



Application for Accomplishment Coaching Certification** Current CTP Participants

***Note that this application applies to the designation “Accomplishment Coaching Certified Coach” – ACCC. Once you have obtained Accomplishment Coaching Certification, the credentials of ACC (Associate Certified Coach) and/or PCC (Professional Certified Coach) which are issued by the ICF, can be applied for on the ICF website through the ACTP (Accredited Coach Training Program) application method.*

This application reflects requirements that are effective January 1, 2021.

Please complete this application in its entirety and submit it with your payment to be processed by Module 6 of your training program.

Instructions

Fill out all sections, attach the appropriate documents, and read and sign where requested. Please do not staple or bind your application. Email, fax or mail the application, all attachments and your payment to:

Email programs@accomplishmentcoaching.com;
certification@accomplishmentcoaching.com
Fax 619-243-3129
Mail Accomplishment Coaching - Certification Committee
3585 5th Avenue, Suite 100
San Diego, CA 92103

Application Fee is \$150 for CTP Participants applying before Module 6
(*Note: if you are unsuccessful in achieving certification during your program, this \$150 can be applied as a credit to any future certification application*)
\$300 for Accomplishment Coaching Affiliate graduates
\$375 for Non-affiliate graduates of Accomplishment Coaching
No charge for qualified Leaders in Training

Applicant Information

Name	
CTP End Date (Module 7)	CTP Location
Mailing Address	
E-mail	
Phone	Cell
Date of Application	

All applicants are to submit all attachments described on the following pages to validate that they meet the requirements to be certified through Accomplishment Coaching.

Attachment 1

Six (6) Observed Coaching Sessions - Observed by PCC or MCC Credentialed Coach

You are required to be observed and evaluated for at least 6 coaching sessions **by PCC or MCC credentialed coaches who are also graduates of Accomplishment Coaching** using a standard ICF Core Competencies Rating Sheet which evaluates the 8 ICF Core Competencies.

NOTES: There is NO requirement for the minimum average score for these observed sessions. There is NO maximum for the time period that has elapsed since the date of the observed sessions. *As of January 1, 2021, ICF Core Competencies Rating Sheet that reflect the former 11 ICF Core Competencies will also be accepted.

Please ensure that you will have a minimum of 6 observed sessions completed by Module 6 of your program. (Note that completing these sessions and receiving feedback will support you in achieving the average score of 7 needed to achieve certification.)

Sessions that qualify as Observed Sessions:

- Any recorded coaching session listened to and evaluated by a PCC or MCC
- Live practice coaching in the Coach Training Program that is 20min or longer (could be with a Demonstration “Guest” client or co-participant) that was observed (live or via video recording) and evaluated by a PCC or MCC
- Any of the four required recorded calls submitted during the Coaches Training Program that were that were listened to and evaluated by a PCC or MCC
- Recorded sessions that are listened to and evaluated by a non-credentialed coach MAY also qualify as an Observed Session if a PCC or MCC credentialed coach listens to a minimum of 20min of the session and signs off that they are in alignment with the evaluation.

Please submit the following:

Session Date	Observer’s Name and Credential
1.	
2.	
3.	
4.	
5.	
6.	

Please ensure that you have the evaluation forms on file for all listed observed sessions. We may ask you to submit them if confirmation is required.

Attachment 2

Client Coaching Hours

To qualify for Accomplishment Coaching certification, you are required to have a minimum of 100 hours coaching experience with a minimum of 8 clients with whom you have a signed contract for the purposes of coaching. A minimum of 70* of these hours must be for monetary compensation.

*Given the continued impact of COVID-19, Accomplishment Coaching has temporarily approved an increase in the proportion of eligible pro bono coaching hours for ACCC applicants who apply by December 31, 2021. This temporary measure is in compliance with the temporary changes being honored by the ICF Credentials and Standards Board.

To qualify as a coaching hour(s) the following requirements also apply:

- The coaching hours must be completed during or after your Accomplishment Coaching Coaches' Training Program with clients with whom you are coaching using Accomplishment Coaching Tools, Distinctions and the ICF Core Competencies.
- No more than 30* of these hours can be *pro bono* arrangements. Paid hours shall be any hours for which any amount of monetary compensation is received. Barter arrangements DO NOT qualify as paid or unpaid hours.
- A client coaching hour is 60 minutes of actual coaching with someone who has hired you as a coach and not in any other capacity.
- For coaching hours to qualify, there must be a written agreement in place (includes both pro-bono and paying clients).
- Single pro bono hours with individuals (e.g. complimentary sample sessions) may only be counted if there are subsequent paid coaching hours under written agreement.
- Coaching of the demonstration ("guest") clients in the CTP cannot be counted as coaching hours, nor may they be counted as one of the 8 required clients.
- Teaching coaching workshops does not count as client coaching hours.
- The Essence Conversation does not count as coaching hours.
- One hour of group coaching counts as ONE client coaching hour, regardless of the number of people in the group; it is not the number of hours multiplied by the number of clients in the group.
- Group coaching shall be documented listing the group name, number of group participants and full contact information for one person, who shall represent the group.

In keeping with the ICF Code of Ethics, you must obtain consent from your clients to release their names to Accomplishment Coaching and for the Certification Review Committee to contact them in the event it becomes necessary. We do NOT require you to submit confirmation of this consent. Should the Certification Review Committee deem it necessary to contact clients, it will be for the specific purpose of confirming they were coaching clients of the applicant; the Committee will not discuss the specific topics of coaching.

Client Coaching Hours

Use the form below to document your 100 client coaching hours as per sample below.

Client Name	Contact Info (Phone or e-mail)	Start/End Date	Paid Hours	Remaining Contracted Paid Hours by Graduation	Pro-Bono Hours	Remaining Contracted Pro Bono Hours by Graduation
Jane Doe (current)	janedoe@***.com	11/20-ongoing	8	20	0	0
ABC Coaching Group 5 participants Contact: John Doe	johndoe@***.com	8/20 – 12/20	20	0	0	0
Total Hours						

To qualify for the CTP Participant Certification fee rate, the 100 hours must be complete by your graduation date. Please demonstrate that these are currently complete, or that you are on track to complete them by your graduation date by indicating all completed hours and current clients in the attached coaching log. (e.g. “Jane Doe (current)”).

Client Name	Contact Info (Phone or e-mail)	Start/End Date	Paid Hours	Remaining Contracted Paid Hours by Graduation	Pro-Bono Hours	Remaining Contracted Pro Bono Hours by Graduation

Total Hours						
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Attachment 3

Statement of Agreement and Compliance

I, _____ acknowledge that my signature below attests that I understand or certify that the following statements are true and correct:

I have read, acknowledge and agree to abide by the ICF Code of Ethics as published on the ICF website (www.coachfederation.org).

As the applicant, it is my responsibility to communicate and validate my qualifications to clearly show that I meet or exceed the requirements for certification through Accomplishment Coaching.

I have had no adverse legal actions taken or pending against me as a coach or my coaching business.

I release any individual from any previous bond of confidentiality, whether explicit or implied, for the purpose of validating my qualifications for this certification.

I will abide by the decision of the Certification Review Committee. I understand that if I do not pass at least one of my oral exams with an average score of 7, I must reapply as a graduate and submit a new application fee. The fee will be in accordance with the rates listed on page 1 & 6 of this application.

I give permission to AC to verify my experience. I understand that AC will keep all information confidential.

I understand that the fee for this certification application is non-refundable.

Applicant signature _____

Date

Attachment 4

Payment Information

Application Fee: \$150 for CTP Participants applying before Module 6
(Note: if you are unsuccessful in achieving certification during your program, this \$150 fee can be applied as a credit to any future certification application)
\$300 for AC Affiliate Graduates
\$375 for Non-AC Affiliate Graduates

I have enclosed a check made out to Accomplishment Coaching.

Please charge my credit card for \$

Select credit card type Visa
 MasterCard
 American Express

Credit Card Number

Exp. Date

Billing Zip Code

Print Name on Credit Card

Signature _____ Date

Important

Before You Send In the Application, Complete the Following Checklist

- Sign and Date the Application
- Attachment 1: 6 Observed Coaching Sessions
- Attachment 2: Client Coaching Log
- Attachment 3: Signed Statement of Agreement and Compliance
- Attachment 4: Payment Information

Send the entire Application Package with payment to Accomplishment Coaching via email, fax or mail. Please keep a copy of everything you are sending for your own file.

You will receive e-mail confirmation from AC that your application has been received. If you do not receive such confirmation within a reasonable time after mailing your application, it is your responsibility to contact the AC office to insure that your application was received.