



# New ICF Credentialing Requirements

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# New ICF Credentialing Requirements

[www.coachfederation.org](http://www.coachfederation.org)

## *WHY THE CHANGE?*

The ICF is taking a proactive stance in implementing Credentialing program improvements.

“We are confident that these updates will continue to elevate the integrity and consistency of the Credential program,” says ICF Chair Dr. Damian Goldvarg.

“We believe that coaching is key to helping humanity flourish and we want ICF membership and credentialing standards to advocate for quality coaching.”



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The following changes are being implemented, effective April 1, 2014

- **Written Exam** All applicants (ACC, PCC, MCC) must take the ICF Coach Knowledge Assessment –a multiple-choice, Web-based exam. Note: The written exam is *not* required for credential renewals.
- **Dropping the recording requirement** for ACC applicants who have completed an ACTP (such as CTI). A recording is not needed - the written exam fulfills the requirement.



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## Application Requirements – ACC

- Completion of an ICF Accredited Coach Training Program (ACTP)
- 100 hours of client coaching experience
- Coach Knowledge Assessment (effective April 1)
- \$100 USD application fee for members, \$300 USD for non-members



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Let's talk about the  
Coach Knowledge Assessment!



# The Coach Knowledge Assessment

[www.coachfederation.org](http://www.coachfederation.org)

Purpose is to demonstrate foundational knowledge of the ICF's

- Core Competencies
- Code of Ethics
- Definition of Coaching



# The Coach Knowledge Assessment

[www.coachfederation.org](http://www.coachfederation.org)

Approx. 155 multiple choice questions.

Online exam takes 2-3 hours to complete.

Test content covers 5 domains:

- setting the foundation
- co-creating the relationship
- communicating effectively
- facilitating learning and results
- coaching foundations and knowledge base.



# ICF Core Competencies

[www.coachfederation.org](http://www.coachfederation.org)

## **A. Setting the Foundation**

1. Meeting Ethical Guidelines and Professional Standards
2. Establishing the Coaching Agreement

## **B. Co-creating the Relationship**

3. Establishing Trust and Intimacy with the Client
4. Coaching Presence

## **C. Communicating Effectively**

5. Active Listening
6. Powerful Questioning
7. Direct Communication

## **D. Facilitating Learning and Results**

8. Creating Awareness
9. Designing Actions
10. Planning and Goal Setting
11. Managing Progress and Accountability





# ICF Code of Ethics

[www.coachfederation.org](http://www.coachfederation.org)

**Section 1: Professional Conduct At Large**

**Section 2: Conflicts of Interest**

**Section 3: Professional Conduct with Clients**

**Section 4: Confidentiality/Privacy**

**For complete information, visit:**

<http://www.coachfederation.org/ethics/>



# ICF Definition of Coaching

[www.coachfederation.org](http://www.coachfederation.org)

- **Coaching:** Coaching is partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.
- **A professional coaching relationship:** A professional coaching relationship exists when coaching includes a business agreement or contract that defines the responsibilities of each party.
- **Clarifying roles:** **Client:** is the person(s) being coached.  
**Sponsor:** is the entity (including its representatives) paying for and/or arranging for coaching services to be provided.
- **Coaching engagement contracts or agreements** should clearly establish rights, roles, and responsibilities for both the client and sponsor if they are not the same persons.



# Sample Domain Question

## [www.coachfederation.org](http://www.coachfederation.org)

### **Domain: Setting the foundation**

The client is a high-energy manager with a generally positive outlook. Just before coming to the coaching session, the client was told that their responsibilities are about to drastically change and will no longer be doing the work they are passionate about. The client has come to the session in a particularly negative mood, and has expressed the desire to address this situation during session. What is the BEST way for the coach to proceed?

- a- Ask the client about all of the potential positive outcomes from this situation.
- b- Remind the client that the agenda for this session was set at the end of the last session.
- c- Explore the outcomes for the session and ensure that the client and coach are both clear on them.
- d- Point out to the client how extremely important it is to be passionate about the work we do



# Sample Domain Question

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### **Domain: Co-Creating the Relationship**

A client is explaining a situation to a coach, who senses that there is more that the client is not sharing. How should the coach approach the situation?

- a- Interrupt the client and ask for greater disclosure.
- b- Give the client the "bottom-line" read on the situation.
- c- Ask the client's permission to probe a little deeper.
- d- Give the client feedback on the importance of honesty in coaching.



# Sample Domain Question

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### **Domain: Communicating Effectively**

When dealing with a client who brings many issues to the table, it is best for the coach to pick the option

- a- where the coach has the most expertise.
- b- of asking what the client would like to start with.
- c- that looks most likely to be handled in the time available.
- d- that the coach thinks can do the most good for the client.



# Sample Domain Question

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### **Domain: Facilitating Learning and Results**

An appropriate role for a coach in goal setting, planning, and prioritizing with a client is

- a- critiquing and embellishing a client's goals.
- b- letting the client self-determine the need for goals.
- c- taking charge of the process to ensure it is completed accurately.
- d- facilitating a process around the client's goal setting, planning, and prioritizing.



## Sample Domain Question

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### **Domain: Coaching Foundations & Knowledge Base**

Every coaching conversation should include

- a- an action plan.
- b- an agenda identified by the client.
- c- review of fieldwork.
- d- a summary by the coach of the client's progress.