the number of hours coached, the number of clients coached and the time period the coaching took place
	- For internal confidential clients that will be included in a reference letter, you do not need to include those clients on your client coaching log.
Third-Party Coaching	Third-party coaching is coaching in which the coach receives payment from an organization specifically for coaching the client. Payment may be in any amount or barter of goods or services. Third-party clients should be logged the same as other individual or group clients unless there is an organizational confidentiality policy that prevents you from disclosing the client's information. If there is a confidentiality policy, you must provide a reference letter from a contact person at the organization who is familiar with your work. The reference letter must be signed on company letterhead and include:
	-Your name
	-The name and contact information for the contact person
	- A description of the role of the contact person in the organization
	- A description of your role in the organization
	- Confirmation of the organization's confidentiality policy
	- Confirmation of the number of hours coached, the number of clients coached and the time period the coaching took place
	-For third-party confidential clients that will be included in a reference letter, you do not need to include those clients on your client coaching log.

ICF Client Coaching Log

Client Name	Contact Information	Individual/Group	Number in Group	Start Date	End Date	Paid hours	Pro-bono hours