

# Professional Certified Coach (PCC) Eligibility Requirements and Application Process

The ICF Professional Certified Coach (PCC) credential is a mark of distinction for experienced coaches who demonstrate substantive knowledge, skill and competence in coaching. Earning a PCC credential signifies your commitment to high standards, strong ethical practices, and continuous professional development. But while our standards are tough, the application process doesn't have to be.

## All PCC applicants must meet the same five requirements:

- 1 Coach-Specific Education**  
Completion of at least 125 hours of coach-specific education.
- 2 Coaching Experience**  
A minimum of 500 hours (450 paid) of client coaching experience with at least 25 clients.
- 3 Mentor Coaching**  
Minimum 10 hours over 3+ months with an eligible Mentor Coach.
- 4 Performance Evaluation**  
Demonstrate PCC level coaching skills through a coaching performance evaluation (recorded sessions, transcripts, etc.).
- 5 Exam Completion**  
Pass a written examination.

**DID YOU KNOW?** The PCC – Portfolio performance evaluations can be submitted in 8 languages, including 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](http://www.coachingfederation.org)  
[support@coachingfederation.org](mailto:support@coachingfederation.org)



# PCC 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 PCC application for you based on the coaching education you've completed.

a. **PCC – Level 2:**

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

b. **PCC – Portfolio:**

For applicants with 125+ 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 2 path.*

d. [Performance Evaluation Recordings & Transcripts](#) (PCC requires two (2) recordings and written transcripts of coaching sessions) *\*not required for Level 2 path.*

### 4 Begin Your PCC Application

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

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

c. Access the PCC 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 [ICF Credentialing 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 ICF EXAM!

Upon approval of your PCC Application, schedule your exam appointment and take the [ICF Credentialing Exam](#).

**Distinguish yourself and attract high-value clients!** Earning an ICF Professional Certified Coach (PCC) Credential is a big leap for your coaching career, and ICF is here to help you navigate every next step.

### For Questions, Contact:

[www.coachingfederation.org](http://www.coachingfederation.org)  
[support@coachingfederation.org](mailto:support@coachingfederation.org)