



3 Steps to Planning for Your ICF Credential

Earning an ICF Credential is a big step toward achieving your goals as a professional coach practitioner. Though this process has many steps, The Confident Coach is here to help you navigate credentialing. Get started with the three steps below.

1. Evaluate Your Education and Experience

The education you've already started or completed, coupled with your professional coaching experience, can help you decide which Credential to pursue and what application path you will use to apply.

Gather or otherwise note all the coach-specific education you plan to use toward an ICF Credential. Locate the program certificate(s) from the program(s) you have completed, as you will need to upload a copy into your credential application.

Ensure your Client Coaching log is current and up to date so you can accurately count your coaching experience hours.

2. Identify Your Application Path

Once you've gathered documentation of your coach-specific education and client coaching experience hours, you decide which credential level and application path you can apply.

Details of each application path:

ACC Application Paths (60+ hours of Coach-specific Education and 100+ hours of Coaching Experience)

1. **ACC – Level 1 / Level 2 / ACTP:** For those who completed a Level 1, Level 2, or ACTP program in full, including passing the final assessment.
2. **ACC–ACSTH:** For those who completed either part of an ACTP program and/or completed ACSTH program(s).
3. **ACC–Portfolio:** For those who will use CCEs or a program(s) not accredited by ICF to meet the education hour requirement.

PCC Application Paths (125+ hours of Coach-specific Education and 500+ hours of Coaching Experience)

1. **PCC– Level 2 / ACTP:** For those who completed a Level 2 or ACTP program in full, including passing the final assessment.
2. **PCC– Level 1 / ACSTH:** For those who completed either part of an ACTP program and/or completed ACSTH program(s) and/or Level 1 program(s).

3. **PCC–Portfolio:** For those who will use CCEs or a program(s) not accredited by ICF to meet the education hour requirement.

MCC Application Path (200+ hours of Coach-specific Education and 2,500+ hours of Coaching Experience)

1. **MCC–Level 3:** For those who have completed a Level 3 accredited program.
2. **MCC–Portfolio:** For those applying for the MCC Credential who have not completed a Level 3 accredited program.

3. Gather Information and Materials to Apply

Program Certificate(s)

You will need to upload into your application a copy of the program certificate(s) from the coach-specific education program(s) you have completed. The certificates may be a PDF or an image file, such as JPEG or PNG.

1. If any education is not ICF-accredited, you will submit robust documentation to demonstrate what you were taught. Visit the ICF [Education and Training Requirements page](#) for guidance on the documentation needed.

Client Coaching Experience Hours

In your application, you must enter your total number of Client Coaching Experience hours *as of the start of your Coach-specific Education*. Visit the ICF website [Experience Information page](#) to learn about all acceptable experience hours and how to document them.

For those applying through the ACC-ASCTH, ACC-Portfolio, PCC-Level 1 / ACSTH, PCC-Portfolio, or either of the MCC application paths, additional requirements must be included in the application. (NOTE: Those who have completed a Level 1, Level 2, or ACTP program in full will have completed Mentor Coaching and Performance Assessments as part of the program).

Mentor Coaching Information

Your application must document that you have received [10 hours of Mentor Coaching](#) over three months or longer. For each mentor, you must enter the mentor's name, email address, date of the first session, date of the last session, how many hours of mentoring were received, and if any of those were in a group. The Confident Coach provides a confirmation letter including these details after completing the program.

Recording(s) and Transcript(s)

You must include one (1) recording with a written transcript at the ACC level. You will need two (2) recordings and transcripts with your application at the PCC and MCC levels.

Brenda is a highly sought-after Certified Mentor Coach who is an exceptionally accomplished businessperson, a well-regarded expert in leadership and talent development, and a mentor coach of professional coaches. She has earned the prestigious Coaching Credential: Master Certified Coach (MCC) - the highest coaching distinction; held by only 4% of International Coach Federation (ICF) credentialed coaches worldwide; Brenda is an ICF-Accredited Certified Mentor Coach (CMC).

For more information about Brenda Baird, MCC or The Confident Coach Mentor Programs contact info@TheConfidentCoach.training