MCC Application

Pursuant to the Canadian Anti-Spam Law (CASL) and the European Union General Data Protection Regulation (GDPR), ICF is seeking your express consent to have your electronic personal information stored on our system and receive regular information regarding ICF Credentialing and information pertaining to the ICF Network. If you decide that you don't want to receive content from the ICF Network any longer, please note that we may still be required to send you emails regarding factual, transactional and/or servicing information in connection with products or services that we are providing to you that is inherent to your ICF Credential and/or credential application. Please also note, by virtue of an ICF Credential, one's full name, current country, membership status (if applicable), and credential level will be displayed to the public for verification purposes. *

- Yes, I opt-in and hereby give my express consent to have my electronic information stored via ICF and to receive emails from ICF Headquarters regarding my Credentials and communications regarding ICF programs and services. I hereby acknowledge ICF's disclosure and my understanding that I have the right at any time to opt-out or unsubscribe from the receipt of any future emails from ICF Headquarters.
- No, I do not consent to receive emails regarding my from ICF Headquarters or any information regarding ICF programs and services, but do acknowledge by virtue of my status as an ICF credential applicant and/or credential holder that ICF will have to store my personal data on their systems and communicate factual, transactional and/or servicing information in connection with products or services that ICF is providing to me and that is inherent to my ICF Credential.

Contact Information

Please enter your full name *

First Name

Last Name

Please enter your email address *

ex: myname@example.com

Mailing Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Please Select ▼

Country

SAMPLE - DO NOT SUBMIT

Applicant Gender

Questions regarding gender are included solely for research purposes to assist the ICF in improving the credentialing application and assessment process. Information provided by applicants in this section will not affect the outcome of your application.

ICF respects the rights of individuals to keep certain information private. Pursuant to the ICF Privacy Policy, ICF will not sell,trade or transfer an individual's personal information to any third party or entity. *

- Male
- Female
- Prefer not to answer

Terms and Conditions

By checking this box, I have agreed to the terms and conditions listed below. *

- [ ] I agree to the terms and conditions listed below.

I understand that the application fee is non-refundable once submitted. In the event of a medical emergency, we will consider a refund minus a $50 administrative fee.

To my knowledge I have no pending Ethical Conduct Review (ECR) complaints against my persons, further I am not currently under or subject to investigation, sanctions or remedial action by ICF for a violation of the ICF Code of Ethics.

I have read, acknowledge and agree to abide by the ICF Code of Ethics.

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.

I give permission for ICF to verify my experience and documentation. I understand that ICF will keep all information confidential.

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.

I acknowledge that the Master Certified Coach (MCC) designation is valid for a 3-year period, at which time it is renewable provided I meet the renewal requirements.

I agree to honor the rules and regulations of the International Coach Federation's Credentialing process.

I agree that ICF may change or modify the rules governing Credentialing at any time.

I will abide by all decisions of ICF regarding credentials.

SAMPLE - DO NOT SUBMIT

I acknowledge that ICF has the right to revoke Credentials for violations of the ICF Code of Ethics or non-payment of fees and to inform the public of such decisions.

Release of Information for Research

Please indicate below your permission for ICF to use the data provided in this application anonymously for research purposes. Pursuant to the ICF Privacy Policy, ICF will not sell, trade or transfer an individual's personal information to any third party or entity. *

- (●) Yes, I grant ICF permission to use the data contained in this application anonymously for research purposes. I understand that ICF will not sell, trade or transfer this information to any third party or entity.
- ( ) No, I do not grant ICF permission to use the data contained in this application anonymously for research purposes.

Attestation of Client Coaching Experience

Please complete the following statement of attestation to affirm your client coaching experience. Although ICF credentialing candidates are not required to submit a client log as part of the application process, they should have and maintain a client log that documents client coaching experience, including coaching start and end dates and the total number of paid/pro-bono coaching hours, in accordance with local, state, national and international laws, including the Canadian Anti-Spam Law (CASL) and the European Union General Data Protection Regulation (GDPR) where applicable. Applicants are subject to random audit to verify coaching experience, and ICF reserves the right to audit client coaching logs and coaching experience as indicated in this statement of attestation. Should your application be selected for audit, you will receive detailed instructions to complete the audit process. Applicants who provide inaccurate or fraudulent information regarding the applicant's client coaching experience are subject to denial and/or revocation of the ICF credential and may be prohibited from reapplying for a period of five (5) years.

MCC Requirements for Client Coaching Experience

MCC candidates are required to have completed at least 2,500 hours (2,250 paid) of coaching experience with at least 35 clients following the start of their coach-specific training.

I attest that I have met the following MCC credentialing requirements for client coaching experience:

SAMPLE - DO NOT SUBMIT

- [ ] I have delivered at least 2,500 client coaching hours.
- [ ] At least 2,250 hours of my client coaching experience were delivered as paid coaching hours. Paid hours may include coaching for which compensation in any amount was received, either financial or bartering of goods and services, including coaching in exchange for coaching.
- [ ] The client coaching hours reported in this application were delivered for actual coaching with a client who hired me as a coach and in no other capacity. None of the reported client coaching hours were delivered as part of a training program, mentor coaching or coaching supervision.
- [ ] I have delivered coaching services to at least 35 clients. Coaching may be delivered to individual clients or to multiple clients via group coaching. When providing group coaching, the total number of clients in a group may not exceed 15.
- [ ] I have and maintain a detailed client coaching log to track and document my client coaching experience. Each individual listed on the client log has consented to having their name, contact information, start and end dates of the coaching relationship, and the number of paid and pro bono hours of coaching provided on the coaching client log, in accordance with all applicable laws and the ICF Code of Ethics. Any group coaching hours I have delivered are noted separately in the log, and include client information of one individual in the group, start and end dates of the coaching group, the number of paid and pro bono hours of coaching provided to the group, and the total number of individuals in the group.
- [ ] I understand that ICF reserves the right to audit my client coaching experience, which may include reviewing my client log, as indicated in this statement of attestation. I understand that credential applicants who fail to complete the audit process to verify client coaching experience or who provide inaccurate or fraudulent information about client coaching experience are subject to the denial and/or revocation of an ICF credential and may be prohibited from reapplying for an ICF credential for a period of five (5) years.
- [ ] I attest that I meet the requirements for client coaching experience under the ICF Master Certified Coach credential. I have read the eligibility criteria for coaching experience under the ICF credentialing process and attest that the information provided in this statement is accurate, true and complete. I understand that any misstatement of information provided in the application materials or this Statement of Attestation would be a violation of the ICF Code of Ethics and would be sufficient cause for sanction by the ICF, including the loss of ICF membership or denial and/or revocation of an ICF credential.

Total Client Coaching Hours *

ex: 23

Please enter here the total number of client coaching experience hours delivered as of the application submission date. Please note that the ICF reserves the right to audit your client coaching experience, including a review of your client log.

Name/Electronic Signature *

Please type your name here

Mentor Log

You will need to complete 10 hours with a mentor coach who holds an ICF Credential equal to the credential for which you are applying. Mentoring needs to take place over minimum of three months. A minimum of 3 of the 10 mentoring hours must be one-on-one coaching with the mentor. Group coaching may count for a maximum of 7 hours toward the mentoring requirement. The group being mentored may not consist of more than 10 participants.

SAMPLE - DO NOT SUBMIT

I have obtained the consent from each mentor coach listed below to share their name and contact information with the ICF for credentialing purposes. I understand if I provide the personal information of a mentor coach without obtaining written consent to store and share their information and/or if I provide inaccurate or fraudulent information as part of my credentialing application, that I may be subject to denial and/or revocation of an ICF credential and may be prohibited from applying for an ICF credential for up to five (5) years. *

○ Yes, I have obtained written consent from each mentor coach listed below to share their name and contact information with the ICF for credentialing purposes.

Mentor Coach Information

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1. Mentor Coach Name *

Mentor Coaches Email Address *

Mentor Coach ICF Credential Level

Number of hours completed *

Start Date *

Month - Day - Year

End Date *

Month - Day - Year

Additional Mentoring Information

If you received mentoring from more than one coach, please enter your additional mentoring information in the fields below.

SAMPLE - DO NOT SUBMIT

2. Mentor Coach Name

Mentor Coaches Email Address

Mentor Coach ICF Credential Level

Number of hours completed

Start Date

Month - Day - Year

End Date

Month - Day - Year

3. Mentor Coach Name

Mentor Coaches Email Address

Mentor Coach ICF Credential Level

Number of hours completed

Start Date

Month - Day - Year

SAMPLE - DO NOT SUBMIT

End Date

Month - Day - Year

4. Mentor Coach Name

Mentor Coaches Email Address

Mentor Coach ICF Credential Level

Number of hours completed

Start Date

Month - Day - Year

End Date

Month - Day - Year

Coach Specific Training

In order to qualify for your ICF MCC Credential you are required to complete at least 200 hours of Coach-Specific training. This training may come from ICF approved providers (ACSTH and/or ACTP) or from providers that have not been approved in advance by the ICF. Your training must be comprehensive and include the ICF Definition of Coaching, all 11 ICF Core Competencies, and the ICF Code of Ethics. Please complete the following questions regarding your Coach-Specific training. Note that you are required to upload a certificate or letter from each program you completed indicating the name of the program, dates of attendance, and total hours completed. Additionally, for programs that have not been previously approved by ICF you are also required to upload curriculum documents that provide a summary of the content and how it was delivered.

Enter the total number of training hours completed *

SAMPLE - DO NOT SUBMIT

ex: 23

Is all of the training that you completed approved or accredited with ICF as an ACSTH, ACTP or CCE? *

- Yes
- No

Please enter the name of the training organization(s) in which you received coach-specific training: *

Please enter the date in which you began your coach-specific training: *

Month - Day - Year

Please upload copies of your training certificates and/or congratulatory letters *

Upload a File

Verification for non-approved training

Since you have selected that your training program is not listed, please complete the next 5 pages of this application to have your non-approved training considered for the credentialing application. If you obtained training from more than one non-ICF Approved Training Provider, you will have the opportunity to submit additional non-approved training at the end of this section of the application.

Organization and Program Contact Information

Coach Training Organization Name:

Training Program Name:

Organization's address (if known)

SAMPLE - DO NOT SUBMIT

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Please Select ▼

Country

URL for the program website:

Training Program Hours and Content

The following activities are eligible to be counted as hours towards the review of a program:

Student contact hours: clock hours spent in **synchronous (real-time) interactions** between faculty and students. This may include time spent in direct instruction, real-time discussions, observation and feedback of practice coaching sessions, and mentoring students. **A minimum of 80% of all training must be delivered in synchronous activities.**

Homework/Independent Study: clock hours spent outside of real-time interaction between faculty and students (**asynchronous**). These may include outside reading, writing, research, journaling, practice coaching, and various other activities that may occur outside of the synchronous setting. All asynchoronous hours require some method of validating that the activity was completed by the student.

Number of hours offered by this training program:

	Hours
Synchronous	
Asynchronous	
Total	

Please review and respond to the following self-evaluation of the training program that you attended.

SAMPLE - DO NOT SUBMIT

Definition of Coaching

All programs must teach a Definition of Coaching that is in alignment with and not contrary to the Definition of Coaching adopted by ICF. ICF defines coaching as partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential. Did the training program that was completed address the Definition of Coaching?

- Yes
- No

Setting the Foundation

Meeting ethical guidelines and professional standards by understanding coaching ethics and applying them appropriately in all coaching situations. Establishing the coaching agreement by understanding what is required in the specific coaching interaction and coming to an agreement with the client about the coaching process and relationship. Did the training program that was completed address Setting the Foundation?

- Yes
- No

Co-Creating the Relationship

Establishing trust and intimacy with the client by creating a safe, supportive environment that produces ongoing mutual respect and trust. Establishing a coaching presence by being fully conscious and creating spontaneous relationships with clients, employing a style that is open, flexible and confident. Did the training program that was completed address Co-Creating the Relationship?

- Yes
- No

Communicating Effectively

SAMPLE - DO NOT SUBMIT

Actively listing by focusing completely on what the client is saying and is not saying, understanding the meaning of what is said in the context of the client's desires and supporting client self-expression. Asking powerful questions that reveal the information needed for maximum benefit to the coaching relationship and the client. Communicating effectively during coaching sessions, and using language that has the greatest positive impact on the client by using direct communication. Did the program that was completed address Communicating Effectively?

- Yes
- No

Facilitating Learning and Results

Creating awareness by integrating and accurately evaluating multiple sources of information, and making interpretations that help the client to gain awareness and thereby achieve agreed-upon results. Designing actions by creating with the client opportunities for ongoing learning during coaching and in work/life situations, and for taking new actions that will most effectively lead to agreed-upon coaching results. Developing and maintaining an effective coaching plan with the client. Managing progress and accountability by holding attention on what is important for the client, and leaving responsibility with the client to take action. Did the program that was completed address Facilitating Learning and Results?

- Yes
- No

Coaching Practice

Were you given the opportunity to practice coaching while attending this program and receive feedback from a faculty member?

- Yes
- No

Supporting documents for non-approved training

In support of the information submitted in the previous sections for the non-approved training, a number of documents are required to be submitted to ICF. These documents will be used by the program coordinators to gain a better understanding of the training that you received. These documents must be submitted in order for your non-approved training to be considered for individual credentialing.

SAMPLE - DO NOT SUBMIT

Course Outline

Upload a concise class outline or syllabus that summarizes the names of classes/modules and the time allowed for presentation:

Upload a File

Student Materials

Upload copies of the printed materials that are used by students in support of the content offered by this training program:

Upload a File

Do you have additional non-approved training to submit?

- Yes
- No

Verification for non-approved training

Since you have selected that you obtained training from more than one non-approved training provider, please complete the next 5 pages of this application to have your non-approved training considered for the credentialing application.

Organization and Program Contact Information

Coach Training Organization Name:

Training Program Name:

Organization's address (if known)

SAMPLE - DO NOT SUBMIT

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Please Select ▼

Country

URL for the program website:

Training Program Hours and Content

The following activities are eligible to be counted as hours towards the review of a program:

Student contact hours: clock hours spent in **synchronous (real-time) interactions** between faculty and students. This may include time spent in direct instruction, real-time discussions, observation and feedback of practice coaching sessions, and mentoring students. **A minimum of 80% of all training must be delivered in synchronous activities.**

Homework/Independent Study: clock hours spent outside of real-time interaction between faculty and students (**asynchronous**). These may include outside reading, writing, research, journaling, practice coaching, and various other activities that may occur outside of the synchronous setting. All asynchoronous hours require some method of validating that the activity was completed by the student.

Number of hours offered by this training program:

	Hours
Synchronous	
Asynchronous	
Total	

Please review and respond to the following self-evaluation of the training program that you attended.

SAMPLE - DO NOT SUBMIT

Definition of Coaching

All programs must teach a Definition of Coaching that is in alignment with and not contrary to the Definition of Coaching adopted by ICF. ICF defines coaching as partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential. Did the training program that was completed address the Definition of Coaching?

- Yes
- No

Setting the Foundation

Meeting ethical guidelines and professional standards by understanding coaching ethics and applying them appropriately in all coaching situations. Establishing the coaching agreement by understanding what is required in the specific coaching interaction and coming to an agreement with the client about the coaching process and relationship. Did the training program that was completed address Setting the Foundation?

- Yes
- No

Co-Creating the Relationship

Establishing trust and intimacy with the client by creating a safe, supportive environment that produces ongoing mutual respect and trust. Establishing a coaching presence by being fully conscious and creating spontaneous relationships with clients, employing a style that is open, flexible and confident. Did the training program that was completed address Co-Creating the Relationship?

- Yes
- No

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- No

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- Yes
- No

Coaching Practice

Were you given the opportunity to practice coaching while attending this program and receive feedback from a faculty member?

- Yes
- No

Supporting documents for non-approved training

In support of the information submitted in the previous sections for the non-approved training, a number of documents are required to be submitted to ICF. These documents will be used by the program coordinators to gain a better understanding of the training that you received. These documents must be submitted in order for your non-approved training to be considered for individual credentialing.

SAMPLE - DO NOT SUBMIT

Course Outline

Upload a concise class outline or syllabus that summarizes the names of classes/modules and the time allowed for presentation:

Choose File No file chosen

Student Materials

Upload a copies of the printed materials that are used by students in support of the content offered by this training program:

Upload a File

Do you have additional non-approved training to submit?

- Yes
- No

Verification for non-approved training

Since you have selected that you obtained training from more than one non-approved training provider, please complete the next 5 pages of this application to have your non-approved training considered for the credentialing application.

Organization and Program Contact Information

Coach Training Organization Name:

Training Program Name:

Organization's address (if known)

SAMPLE - DO NOT SUBMIT

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Please Select ▼

Country

URL for the program website:

Training Program Hours and Content

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Number of hours offered by this training program:

	Hours
Synchronous	
Asynchronous	
Total	

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Definition of Coaching

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- Yes
- No

Setting the Foundation

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- Yes
- No

Co-Creating the Relationship

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- Yes
- No

Communicating Effectively

SAMPLE - DO NOT SUBMIT

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- Yes
- No

Facilitating Learning and Results

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- Yes
- No

Coaching Practice

Were you given the opportunity to practice coaching while attending this program and receive feedback from a faculty member?

- Yes
- No

Supporting documents for non-approved training

In support of the information submitted in the previous sections for the non-approved training, a number of documents are required to be submitted to ICF. These documents will be used by the program coordinators to gain a better understanding of the training that you received. These documents must be submitted in order for your non-approved training to be considered for individual credentialing.

SAMPLE - DO NOT SUBMIT

Course Outline

Upload a concise class outline or syllabus that summarizes the names of classes/modules and the time allowed for presentation:

Choose File No file chosen

Student Materials

Upload copies of the printed materials that are used by students in support of the content offered by this training program:

Upload a File

Performance Evaluation

Applicants are required to upload two recorded sessions with clients who have granted their permission for you to submit their recording as a part of your credential application.

Choose the language in which you will submit your recorded coaching sessions. You must choose one of the languages below. No other languages are available. *

- English
- French
- German
- Spanish
- Swedish
- Other language (English transcript required)

Client Gender

Any information provided in this section will be used solely for research purposes to assist the ICF in improving the assessment process.Information provided by applicants in this section will not affect the outcome of your assessment. The ICF respects the rights of individuals to keep certain information private. Pursuant to the ICF Privacy Policy, ICF will not sell,trade or transfer an individual's personal information to any third party or entity.

SAMPLE - DO NOT SUBMIT

Please indicate the gender of the clients featured in the coaching session recording submitted as part of your credential application.

Recording 1: Client gender *

- Male
- Female
- Prefer not to answer

Recording 2: Client gender *

- Male
- Female
- Prefer not to answer

Client Release for use of recording/s

By checking the box below, you affirm that you have been granted permission from the client: *

☐ By checking this box, I affirm that I have been granted explicit permission by my client to submit recording/s of our coaching sessions to be reviewed only by ICF staff and performance evaluation assessors for the purposes of assessing the quality and methods of my coaching. I further affirm that I have this permission in writing from my client and can make this documentation available to ICF on request. I understand that submitting a recording without the permission of my client is a violation of the ICF Code of Ethics and may result in the denial of my credential and/or other disciplinary actions.

Recording uploads

The recordings needs to be 20-60 minutes in length and with one of your regular clients. Please note that your files must be an MP3 or WMA format and cannot be more than 95 MB in size. If your recordings exceed 60 minutes, they will not be scored.

Please upload your recording for the performance evaluation portion of the application. Please make sure that your name is in the title of your recording file. For example, "John Smith ICF Recording 1" *

Choose File No file chosen

Please upload another recording for the performance evaluation portion of the application. Please make sure that your name is in the title of your recording file. For example, "John Smith ICF Recording 2" *

SAMPLE - DO NOT SUBMIT

Choose File No file chosen

Transcripts

MCC applicants are required to submit written transcripts of their recorded coaching sessions. These transcripts must be in the same language used in the recorded session.

Please upload a transcript of one of the recorded sessions to be used for the Performance Evaluation. Please make sure that your name in the title of the transcript file. For example, "John Smith ICF Transcript 1" *

Choose File No file chosen

Please upload another transcript of one of the recorded sessions to be used for the Performance Evaluation. Please make sure that your name in the title of the transcript file. For example, "John Smith ICF Transcript 2" *

Choose File No file chosen

Coach Knowledge Assessment (CKA)

All credential applicants must complete a Coach Knowledge Assessment (CKA) consisting of multiple-choice questions. The CKA is only required to be completed one time. You will receive an invitation to complete the CKA once your application review is complete. The invitation will come via email with further instructions on completing the CKA.

I authorize the ICF to share my name and contact information with a third-party test provider for purposes of administering the Coach Knowledge Assessment. *

○ Yes, I authorize the ICF to share my name and contact information with a third-party test provider for purposes of administering the Coach Knowledge Assessment.

Choose the language in which you would like to receive the coach knowledge assessment. You must choose one of the languages below. No other languages are available. If you have already taken the CKA, you will not be required to take it again but you will need to select a language before you can submit your application. *

SAMPLE - DO NOT SUBMIT

- Bulgarian
- Chinese
- Czech
- Danish
- English
- Finnish
- French
- German
- Hungarian
- Italian
- Japanese
- Korean
- Polish
- Portuguese
- Russian
- Spanish
- Swedish
- Thai
- Turkish

Submit

After clicking 'submit', please allow several minutes for your application to submit to ICF completely. The time it will take to submit the application will depend on the size of the files that appear on your application, as well as your internet connection speed. Once the application is submitted to ICF, you will be redirected to the ICF website to view the estimated timeline for approval.

SAMPLE - DO NOT SUBMIT