



Applying for Your Associate Certified Coach (ACC) Credential



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

First of all, you've finished MII. Congratulations! You have all the educational credits you need for your ACC application plus 7 group mentor coaching hours. What do you do next?

1. Accumulate hours of practice. 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 your peer coaches in your Cohort, and you can log up to twenty-five more as pro-bono. The remaining hours must be paid or done as a part of your employment.
2. When you are close to the required 100 hours . . . let's say 85 to 90 hours, it's time to schedule three hours of required individual mentor coaching. This is when you will start recording coaching calls. (Recording can be awkward...so it's good to do it frequently.) These sessions are designed to deepen and develop your coaching skills through the lens of the ICF's Core Competencies. In addition, you'll review and select a recording and transcript of your work to submit for your Performance Review. [This document](#) along with your work with your mentor coach, will help you to choose.
3. Choose a mentor coach from among [SeattleCoach faculty](#) and contact them to be sure they have availability.
4. Let Patty know whom you've selected. And then you'll go to [this page](#) to pay the final tuition charge for three mentor coaching sessions and your performance evaluation.
5. How mentor coaching goes: Select a recording to use for your *first* mentor coaching call. Identify areas in your recording 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. (Plan to record at least three to work with.) You can ask your mentor coach to help you identify your recording to submit for your **Performance Review**.
6. When you have a Performance-Review worthy recording and transcript, send it to Patty Burgin. Once you've passed we'll send you a signed certificate with our **SeattleCoach Level 1 Accreditation Logo**. This attests that you've fulfilled the requirements and passed the **Performance Review**. You'll send in this certificate with your application. [Here's a sample](#).
7. 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.
8. Then you'll receive a congratulatory message and the official ACC logo from the ICF.
9. 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 Network Page](#).