



4 simple steps for Australasian coaches to gain their Credential

Step 1

Step by step instructions on how to navigate ICF website to find the credentialing information relevant to our region:

1. Go to <http://www.coachfederation.org/research-education/icf-credentials/> to understand the purpose of ICF credentials
2. Click on *Become Credentialed* at the top to move to the next page
3. There are a number of documents here that we suggest you download and read carefully
 - The Road to Credentialing Presentation
 - Requirements for ICF Credentials Chart
 - Core Coaching Competencies (these are used as the **foundation of the ICF credentialing** process)
 - ICF Code of Ethics – click on the Ethics/standard link and download the document from the next page

Step 2

Step by step instructions on how to navigate ICF website to find the application forms:

1. Once you have read the Requirement for ICF Credentials document you will be able to assess which level of credential best meets your situation
2. Go to <http://www.coachfederation.org/research-education/icf-credentials/become-credentialed/>
3. Each of the three credentials are listed on this page
4. Click on the more information link for the credential you are applying for . This leads you to a wealth of information.
5. Listen to the Step by Step instructions for completing you application form (for ACC)
6. Download the application form
7. Listen to the credential teleforum
8. Download the Minimum Skill Requirement document for the credential you are applying for. These describe in detail the proficiencies required to earn your credential
9. Both the ACC and PCC credentials each require 10 hours of Mentor Coaching over a minimum 3-month period with a qualified mentor coach. This requirement is intended to help applicants prepare for participation in the ICF Portfolio exam and to develop their coaching skills.
10. The Mentor Coaching requirement must be fulfilled prior to submitting your application for portfolio track applications.

Step 3

Step by step instructions on how to complete the application forms

1. Print out the application form
2. Read and using a highlighter pen, make notes on what criteria you have met, and what you have yet to meet
3. Identify the actions you need to complete to finalise your application form
4. You can request some support around the credentialing process if you feel you need help
5. Email: Tracy Tresidder PCC, professionalstandards@icfaustralasia.com, who will assist you

step 4

Get connected with other coaches who have been down the credentialing path before you. Learn from their experience, both personally and professionally.

What are your reasons for becoming credentialed? Are these compelling enough to pull you towards your goal?

Attend ICF Chapter meeting if possible to discuss credentialing with others

Contact the ICF Coach Credential Leaders for support. Their role is to point you in the right direction to relevant information and answer queries about the credentialing process.

Australian Coach Credential Leader:

Barbara Anderson, MCC, coachcredentialing.aus@icfaustralasia.com

Director Professional Standards:

Tracy Tresidder, PCC professionalstandards@icfaustralasia.com
