

ICF Credential Renewal Guide



Credentials
and Standards

rev. 2024.09.15

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Introduction

Purpose of Credential Renewal

The coaching profession is knowledge-driven, and it is essential for competent professionals to be familiar with updates to best practice and ethical standards to best meet the needs of coaching clients. Recertification reinforces the importance of advancing your knowledge and skills and enhances ongoing professional development. The professional development required to maintain your ICF credential also helps sustain the global recognition, status, and value of ICF credentials.

ICF maintains high standards for professional coaches worldwide and requires renewal for all ICF credentials every three years.

Renewal Cycle

To maintain an ICF credential in good standing, credential-holders must submit the renewal application and required documentation for CCE credits by the expiration date. ICF Credentials and Standards provides all credential-holders with a two-month grace period following the credential expiration date, allowing the holder to maintain their status while their renewal application is under review.

Renewal Application

Credential-holders can access their renewal application by logging into their **ICF Profile** and clicking on their credential renewal application under “My Credentials” at the bottom of the page.

Applicants are strongly encouraged to review the sample credential renewal application (found on the **renew credential page** of the website) prior to starting the recertification process. The estimated timeline for the review of renewal applications at any level is 6-8 weeks.

Renewal Requirements

Associate Certified Coach (ACC) Renewal Requirements

To be eligible to complete ACC recertification, the following is required:

At least 40 Continuing Coach Education (CCE) credits completed in the three years since the initial award of your credential or since your last renewal.

Of the 40 CCE credits required:

- At least 24 CCE credits must be in **Core Competencies**.
- At least three (3) credits must be in coaching ethics. (Coaches can obtain coaching ethics hours by completing **ICF's Complimentary Ethics** course online).
- 10 hours of **Mentor Coaching** with an eligible mentor coach* over a minimum of three months** in the three years since the initial award of your credential or since your last recertification.***

Credential renewal candidates are strongly encouraged to verify a mentor coach's credential status and eligibility using the ICF Verify a Coach directory.

The remaining 16 hours can be in Resource Development or Core Competencies.

*If your mentor coach holds an ACC credential, they are required to have recertified at least once. Credential renewal candidates are strongly encouraged to verify a prospective mentor coach's credential status using the **ICF Verify a Coach** directory.

** The mentoring must be at least three months or longer. Example: If the first session is March 14, then the last session must be June 14 or after.

***Mentor coaching is required for each ACC recertification cycle.

Professional Certified Coach (PCC) Renewal Requirements

To be eligible to complete PCC recertification, the following is required:

At least 40 Continuing Coach Education (CCE) credits completed in the three years since the initial award of your credential or since your last recertification.

Of the 40 CCE credits required:

- At least 24 CCE credits must be in **Core Competencies**.
- At least three (3) credits must be in coaching ethics. (Coaches can obtain coaching ethics hours by completing **ICF's Complimentary Ethics** course online).

The remaining 16 credits can be in Resource Development or Core Competencies.

TIP: Up to 10 hours of mentor coaching (giving or receiving) AND up to 10 hours of coaching supervision (giving or receiving) may be used towards the required 40 CCE credits for recertification and count as Core Competency CCEs.

Master Certified Coach (MCC) Renewal Requirements

At least 40 Continuing Coach Education (CCE) credits completed in the three years since the initial award of your credential or since your last recertification.

Of the 40 CCE credits required:

- At least 24 CCE credits must be in **Core Competencies**.
- At least three (3) credits must be in coaching ethics. (Coaches can obtain coaching ethics hours by completing **ICF's Complimentary Ethics** course online).

The remaining 16 credits can be in Resource Development or Core Competencies.

TIP: Up to 10 hours of mentor coaching (giving or receiving) AND up to 10 hours of coaching supervision (giving or receiving) may be used towards the required 40 CCE credits for recertification and count as Core Competency CCEs.

Advanced Certification in Team Coaching (ACTC) Renewal Requirements

To maintain your ACTC, you must maintain an active ICF credential (ACC, PCC, or MCC) and complete 20 Continuing Coach Education (CCE) credits in team coaching every three years.

Of the 20 team coaching CCE credits required:

- A minimum of 16 CCE credits must be directly applicable to the **ICF Team Coaching Competencies**.
- The remaining four (4) credits can be in other training or Team Coaching Competencies but must be related to team coaching practice.

TIP 1: The total required 20 CCE credits may also be submitted toward the recertification of the prerequisite ICF credential (ACC, PCC, or MCC), allowing you to count the 20 CCE credits toward both recertifications.

TIP 2: Up to 10 hours of coaching supervision may be used towards the 16 credits of Team Coaching Competencies CCE requirements for recertification of the ACTC.

Earning Continuing Coach Education (CCE) Hours

Elevate your Coaching Knowledge and Skill

Enhance your knowledge, skill, and capacity as a coach through education and skill development. Approved professional development activities in this category include a variety of educational options through trainings, courses, and reflective practice activities designed to enhance your skills and capacity as a coach practitioner.

Qualifying Activities	Documentation Required
ICF Ethics Course (Free)	ICF Learning Portal transcript or certificate
ICF Communities of Practice events	ICF Learning Portal transcript
ICF Chapter webinars/events approved for CCEs	Certificate issued by the ICF Chapter, including candidate name, the name of the event, date, the total number of CCEs and CCE credit breakdown (CC/RD)
ICF Regional or Global conference or event	Certificate, transcript or passport issued from ICF with the name of the candidate, event, date(s), total number of CCEs earned and CCE credit breakdown (CC/RD)
ICF CCE training program or course	Certificate, letter or email issued by the program provider with the name of the candidate, event/course, date, total number of CCE units earned, and CCE credit breakdown (CC/RD)
ICF Accredited Coach Education Programs	Certificate, letter or email issued by the program provider with the name of the candidate, event/course, date, and the total number of educational hours completed. Note: All ICF accredited Level 1, Level 2, Level 3, AATC, ACSTH and ACTP programs are approved as Core Competency credits and include coaching ethics content. When entering the program, three (3) credits for Coaching Ethics may be documented.

<p>Coach education course not accredited by ICF (Live / synchronous)</p>	<p>Certificate of completion, letter or email issued by the provider with the name of the candidate, course/training, date, and number of training hours completed. For any hours to count toward Core Competency credit requirements, applicants must submit supplemental documentation demonstrating course alignment with the ICF Core Competencies, Code of Ethics, and definition of coaching. Additional documentation may include course curriculum and delivery method, course syllabus, summary, student manual, or course handouts or materials that demonstrate course content.</p>
<p>E-learning or self-paced online course</p>	<p>Certificate of completion, letter or email issued by the provider with the name of the candidate, course/training, date, and number of training hours completed. For hours to count toward Core Competency credit requirements, supplemental documentation demonstrating course content, including modules/content aligned with the ICF Core Competencies, instructional hours for each module, and verification of learning or assessment must be submitted. Supplemental documentation may include course curriculum and delivery method, course syllabus, summary, student manual, or course handouts or materials that demonstrate course content.</p>
<p>Mentor Coaching (receipt)</p>	<p>Name of the mentor coach, mentor coach’s email address, start and end dates of the mentor coaching engagement, and total number of mentor coaching hours completed. Note: Up to 10 hours of Mentor Coaching with an eligible mentor coach can be used toward Credential Renewal for each renewal cycle. Mentor Coaching hours are counted as Core Competency credits.</p>
<p>Coaching Supervision (receipt)</p>	<p>Name of the coaching supervisor, coaching supervisor’s email address, start and end dates of the coaching supervision engagement, and total number of coaching supervision hours completed. Note: Up to 10 hours of Coaching Supervision can be used toward Credential Renewal for each renewal cycle. Coaching Supervision hours are counted as Core Competency credits.</p>
<p>Reading that contributes to your personal or professional development as a coach</p>	<p>Book or article title(s) and date(s) of publication; dates of reading/research; summary of reading or research and how it contributed to development as a coach, total time spent reading or research. Note: Self-study reading, or research, may only count toward Resource Development credits.</p>

Advance the Coaching Profession

Earn credits by contributing your knowledge, experience and thought leadership through activities that contribute to the development of coaching practice and the coaching profession.

Qualifying Activities	Documentation Required
<p>Mentor Coaching Delivery</p>	<p>Name of the mentor coaching client, client's email address, start and end dates of the mentor coaching engagement, and total number of mentor coaching hours completed.</p> <p>Note: Up to 10 hours of Mentor Coaching with an eligible mentor coach can be used toward Credential Renewal for each renewal cycle. Mentor Coaching hours are counted as Core Competency credits.</p>
<p>Coaching Supervision Delivery</p>	<p>Name of the coaching supervision client, client email address, start and end dates of the coaching supervision engagement, and total number of coaching supervision hours completed.</p> <p>Note: Up to 10 hours of Coaching Supervision can be used toward Credential Renewal for each renewal cycle. Coaching Supervision hours are counted as Core Competency credits.</p>
<p>Serving as instructor of an ICF-accredited program or course</p>	<p>Signed letter on the accredited education program letterhead from a representative authorized to verify the instructional delivery. The letter must include candidate name, role within the educational organization, the name of the program/course delivered, dates of the program/course, and total number and breakdown of CCE credits.</p> <p>Note: The hours of one delivery per course only may be claimed for each renewal cycle.</p>

<p>Delivery of a non-ICF accredited course, presentation or training aligned with the ICF Core Competencies</p>	<p>Signed letter on education program letterhead from a representative authorized to verify the instructional delivery. The letter must include candidate name, role within the educational organization, the name of the program/course delivered, dates of the program/course and number of training hours completed. For any hours to count toward Core Competency credit requirements, applicants must submit documentation demonstrating course content, including modules/content aligned with the ICF Core Competencies and instructional hours for each module. Supplemental documentation may include course curriculum and delivery method, course syllabus, summary, student manual, or course handouts or materials that demonstrate course content.</p> <p>Note: The hours of one delivery per course only may be claimed for each renewal cycle.</p>
<p>Authoring, co-authoring, editing and publishing articles, chapters, white papers or books on coaching related topics. (Writing for social media posts, blogs or vlogs is not accepted.)</p>	<p>Summary of the published content and how activities related to the publication contributed to development as a coach, a link to the published content, date of publication, and the total number of hours of writing. For any Core Competency credits, description of publication alignment with or related to the ICF Core Competencies should be included.</p> <p>Note: Up to 20 Core Competency credits can be earned through this activity and used toward Credential Renewal per renewal cycle.</p>
<p>Serving as an officer or member of an ICF Global board, committee, council or task force</p>	<p>Name of the ICF board, committee, council or task force, role (officer position or member), and dates of service. Note: Two (2) Resource Development CCE credits per year of service may be earned and used toward Credential Renewal each renewal cycle.</p>
<p>Serving as an ICF Chapter Board officer or member</p>	<p>Name of the ICF Chapter, role on the board (officer position or member), and dates of service.</p> <p>Note: Two (2) Resource Development credits per year of service may be earned and used toward Credential Renewal each renewal cycle.</p>
<p>Serving as an ICF Subject Matter Expert (SME) volunteer</p>	<p>Certificate, letter or email issued by ICF that includes the name of the SME volunteer, the name of the SME related activity, start and end date of engagement, and total hours of service.</p>

Expand Social Impact

Accelerate coaching's impact on humanity and social progress while earning credits toward your credential renewal through participation in an ICF Foundation project or initiative.

Qualifying Activities	Documentation Required
Participation in an ICF Foundation project	Certificate from the ICF Foundation, including candidate name, role in the project, dates of participation, and total hours contributed to the project. Note: Two (2) Resource Development credits per engagement.

Tracking Professional Development Activities

Your credential renewal application will be created as soon as your credential is awarded or following its last renewal. You may access it at any time to input CCEs as you earn them. You may submit your renewal application up to 10 months prior to your credential expiration date.

1. Log in to your [ICF Profile](#) (You may be prompted to enter your ICF username and password.)
2. Under "My Credentials," click on the "Credential Renewal Application" link listed by your current ICF credential.
3. Select the "Continuing Coach Education" tab in your Credential Renewal Application.
4. Click on "Enter Education Hours" to begin logging CCE hours toward the CCE requirement.

Keep Track of Your Continuing Coach Education (CCE) Hours

For ease, keep track of your CCE hours as they are earned by entering them into your renewal application as they are earned or use a spreadsheet to make the recertification process easier.

Renewal Fees

ACC, PCC, and MCC Renewal Fee

ICF Members: \$175 USD / Non-Members: \$275 USD

ACTC Renewal Fee

ICF Members: \$100 USD / Non-Members: \$150 USD

How to Submit Payment

Payment for recertification is the last step of the application process. Click “checkout” to complete. All major credit cards are accepted online.

If you have any issues with payment, please contact support@coachingfederation.org.

Failure to Renew or Meet Recertification Requirements

Failure to submit a renewal application and required documentation of CCE credits will result in a lapse of credential status following the two-month grace period. Once lapsed, the certification is no longer active, and the coach must discontinue the use of all ICF credential logos and marks.

Credential Upgrade Policy

ICF credential holders can apply for a higher-level credential, for which they are eligible, at any time. The Credential Upgrade Policy supports coaches who apply for a higher-level credential within one year of their current expiration date (before or after) by extending their active certification status up to 12 months.

NOTE: It is not possible to upgrade to a higher level credential through the credential renewal application. If you wish to pursue a higher level credential, you must complete an application for that credential and complete it in full. To create an application, please complete the Credential Path Survey.

Upgrade Extension Period

If a credential-holder applies for a higher-level credential within one year of the current credential expiry date, the current credential expiry date can be extended for a maximum of one year AND no recertification application or fees are required while the higher-level application is being processed.

If the credential-holder applies for a higher-level credential after the holder’s current credential expiry date BUT before the end of the ‘Lapsed’ period of one year following the original expiry date, the expiry date can be extended for a maximum of one year from the end of the original expiry date AND no recertification application or fees are required while the higher-level application is being processed.

When the credential-holder successfully completes the higher-level credential process (passes exam, evaluation, all documentation, and paid required fees), the prior credential status will be relinquished and replaced by the higher-level credential achieved. A new certification expiry date based on the completion of the higher-level credential will be calculated and applied (last day of the month of award, plus three years).

Failure to Upgrade

Should the higher-level credential not be completed for any reason (including failed exams, failed evaluation, missing documentation etc.), the holder is responsible for submitting a renewal application and accompanying fees to renew the original credential by the extended expiry date. Failure to do so will result in termination of the credential (no grace period or lapsed status will be awarded).

Submitting the credential renewal application within 90 days of the expiration date may result in a period of lapsed credential status whilst the renewal application is reviewed. The Credential Renewal application will not be extended beyond the 'review period' 120 days past the (extended) expiry date. At any time after the expiry date, but before the 120-day review period has elapsed, all credentials are considered inactive, or lapsed. After the 120-day review period, all credentials are terminated if renewal requirements are not successfully met.

After termination the only method to regain credential status is by submitting a new credential application.

Extenuating Circumstances Policy

ICF understands that extenuating circumstances can prevent a credential-holder from meeting the requirements for and submitting their credential renewal application within the three-year credential cycle. Credential holders unable to meet the requirements for their credential renewal prior to their credential expiration date may request a temporary extension of their credential, up to 12 months, under the Extenuating Circumstances policy. Extenuating circumstances considered under this policy may include serious personal illness, family emergency, long-term medical disability, force majeure, or military deployment.

To request an Extenuating Circumstances extension email support@coachingfederation.org with "Request for Extenuating Circumstances Credential Extension" in the subject line, at least 30 days prior to the credential expiration date. Provide a description of the extenuating circumstance and the requested extension (in months) along with supporting documentation detailing the extenuating circumstances.

If the individual granted an extension under the Extenuating Circumstances Policy fails to renew their credential during the extended period, their credential will be terminated, and they will be required to reapply for the credential and pass the exam to reinstate their credentialed status.

ICF retains sole and reasonable discretion in the granting of a credential extension under the Extenuating Circumstances Policy and may require the applicant to provide additional documentation to support their request.

Reinstatement of an ICF Credential

A coach can recertify a lapsed ICF credential for up to one year following the expiration date by submitting a recertification application and an additional 1.2 CCE hours for each month the credential is lapsed.

Months Following Expiration Date	CCE Hours Required	Minimum Core Competency CCE Hours
3	41.2	24.72
4	42.4	25.44
5	43.6	26.16
6	44.8	26.88
7	46	27.6
8	47.2	28.32
9	48.4	29.04
10	49.6	29.76
11	50.8	30
12	52	31.2

Detailed guidance for reinstating a lapsed ICF credential is available on the [renew credential page](#) of the ICF website.

Once a full year has passed from the ICF credential expiration date, the credential is considered fully expired and cannot be reinstated. To reinstate a fully expired ICF credential, a coach must submit a new credential application.

Release of Information

A directory of all active ICF credential-holders is available online at [Verify a Coach](#). Credential-holders are listed upon award of their certification. Information in Verify a

Coach includes name; ICF membership status; type of certification held; dates certification held; and city, province, state, territory, and/or country location.

Appeals

Purpose of the Appeals Process

The ICF Credentials and Standards appeals process provides a way for credential applicants, candidates, and credential-holders to formally request reconsideration of an adverse decision made by the organization regarding the individual's eligibility to earn or hold an ICF credential. Typically, appeals would result from an individual being deemed ineligible for a credential or credential renewal, disputes regarding policies and procedures, or where ICF may not have followed documented policies.

Appeal Submissions

Appeal requests are submitted by credential applicants, candidates, or credential-holders using the **Credential Appeal Submission Form** within 30 calendar days of receiving an adverse determination. Appeals may only be submitted by the individual who received the adverse determination. Appeals will not be accepted via email or postal mail. Appellants should review all sections of the form, determine the reason(s) for their appeal request, and complete the most relevant section(s) of the form. Appellants must provide evidence supporting the reason for the appeal and the nature of request, including all reasons why the action or decision should be changed.

By submitting the appeal form, the appellant is authorizing ICF Credentials and Standards to conduct an investigation, gather information, and make a determination regarding the appeal request.

Reasons for Appeals

There are six categories of appeals included on the appeal form.

An appeal based on:

1. Eligibility requirements.
2. Performance Evaluation procedures*.
3. ICF Credentialing Exam results**.
4. ICF Credentialing Exam procedures**.
5. Credential renewal requirements.
6. Reasons not included in other form sections.

*Disputes regarding Performance Evaluation results or feedback will not be considered in the appeals process. In these cases, credential candidates should not file an appeal but may request the following options:

Request A Rescore of The Recording(s)

Within six months of receiving a results letter, candidates may contact ICF Credentials and Standards staff to request that the recording(s) submitted with their application be rescored. Candidates must pay a fee of \$150 USD per recording before a rescore is conducted. In cases where the rescore reverses a failed performance evaluation resulting in a pass, the candidate will receive a refund of the rescore fee.

Review of Appeal Requests

Upon submission of an appeal request, the appellant will receive an automated confirmation that their appeal submission has been received by ICF.

Within 15 business days, designated ICF staff will review the appeal submission and notify the appellant if additional information is needed.

Designated ICF Credentials and Standards staff will review the appeal request and determine the appeal type. There are two types of appeals that may be submitted:

1. **Procedural appeals** - are cases where a clear policy, rule, or standard exists. Procedural appeals allow applicants to contest an adverse decision made in conflict or misalignment with an existing policy, rule, or standard. Appeals contesting the content of existing policies, rules or standards, and resulting adverse decision for the applicant, will not be considered.

Examples of Procedural type appeals may include disputes regarding:

- Pre-requisite credentials.
- Required number of hours of education, experience, or mentor coaching.
- Exam administration procedures.

Designated ICF staff will respond to procedural appeals by conveying the relevant policy/rule to the appellant and will communicate the status of the appeal (denied or accepted) and any next steps available to the appellant.

2. **Judgement appeals** - are cases where a decision may be subject to interpretation and will require consideration by the Appeals Committee.

Examples of Judgment type appeals may include disputes regarding:

- Instances where an appellant believes that certification policies and procedures were not followed.
- Appellant concerns that a conflict of interest or bias influenced a certification decision.
- Unique instances where a certification policy or procedure is unclear or does not exist.

The Appeals Committee will be presented with all Judgement type appeals and will:

- Meet to consider information presented.
- Gather and request additional information as needed.
- Make a determination.
- Prepare a written report that is forwarded to the vice president of ICF Credentials and Standards.

The vice president of ICF Credentials and Standards (or staff designee) will notify the appellant the decision of the committee and any next steps available to the appellant.

While Procedural appeals will be decided by designated CS staff, the Appeals committee will receive a report of all appeals submissions and the resulting determination. Information from this report may be used by the Appeals committee to inform changes to the appeals process and workflow.

Appeals Process Timelines

Within 24 hours of submitting the appeal form, appellants will receive an automated message acknowledging that the form has been received.

Within 15 business days following submission, the appeal request will undergo a preliminary review by staff, and appellants will receive an update and information regarding the next steps in the process. Appellants may be asked to provide additional information regarding the appeal request.

Following the preliminary review period, review may take up to 45 business days for staff or the Appeals Committee to thoroughly review, consider, and make a determination regarding the appeal. Within 15 business days of a determination, the appellant will receive information regarding the outcome of the appeal and information regarding any next steps that the appellant may wish to take.

Documentation and Reporting

Written records will be created and securely maintained for all Appeals Committee activities. These records include:

- Appeal submissions.
- Notices to appellants.
- Decisions of the designated ICF Credentials and Standards staff.
- Decisions of the Appeals Committee.

There shall be no discriminatory action against the appellant.

Glossary

Credential Renewal/Recertification: The process of renewing and maintaining professional coaching credentials issued by the International Coaching Federation (ICF) every three years to ensure coaches stay up to date with the latest coaching techniques, approaches, and ethical standards.

Continuing Coach Education (CCE) Hours: Educational hours earned by coaches through various approved programs, workshops, conferences, or courses to fulfill recertification requirements.

Core Competencies: Essential skills and knowledge areas defined by the ICF that form the foundation of effective coaching practice.

Mentor Coaching: A process where a coach receives guidance and feedback from a more experienced coach to enhance their coaching skills and performance.

Coaching Supervision: A collaborative learning and reflective practice process where coaches engage in discussions with a supervisor to improve their coaching skills and effectiveness.

Resource Development: Activities aimed at enhancing personal or professional development as a coach, including self-paced study, research, and non-coach-specific training.

Renewal Application: The online form submitted by coaches through their ICF profile to initiate the credential renewal process.

Renewal Fee: The cost associated with submitting a recertification application, payable online through the ICF website.

Grace Period: A two-month period following the credential expiration date during which coaches can still submit their recertification application without penalty.

Reinstatement: The process of renewing a lapsed ICF credential within one year of its expiration date by fulfilling additional requirements.

Appeals Process: A formal procedure for coaches to request reconsideration of adverse decisions related to their eligibility for ICF credentials, recertification, or disputes regarding policies and procedures.

Procedural Appeals: Appeals based on clear policies, rules, or standards, where designated staff review and respond to the appeal.

Judgment Appeals: Appeals involving cases subject to interpretation or requiring consideration by the Appeals Committee, which convenes to make a determination.

Verify a Coach: An online directory provided by ICF where active credential-holders are listed along with their certification details.