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t. 888.423.3131

Dear PCC Credential Candidate:

This application has been designed to support you in attaining your coaching Credential. You may submit this application within one of the credentialing sessions: January 1-March 31 or July 1-September 30.

The purpose of the ICF Credentialing Program is to:

1. Establish and administer standards for Credentialing professional coaches and coach-training programs.
2. Assure the public that participating coaches and coach-training programs meet or exceed these standards.
3. Reinforce professional coaching as a distinct and self-regulating profession.

Here are three documents you will want to read thoroughly before you start filling out the application. These documents will assist you in completing the application.

Coaching Core Competencies

<http://www.coachfederation.org/ICF/For+Current+Members/Credentialing/Why+a+Credential/Competencies/>

Definitions and Terms

<http://www.coachfederation.org/ICF/For+Current+Members/Credentialing/Why+a+Credential/>

The ICF Code of Ethics

<http://www.coachfederation.org/ICF/For+Current+Members/Ethical+Guidelines/>

If you have questions once you have read these documents, please e-mail us at credential@coachfederation.org.

Your application and associated documentation will not be returned. Please make a copy of your application and supporting documents before submitting your application package. While it is important that you fully document your experiences, do not over document. Do not include books or extraneous materials and please do not bind your application.

We congratulate you on your decision to take this important step in your career.

Regards,

The ICF Application Review Committee



Professional Certified Coach Application Application: Portfolio Applicant

*Thank you for taking the time to submit your application!
We applaud your commitment to personal excellence and to the coaching profession at large.*

Applicants must prove they fulfill the requirements for the PCC Credential. The ICF will not review incomplete applications. All attachments and supplemental materials must be prepared and submitted with your application. If upon review, the ICF Application Review Committee requires additional explanation of your documentation, this may extend the processing time of your application.

The following Checklist will aid in your application process

- LABEL AND ATTACH ALL DOCUMENTATION YOU ARE SUBMITTING AND MAKE SURE THEY ARE ATTACHED IN THE ORDER DELINEATED BELOW:
 - APPLICANT INFORMATION
 - STATEMENT OF AGREEMENT AND COMPLIANCE
 - ATTACHMENT 1:
 - Coach-specific Training log
 - Proof of successful completion (written acknowledgement from the sponsoring organization that validates your successful completion of the course and includes the number of Coach-specific Training Hours awarded.)
 - ATTACHMENT 2:
 - Mentor Coaching log (10 hours over a minimum of three months)
 - ATTACHMENT 3:
 - Client-coaching Log
 - ATTACHMENT 4:
 - Coach Reference Letter 1
 - Coach Reference Letter 2
 - ATTACHMENT 5
 - Recording of actual coaching session
 - Release of Confidential Information
 - PAYMENT INFORMATION
 - Attach your check for your fee or make sure your credit card number and expiration date appear at the end of the application.
- MAKE THREE COPIES OF THE PACKET: SEND THE ORIGINAL + TWO COPIES TO THE ICF
- KEEP A COPY OF EVERYTHING YOU ARE SENDING FOR YOUR OWN FILE.
- PLEASE PAPER CLIP THE APPLICATION AND ATTACHMENTS TOGETHER. DO NOT BIND THE APPLICATION IN ANY MANNER.
- APPLICATIONS MUST BE POST-MARKED BY SEPTEMBER 30, 2006. MAIL TO THE ICF AT THE FOLLOWING ADDRESS:

ICF Office
Credentialing Coordinator
2365 Harrodsburg Road, Suite A325
Lexington, KY 40504 USA
- It is highly recommended that you mail your application in a manner that can be tracked such as certified mail return receipt requested, Fed Ex or UPS.
- Please note: You will receive an e-mail confirmation from ICF Credentialing when your application is received in the office. If you do not receive this confirmation within a reasonable time after mailing (up to 2 weeks), it is your responsibility to contact the ICF Office to insure your application was received. You may reach the office at credential@coachfederation.org



Professional Certified Coach Application Application: Portfolio Applicant

Applicant Information:

This application must be completed in its entirety according to the directions contained in the application. It must be sent with appropriate payment to be processed. The normal processing time, provided all materials are included with the application, is 90 days **after the close of the session**. If you have not been notified by ICF of your application review result within 90 days after the receipt of your application, please contact our office at +1-859-219-3580 or e-mail credential@coachfederation.org.

Instructions: Fill out all sections, attach the appropriate documents, and read and sign where requested. Please paper clip the application and attachments, do not bind. After completing the checklist on Page 1, enclose payment and mail the original application and attachments to:

ICF Office
Credentialing Coordinator
2365 Harrodsburg Road
Suite A325
Lexington, KY 40504 USA

Application Fee in USD: \$425 for ICF members \$625 for non-members*

*Payment of non-member fee does not register applicant as an ICF member.

To join the ICF click here: <http://www.coachfederation.org/ICF/For+Future+Members/Join+ICF/>

Applicant Information: (Please Print Clearly)

Name (as you wish for it to appear on your certificate):

ICF Membership Number: _____

Street Mailing Address: _____

E-mail: _____

(ICF will use this e-mail for correspondence about your Credential application)

Phone: _____

Date of Application: _____

Are you a member of an ICF Chapter? Yes No If yes, which one? _____

Have you attended or listened to an ICF Credentialing Application Teleforum? Yes No



Professional Certified Coach Application Application: Portfolio Applicant

Statements of Agreement and Compliance

I, _____ acknowledge that my signature below attests that I understand or certify that the following statements are true and correct:

1. I have read, acknowledge and agree to abide by The ICF Code of Ethics (<http://www.coachfederation.org/ICF/For+Current+Members/Ethical+Guidelines/>) as published on the ICF Web site.
2. 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.
3. I have had no adverse legal actions taken or pending against me as a coach or my coaching business.
4. 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.
5. I acknowledge that the Professional Certified Coach (PCC) designation is valid for a three (3) year period. In order to renew the PCC Credential, one must successfully complete a minimum of 40 hours (or current hours set forth by the ICF) of Continuing Coach Education (CCE) within that three-year period of time.
6. I agree that the ICF may change or modify the rules governing Credentialing at any time and has the power to revoke any individual Credential for violation of the ICF Standards of Ethical Conduct.
7. I will abide by the decision of the Application Review Committee (ARC).
8. I give permission for the ICF to verify my experience and documentation. I understand that the ICF will keep all information confidential.
9. I agree to honor the rules and regulations of the International Coach Federation's Credentialing process. I further agree that the ICF has sole discretion to issue or amend the rules and regulations governing Credentialing at any time. I acknowledge that the ICF has the right to revoke Credentials for violations of the ICF Code of Ethics or payment of fees and to inform the public of such decisions. I agree to abide by any decision of the ICF regarding Credentialing matters.
10. I agree to allow the Application Review Committee to use my exam materials with discretion for the training of new Assessors.
11. I understand that the application fee is non-refundable.

Applicant signature _____ Date _____



Professional Certified Coach Application Application: Portfolio Applicant

ATTACHMENT 1: COACH-SPECIFIC TRAINING

PCC applicants are required to have attained a minimum of 125 Student Contact Learning Hours of Coach-Specific Training.

Your Coach-Specific Training must include 100 hours of direct interaction with the trainer(s). Direct interaction is defined as voice-to-voice or in-person training; it does not include cyber courses, mail-order courses or self-study.

Your Coach-Specific Training must include all of the ICF Core Coaching Competencies.

No more than 25 hours may be related to business development or come from ICF sponsored events (ICF Annual Conference, Virtual Community or SIGs calls) or ICF Chapter sponsored events.

If your training is not Coach-Specific, your application will be denied. Therefore, please realistically assess whether your training meets the below definitions.

Coach-Specific Training is:

- ❑ training from an Accredited Coach Training Program (ACTP) or a program that has received the ICF Approved Coach-Specific Training Hours (ASCTH) designation, or
- ❑ training that is specifically marketed as teaching coaching skills, that teaches coaching skills or teaches how to apply technical skills in a coach-like manner and teaches coaching skills in accordance with the ICF Core Coaching Competencies.
- ❑ actual classroom work, direct observation, or teleconferencing.

Training that is not accepted as Coach-Specific Training:

- ❑ Training that is marketed as teaching other skills, even though the skills can be used by a coach in some manner, does not count as Coach-Specific Training.
- ❑ In addition, personal development courses (such as Forum, Landmark, Lifespring, Life Training, Science of the Mind, etc.) do not count as Coach-Specific training.
- ❑ Finally, education in other areas such as psychology, counseling, NLP, etc does not count as Coach-Specific Training *unless it was actually taught as coach training and from an ICF Core Competencies perspective.*

If your Coach-Specific Training has received an ICF accreditation either as part of an ACTP or ACSTH, you need only provide a list of courses taken and written evidence from the program attesting to the total number of Coach-Specific Training hours completed.



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If your Coach-Specific Training has not received ICF accreditation, it is imperative that you provide the following information:

1) **Coach-Specific Training Log** listing each course you have pursued. Please use the format provided below.

2) **Proof of successful completion for each course** listed in your Coach-Specific Training Log. Proof of completion is written acknowledgement from the sponsoring organization that validates your successful completion of the course and includes the number of Coach-Specific Training Hours awarded.

Coach-Specific Training chart for non-ICF Accredited training:

Dates	Sponsoring Organization with Contact Information	Course Name	Instructor(s)	Class Description	ICF Core Competencies Taught	SCLH's
2/15/01 - 5/15/01	John Doe Coach Training Academy (888)123-1567	Listening Skills for Coaches	Jane Doe, MCC	Teaches coaches the art of listening for the client's agenda, what is said, what is unsaid, the client's strengths and client blocks.	Establishing coaching agreement, coaching presence and active listening.	12 hours
Total Student Contact Learning Hours						



Professional Certified Coach Application
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ATTACHMENT 2: MENTOR COACHING

The requirement for the PCC Credential is: 10 hours over three (3) months with a qualified* mentor coach.

For purposes of Credentialing, mentor coaching means an applicant being coached on their coaching skills rather than coaching on practice building, life balance, or other topics unrelated to the development of an applicant’s coaching skill.

This requirement is intended to help applicants prepare for participation in the ICF Portfolio exam. The ICF highly recommends that Portfolio applicants work with their mentor coaches in preparation for the exam and its oral demonstrations.

The Mentor Coaching requirement must be fulfilled prior to submitting your application. *(Example: for this application cycle--you must have completed a minimum of three months and 10 hours of mentor coaching prior to March 31st 2007)*

Qualifications for Mentor Coach:

- **If you live in the United States or Canada** you are required to have been mentor coached by a coach who holds an ICF PCC or MCC Credential for a minimum of ten hours over a minimum of three months.
- **If you live outside of the United States or Canada**, you are required to have been mentor coached by a coach who either holds an ICF PCC or MCC Credential, or who is actively involved in an ICF Chapter, or who is actively involved in another coaching association that holds similar definitions of coaching as the ICF. You are required to have been coached for a minimum of ten hours over three months.

Group coaching may count towards the mentoring requirement of 10 hours within the framework described. No more than 70% of the required mentoring hours (that is seven hours) can come from group coaching. Additionally, the group being mentored may not consist of more than 10 participants. Please list your mentor coach(es), their qualifications, their contact information, when you were coached, and the total number of hours coached. The format to document your Mentor Coaching is below:

Name(s) of Mentor/Coach	ICF Credential	Contact Information: Phone/e-mail	Start / End Date	Total Hours
John Doe	MCC	jdoe@noe-mail.com	2/03 - present	30



Professional Certified Coach Application Application: Portfolio Applicant

ATTACHMENT 3: CLIENT-COACHING HOURS

PCC applicants are required to have coached for 750 hours with a minimum of 675 for compensation. Your client-coaching log must reflect a list of at least 25 clients.

In keeping with the ICF Code of Ethics, you must obtain consent from your clients to release their names to ICF and for the Application Review Committee (ARC) to contact them in the event it becomes necessary. Should the ARC deem it necessary to contact clients in order to confirm they were coaching clients of the applicant, the ARC does not discuss the specific topics of the coaching.

*Client information submitted with ICF Credentialing applications is viewed only by designated members of the ICF Application Review Committee and ICF staff. Client contact information may be used to verify the information presented by applicants. Client names and contact information are never shared or sold to a third party or used for any purpose other than review of application files for ICF Credentialing.

Your coaching log* may include any of the following:

- Coaching of individuals**
- Coaching of groups**
- Coaching internally for an organization or paid for by a third party**

***Sample coaching log with required formatting is on Page 8.**

What constitutes a client-coaching hour?

- A client-coaching hour is 60 minutes of actual coaching with someone who has hired you as a coach and not in any other capacity.
- Paid hours shall be any hours for which any kind or amount of compensation, including barter, is received.
- Only 10% of the minimum hours needed to qualify for the Credential can be Pro-Bono hours, including complimentary sessions.
- Teaching coaching classes does not count as client-coaching hours.
- There shall be no limitation of client-coaching hours by specialization or niche.

On Your Coaching Log, please include the following information for each client:

- Client name(s)
- Contact information
- Dates of coaching relationship
- Total hours in coaching relationship, paid and pro-bono

Group Coaching

(see required format below in the sample client log):

- In order to count as client-coaching hours, a coaching group can have no more than fifteen (15) clients as participants.
- Group coaching shall be documented listing the group name, number of group participants and full contact information for one person, who shall represent the group
- One hour of group coaching counts as one client-coaching hour, not the number of hours multiplied by the number of clients in the group.



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(Client-Log Continued)

Internal Coaching with an Organization/Paid for by Third Party (see required format below in the sample client log:

If coaching is paid for by a third-party or done as part of applicant’s employment, it counts as paid coaching. Internal coaching hours count as paid hours toward a Credential when coaching is a designated part of the applicant’s job description. Coaching of a direct report may not be considered in the coaching hours.

*If the organization or third party has a confidentiality policy that prevents disclosure of individual names and contact information, applicants should document the hours with the organization as follows:

- 1) List the organization/third party name in the log with the total number of coaching hours.
- 2) Select one contact person at the organization/third party and list their full name and contact in the log. The contact person should be someone familiar with your work, who can verify that the number of hours presented in the log is an accurate reflection of your coaching experience with the organization.
- 3) The contact person should provide you with a letter of reference testifying to the information in the log, explaining your role with the organization, and the organization’s confidentiality policy.
- 4) Illustrate your work with individuals at the organization by assigning aliases for each individual (For example, you may list each individuals initials or assign designations of client A, client B, etc.) and listing the start/end dates and hours spent with each individual.

Coaching Log Sample: *(This is the required format for the coaching log)*

Example	Client Name	Contact Information: Phone/e-mail	Start/ End Date	Paid Hours	Pro-Bono Hours
Individual Client	1) Jane Doe	JaneDoe@nomail.com	2/03—11/03	18	1
Group Coaching	2) ABC Coaching Group Participants: (5) Contact: John Smith	jsmith@nomail.com	1/02—2/03	7	1
Internal/Third Party Coaching if unable to give reveal client names.	3) 123 Organization Client A Client B Contact: Mr . X* *Reference letter included	mrX@nomail.com	3/04—9/04 3/04—present	17 58	0 0
Total Hours Submitted:				100	2



Professional Certified Coach Application Application: Portfolio Applicant

ATTACHMENT 4: COACHING REFERENCE LETTERS

PCC applicants are required to submit two (2) letters of reference from qualified* coaches who have heard or observed your coaching.

Your mentor coach may write one (1) of the two (2) letters, if they meet the qualifications described below.

***For applicants who:**

- **live in the United States or Canada-**
 - provide two (2) letters of reference regarding your coaching skills and expertise from coaches that currently hold an ICF PCC or MCC Credential.
- **live outside of the United States or Canada-**
 - provide two (2) letters of reference regarding your coaching skills and expertise from coaches that currently hold an ICF PCC or MCC Credential or who are actively involved in an ICF Chapter, or who are actively involved in another coaching association that holds similar definitions of coaching as the ICF. If not an ICF Credentialed coach, the letter must detail the writer's qualifications to assess the applicant's skill level.

Requirements for each Coach Reference Letter are stated below:

- dated within 12 months of the application date.
- clearly states the coach's support.
- comes from coaches who have actually heard or observed you coaching.
- states that the writer has heard or observed you coaching.
- contains a statement by the coach that they believe you coach at the ACC level and therefore are recommending you for the ACC Credential.
- be written on the referring coach's stationery or from their e-mail address. It may be forwarded through your e-mail, but it must clearly have originated from their e-mail address. It will not be accepted if it does not originate from their e-mail or come on their stationery if submitted via regular mail. If the letter was sent in an e-mail, please print the letter in a way that showcases the message header.

**PLEASE DO NOT FORWARD E-MAIL REFERENCES TO THE ICF OFFICE.
PLEASE PRINT AND ATTACH WITH YOUR APPLICATION.**



Professional Certified Coach Application Application: Portfolio Applicant

ATTACHMENT 5: RECORDED COACHING SESSION

All portfolio applicants must participate in the three-part ICF Portfolio exam* in order to be awarded the PCC Credential. The first part of the exam is an evaluation of your coaching with a real client, as captured in a recorded coaching session.

In compliance with this requirement, all portfolio applicants must provide with this application:

A recording of an actual client-coaching session: The ICF can only accept the following formats: audiocassette, CD (.mp3, .wmp, or .wav formats), or an audio-podium recording. ICF CANNOT accept MICRO-CASSETTES (MC-60 or MC-90). The session length should reflect the average length of a normal coaching session with that client.

A release form (Page 11) is to be signed by the client being taped and you, authorizing you to tape the session for the purposes of evaluating your coaching competency. We want to assure you that only your reviewers hear the tape and they will not receive your client's full name.

Please read the following before submitting your recording.

- Your recorded coaching session will be evaluated as a demonstration of your coaching skill and has equal value as the other two components of the ICF Portfolio exam.*
- We suggest that you record several coaching sessions before you submit an application.
- Listen to your recording. Make sure the sound is clear and the reviewers can easily understand the tape.
- Tapes that cannot be heard clearly will be returned and a new tape will be requested. This will delay the process significantly.
- Choose a tape to submit that you believe demonstrates a wide variety of the ICF Core Coaching
- Competencies. If possible, have your mentor coach review your tape as well.



Professional Certified Coach Application
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RELEASE OF CONFIDENTIAL INFORMATION

Purpose: The purpose of this release is to facilitate the ICF Credentialing application of

(Name of Credential applicant)

I, (Name of client), authorize (Name of Credential applicant)

to record and release the following audio-cassette to the International Coach Federation (ICF).

Information to be released: Audio recording of my coaching session on (Date)

I understand that the audio recording of my coaching session will be reviewed only by ICF Application Review members, who will use it for the sole purpose of assessing the quality and methods of my coach. I understand that the information will be kept confidential and will not be shared with any other party.

This release form has been read/reviewed with me and I understand its content.

Client Signature Date

Coach's Signature Date:

Please indicate which language you used in this coaching session:

- English Danish French German Italian Portuguese Spanish Swedish



Professional Certified Coach Application Application: Portfolio Applicant

***THE ICF PORTFOLIO EXAM:**

The ICF portfolio exam measures your ability to coach and to demonstrate the ICF Core Coaching Competencies. The exam is thorough and is graded by Master Certified Coaches. The exam process requires:

- Submission of a recorded coaching session with this application. (Attachment 5)
- Completion of a written exam consisting of short answer questions and three case studies. This exam is administered through e-mail after your application passes technical review. All applicants are given 48 hours to complete the exam.
- Coaching “live” on a telebridge with two MCC assessors.

Preview of PCC Portfolio Exam Scheduling:

- Once your application has completed Technical Review you will be contacted by the ICF to schedule your PCC Exam.
- ICF will try to offer each applicant several PCC Exam time availabilities within a two week notice.
- After selecting an Exam date and time from the list sent to you please contact ICF **immediately** so that Exam date will be reserved for you.
- To complete the PCC Portfolio application process in the timeframe given it is best to coordinate your schedule to fit one of the Exam Time openings.

Helpful Hints about the Portfolio Exam:

- To prepare, begin reading the competencies and observing them in your coaching.
- It's also helpful if you have your mentor coach evaluate your coaching and give you feedback on how you demonstrate each of the competencies in your coaching and where you might need to practice a competency more.
- We encourage you to look at the exam as a true opportunity to renew your connection with your coaching skills, to study and absorb the core competencies again, and to demonstrate to your peers that you are committed to being the best for your clients and for our profession.
- Teleforums on "How to Take and Pass the ICF Portfolio Exam" will be made available for applicants who have completed the technical review process.

What Language(s) would you prefer to take your Written Exam?

- English French German Spanish

What Language(s) would you prefer for your Live Oral Exam?

- English Danish French German Italian
 Portuguese Spanish Swedish

Exam Fee: \$150 USD Please do not include the exam fee with your application. You will be invoiced when your exam fee is assessed



**Professional Certified Coach Application
Application: Portfolio Applicant**

PAYMENT INFORMATION

Portfolio Application Fee in USD: \$425 for ICF members, \$625 for non-members*

I have enclosed a check in USD made out to the "ICF"

Please charge my credit card for \$ _____

Select credit card type:

Visa

Master Card

AMEX cards.

Credit Card Number: _____ Expiration Date: _____

Print Name on Credit Card: _____

Signature: _____

* Payment of non-member fee does not register applicant as an ICF member.

To join the ICF click here: <http://www.coachfederation.org/ICF/For+Future+Members/Join+ICF/>

*Thank you for taking the time to submit this application!
We applaud your commitment to personal excellence and to the coaching profession at large.*