



The SeattleCoach Professional Training and Development Program

A Demystifying Note from Patty for all SeattleCoaches who are earning and/or renewing their International Coach Federation (ICF) Credential

The ICF keeps raising our professional bar, so the following is our best attempt to stay current. (And this is where all of that personal organization and documentation we asked you to start creating at the beginning of Module I pays off.)

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 threshold of 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 what that means).
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/bartered” hours. Twenty-five hours can be pro-bono.
 - B. You can count your thirty hours of peer coaching during Module I and Module II. Here’s how according to the ICF formula:
 - **Fifteen can be counted as pro-bono.**
 - **Fifteen can be counted as “paid/bartered.”**
 - C. 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—or with members of another Cohort—or 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.
 - D. In your documentation: Each of the people you’ve coached needs to have given you 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. In the old days, you had to submit your log with your application. Here’s the current privacy rule from the ICF:

“Coaches are required to complete an attestation of coaching experience included in the ICF Credential application. This will replace the submission of a coaching log and is intended to help protect the privacy of coaching clients. To ensure the integrity of this updated process, ICF will conduct periodic audits to verify applicants' coaching experience. This means that coaches should continue to obtain and document clients' consent to store their information, have a policy on how that information will be protected and maintained, and have a system in place for tracking relevant data.”
 - E. 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 Module II, you complete seven of those ten hours in a group setting, and your Module II certificate reflects that (assuming you were present).
4. Following Module II, you need three more hours of individual mentor coaching before you can apply for your ACC. Choose a mentor coach who has been certified for at least three years, preferably a PCC or an MCC, and who will challenge and support you to grow. **Note: The ICF requirement is that these group and individual sessions take place over a minimum of three months (for most SeattleCoaches, a good start date is the beginning of group mentor coaching in Module II). Most SeattleCoaches then schedule their individual hours of mentor coaching following the end of Module II as they continue to accumulate hours with coachees.** If you had to miss any of our hours together in group mentor coaching, you can make those up in additional paid hours—either in a group or individually.
5. When you've got a recording of a good coaching session with a real coachee (rather than a member of your Cohort) of at least twenty minutes, accompanied by a transcript and a signed [permission to record](#) from your coachee.
6. And 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.
7. [Click here](#) when you're ready to apply.

More from the ICF: *"We will only retain your application materials for six (6) months after your application has been processed. At that time, all your application materials will be deleted from our systems."*

Renewing your Credential

Once you've earned your ACC, you have two options as you continue to accumulate hours with coachees. The expectation is that you keep adding to your cumulative coaching log (even though you don't have to submit your log, the ICF does periodic audits). Both options require more hours of experience with coachees along with coach-specific training (which can include additional small group mentor coaching and small group coaching supervision*. 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 that **in the three years** since your initial credentialing (or subsequent renewals), you complete:
 - a. Ten new hours of mentor coaching. These can be all done individually over the course of three years or, if you prefer, seven of your hours can be completed in a group (with three more done individually), and
 - b. Thirty additional hours of coach-specific training/continuing education:
 - At least **11 hours focused on the Core Competencies**.



- The (free) **3-hour ICF [ethics review course](#)**.
- And up to **16 hours** of other things, like,
 - **Resource Development** (like learning to use a new assessment, developing your brand, your biz and your personal “growth spiral”), or
 - Up to 10 hours of **coaching supervision***

[Click here](#) for the renewal application (follow the “ACC ACSTH Path”).

2. The second option is to **within three years [move to the PCC Level](#)**. This means that you’ve reached 500 hours (cumulative) with coachees since the start of your coach training. In addition, this option requires that you complete more hours of coach-specific training. Module I and Module II together add up to 75 hours. You’ll need 50 more:

- A total of **27 hours focused on the Core Competencies**. These hours can include up to ten additional hours of small group or individual **mentor coaching**, and up to ten hours of small group or individual **coaching supervision*** (which we include mostly in Module III).
- The (free) **3-hour ICF [ethics review course](#)**.
- Up to **20 hours** of other things, like,
 - **Resource Development** (like learning to use a new assessment, developing your brand, your biz and your personal “growth spiral”), or
 - Up to 10 hours of **coaching supervision***

[Click here](#) to review the requirements to move to the PCC Level (follow the “PCC ACSTH Path”).

We have designed [Module III](#) to help you to accomplish either goal (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 word about “coaching supervision” at SeattleCoach**

As the coaching profession matures, the idea of professional supervision is coming into focus. It is still becoming defined and is not a requirement, but it’s a strong and enriching practice. As a Marriage and Family Therapist, I was both supervised and a Supervisor, and the parallels are compelling.

While mentor coaching focuses on your understanding and skillful application of the eleven ICF Core Competencies, coaching supervision is a professional practice designed to help you in your personal and continuing learning and self-reflection. In supervision, you may work through things like:

1. Your thinking about a coachee’s process and issues that have become complex.
2. Ethical issues that need special attention and confidentiality.
3. Your limiting beliefs and assumptions.



4. Maybe your supervisor can help you to reflect on the personal tendencies that can undermine your effectiveness: Do you need to be right? Or liked? Or admired? Or unique? Or knowledgeable? Or cautious? Or fun? Or in charge? Or calm at all times? What if your coachee keeps asking for a simple way forward and you're longing to transform their whole life?
5. Or maybe your supervisor-coach will just champion you and help you to become clear that you're on the right track.

A note about the difference between “Accredited Coaching Training Programs” (ACTP) and “Approved Coach Specific Training Hours” (ACSTH) Programs

The ICF approves two kinds of robust training paths: 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 who has been ICF-Certified for at least three years. We'll usually encourage you to work with a PCC or an MCC.
2. And that, in addition to the feedback we give you throughout SeattleCoach training, you also receive feedback (and a passing grade) from ICF assessors 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 and it's a little more expensive.

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 in this life-changing craft in the company of great colleagues.

