



# Applying for Your Associate Certified Coach (ACC) Credential



**Most SeattleCoaches want to complete the ACC credential, here's how it goes . . .**

**You've already completed the core training + 7 hours of group mentor coaching. What's next:**

1. As you accumulate hours of practice, continue to study the [ICF Core Competencies](#) and observe them in your coaching. You need at least 100 hours (or 200 half-hours . . . ) of coaching experience with at least eight clients. You've already logged 30 paid/bartered hours with the peer coaches in your Cohort, and you can log up to twenty-five more as pro-bono. The remaining hours must be paid or approved as a part of your employment. **When you're ready to set up your individual mentor coaching and your performance evaluation, [click here](#) for the payment link. In your mentor coaching, you'll sharpen your personal application of the Core Competencies. [Click here](#) to review them, and [here](#) to listen to the ICF's YouTube summaries.**
2. Choose a mentor coach from the [SeattleCoach Team](#) and then contact them to be sure they have availability. Let Patty know whom you've selected. And then you'll go to [this page](#) and scroll down to find payment information for this final tuition charge: **For three individual mentor coaching sessions and your Performance Review.**
3. How individual mentor coaching works: Select a recording to use for your [first](#) mentor coaching call. Each of your recordings:
  - a. Should last between 20 and 40 minutes.
  - b. Must come from an actual coaching session with a regular coachee (paid or pro bono) from whom you've received [written permission](#) to record sessions for assessment purposes.
  - c. Requires an audio file and a transcript. Zoom Workplace/Pro is a good platform to use.
4. Identify areas in your recordings that you'd like to focus on. Your mentor coach will work with you to notice your strengths and development areas from the recording. You'll get a few things to work on for your next recording. You can ask your mentor coach to help you identify the best recording to submit for your **Performance Review. You'll be assessed only on your demonstration of the Core Competencies rather than your use of other areas of your experience and expertise.**
5. When you have a Performance-Review worthy recording and transcript, send it to [Patty Burgin](#) and she'll assign it to a SeattleCoach assessor. Once you've passed, we'll send you a signed certificate with our **SeattleCoach Accreditation Logo (Level 1)**. This attests that you've fulfilled all requirements. You'll attach this certificate (different from the training certificate we give you at the close of Module II) to your application to the ICF. [Click here to see the "Application Dashboard."](#) **SeattleCoach graduates use the ACC-ACSTH Path.**
6. Once the ICF has received and reviewed your application, and given you a thumbs-up that all of the requirements have been met, they will send you a link to take [The ICF Credentialing Exam](#). This is an exam that *"contains 81 situational judgment items. Each exam item contains a realistic scenario describing a coaching situation, followed by four response options. For each scenario, candidates are asked to select the best action and the worst action among the options provided for that scenario."* **You can review sample questions [right here](#).** And when you've completed the exam with a passing grade of 70% (it's challenging but you are well-prepared), you'll have completed your ACC.
7. Then you'll receive a congratulatory message from the ICF and permission to use the ACC logo.
8. Then you'll let us know so we can make a big deal of it and Patty will smile quietly to herself as she adds "ACC" to your name on the [SeattleCoach Coaches Page](#).