



Final Performance Evaluation Guidelines and Policies

As an ICF-accredited coach training program, we are pleased to offer students in our CALC and A-CALC programs the opportunity to complete the Final Performance Evaluation step needed to apply for their ICF credential. The Final Performance Evaluation includes the review of a 20–30-minute full session recording of your coaching evaluated by our ICF-trained Assessor for demonstration of professional skills and competencies at an ICF credential level. This recording, accompanying transcript, and signed permission to record release are submitted along with other graduation criteria when completing the online graduation application.

The following are guidelines for completing the Final Performance Evaluation:

Recording Guidelines for the Final Performance Evaluation

- The recording for the performance evaluation must be from an actual coaching session between you and an ongoing paid or pro bono client (not part of your coaching education).
- The recording cannot have previously been reviewed in a mentoring session.
- The client may only be a coach if they are a regular ongoing client.
- A regular client is an individual who has come to you for coaching and no other reason.
- The length of the complete recorded coaching session to submit for the final evaluation is 30 minutes.
- The recording evaluation will be evaluated up to the 30-minute time mark. Any remaining time in a session will not be considered for evaluation.
- The recording must be an audio-only file (no video) - MP3, WMA, MP4, or M4A (audio) format. Other formats will not be accepted.
- The audio file must be in one part. Multiple files for one coaching session will not be reviewed.
- The audio file must be 95 megabytes or less. Use a lower bit rate to decrease file size, if needed.
- You must upload the actual audio file. Providing a URL to download or stream audio recordings will not be accepted.





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Transcript Guidelines for Final Performance Evaluation

- The transcript must be a verbatim, written word-for-word record of the coaching session(s) submitted.
- The transcript must indicate who is speaking—the coach or the client—at any time in the conversation.
- List the coach's and client's statements on separate lines of the transcript.
- Transcripts must include timestamps at every change in speaker (coach and client).
- The transcript must be submitted as a Word document (e.g., .doc, .docx)
- Having an issue uploading? Please be sure there are no special characters in your document name (i.e. ? / | \ ! @ # = \$ % +)

Reassessment of a Final Performance Evaluation

Suppose the initial assessment of your submitted coaching recording is not evaluated as demonstrating the skills and competencies at the ACC level. In that case, you have two options. First, we invite you to submit a second and different coaching recording for re-evaluation. The fee for this re-evaluation is \$981, which can be paid [here](#). Once you have submitted the re-evaluation fee, you can resubmit a second recording. In this case, please allow another ten weeks for your results. Alternatively, you can apply through the ICF's portfolio process to have your recording evaluated [here](#).

NOTE: The Final Coaching Skills Evaluation Guidelines and Policies listed above also apply for re-evaluation.

Appealing the Final Performance Evaluation

If you disagree with either your initial or re-evaluation of your Final Coaching Evaluation results, please request a partial completion certificate at Heidi@iACTcenter.com. The ICF then invites you to pursue your ICF credentialing through their partial completion pathway, where you will submit your recorded coaching session to be reviewed by assessors within the ICF.

Click [here](#) to learn more about the ICF's alternative accreditation completion pathways.

