

ICF Credential Renewal Guide



Credentials
and Standards

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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. To maintain credential-holder status, recertification applications meeting the requirements must be submitted by the expiration date.

The Basics

1. Understand the Renewal Requirements

The International Coaching Federation (ICF) requires its credentialed coaches to complete renewal every three years. The recertification process is designed to ensure that coaches stay up to date with the latest coaching techniques, approaches, and ethical standards. You can find the specific requirements for your credential on the [Renew Credential](#) of the ICF website.

2. Keep Track of Your Continuing Coach Education (CCE) Hours

To renew, you need to earn a certain number of Continuing Coach Education (CCE) hours. The number of hours required depends on your credential. You can earn CCE hours by attending a variety of ICF-approved education programs, webinars, workshops, or conferences, as well as non-ICF accredited coaching education courses that align with the ICF Core Competencies. For ease, keep track of your CCE hours by entering them into your renewal application as they are earned or use a spreadsheet to make the recertification process easier.

3. Plan Ahead

The renewal process can be time-consuming, so it's essential to plan ahead. Start looking for CCE opportunities early and consider taking courses or attending events that provide the most hours for your time and money. Check the ICF's list of accredited coaching education providers to ensure that the training you attend will count towards your recertification.

4. Take Advantage of ICF Resources

ICF offers many resources to help you with the renewal process. For example, you can complete the [ICF's Complimentary Ethics CCE course](#), attend webinars or workshops specifically designed to help coaches recertify through the [ICF Learning Portal](#) or take advantage of the ICF's [Mentor Coach Registry](#) to search for, select, and engage a mentor coach to work with for your development. You can also connect with [ICF Chapters](#) and ICF [Communities of Practice](#) for regular professional development sessions to earn CCE credits, while also networking and sharing best practices with peers from around the world.

5. Stay Organized

Throughout the renewal process, it's important to stay organized. Keep track of your CCE hours and related documentation. Set reminders for yourself so that you don't miss any deadlines, and make sure to submit your application well before the deadline to avoid any last-minute issues.

6. Submit Your Renewal Application

When it's time to recertify, submit the online application found on your [ICF profile](#). You will need to provide evidence of your CCE hours by attaching a certificate of completion or verification letter for each course. You must also agree to the ICF's Code of Ethics and pay the renewal fee.

By following these steps, you can make the ICF renewal process as smooth and straightforward as possible. Good luck with your recertification!

The Credential Renewal Process

Associate Certified Coach (ACC) Renewal Application

To recertify your ACC, you will submit the online credential renewal application with appropriate documentation. The ACC expires at the end of the month, three years from the date of issue.

You can access your credential renewal application by logging into your ICF [profile](#). You will see a link to your credential recertification application at the bottom of the page under “My Credentials.”

Associate Certified Coach (ACC) Renewal Requirements

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

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

Of the 40 hours of CCE required:

At least 24 CCE hours must be in [Core Competencies](#).

At least three (3) of these hours 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 Application

To recertify your PCC, you will submit the online credential renewal application with appropriate documentation. The PCC expires at the end of the month, three years from the date of issue.

You can access your renewal application by logging into your [ICF profile](#). You will see a link to your credential recertification application at the bottom of the page under “My Credentials.”

Professional Certified Coach (PCC) Renewal Requirements

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

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

Of the 40 hours of CCE required:

At least 24 CCE hours must be in [Core Competencies](#).

At least three (3) of these hours must be in coaching ethics. (Coaches can obtain coaching ethics hours by completing [ICF's Complimentary Ethics](#) course online).

The remaining 16 hours 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 hours for recertification and count as Core Competency hours.

Master Certified Coach (MCC) Renewal Application

To recertify your MCC, you will submit the online credential recertification application with appropriate documentation. The MCC expires at the end of the month, three years from the date of issue.

You can access your recertification application by logging into your [ICF profile](#). You will see a link to your credential recertification application at the bottom of the page under “My Credentials.”

Master Certified Coach (MCC) Renewal Requirements

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

Of the 40 hours of CCE required:

At least 24 CCE hours must be in [Core Competencies](#).

At least three (3) of these hours must be in coaching ethics. (Coaches can obtain coaching ethics hours by completing [ICF's Complimentary Ethics](#) course online).

The remaining 16 hours 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 hours for recertification and count as Core Competency hours.

Advanced Certification in Team Coaching (ACTC) Renewal Application

To recertify for the Advanced Certification in Team Coaching (ACTC), you will submit the online ACTC recertification application with appropriate documentation. The ACTC expires at the end of the month, three years from the date of issue.

You can access your recertification application by logging into your ICF profile and clicking “Edit Profile.” You will see a link to your credential recertification application at the bottom of the page under “My Credentials.”

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) hours in team coaching every three years.

Of the 20 hours of team coaching practice CCE hours required:

A minimum of 16 CCE hours must be directly applicable to the **ICF Team Coaching Competencies**.

The remaining four (4) hours can be in other training or Team Coaching Competencies but must be related to team coaching practice.

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

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

Earning Continuing Coach Education (CCE) Hours

Accepted CCE Sources ICF Accredited Education

NOTE: The certificate, letter of completion, or ICF Learning Portal transcript will include the number of hours that may be claimed.

1. Complimentary ICF Ethics Course | [View Course](#)

Required documentation: Transcript downloaded from the [ICF Learning Portal](#)

2. CCE Hours Delivered by an ICF Chapter | [View Chapter Events](#)

Required documentation: Certificate issued by the chapter, including the name of the event or class, date, amount, and type of CCE.

NOTE: Be sure to obtain your certificate or letter of completion from the chapter after the event. ICF Global does not have a list of participants from chapter events.

3. CCE Hours Delivered during an ICF Regional or Global Event | [View ICF Events](#)

Required documentation: Certificate or transcript issued from ICF with the name of the event or conference, date, amount, and type of CCE.

4. CCE Hours Delivered by an ICF-Accredited Coaching Education Provider | [Find Education](#)

Required documentation: Certificate, letter (on letterhead), or email issued by the provider with the name of the event/class, date, amount, and type of CCE.

5. Education Hours from an ICF-Accredited Level 1, Level 2, Level 3, ACSTH or ACTP Program | [Find Education](#)

Required documentation: Certificate, letter, or email on letterhead issued by the provider with the name of the event or class, date, and amount of coach-specific education hours.

NOTE: All hours of an ICF-accredited Level 1, Level 2, Level 3, ACSTH, or ACTP program will be documented to the Core Competencies requirement. When entering the program in your application, you may log three (3) of the total documented program hours to the ethics requirement.

Mentor Coaching and Coaching Supervision

Mentor coaching and coaching supervision both count as Core Competency activities. Up to 10 hours in mentor coaching may be used toward the required CCE hours for recertification. Additionally, up to 10 hours of coaching supervision may be used toward the required Core Competency CCE hours.

The mentor coach must hold a credential at or above the level of the mentor coaching client. Coaches with an ACC credential must have been through at least one recertification cycle before they are eligible to provide mentoring. Credential renewal candidates are strongly encouraged to verify a mentor coach's credential status using the [ICF Verify a Coach](#) directory.

1. Receiving mentor coaching by an ICF-credentialed coach on the ICF Core Competencies

Required documentation: Mentor coach's name, email address, credential level, start and end date of mentoring, and total number of hours mentored.

NOTE: For each ACC recertification cycle, 10 hours of mentor coaching must be received over a three-month period (or longer). Of those 10 hours, three must be one-on-one. The remaining seven hours may be one-on-one or in a group.

2. Receiving coaching supervision to engage in reflective dialogue and collaborative learning for the development and benefit of your coaching skills

Required documentation: Coaching supervisor's name, email address, start and end date of supervision, and total number of hours of supervision.

3. Serving as a mentor coach

Required documentation: Mentee(s) name, email address, credential level, start and end date of mentoring, and total number of hours mentored.

4. Serving as a coach supervisor

Required documentation: Supervisee(s) name, email address, start and end date of supervision, and total number of hours of supervision.

Self-Paced Study

Self-paced courses and other self-study activities fall in the category of Resource Development. Recertification candidates are limited to 16 CCE hours of self-paced courses and other self-study.

1. Non coach-specific training (training outside of ICF Core Competencies that contributes to your personal or professional development as a coach)

Required documentation: Certificate, letter, or email on letterhead from the provider with the name of the event or class, date, and number of hours completed.

2. Publishing peer-reviewed research

Required documentation: Summary of your research and how it contributed to your development as a coach, documentation verifying the publication date, a link to the published research, the timeframe in which the research was conducted, and how many hours were spent in research.

3. Activities unrelated to the ICF Core Competencies that contribute to your personal or professional development as a coach

Reading

Required documentation: Name of book/article, dates of reading, how many hours spent reading, summary of your activities, and how they contributed to your development as a coach.

Research

Required documentation: Summary of your research and how it contributed to your development as a coach, a link to the published resources used in the research, the date it was published, dates research was conducted, and how many hours were spent in research.

Other activities

Required documentation: Summary of your activities and how they contributed to your development as a coach as well as the number of hours spent on the activities.

4. Archived learning

Required documentation: Name of the session and date completed in the self-study section of the recertification application and hours spent.

5. Education within an ICF-accredited coach education program completed as self-study

Required documentation: Certificate, letter, or email on letterhead issued by the provider with the name of the event or class, date, and number of hours completed.

Other

1. Non ICF-accredited programs involving live, voice-to-voice interaction between instructors and students

Required documentation: Certificate, letter (on letterhead), or email issued by the provider with the name of the event or class, date, and amount of training hours completed.

For any hours to be counted towards Core Competency CCE credit, supplemental documentation demonstrating that Core Competencies were taught and for how long must also be submitted (documentation to demonstrate the course curriculum and method of delivery, including course syllabus, summary, student or instructor's manual, and any handouts or course materials that provide a detailed description of the curriculum).

2. Serving as an instructor of ICF-accredited education program

Required documentation: Signed letter on the accredited education program's letterhead from someone (other than yourself) within the education program who is familiar with your role that states your name, your role within the education program, what education program you taught, when you taught, and how many CCE hours you earned for the portion taught.

NOTE: You can only claim the teaching of the course one time toward a recertification application.

3. Developing an education curriculum that has been submitted to ICF and approved as a CCE, Level 1, Level 2, or Level 3 program

Required documentation: Date the education program was submitted to ICF for review and a copy of an ICF letter with the approval details of the program.

4. Writing and Publication

Required documentation: Summary of your activities and how they contributed to your development as a coach, a link to where the published writing can be found, the date it was published, and how many hours it took to author the article or book — research and editing hours not included. To claim as Core Competency hours, include how the published writing related to the Core Competencies.

NOTE: Writing for social media posts (e.g., Facebook, Twitter, LinkedIn, etc.), as well as blogs/vlogs, is not accepted as CCE hours.

Tracking Professional Development Activities

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.

Renewal Cycle

To maintain an ICF credential in good standing, credential-holders must submit the renewal application and required documentation for Continuing Coach Education hours 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 renewal applications must be submitted using the online application available in your ICF Profile under “My Credentials.” The online application is designed to guide individuals through each step in the recertification process, keep information secure, and provide applicants with a way to monitor the status of their 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](#) prior to starting the recertification process.

The estimated timeline for the review of renewal applications at any level is 6-8 weeks.

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 final 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 hours 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.

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.

Appeals Process

Purpose of the Appeals Process

The ICF Credentials and Standards appeals process (CS Appeals) 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 recertification, 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. 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 may be based on:

1. Eligibility requirements.
2. Performance Evaluation procedures.
3. ICF exam results.
4. ICF exam procedures.
5. Renewal requirements.
6. Reasons not included in other form sections.

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

Procedural appeals are cases where a clear policy, rule, or standard exists.

Examples of Procedural type appeals may include disputes regarding:

- Prerequisite credentials.
- Required number of hours of education, experience, or mentoring.
- Established passing scores for exams.
- 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.

Judgment 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 Judgment 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 VP 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.

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 60 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.

There shall be no discriminatory action against the appellant.

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.

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.