ICF
Credentials and Standards

PCC Portfolio Sample Application

Revised October 2022

PCC Portfolio Application Dashboard

Applicant Name: **Teri Copas**
Application Type: **PCC Portfolio Application**
Status: **Pending Completion**
Start Date: **10/05/2022**
Submit Date:

Submit Application

Complete Requirements | Submit for Review | Received and Under Review | Additional Information Needed | CKA Exam | Credential Awarded

Please complete all the below unlocked requirements.

Dashboard | Education | Education Documentation | Mentor Coaching | Client Coaching Experience
Performance Evaluation - 1 | Performance Evaluation - 2 | Exam

🔒 Locked   ✏ Unlocked   👍 Completed   🔍 Under Review   ❗ Further Action   ✔ Met

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.

Requirement	Status
Portfolio Training 125 hours — To be eligible for the Professional Certified Coach (PCC) credential, you must document completion of at least 125 hours of coach-specific education with robust documentation for any non-ICF accredited program.	Pending Completion
Training Documentation — For any training programs that are not approved by ICF as Level 1, Level 2, ACTP, ACSTH, or CCE training, you are required to submit supplementary documentation and complete a Verification of Training form (A sample Verification of Training form can be downloaded here).	Pending Completion
Mentor Coaching — Applicants for the PCC must complete at least 10 hours of mentor coaching over a minimum of three months. Your mentor coach must be a PCC or MCC in good standing.	Pending Completion
Client Coaching Experience — Applicants for the ICF PCC credential are required to have a minimum of 500 hours of client coaching experience with at least 25 clients following the start of coach-specific training.	Pending Completion
Performance Evaluation - 1 — As part of your ICF PCC Credential application, you are required to submit two recordings of coaching sessions (each accompanied by a transcript) for review by trained ICF assessors.	Pending Completion
Performance Evaluation - 2 — As part of your ICF PCC Credential application, you are required to submit two recordings of coaching sessions (each accompanied by a transcript) for review by trained ICF assessors.	Pending Completion
PCCPort-CredExam — The ICF Credentialing Exam is a tool designed to measure coaches' knowledge of and ability to apply the ICF definition of coaching, the updated ICF Core Competencies, and the ICF Code of Ethics against a predetermined standard. Access and directions to complete this requirement will be sent following the review of the application.	Pending Completion

The application dashboard provides an overview of all requirements for the credential.

To begin the PCC Portfolio application, you will need to click on each requirement tab to enter your information for that section.

You will see symbols on your requirement tabs as you complete each task and again as they have been reviewed by ICF.

Below the requirement tabs, you will find a key for what each symbol means.

You are not required to complete the tabs in any specific order, but you will need to complete all requirements in order to submit your application.

Education Tab

When you click on the Education tab, you will see the "Enter Education Hours" button at the bottom of the screen.

Click this button to enter in your education information (see next page).

Please note, as you report your coach education hours, the percentage of required education hours reported will automatically update.

Education Tab

Add – ICF Self Report Credit Applicati... ✕

Activity Information

Training Organization Name:

Required

Program Name:

Required

Number of hours:

Required

Program Start Date:

Required

Does this training represent the start of your coach specific training and your client coaching experience?

☐

Save Cancel

After clicking on the "Enter Education Hours" button, a window will appear for you to provide the details of your coach-specific education hours, including the organization name, program name, total hours completed, and program start date.

If this program is the education with which you began to count your coaching experience hours, click the box associated with "Does this education represent the start of coach specific education and your client coaching experience?" *

*For this purpose, ICF defines the start of coach-specific education as any course with at least 30 hours of which at least 24 hours are in ICF Core Competencies instruction. Eligible courses can be ICF-accredited or non–ICF accredited.

Learn more about the start of coach education:
https://coachingfederation.org/experience-requirements

Education Tab

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Start Date: **10/05/2022**
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Submit Application

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Please complete all the below unlocked requirements.

Dashboard | Education | Education Documentation | Mentor Coaching | Client Coaching Experience
Performance Evaluation - 1 | Performance Evaluation - 2 | Exam

🔒 Locked ✏ Unlocked 👍 Completed 🔍 Under Review 🔴 Further Action ✔ Met

Portfolio Training 125 hours
For each coach education program you have completed, please enter the organization name, program name, total hours completed and program start date, then click "Save."

To be eligible for the PCC, you must document completion of at least 125 hours of coach-specific education with robust documentation for any non-ICF accredited program(s). The education may come from ICF approved providers (Level 1, ACSTH, ACTP and/or CCE) or from providers that have not been approved in advance by the ICF. Your training must be comprehensive and include the ICF Definition of Coaching, all ICF Core Competencies, and the ICF Code of Ethics.

Note that you are required to upload a certificate or letter from each program you completed indicating the name of the program, dates of attendance, and total hours completed.

You will upload your certificate and any required supplementary documentation for each program you entered on the next tab, labeled "Education Documentation."

Once you have entered all of your coach training, please click on the "Education Documentation" tab to continue your application.

Status: Pending Submission
Education Summary v1.1

Required	Reported	Accepted	Balance	Percentage
125.00	128.00	0.00	125.00	100%

Enter Education Hours

Education Reported

Program Start Date	Training	Number of Hours	Status	Reported Date	Document		
10/01/2020	ABC Coaching Inc: Coach Program	82.00	Pending Review	10/05/2022	No Document Uploaded.	✏	✖
05/01/2022	XYZ Coaching Co: Coach Training	46.00	Pending Review	10/05/2022	No Document Uploaded.	✏	✖

As you enter the education hours, the percentage bar on the main Education tab will automatically be updated.

Percentage
100.00%

And you will see a "thumbs up" on the Education tab once you have met the required hours.

Education 👍

Education Documentation Tab

Please complete all the below unlocked requirements.

| Dashboard 🏠 | Education 👍 | Education Documentation ✏️ | Mentor Coaching ✏️ | Client Coaching Experience ✏️ |

| Performance Evaluation - 1 ✏️ | Performance Evaluation - 2 ✏️ | Exam ✏️ |

🔒 Locked ✏️ Unlocked 👍 Completed 🔍 Under Review ❗ Further Action ✔️ Met

Training Documentation

Non ICF Accredited Program – Supplement Documentation Needed

For any training programs that are not approved by ICF as Level 1, Level 2, ACTP, ACSTH, or CCE training, you are required to upload curriculum documents that provide a summary of the content and how it was delivered, by completing a **VERIFICATION OF TRAINING** form.

NOTE: ICF Staff will not review your Verification of Training Form until your full credential application has been submitted for review.

Documentation required for any non-approved coach training must include:

- 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 to be uploaded on this page below.

- A completed Verification of Training form that:

  - Demonstrates completed training was comprehensive and included a definition of coaching, code of ethics and was related to the ICF Core Competencies. The training received should be organized in a way that encouraged the growth of the coach.

  - Confirms the hours of content that are delivered in a synchronous setting and asynchronously. Note that 50% of all instruction must be synchronous, allowing the opportunity for real-time interaction between instructors and students.

  - Includes a concise class outline or syllabus that summarizes the names of classes/modules and the time allowed for presentation.

  - Includes student materials, which may include a student or instructors' manual, handouts, power points, or any other documentation that clearly illustrates the detailed curriculum.

For each training program entered on the previous tab, please upload a certificate or letter from the training organization indicating the name of the program, dates of attendance, and total coach-specific training hours completed.

Please be sure there are no special characters in your document name (ie. ? / | \ ! @ # = $ % +)

Once you have submitted your training certificates below and, if required, have provided any required supplementary documentation in the Verification of Training form, please click on the "Mentor Coaching" tab to continue your application.

Status: Pending Completion | Upload |

Documents

| Document | Document Code | Uploaded |

No documents on file.

When you click on the Education Documentation tab, you will be able to upload a certificate or letter of completion for each program you entered in the Education tab.

For any non-ICF accredited programs, you will need to complete the Verification of Training form.

To upload your program ertificates, use the "Upload" button at the bottom of the screen (see next page).

Education Documentation Tab

Edit – AGS Credential Requirement ✖

Choose File | No file chosen ← After clicking on the "Upload" button, a window will appear for you to upload a program certificate or letter of completion.

Save Cancel

Education Documentation Tab

Please complete all the below unlocked requirements.

| Dashboard 🏠 | Education 👍 | **Education Documentation** 👍 | Mentor Coaching ✏️ | Client Coaching Experience ✏️ |
| Performance Evaluation - 1 ✏️ | Performance Evaluation - 2 ✏️ | Exam ✏️ | | |

🔒 Locked   ✏️ Unlocked   👍 Completed   🔍 Under Review   ❗ Further Action   ✔️ Met

Training Documentation

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NOTE: ICF Staff will not review your Verification of Training Form until your full credential application has been submitted for review.

Documentation required for any non-approved coach training must include:

- 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 to be uploaded on this page below.

- A completed Verification of Training form that:

  - Demonstrates completed training was comprehensive and included a definition of coaching, code of ethics and was related to the ICF Core Competencies. The training received should be organized in a way that encouraged the growth of the coach.

  - Confirms the hours of content that are delivered in a synchronous setting and asynchronously. Note that 50% of all instruction must be synchronous, allowing the opportunity for real-time interaction between instructors and students.

  - Includes a concise class outline or syllabus that summarizes the names of classes/modules and the time allowed for presentation.

  - Includes student materials, which may include a student or instructors' manual, handouts, power points, or any other documentation that clearly illustrates the detailed curriculum.

For each training program entered on the previous tab, please upload a certificate or letter from the training organization indicating the name of the program, dates of attendance, and total coach-specific training hours completed.

Please be sure there are no special characters in your document name (ie. ? / | \ ! @ # = $ % +)
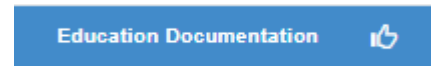
Once you have submitted your training certificates below and, if required, have provided any required supplementary documentation in the Verification of Training form, please click on the "Mentor Coaching" tab to continue your application.

Status: Pending Submission   [Upload]

Documents

Document	Document Code	Uploaded	
ABC Cert	9651440-PCCTrain-1	10/05/2022	✖
XYZ Cert	9651440-PCCTrain-2	10/05/2022	✖

If you had more than one Education Program, click the "Upload" button to enter in the next education Certificate or letter of completion.

A "thumbs up" on the Education Documentation tab will appear once you have uploaded the document(s).

Education Documentation 👍

Mentor Coaching Tab

Applicant Name: Teri Copas
Application Type: PCC Portfolio Application
Status: Pending Completion
Start Date: 10/05/2022
Submit Date:

Submit Application

Complete Requirements | Submit for Review | Received and Under Review | Additional Information Needed | CKA Exam | Credential Awarded

Please complete all the below unlocked requirements.

| Dashboard 🏠 | Education 👍 | Education Documentation 👍 | **Mentor Coaching** ✏️ | Client Coaching Experience ✏️ |

| Performance Evaluation - 1 ✏️ | Performance Evaluation - 2 ✏️ | Exam ✏️ |

🔒 Locked   ✏️ Unlocked   👍 Completed   🔍 Under Review   ❗ Further Action   ✔️ Met

Mentor Coaching

To submit your mentor coaching hours, click on the blue "Add Mentor Coach" button below and enter the requested information. Once you have entered and saved your mentor coaching, please click on the "Client Coaching Experience" tab to continue your application.

Applicants for the PCC must complete at least 10 hours of mentor coaching over a minimum of three months. Your mentor coach must be a PCC or MCC in good standing. A minimum of three (3) of the 10 required mentor coaching hours must be one-to-one coaching with a mentor coach. Group coaching may count for a maximum of seven (7) hours toward the mentoring requirement. The group being mentored may not consist of more than 10 participants.

By submitting the following information, I attest that I have obtained consent from each mentor coach listed below to share their name and contact information with the ICF for credentialing purposes.

Status: Pending Completion

Add Mentor Coach

Summary

Unit	Required	Reported	Accepted	Balance	Percentage
Hour	10.00	0.00	0.00	10.00	0.00%

Details

Mentor Coach Name	Mentor Start Date	Mentor End Date	Total Mentor Hours	Status

When you click on the Mentor Coaching tab, you will see the "Add Mentor Coach" button at the bottom of the screen.

Click this button to enter in your Mentor Coaching information (see next page).

10 hours of Mentor Coaching done over a 3-month period of time or longer must be completed. Your mentor coach must be a PCC or MCC.

Mentor Coaching Tab

Add - Experience Detail ✖

Mentor Coach Name:

Required

Mentor Coach Email:

Required

Mentor Start Date:

📅

Required

Mentor End Date:

📅

Required

Total Mentor Hours:

Required

How many of the above hours are group coaching?

Required

Save   Cancel

After clicking on the "Add Mentor Coach" button, a window will appear for you to provide the details of your Mentor Coaching, including the name of Mentor, email of Mentor, date of first mentoring session, date of last mentoring session, total number of mentoring hours, and any hours that were in group mentoring.

When the application is submitted, the mentor coach will receive an email to confirm or challenge the information provided.

Mentor Coaching Tab

Applicant Name: Teri Copas
Application Type: PCC Portfolio Application
Status: Pending Completion
Start Date: 10/05/2022
Submit Date:

Submit Application

Complete Requirements | Submit for Review | Received and Under Review | Additional Information Needed | CKA Exam | Credential Awarded

Please complete all the below unlocked requirements.

Dashboard | Education | Education Documentation | **Mentor Coaching** | Client Coaching Experience

Performance Evaluation - 1 | Performance Evaluation - 2 | Exam

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

Mentor Coaching

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By submitting the following information, I attest that I have obtained consent from each mentor coach listed below to share their name and contact information with the ICF for credentialing purposes.

Status: Pending Submission

Add Mentor Coach

Summary

Unit	Required	Reported	Accepted	Balance	Percentage
Hour	10.00	10.00	0.00	10.00	100.00%

Details

Mentor Coach Name	Mentor Start Date	Mentor End Date	Total Mentor Hours	Status		
John Smith	06/01/2022	10/03/2022	10.00		✏	✖

As you enter the mentoring hours, the percentage bar on the main Mentor Coaching tab will automatically be updated.

If you had more than one Mentor Coach, click the "Add Mentor Coach" button to list the next Mentor Coach.

You will see a "thumbs up" on the Mentor Coaching tab once you have met the required hours.

Mentor Coaching 👍

Client Coaching Experience Tab

Applicant Name:	Teri Copas	
Application Type:	PCC Portfolio Application	
Status:	Pending Completion	**Submit Application**
Start Date:	10/05/2022	
Submit Date:		

Complete Requirements | Submit for Review | Received and Under Review | Additional Information Needed | CKA Exam | Credential Awarded

Please complete all the below unlocked requirements.

Dashboard 🏠	Education 👍	Education Documentation 👍	Mentor Coaching 👍	Client Coaching Experience ✏️
Performance Evaluation - 1 ✏️	Performance Evaluation - 2 ✏️	Exam ✏️		

🔒 Locked   ✏️ Unlocked   👍 Completed   🔍 Under Review   ❗ Further Action   ✔️ Met

Client Coaching Experience

Applicants for the ICF PCC credential are required to have a minimum of 500 hours of client coaching experience with at least 25 clients following the start of coach training. Of the total 500 hours required, at least 450 hours must be paid coaching experience, and at least 50 hours must occur within the 18 months prior to submitting your application for credential. Please complete the following statement of attestation to affirm your client coaching experience. For more information, please visit https://coachingfederation.org/experience-requirements.

Applicants may be selected at random for audit of their client coaching experience hours. Those who provide inaccurate or fraudulent information in their ICF credential application are subject to denial and/or revocation of the ICF credential and may be prohibited from reapplying for a period of five (5) years.

By checking the box by each statement, you are indicating this is a true statement. At the bottom of this page please enter the total number of client coaching experience hours delivered since the start of your coach-specific training as of the application submission date. Please note that the ICF reserves the right to audit your client coaching experience.

Once you have completed this section, please click on the "Performance Evaluation - Audio 1" tab to continue your application.

Status: Pending Completion

Attest to Requirements

When you click on the Client Coaching Experience tab, you will see a series of statements to which you will attest meeting all PCC coaching experience requirements.

Applicants must demonstrate a minimum of 500 hours of client coaching experience with at least 25 clients following the start of coach-specific education.

At least 450 of these hours must be paid coaching, and at least 50 hours (paid or unpaid) must have been completed within the 18 months prior to the application submission date.

Client Coaching Experience Tab

Attest to Requirements

PCC - 500 Client Coaching Hours
I have delivered at least 500 client coaching hours since the start of my coach-specific education. ☑

PCC- 450 Paid Client Coaching Hours
At least 450 hours of my client coaching hours were delivered as paid coaching hours. Paid hours may include coaching for which compensation in any amount was received, either financial or bartering of goods and services, including coaching in exchange for coaching. ☑

Client Coaching Hours were delivered to Client
The client coaching hours reported in this application were delivered for actual coaching with a client who hired me as a coach and in no other capacity. None of the reported client coaching hours were delivered as part of an education program, mentor coaching or coaching supervision. ☑

PCC - Delivered to 25 Clients
I have delivered coaching services to at least twenty-five (25) clients since the start of my coach-specific education. Coaching may be delivered to individual clients or to multiple clients via group coaching. When providing group coaching, the total number of clients in a group may not exceed 15. ☑

PCC - Delivered 50 within 18 months
I have delivered at least 50 hours of coaching within 18 months prior to the submission of my application for an ICF credential. ☑

Client Coaching Hours Log
I have and maintain a detailed client coaching log to track and document my client coaching experience. Each individual listed on the client log has consented to having their name, contact information, start and end dates of the coaching relationship, and the number of paid and pro bono hours of coaching provided on the coaching client log, in accordance with all applicable laws and the ICF Code of Ethics. Any group coaching hours I have delivered are noted separately in the log, and include client information of one individual in the group, start and end dates of the coaching group, the number of paid and pro bono hours of coaching provided to the group, and the total number of individuals in the group. ☑

ICF's right to audit Client Coaching Hours
I understand that ICF reserves the right to audit my client coaching experience, which may include reviewing my client log, as indicated in this statement of attestation. I understand that credential applicants who fail to complete the audit process to verify client coaching experience or who provide inaccurate or fraudulent information about client coaching experience are subject to the denial and/or revocation of an ICF credential and may be prohibited from reapplying for an ICF credential for a period of five (5) years. ☑

PCC - Attest to Requirements
I attest that I meet the requirements for client coaching experience under the ICF Professional Certified Coach credential. I have read the eligibility criteria for coaching experience under the ICF credentialing process and attest that the information provided in this statement is accurate, true and complete. I understand that any misstatement of information provided in the application materials or this Statement of Attestation would be a violation of the ICF Code of Ethics and would be sufficient cause for sanction by the ICF, including the loss of ICF membership or denial and/or revocation of an ICF credential ☑

Please enter the total number of Client Coaching Hours you have completed below. By signing your name you are attesting that all information provided on this form is correct.

First Name: Teri   Last Name: Copas   Total Hours: 500

Save

For each experience requirement listed, place a checkmark in the box (by clicking in the box) verifying you meet that requirement.
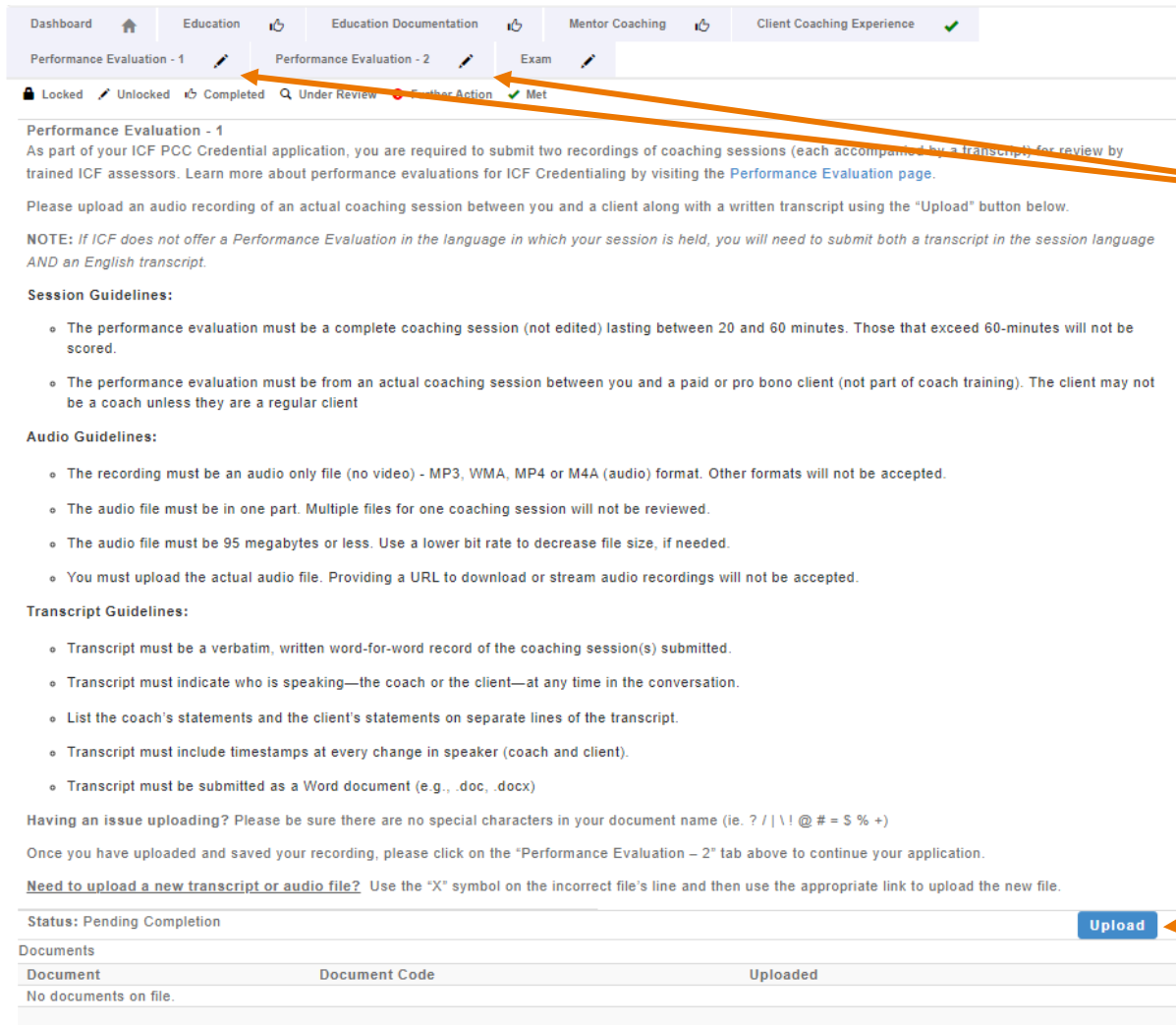
You will then enter in your name and total hours of client coaching experience at the bottom of the page and hit "Save."

Once saved the Client Coaching Experience tab will have a checkmark.

Client Coaching Experience ✔

Performance Evaluation Tabs

The PCC Portfolio application has 2 Performance Evaluation Tabs. Each tab will hold one of the two required coaching sessions to be assessed.

When you click on the Performance Evaluation tabs, you will be able to upload a recording of a client coaching session along with a written transcript of the recording.

The session recording must between 20 and 60 minutes, with an actual regular client of yours. The file type must be an audio only type – mp3, wma, mp4, or m4a.

The transcript must be verbatim – what is spoken in the recording should be written in the transcript. The transcript should indicate who is speaking at all times (client/coach) with time stamps at every change of speaker and submitted as a Word Document.

Click on the "Upload" button to upload your recording and transcript.

Performance Evaluation Tabs

Edit - AGS Credential Requirement   ✕

Please upload audio file:

Choose File   No file chosen

Please upload transcript file:

Choose File   No file chosen

Please select the language used in your performance evaluation recording. If your language is not listed, you may submit recordings in that language for review but an English transcript must be provided. Use of an interpreter is not permitted

Please select   ▾
Required

☐

By checking this box, I affirm that I have been granted explicit permission by my client to submit this recording of our coaching session to be reviewed only by ICF staff and performance evaluation assessors for the purposes of assessing the quality and methods of my coaching. I further affirm that I have this permission in writing from my client and can make this documentation available to ICF on request. I understand that submitting a recording without the permission of my client is a violation of the ICF Code of Ethics and may result in the denial of an ICF credential and/or other disciplinary actions.

Save   Cancel

After clicking on the "Upload" button, a window will appear for you to add your recording and transcript to your application.

You will choose the language in which the session is held.

If it is not in one of the languages listed, you will need to ALSO provide a transcript translated to English.

In addition, you will need to affirm you have written permission from the client to be recorded and to have the recording submitted to ICF for credentialing purposes.

For a current list of languages in which a performance evaluation can be submitted without an English transcript, please visit: https://coachingfederation.org/performance-evaluations

Please upload audio file:

Choose File   Recording.m4a

Please upload transcript file:

Choose File   Transcript Doc.docx

Please select the language used in your performance evaluation recording. If your language is not listed, you may submit recordings in that language for review but an English transcript must be provided. Use of an interpreter is not permitted.

Other (English Transcript Re ▾
Required

Please indicate what language your recording is in:

[   ]

Please upload an English transcript of this recording:

Choose File   No file chosen

☐

By checking this box, I affirm that I have been granted explicit permission by my client to submit this recording of our coaching session to be reviewed only by ICF staff and performance evaluation assessors for the purposes of assessing the quality and methods of my coaching. I further affirm that I have this permission in writing from my client and can make this documentation available to ICF on request. I understand that submitting a recording without the permission of my client is a violation of the ICF Code of Ethics and may result in the denial of an ICF credential

Performance Evaluation Tab

Please complete all the below unlocked requirements.

Dashboard 🏠	Education 👍	Education Documentation 👍	Mentor Coaching 👍	Client Coaching Experience ✔
Performance Evaluation - 1 👍	Performance Evaluation - 2 ✏	Exam ✏		

🔒 Locked   ✏ Unlocked   👍 Completed   🔍 Under Review   ❗ Further Action   ✔ Met

Performance Evaluation - 1

As part of your ICF PCC Credential application, you are required to submit two recordings of coaching sessions (each accompanied by a transcript) for review by trained ICF assessors. Learn more about performance evaluations for ICF Credentialing by visiting the Performance Evaluation page.

Please upload an audio recording of an actual coaching session between you and a client along with a written transcript using the "Upload" button below.

NOTE: *If ICF does not offer a Performance Evaluation in the language in which your session is held, you will need to submit both a transcript in the session language AND an English transcript.*

Session Guidelines:

- The performance evaluation must be a complete coaching session (not edited) lasting between 20 and 60 minutes. Those that exceed 60-minutes will not be scored.
- The performance evaluation must be 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

Audio Guidelines:

- The recording must be an audio only file (no video) - MP3, WMA, MP4 or M4A (audio) format. Other formats will not be accepted.
- The audio file must be in one part. Multiple files for one coaching session will not be reviewed.
- The audio file must be 95 megabytes or less. Use a lower bit rate to decrease file size, if needed.
- You must upload the actual audio file. Providing a URL to download or stream audio recordings will not be accepted.

Transcript Guidelines:

- Transcript must be a verbatim, written word-for-word record of the coaching session(s) submitted.
- Transcript must indicate who is speaking—the coach or the client—at any time in the conversation.
- List the coach's statements and the client's statements on separate lines of the transcript.
- Transcript must include timestamps at every change in speaker (coach and client).
- Transcript must be submitted as a Word document (e.g., .doc, .docx)

Having an issue uploading? Please be sure there are no special characters in your document name (ie. ? / | \ ! @ # = $ % +)

Once you have uploaded and saved your recording, please click on the "Performance Evaluation – 2" tab above to continue your application.

Need to upload a new transcript or audio file? Use the "X" symbol on the incorrect file's line and then use the appropriate link to upload the new file.

Status: Pending Submission

Documents

Document	Document Code	Uploaded	
Recording	9651440-PCCPE1-3	10/05/2022	✖
Transcript	9651440-PCCPE1-4_tr	10/05/2022	✖

Once your recording and transcript files have been uploaded, you will see a thumbs up on the Performance Evaluation tab.

Performance Evaluation 👍

Exam Tab

The Exam tab will provide a brief synopsis of the Credentialing Exam procedures.

You will be sent information on taking the Exam once the review of your application has been completed and all is in order.

You may find information on requesting an accommodation here.

Click on the Enter Exam Information tab at the bottom of the screen.

Exam Tab

Edit - ICF Credential Exam Information

In the fields below, please enter in your name as it appears on your government-issued identification that you will be using during the exam check in process. If your name does not **match exactly**, you will not be able to proceed with the exam.

If you have multiple names on your identification document, be sure to include all names within the fields below.

NOTE: The name entered here will not affect your name as recorded in your ICF Profile. This is for exam purposes only.

Legal First Name:
[ ]
Required

Legal Last Name:
[ ]
Required

Please check the box below to receive additional information and guidance on requesting an exam accommodation for a documented disability or qualifying medical condition.

[ ]

Yes, please send me exam accommodation information and directions.

OK   Cancel

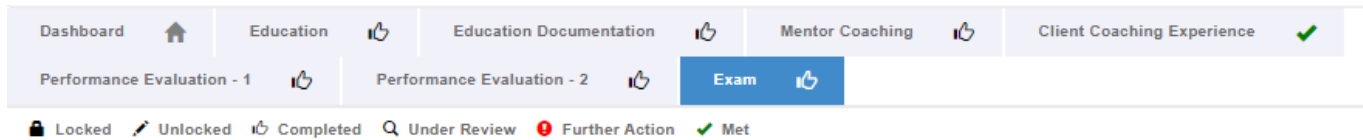You will then enter your Legal First Name and Legal Last Name.

* The name you enter must EXACTLY MATCH your name as it appears on your government-issued identification, which you will present during the check-in process at your exam appointment.

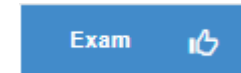If you need an exam accommodation, select the box here.

For more information on Exam Accommodations, please visit: https://coachingfederation.org/credentials-and-standards/exam-accommodations

Exam Tab

Dashboard 🏠	Education 👍	Education Documentation 👍	Mentor Coaching 👍	Client Coaching Experience ✔
Performance Evaluation - 1 👍	Performance Evaluation - 2 👍	**Exam** 👍		

🔒 Locked   ✏ Unlocked   👍 Completed   🔍 Under Review   ❗ Further Action   ✔ Met

Once you enter your legal first and last name, you will see a thumbs up on the Exam tab.

Exam 👍

Application Submission

Once the education, mentor coaching, client coaching hours, and performance evaluation files have been entered, the "Submit Application" button at the top of the application will become available.

Click on it to submit and pay for the application. Once the application has been paid in full, it will be placed in line to be reviewed.

NOTE: *There is an option for installment payments when going through the submission process – this is not required. To pay in full, simply skip this field.*

*If an installment option is selected the application's review **will not begin** until the fee has been paid in full.*

Application Submission

ICF Application Submission | Terms and Conditions

I understand that the application fee is non-refundable once submitted. In the event of a medical emergency, we will consider a refund minus a $50 administrative fee.

To my knowledge I have no pending Ethical Conduct Review (ECR) complaints against my persons, further I am not currently under or subject to investigation, sanctions or remedial action by ICF for a violation of the ICF Code of Ethics. I have read, acknowledge and agree to abide by the ICF Code of Ethics.

As the applicant, it is my responsibility to communicate and validate my qualifications to clearly show that I meet or exceed each of the requirements appropriate for the Credential for which I am applying.

I give permission for ICF to verify my experience and documentation. I understand that ICF will keep all information confidential.

I release any individual from any previous bond of confidentiality, whether explicit or implied, for the purpose of validating my qualifications for an ICF awarded Credential.

I acknowledge that ICF Credential designations are valid for a 3-year period, at which time it is renewable provided I meet the renewal requirements.

I authorize the ICF to share my name and contact information with a third-party test provider for purposes of administering the Coach Knowledge Assessment.

If awarded an ICF credential, I authorize the ICF to share my name, current city and country, and credential status to the public for verification purposes.

○ I Agree

Required

Cancel   Next

To complete the submission process, you will need to agree to the terms and conditions by clicking the "I Agree" button at the bottom of the page.

And then click "Next" to proceed to the next page.

Application Submission

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

☐ As an ICF Professional, in accordance with the Standards of the ICF Code of Ethics, I acknowledge and agree to fulfill my ethical and legal obligations to my coaching Client(s), Sponsor(s), colleagues and to the public at large.

☐ If I breach any part of the ICF Code of Ethics, I agree that the ICF in its sole discretion may hold me accountable for so doing.

☐ I further agree that my accountability to the ICF for any breach may include sanctions, such as mandatory additional coach training or other education or loss of my ICF Membership and/or my ICF Credentials.

ICF CODE OF ETHICS

The ICF Code of Ethics is composed of five Main Parts:

1. INTRODUCTION

2. KEY DEFINITIONS

3. ICF CORE VALUES AND ETHICAL PRINCIPLES

4. ETHICAL STANDARDS

5. PLEDGE

1. INTRODUCTION

Cancel   Next

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

Once you have marked your agreement, click "Next."

Application Submission

ICF Application Submission | Release of Information for Research & Training

Please indicate below your permission for ICF to use the data provided in this application anonymously for research and training purposes. Pursuant to the ICF Privacy Policy, ICF will not sell, trade or transfer an individual's personal information to any third party or entity.

☐ Yes, I grant ICF permission to use the data contained in this application anonymously for research and training purposes. I understand that ICF will not sell, trade or transfer this information to any third party or entity.

☐ No, I do not grant ICF permission to use the data contained in this application anonymously for research and training purposes.

Cancel

Next

As part of the submission process, consent will be requested to allow the data provided in your application to be used anonymously for ICF research and training purposes.

Please respond by clicking either the "Yes, I grant permission" or "No I do not grant permission" button.

This is completely voluntary. Your response to this question will not affect your candidacy for an ICF credential.

Once you have made your selection, click "Next" to be taken to the payment pages.

Application Submission

ICF Application Submission | Add Application Fee

Add to Cart

Product Name: PCC Portfolio Application - Member

Price: 750.00

Quantity: 1.0000

Checkout

The final step of your application process is to pay for your application.

You will need to click "Checkout" to begin this process.

If you have any problems submitting your payment, please contact us at support@coachingfederation.org

How to Create Your Application

When you are ready to apply for your credential, you will need to click on "Credentials & Standards" in the menu bar and then on the "Apply Now" button on the resulting gray navigation bar.
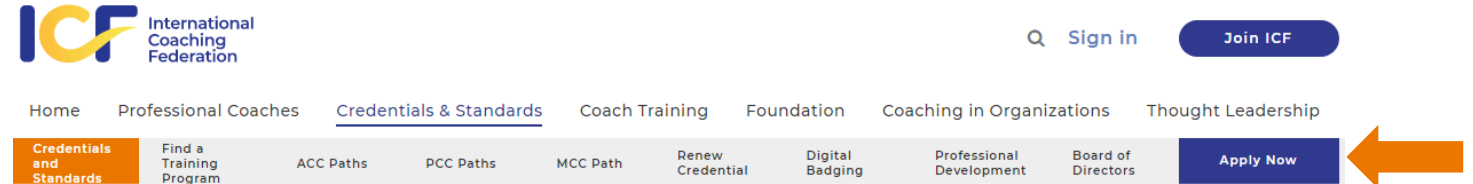
You will need to complete the short credentialing survey to get you to the right level and application type.

Here is the direct link to the survey:
https://coachingfederation.org/credential-path-survey

How to Find Your Application

Once your application has been created it will be attached to your ICF record. To access it again, sign into the website (or click on your name, if already signed in).
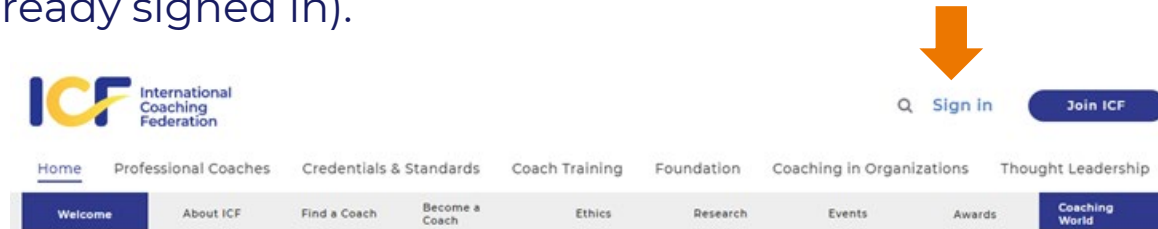
Enter in your email address as your Username.

Enter in your password.

Click on "Log In."

If you have forgotten your password, use this link to reset it.

How to Find Your Application

Click on "Access Profile" to access your profile page.

Teri Copas

Individual
Member ID #0096514401

2365 Harrodsburg Road
Lexington, KY 40504

teri.copas@coachingfederation.org

Access Profile

Member News

Professional Charter for Coaching Accepted by European Union

02.08.2023

The Professional Charter for Coaching, Mentoring, and Supervision of Coaches, Mentors, and Supervisors has been accepted by the European Union (EU), and it is now listed on the EU's co-regulation and self-regulation databases. This charter is the result of collaboration with other coaching associations to reflect a common understanding of professional coaching to regulators. It helps ...read more.
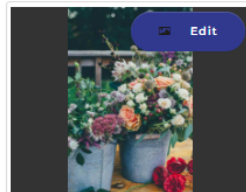
Magda's Top 5 for February

In this month's Top 5 video, ICF CEO Magdalena Nowicka Mook, shares exciting

ICF
Credentials
and Standards

How to Find Your Application

The application will be found towards the bottom of your profile page.

Click on the "Continue Application" link to access your application.

Credentialing Support

Credentialing FAQ Page:
https://coachingfederation.org/faq-categories/credentials

Email: support@coachingfederation.org

coachingfederation.org