



# FAST TRACK TO ICF CREDENTIAL

## Your Step-by-Step Guide to the ICF ACC Credential

*Answers to your most frequently asked questions*

### INTRODUCTION

We receive many questions about coach certification and the process of obtaining an ICF Credential. This guide is written for those who are currently or will soon be pursuing the ICF ACC credential. Use this guide to answer the most common questions about the process of obtaining the ICF ACC credential including the steps to take once you have completed your training. Topics include;

- A review of the requirements
- Details on meeting the 100 coaching hours requirement
- Details on meeting the 10 mentor coaching hours requirement
- Documentation required for your application
- Application process including specifics on the ACSTH path and Portfolio path

If you are new to the idea of coach certification or if you are trying to decide which ICF Credential is right for you, first read our [Guide to Coach Certification](#)

## REVIEW OF THE ICF ACC REQUIREMENTS (ACSTH PATH)

- **Training:** At least 60 hours of coach specific accredited training
- **Coaching Hours:** Completion and documentation of 100 hours of coaching
  - 75 hours must be paid coaching hours (can be at any rate or even barter)
  - 25 hours can be pro bono
  - The 100 hours must be with at least **8** different clients
  - The 100 hours must occur **AFTER** starting your coach specific training
  - At least 25 hours (paid or unpaid) of the 100 hours must occur **WITHIN** 18 months of submitting your application to the ICF
- **Verification of Coaching Experience:** ICF now requires applicants for an ICF credential to complete an attestation of their coaching experience. This replaces the submission of a coaching log and is intended to help protect the privacy of coaching clients. To ensure the integrity of this process, ICF will conduct periodic audits to verify applicants' coaching experience. This means that coaches should continue to obtain and document clients' consent to store their information, have a policy on how that information will be protected and maintained, and have a system in place for tracking relevant data. For more information on Verification Requirements and to download the ICF coaching log template visit the [ACC Experience Requirements page](#).
- **Mentor Coaching:** Completion of 10 hours of mentor coaching over a minimum of three months.
- **Performance Evaluation:** A new requirement as of July 31, 2018, applicants must submit (upload) an audio recording and written transcript of one coaching session with their application.

When you complete the **Fast Track to ICF Credential** with Coaching Out of the Box® (COTBx) you will have met the following requirements;

- 60 hours of coach specific accredited training (no additional training hours required)
- 7 hours of mentor coaching (you only need 3 more hours)
- In addition to meeting the above ICF requirements, you will also have learned coaching core competencies and gained the confidence to use them through practice and feedback sessions.

As you complete your 60 hours of training it is recommended that you simultaneously begin coaching so that you will be well on your way to completing the required 100 coaching hours by the time your training is finished

## YOUR NEXT STEPS AFTER COMPLETING THE FAST TRACK TO ICF CREDENTIAL

Complete the remaining requirements:

- **Coaching hours:** Complete and document remaining hours to reach the required 100
- **Mentor Coaching:** Complete the remaining hours to reach the required 10

**NOTE: To get your additional mentor coaching hours you can ask a Fast Track trainer or go to the ICF website and find a list of Mentor Coaches. A Mentor Coach must be an ACC, PCC or MCC in good standing.**

Reminder: Mentor coaching hours will consist of a Mentor Coach observing you coach and providing you with feedback.

### Submit Application:

Once you have completed the 100 coaching hours, 10 mentor coaching hours and have a coaching session recording and transcript, you are ready to submit your credential application with the ICF. If you have completed the Fast Track to ICF Credential you will apply using the ACC ACSTH Path.

NOTE: You must meet all the requirements (60 hours of training, 100 hours of coaching and 10 hours of mentor coaching, plus one recorded coaching session with transcript) **BEFORE** submitting your credential application.

### Complete the Coach Knowledge Assessment (CKA) Exam:

Once you submit your application you will receive a link to the exam (in approximately 4 weeks).

- Upon receiving the link, you will have **60 days** to take the exam.
- The exam consists of about 155 questions (subject to change) to be answered in 3 hours.
- You will be well prepared for the exam if you complete the COTBx ICF CKA Prep Class (the final class in the Fast Track to ICF Credential). During the prep class you will be quizzed on questions that are similar in format and content to what you will find in the CKA exam.

## Application Process if any Training is Completed Outside of COTBx:

If you are counting Continuing Coach Education (CCE) units and/or non-approved training toward your training hours requirement, you are required to follow the **ACC Portfolio Path**. An example of this is if you completed the 5/5/5 Coaching Skills Training Program™ through your organization and want to include those training hours as part of the required 60 hours, you will need to follow the ACC Portfolio Path.

- This is a longer and more involved process
- The ICF requires robust documentation of training and coaching hours for this path
- Review time of 14 weeks (versus 4 for the ACSTH path)
- The ACC Portfolio Path comes with a higher application fee versus the ACC ACSTH Path
- Visit this [ICF webpage](#) for more details on the different ACC Paths

## ABOUT COACHING OUT OF THE BOX®

We are a leader in teaching individuals and organizations to leverage the incredible power of coaching. To date over 18,000 leaders, managers and coaches have learned our easily adoptable 5/5/5 Coaching Skills Training Program™. The results of our work, as measured by internal evaluations and external objective consultants, have been so transformational we were invited to present at the Institute of Coaching, Harvard Medical School & McLean Hospital.

We are a world class team of industry pioneers and leaders and use our proven model to teach individuals and organizations to leverage the incredible power of coaching. Our programs are pragmatic, practical and highly transformational. We take a partnering approach with participants to ensure that coaching skills are not only learned but done so in a way that can be sustained for long-lasting results.

Many organizations offer coaching courses, but you get a lot more when you learn from COTBx.

- **Top-notch education and training.** You get world-class instruction from expert coaches with experience in both coaching and teaching. They deliver the course content expertly but also provide a wide perspective of real-world best practices, tips and techniques. Their experience plus the interaction with other participants adds significantly to your learning experience.
- **Convenient virtual classrooms.** Our convenient virtual classrooms feature cutting-edge technology to create an in-person, interactive classroom experience while you participate remotely.

- **Coaching programs for individuals and organizations.**
  - **For individuals** we offer six different courses in our virtual training room several times throughout the year.
  - **For organizations** we work with each client to develop an implementation plan that best suits your needs and resources. We can conduct the training, support you in developing internal capacity using your own internally developed people and offer an Enterprise License option. Training is offered in several formats to meet the needs of each organization. Choose from on-site, virtual or blended formats.
- **Expertise in healthcare.** We have worked with many healthcare organizations to help them create a coaching culture and in the process coaching skills have been developed in over 7,000 people to date.
- **Support.** In addition to our products and courses, we offer many different resources to support coaching skills development. This includes blog articles, free webinars, coaching videos, coaching guides and more. Just go to [Coaching Resources](#) to view our complete resource offering.

If you have any questions or want to learn more, please get in touch.

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**Talk with our Program Advisor:** [Connect here](#)

**Visit our website:** [www.coachingoutofthebox.com](http://www.coachingoutofthebox.com)

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