



## The SeattleCoach Professional Training and Development Program

*A Demystifying Note from Patty for all SeattleCoach Coaches who are earning and/or renewing their ICF Credential*

This is where all of that personal organization and documentation you created at the beginning of Module I comes into play.

As you know, there are three levels of ICF professional credentialing—each tied to the number of hours of training and practice you’ve completed. Here’s a comparison of what the ICF assessors look for at each level. (FYI, in all of our training, at SeattleCoach we are always aiming at the PCC level.)

### **You are ready to apply for your ICF Credential when:**

1. You have completed Module I and Module II and can present documentation for our 75 hours of coach-specific training. Again, SeattleCoach is an ICF “ACSTH” Program (see below for an explanation).
2. After you’ve logged 100 actual hours of coaching with at least eight coachees.
  - a. Seventy-five of these hours need to be done as a part of your employment or as paid hours. Twenty-five hours can be pro-bono—and again, whether you’re the coach, the coachee or the observer, your actual time spent with your peer coaches during Module I and Module II may be counted as up to thirty “pro-bono” hours. If you do additional peer coaching than what we ask you to do in training, or if you continue to peer coach with members of your Cohort following completion of Module II, you may count those hours as bartered/paid. And any peer coaching you complete in Module III can be considered “bartered/paid” hours as well.
  - b. In your documentation: Each of the people you’ve coached need to have given you written permission to use their names in your documentation. If you’ve done coaching as a part of your employment, you’ll just need the signature of the most-involved supervisor.
  - c. A minimum of twenty-five of your documented hours must have occurred within eighteen months of your application.
3. After you’ve completed ten hours of mentor coaching. In the SeattleCoach Module II, you completed seven of those ten hours in a group setting, and your Module II certificate reflects that (assuming you were present). Now you need three more hours of mentor coaching before you can apply for your ACC. Choose a mentor coach who is certified and who will challenge and support you to grow.
4. As a graduate of an ACSTH program, you do not need to submit either a recording or a transcript with your application for the ACC.
5. And you are ready to apply when you think you’re ready to take for the “ICF Coach Knowledge Assessment” (CKA).
  - a. What is this? A comprehensive exam given to applicants on-line by the ICF, consisting of 155 multiple-choice questions. The assessment is based on the ICF definition of coaching, the Core Competencies and the Code of Ethics. The test is revised and questions rotated regularly. Click here to read more about the CKA and to review some sample questions.
  - b. Once the ICF has accepted your application and reviewed your documentation, they will send you a link which you will have sixty days to open. Once your do, you’ll have a three-hour window to take the assessment on-line.
6. Click here when you’re ready to apply via the ACSTH path.

**Once you’ve earned your ACC, you have two options every three years:** Both options require more hours of experience with coachees, coach-specific training, an on-line ethics review course (it’s brief and free) and usually

more group and/or individual mentor coaching. Once you pass the Coach Knowledge Assessment you never have to retake it.

1. The first option is to renew your ACC: This option requires 40 additional hours of coach-specific training/continuing education. The ICF also asks you to do ten more hours of group and individual mentor coaching as you build your hours with coachees. [Click here](#) for renewal specifics and
2. The second option is to move to the PCC Level. This means that you've reached 500 hours (total) with coachees within three years of starting coach training, and that you've completed another 50 hours of coach-specific training. You may need to complete additional hours of mentor coaching. [Click here](#) to review the requirements to move to the PCC Level.

***We have designed [Module III](#) to help you to accomplish either option (but mostly because Module III is fun and keeps you in the middle of a robust tribe of learners).***

In addition, once you've earned your ACC, the ICF invites you to post your profile on the [Credentialed Coach Finder](#) page. Each month thousands of individual and business consumers come to this searchable section of the ICF website to find coaches that are best suited to them.

And of course, you'll also want to keep your links and key words current on our own [SeattleCoach Network](#) page.

#### **A note about the difference between ACTP and ACSTH Training Programs**

The ICF approves two kinds of programs, ACSTH and ACTP. The quality of training is the same and SeattleCoach has been approved for a total of 249 "Coach-Specific Training Hours"--more than enough for all levels of credentialing and renewal. In addition, SeattleCoach is led by a Master Certified Coach.

Very deliberately, SeattleCoach has chosen to be an ACSTH program. This means that:

1. As you grow as a coach you can choose to do your three hours of required individual mentor coaching either with a [SeattleCoach faculty member](#) or with another ICF credentialed coach you'd like to learn with. We'll usually encourage you to work with a PCC or an MCC.
2. As you approach the PCC level of credentialing, it is ICF assessors rather than SeattleCoach faculty members who review the quality of your coaching. We like that.

The main disadvantage for that for coaches using the PCC ACSTH Path the wait is longer: About three months vs. one month. And it's a little more expensive.

Whether you're renewing or moving to PCC, the ICF will ask you to complete an on-line [ethics review course](#) (it's brief and free).

The path to credentialing and how to document everything can be confusing. Stay organized and we'll help you to navigate it every step of the way. And we'll keep [this page on the SeattleCoach website](#) updated with ICF updates and opportunities. Our goal is to help you to stay current with your hours, and more important, to keep growing with great colleagues.

