

Associate Certified Coach (ACC) Eligibility Requirements and Application Process

The ICF Associate Certified Coach (ACC) Credential marks the beginning of your journey toward coaching excellence. It's designed for coaches who are building their skills and establishing themselves in the profession. Earning an ACC demonstrates your commitment to learning, ethical practices, and growth as a coach. The standards are clear and the path to achieving the ACC is accessible for those ready to take the first step in their coaching career.

All ACC applicants must meet the same five requirements:

- 1 Coach-Specific Education**
Completion of at least 60 hours of coach-specific education.
- 2 Coaching Experience**
A minimum of 100 hours (75 paid) of client coaching experience with at least 8 clients.
- 3 Mentor Coaching**
Minimum 10 hours over 3+ months with an eligible Mentor Coach.
- 4 Performance Evaluation**
Demonstrate ACC level coaching skills through a coaching performance evaluation (recorded coaching session and transcript).
- 5 Exam Completion**
Pass a written examination.

DID YOU KNOW? The ACC-Portfolio application pathway performance evaluations can be submitted in 8 languages: English, French, German, Hungarian, Italian, Polish, Spanish, and Swedish. Recordings in other languages can be submitted with an English transcript.

For Questions, Contact:

www.coachingfederation.org
support@coachingfederation.org

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ACC Credential Application:

What You Should Do

1 Evaluate Your Education & Experience

Document the education you've already started or completed. If you need to enroll and complete additional education, check out the [ICF Education Search Service](#) to find ICF accredited educational programs that meet your needs.

NOTE: Applicants may complete ICF accredited or non-accredited education to meet the educational requirements.

2 Complete the Credential Path Survey

Take the [Credential Path Survey](#) to identify and create the appropriate ACC application for you based on the coaching education you've completed.

a. **ACC – Level 1/Level 2:**

For those who completed a Level 1, Level 2 or ACTP program in full, including passing the final assessment.

b. **ACC – Portfolio:**

For applicants with 60+ hours of coaching education.

3 Gather Application Materials

You will need the following information and materials to submit with your application.

a. Education Program Certificate.

b. [Client Coaching Experience Hours](#) (total # hours as of the start of coach-specific education).

c. [Mentor Coaching Information](#) (mentor name and hours of mentoring). **not required for Level 1/Level 2 path.*

d. [Performance Evaluation Recording & Transcript](#) (ACC requires one (1) recording with a written transcript of a coaching session). **not required for Level 1/Level 2 path.*

4 Begin Your ACC Application

a. [Create an ICF Account.](#)

b. Create and complete your profile, including contact information.

c. Access the ACC application you created in Step 2 in your ICF Profile.

d. Upload necessary documents, from Step 3.

e. Pay the application fee and submit.

5 Prepare for the Exam

While your application is under review, begin [preparing for the ACC exam](#).

Estimated review times for each path can be found [here](#). You can access your application and its status online in your [ICF Profile](#) under "My Applications."

6 TAKE THE ACC EXAM!

Upon approval of your ACC application, schedule your exam appointment and take the [ACC Exam](#).

Invest in your future and stand out in the crowd! Earning an ICF Associate Certified Coach (ACC) Credential unlocks new opportunities for your coaching career. Your journey starts here!

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