

Sample Application: Level 1



Coaching
Education

rev. 2026.2.24

Level 1 Sample Application

1. Enter Program Details

International Coaching Federation

https://coachingfederation.org
2365 Harrodsburg Road
Suite A325
Lexington, KY 40504
Primary Contact: International Coaching Federation

Company Dashboard
Company Roster
Invoices

Level 1 Accreditation

Complete the form below to begin the application for Level 1 Accreditation.

Apply for Accreditation

Program Type: Level 1 Accreditation
Organization Type: Non-profit Organization

Program Name:
Required

Scope:
Required

Program Contact:
Required

Program Description:

Coaching Specialties:

<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Leadership
<input type="checkbox"/> Business/Organizations	<input type="checkbox"/> Life Vision & Enhancement
<input type="checkbox"/> Career/Transition	<input type="checkbox"/> Mental Well-Being
<input type="checkbox"/> Coaching Other Coaches	<input type="checkbox"/> Personal/Organizational
<input type="checkbox"/> Creativity	<input type="checkbox"/> Relationship
<input type="checkbox"/> Executive	<input type="checkbox"/> Small Business
<input type="checkbox"/> Health & Fitness	<input type="checkbox"/> Spirituality
<input type="checkbox"/> Internal	<input type="checkbox"/> Other

Required

Synchronous Delivery Methods:

In Person
 Virtual
Required

Website

This is an Internal Or Non-Public Facing Program (No ESS Listing Needed).

Publicly Accessible URL:

Continue **Cancel**

Your program information will be displayed on the ICF Education Search Service (ESS). You will be asked for:

- Organization type
- Program name
- Scope of hours
- Program description
- Delivery methods
- Program specialties
- Publicly accessible website
 - If your organization is internal only, please check the box that says, "This is an internal or non-public facing program (no ESS listing needed)."

Level 1 Sample Application

2. View application summary

The application summary is an overview of the requirements you will need to complete before submitting your application. Click "Start Now" on any of the requirements to begin. Requirements can be completed in any order.

International Coaching Federation

Level 1 Accreditation Application

Application For: Sample Application
Status: **The application is in process.**
Started: 03/01/2027
Due: 02/28/2027

[Continue Application →](#)

Level 1 Accreditation [→ View Program](#)

ID: 1071 | Status: In Progress
Name: Sample Application | Primary Contact: Coaching Federation International
Organization: International Coaching Federation

Step 1: Submit Your Application [Find Out More](#) → **Step 2: Application Review Timeline** [Find Out More](#) → **Step 3: Accreditation Approval Interview** [Find Out More](#) → **Step 4: Final Approval** [Find Out More](#)

Requirements

[Hide Completed](#)

- Standard One**
Mission/Vision of Education Learning Program
As part of accreditation, organizations must clearly document their mission, learning philosophy, and commitment to the ICF Coaching Education Accreditation Code of Conduct.
Please complete all requirements
[Start Now](#)
- Standard Two**
Administration, Organization & Business Operations
ICF Coaching Education recognizes the impact that an organization's operations, policies, and administration have on any participant's experience. This section of the application addresses your organization's standards and practices.
Please complete all requirements
[Start Now](#)
- Standard Three**
Ethics, Integrity & Transparency
Accredited providers must continuously demonstrate integration of ICF Values, the Code of Ethics, and the Code of Conduct through initial assessments and ongoing evaluations by ICF Coaching Education.
Please complete all requirements
[Start Now](#)
- Standard Four**
Education & Training
The structure, delivery, and assessment of education and training are central to a participant's development as a coach. This standard focuses on how your program is designed, delivered, and evaluated to ensure quality learning experiences, ethical practice, and a clear pathway toward ICF credentials. It addresses program delivery methods, learning hours, observed coaching mentor coaching, and performance evaluation practices that support consistent, high-quality coach education.
Please complete all requirements
[Start Now](#)
- Standard Five**
Teaching and Instruction
Your organization is making a real and measurable difference in people's lives, which is why we're passionate about making sure our coaches and the organizations that train them are well-equipped to do their jobs. Organizations must submit information about how all current and prospective faculty are trained and supported.
Enter faculty information
[Start Now](#)
- Standard Six**
Learning Experience & Support
To effectively prepare and develop high-quality coaches, accredited providers must go beyond teaching skills and techniques alone. This standard focuses on how organizations support participant development and provide the resources, structures, and experiences that meaningfully shape and enhance the overall learning journey.
Please complete all requirements
[Start Now](#)
- Standard Seven**
To ensure ongoing quality, ICF-accredited providers must undertake and submit a set of self-study surveys annually. These surveys serve as a compliance assessment to verify the organization's adherence to all ICF accreditation standards and requirements.
Please review and agree to the terms below
[Start Now](#)
- Submit Application**
Submitting your Application will include:
 - Statements of Agreement, Compliance and Limitations Long Description
 - Level 1 Application Fee[Submit Application](#)

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[f](#) [x](#) [in](#) [@](#) [v](#) [▶](#)

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Level 1 Sample Application

3. Navigate to Standard 1: Mission and Vision

In this standard, you will be asked to provide information about your organization's mission and vision. You will also be asked to review and agree to the ICF Global Accreditation Code of Conduct.

Click "Start Now" on Mission & Vision to continue.

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Level 1 Accreditation Application

Application For: Sample Application
Status: The application is in process.
Started: 03/01/2027
Due: 02/28/2027

Standard One
Pending
ICF Coaching Education Accreditation confers legitimacy and credibility to providers and curriculum and is required for programs that want to be included in the ICF online registry. A rigorous accreditation process signals a commitment to continuous improvement and provides a common language and consistent standards.
ICF Coaching Education Accreditation is open to all education and training organizations that are educating and equipping coaches professionally, personally, and organizationally to maximize personal and professional potential, and want to be held to the highest industry standards.
Please complete all requirements

Checklist Requirements

Mission/Vision
Enter your organization's mission and vision.
Pending
[Start Now](#)

Code of Conduct
Review and attest to compliance with the ICF Coaching Education Code of Conduct.
Pending Agreement
[Start Now](#)

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Level 1 Sample Application

4. Enter program Mission/Vision statement and learning philosophy.

The screenshot shows the 'Level 1 Accreditation Application' page for the International Coaching Federation. The left sidebar contains navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standard One through Standard Seven, Test, Sample IJ Application, My Accredited Program, Staff Roster, and Invoices. The main content area displays application details: Application For: Sample Application; Status: The application is in process.; Started: 03/01/2027; Due: 02/28/2027. Below this, a 'Pending Mission' section is titled 'Standard One: Mission/Vision of Education Learning Program'. It includes the text: 'Mission/Vision: Enter your organization's mission and vision. Parent: Standard One: Mission/Vision of Education Learning Program. Add your mission/vision'. There are two large text input fields. The first is labeled 'Mission / Vision:' and the second is labeled 'Describe Your Organization's Learning Philosophy That Guides Delivery And Program Management:'. Both fields have a 'Required' label below them. At the bottom right of the form are 'Save' and 'Cancel' buttons.

5. Review and agree to the ICF Code of Conduct

Click the checkbox to agree to abide by the Code of Conduct.

The screenshot shows the 'Level 1 Accreditation Application' page for the International Coaching Federation. The left sidebar is the same as in the previous screenshot. The main content area displays application details: Application For: Sample Application; Status: The application is in process.; Started: 03/01/2027; Due: 02/28/2027. A 'Continue Application' button is visible. Below this, a 'Pending Agreement' section is titled 'Standard One: Mission/Vision of Education Learning Program'. It includes the text: 'Code of Conduct: All accredited organizations must agree to and abide by the ICF Coaching Education Code of Conduct. Please review the code of conduct and complete the agreement below. Parent: Standard One: Mission/Vision of Education Learning Program. Pending Agreement'. There is a 'Checklist' icon in the top right corner with a '0' notification. The main content area features a 'Code of Conduct' section with a pink banner that says 'Scroll to bottom of attestation text to enable confirmation checkbox.'. Below this is the 'ICF Global Accreditation Code of Conduct' text: 'An agreement to abide by the standards and ICF Global Accreditation Code of Conduct by all providers who are approved for an ICF accreditation. Click here to view the Code of Conduct.'. At the bottom of this section is a checkbox: 'We Agree To Abide By The Standards And ICF Global Accreditation Code Of Conduct.'. At the bottom right of the form are 'Next' and 'Cancel' buttons.

6. Navigate to Standard 2: Administration, Organization, & Business Operations

In this standard, you will be asked to provide information about your organization's ownership and operations, guiding policies, and legal administration. The requirements for this section will differ depending on your organization type.

Education Institutions - provide Dean and Program director information

Private/Independent - provide business ownership information and business license

Government/Internal - provide information on primary decision maker

The screenshot shows the ICF Level 1 Accreditation Application interface. On the left is a dark blue sidebar with the ICF logo and navigation menu items: Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standard One, Standard Two, Standard Three, Standard Four, Standard Five, Standard Six, Standard Seven, Test, Sample LI Application, My Accredited Program, Staff Roster, and Invoices. The main content area is titled 'Level 1 Accreditation Application' and shows the application for 'Sample Application' with a status of 'The application is in process.' and a due date of 02/28/2027. Below this, there is a section for 'Standard Two' with a 'Pending Requirements' icon and a 'Start Now' button. Underneath are three 'Checklist Requirements' cards: 'Primary Decision Makers' (with a 'Start Now' button), 'Policies' (with a 'Start Now' button), and 'Business License' (with a 'Start Now' button). The footer contains the ICF contact information and social media links.

7. Enter primary decision maker information

Indicate who should be contacted for any accreditation standard updates or important program information.

Level 1 Accreditation Application

Application For: Sample Application
Status: ! The application is in process.
Started: 03/01/2027
Due: 02/28/2027

Standard Two: Administration, Organization & Business Operations
Primary Decision Makers
Enter information about your organization's primary decision maker
Parent: Standard Two: Administration, Organization & Business Operations
Enter Primary Decision Maker for your organization

Faculty

Organization: International Coaching Federation

Individual: Start Date:

First Name: **Middle Name:** **Last Name:**

Email: **ICF Credential:** **Title:**

Program Roles

Roles
 Primary Decision Maker

Save **Cancel**

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8. Enter policy information

Add your policy statements in the appropriate textboxes. Note: You must complete all required fields to save your progress. You may enter placeholder text to save and return later.

The screenshot displays the 'Level 1 Accreditation Application' interface. On the left is a dark blue sidebar with a navigation menu including: Dashboard, Registered Programs, My Accredited Program, Sample Application (expanded), Program Information, Application Summary, Standard One, Standard Two, Standard Three, Standard Four, Standard Five, Standard Six, Standard Seven, Test, Sample L1 Application, My Accredited Program, Staff Roster, and Invoices. Below the menu is a language selection dropdown set to 'English' and a 'Powered by Translate' logo.

The main content area is titled 'Level 1 Accreditation Application' and includes a 'Checklist' icon. It shows application details: 'Application For: Sample Application', 'Status: The application is in process.', 'Started: 03/01/2027', and 'Due: 02/28/2027'. A 'Pending Policies' section lists 'Standard Two: Administration, Organization & Business Operations' with instructions to enter organization policies and a parent statement.

The 'Program Policies and Agreements' section contains ten required textboxes for the following policies: Disability / Discrimination / DEIJ Statement, Complaint / Grievance Policy, Enrollment Agreement, Partial Completion Agreement, Payment / Fees Policy, Refund Policy, Transfer Of Credit Policy, Illness Policy, and Ethical Marketing Agreement. Each field is marked as 'Required' in red. At the bottom right of this section are 'Save' and 'Cancel' buttons.

Level 1 Sample Application

9. Upload your organization's business license (if applicable).

The screenshot shows the 'Level 1 Accreditation Application' page for the International Coaching Federation. On the left is a dark blue sidebar with navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standard One, Standard Two, Standard Three, Standard Four, Standard Five, Standard Six, Standard Seven, Test, Sample LI Application, My Accredited Program, Staff Roster, and Invoices. At the bottom of the sidebar is a language selection dropdown and a 'Powered by Google Translate' notice.

The main content area has a header with the ICF logo and 'International Coaching Federation'. Below the header, the title 'Level 1 Accreditation Application' is displayed. To the right of the title is a 'Checklist' button. The application details are as follows:

- Application For: Sample Application
- Status: The application is in process.
- Started: 03/01/2027
- Due: 02/28/2027

The 'Standard Two: Administration, Organization & Business Operations' section is highlighted. It contains a 'Business License' requirement with the text: 'Upload your organization's business license. Parent: Standard Two: Administration, Organization & Business Operations. Upload your organization's business license'. Below this is a file upload area with the title 'Business License' and a 'License:' label. A 'Choose File' button is present, with the text 'No file chosen' and 'Required' in red. At the bottom right of the upload area are 'Save' and 'Cancel' buttons.

The footer of the page contains the following information:

- International Coaching Federation
- 2385 Harrodsburg Rd
- Suite A325
- Lexington, KY 40504
- coachingfederation.org
- Social media icons for Facebook, X, LinkedIn, Instagram, and YouTube.
- Powered by CredHQ

Level 1 Sample Application

10. Navigate to Standard 3: Ethics, Integrity & Transparency

In this standard, you will be asked to provide a statement on how your organization engages in ethical practices. You will also be asked to upload a list of program participants who have opted in to be contacted by ICF.

Click "Start Now" on Ethics, Integrity, & Transparency to continue.

The screenshot displays the ICF Level 1 Accreditation Application interface. On the left is a navigation sidebar with options like Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standard One through Seven, Test, Sample LI Application, My Accredited Program, Staff Roster, and Invoices. The main content area is titled 'Level 1 Accreditation Application' and shows the application for 'Sample Application' with a status of 'Pending Requirements'. It details the start date (03/01/2027) and due date (02/28/2027). A 'Checklist' icon in the top right shows 0 items. The 'Standard Three' section explains the importance of ethical practices and provides instructions for completion. Below this, the 'Checklist Requirements' section lists two items: 'Ethics, Integrity & Transparency' and 'Cohort Participants', each with a 'Start Now' button. The footer contains the ICF contact information and social media links.

Level 1 Sample Application

11. Enter Ethics Statements

Provide your responses to the questions .

The screenshot shows the 'Level 1 Accreditation Application' page for the International Coaching Federation. The left sidebar contains navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standard One, Standard Two, Standard Three, Standard Four, Standard Five, Standard Six, Standard Seven, Test, Sample LI Application, My Accredited Program, Staff Roster, and Invoices. The main content area displays application details: Application For: Sample Application; Status: The application is in process; Started: 03/01/2027; Due: 02/28/2027. A 'Standard Three: Ethics, Integrity & Transparency' section is highlighted with a 'Pending Information' icon. Below this, the 'Ethics Statements' section contains two text input fields with 'Required' labels. The first field is for a general statement on ethical standards, and the second is for a detailed description of ethical practices. 'Save' and 'Cancel' buttons are located at the bottom right of the form. The footer includes the International Coaching Federation contact information and social media icons.

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Level 1 Sample Application

12. Add cohort information

Indicate the total number of students who participated in your most recent cohort. You will be asked to share the number enrolled, partially completed, fully completed, and graduated.

Level 1 Accreditation Application

Application For: Sample Application
Status: ! The application is in process.
Started: 03/01/2027
Due: 02/28/2027

Standard Three: Ethics, Integrity & Transparency
Cohort Participants
Enter contact information for your recent cohort.
Parent: Standard Three: Ethics, Integrity & Transparency
Please upload a roster of your most recent cohort(s) who have opted in to be contacted by ICF

Cohort Participants
How many participants do you have from the last graduating cohort in each of the following categories?

Enrolled: <input type="text"/> <small>Required</small>	Partially Completed: <input type="text"/> <small>Required</small>	Fully Completed: <input type="text"/> <small>Required</small>	Graduated: <input type="text"/> <small>Required</small>
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I Do Not Possess Authorization From The Cohorts To Disclose Their Names And Email Addresses.

[Continue to Upload](#) [Cancel](#)

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13. Add student roster

As part of the accreditation process, we require organizations to provide student data for those students who have opted in to sharing their information with ICF in accordance with the General Data Protection Regulation (GDPR) process. Using the template provided, upload a list of students who have opted in to this process.

The screenshot displays the ICF Level 1 Accreditation Application interface. The left sidebar contains navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standard One, Standard Two, Standard Three, Standard Four, Standard Five, Standard Six, Standard Seven, Test, Sample 11 Application, My Accredited Program, Staff Roster, and Invoices. The main content area is titled 'Level 1 Accreditation Application' and shows application details for 'Sample Application' with a status of 'The application is in process.' and a due date of 02/28/2027. A 'Continue Application' button is visible. The 'Standard Three: Ethics, Integrity & Transparency' section is highlighted, showing 'Cohort Participants' with a 'Parent' of 'Standard Three: Ethics, Integrity & Transparency'. A table displays the number of participants from the last graduating cohort by category: Enrolled (10), Partially Completed (10), Fully Completed (10), and Graduated (10). Below the table, there is a 'Request for GDPR-Compliant Student Data Submission' section with detailed requirements and an 'Upload List' button.

Standard Three: Ethics, Integrity & Transparency
Cohort Participants
Parent: Standard Three: Ethics, Integrity & Transparency
 Please upload a roster of your most recent cohort(s) who have opted in to be contacted by ICF

Enrolled	Partially Completed	Fully Completed	Graduated
10	10	10	10

Request for GDPR-Compliant Student Data Submission
 As part of the accreditation process, we require organizations to provide student data for those students who have explicitly opted in to sharing their information with us, in accordance with the General Data Protection Regulation (GDPR). Please click here to learn more and download instructions for providing participant information in accordance with GDPR.

Student Data Submission Requirements

- Opt-in Consent:** Please ensure that any student data you submit is only for those students who have given explicit, informed consent for their data to be shared with ICF. This consent must be in line with the processes outlined in your GDPR-compliant consent procedures. [Student Opt-in Document](#)
- Data Scope:** The data submitted should include only relevant information necessary for the accreditation process, such as names, emails, enrollment and program completion dates. No additional or sensitive personal data should be provided.
- Consent Documentation:** By submitting this data, you confirm that the appropriate consent has been obtained from each student. Please ensure that you have adequate records of each student's opt-in consent, in case further verification is required.
- Data Security & Privacy:** The student data must be submitted in a secure format, in line with GDPR requirements. We are committed to maintaining the highest level of data protection and privacy, and the information will only be used for accreditation and verification purposes. Data shared with ICF will be stored for a total of two (2) years.

Please upload a contact list of participants from your most recent graduating cohort, categorizing their enrollment status as: Enrolled, Partially Completed, Fully Completed, or Graduated. Please confirm the file format matches the sample file and the file type is CSV. Date fields should use this format: MM/DD/YYYY. Or, you may enter participants separately. The file must be a CSV file in the provided template format.

[Upload List](#) [Add Participant](#)

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14. Navigate to Standard 4: Education & Training

In this standard, you will be asked for additional details about your program including languages, locations, courses, observed coaching, mentor coaching, and performance evaluations. Click Start Now on any requirement to continue.

Click "Start Now" on Languages to continue.

International Coaching Federation

Level 1 Accreditation Application

Application For: Sample Application
Status: **The application is in process.**
Started: 03/01/2027
Due: 02/28/2027

Standard Four
ICF Coaching Education recognizes that the design, delivery, and evaluation of education and training programs are foundational to the development of competent, ethical coaches. This section of the application focuses on how your program is structured to support a clear and progressive learning journey toward an ICF credential, while ensuring accessibility, transparency, and alignment with ICF Core Competencies and ethical standards.

It addresses how learning is delivered through synchronous and asynchronous methods, how curriculum content balances core competency development with resource and professional skills, and how participant progress is supported through observed coaching, mentor coaching, and meaningful feedback. This section also reviews how programs assess learning outcomes through formal performance evaluations, protect confidentiality, and document program details and participant completion to ensure consistency, rigor, and a high-quality educational experience for all participants.

Confidentiality
Organization should only be submitting recordings for which they have received explicit permission from the client/participant to submit recordings of their coaching sessions to be reviewed by ICF staff and performance evaluation assessors for the purposes of assessing the quality and methods of the coaching.

Please complete all requirements

Checklist Requirements

- Languages**
Please select the languages in which your program is offered.
Please select the language(s) in which your program is offered.
[Start Now](#)
- Locations**
Enter program locations.
Please select the locations where your program is offered.
[Start Now](#)
- Graduating Class Participants**
Enter graduating class participant information.
Enter participant information
[Start Now](#)
- Course List**
Enter course information
Enter your program courses.
[Start Now](#)
- Coaching Sessions**
Enter observed coaching information
Enter observed coaching information
[Start Now](#)
- Mentor Coaching**
Enter mentor coaching information
Enter mentor coaching information
[Start Now](#)
- Performance Evaluations**
Enter performance evaluation information
Enter performance evaluation information
[Start Now](#)

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Level 1 Sample Application

15. Enter program languages. Select all that apply.

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16. Enter program locations. Select all that apply.


For locations in the United States, Canada, and Australia, you will be prompted to provide a state or territory.

Level 1 Sample Application

The screenshot shows the 'Level 1 Accreditation Application' page for the International Coaching Federation. The left sidebar contains navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standard One, Standard Two, Standard Three, Standard Four, Standard Five, Standard Six, Standard Seven, Test, Sample L1 Application, My Accredited Program, Staff Roster, and Invoices. The main content area displays the application details: Application For: Sample Application; Status: The application is in process.; Started: 03/01/2027; Due: 02/28/2027. Below this is a 'Pending Locations' section for 'Standard Four: Education & Training', with instructions to enter program locations and select where the program is offered. The 'Program Locations' section features a list of countries and regions with checkboxes: US States, Canadian Provinces, AFGHANISTAN, ALBANIA, ALGERIA, AMERICAN SAMOA, ANDORRA, ANGOLA, ANGUILLA, ANTIGUA, and ARGENTINA. At the bottom right of the form are 'Save' and 'Cancel' buttons.

17. Add names for 5 recent program graduates

Level 1 Sample Application



International Coaching Federation

Switch View

Level 1 Accreditation Application

Application For: Sample Application
Status: The application is in process.
Started: 03/01/2027
Due: 02/28/2027

Checklist

Standard Four: Education & Training
Graduating Class Participants
Enter graduating class participant information.
Parent: Standard Four: Education & Training
Enter participant information

Graduating Class Participant

Organization: International Coaching Federation

Individual: Add New Individual

First Name: Middle Name: Last Name:
Required Required Required

Email:
Required

Start Date:

Program Roles

Roles

Graduating Class Participant
Required

Save Cancel

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18. Enter course information

Level 1 Sample Application

You may enter multiple courses as part of your program information. Be sure to complete all required fields on the screen before saving.

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The main content area is titled 'Level 1 Accreditation Application' and includes a 'Checklist' button. It displays application details: 'Application For: Sample Application', 'Status: The application is in process.', 'Started: 03/01/2027', and 'Due: 02/28/2027'. A 'Pending Courses' section is currently empty.

The 'Course' form contains the following fields and options:

- Title:** Text input field (Required).
- Description:** Text area (Required).
- Primary Delivery Method:** Dropdown menu (Please select) (Required).
- Core Competencies Taught:** A grid of checkboxes:
 - Demonstrates Ethical Practice
 - Embodies A Coaching Mindset
 - Establishes & Maintains Agreements
 - Cultivates Trust & Safety
 - Maintains Presence
 - Listens Actively
 - Evokes Awareness
 - Facilitates Client Growth(Required)
- Course Hours:** Three text input fields for 'Core Competency', 'Resource Development', and 'Of Those Hours, How Many Are Synchronous?' (All Required).
- Education / Training Materials:** Three rows, each with a 'Choose File' button (No file chosen) and a 'Select Existing:' dropdown menu (Please select).

At the bottom right of the form are 'Save' and 'Cancel' buttons.

The footer contains the International Coaching Federation logo and contact information: 2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org, and social media icons for Facebook, X, LinkedIn, Instagram, and YouTube. It also states 'Powered by CredIQ'.

19. Confirm Course List

Level 1 Sample Application

When you are done entering courses, confirm that the courses added to your program are correct. The system will show green checkmarks if the requirements have been met (80% core competency, 50% synchronous). You may adjust or remove courses as needed. When complete, click "Complete Course List" to verify that your course list is correct.

International Coaching Federation

Level 1 Accreditation Application

Application For: Sample Application
 Status: ! The application is in process.
 Started: 03/01/2027
 Due: 02/28/2027

[Continue Application →](#)

Standard Four: Education & Training

Course List
 Enter information for each of the courses in your program. Your program must meet the following requirements:

- At least 50% of all education must be delivered in synchronous activities and 80% focused on the ICF Core Competencies. The remaining 50% of the education and education hours can be delivered asynchronously and remaining 20% focused on subjects not directly related to the ICF Core Competencies.
- Contact hours: Clock hours spent in synchronous (real-time) interactions between faculty and participants. This may include time spent in direct instruction, real-time discussions, observation and feedback or practice coaching sessions, and mentoring participants.
- Homework/independent study: Clock hours spent outside of real-time interaction between faculty and participants (asynchronous). These may include outside reading, writing, research, journaling, practice coaching and various other activities that may occur outside of the synchronous setting. All asynchronous hours require some method of validating that the activity was completed by the participant.

Parent: Standard Four: Education & Training
 Enter your program courses.

Verification Required

You will need to mark the course list as complete to submit your application.

[Complete Course List](#)

Summary

Core Competency 10.00 hours 83% Core Competency 80% of all education must be focused on the ICF Core Competencies.	Resource Development 2.00 hours	Synchronous 10.00 hours 83% Synchronous At least 50% of all education must be delivered in synchronous activities.	Asynchronous 2.00 hours
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Program Courses [+ Add Course](#)

Sample Total: 12.00 hours	Synchronous: 10.00 hours Asynchronous: 2.00 hours	Core Competency: 10.00 hours Resource Development: 2.00 hours	Edit Course Remove
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Courses Not in Program

Test Total: 12.00 hours	Synchronous: 10.00 hours Asynchronous: 2.00 hours	Core Competency: 10.00 hours Resource Development: 2.00 hours	+ Add to Program
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[Standard Four](#)

International Coaching Federation
 2365 Harrodsburg Rd
 Suite A325
 Lexington, KY 40504
 coachingfederation.org

Powered by CredIQ

Level 1 Sample Application

20. Enter observed coaching session information

Describe your observed coaching session process and provide an example of written feedback. Check the box to verify that your program follows the guidelines for observed coaching.

The screenshot shows the 'Level 1 Accreditation Application' interface. On the left is a dark blue sidebar with a menu including 'Dashboard', 'Registered Programs', 'My Accredited Program', 'Sample Application', 'Program Information', 'Application Summary', 'Standard One' through 'Standard Seven', 'Test', 'Sample U Application', 'My Accredited Program', 'Staff Roster', and 'Invoices'. The main content area has a header with the ICF logo and 'International Coaching Federation'. Below the header, the application details are shown: 'Application For: Sample Application', 'Status: The application is in process.', 'Started: 03/01/2027', and 'Due: 02/28/2027'. A 'Checklist' button is in the top right. The main form is titled 'Standard Four: Education & Training' and is in a 'Pending' state. It contains two sections: 'Coaching Sessions' with instructions to enter observed coaching information, and 'Observed Coaching Sessions' which includes a text area for 'Describe Process:', 'Recording:' and 'Written Feedback:' sections, each with a 'Choose File' button and 'No file chosen' text. A required note states: 'We Provide A Minimum Of 5 Observed Coaching Sessions For Each Participant. And We Provide Written Feedback For At Least 3 Of The 5 Sessions.' 'Save' and 'Cancel' buttons are at the bottom right of the form. The footer contains the International Coaching Federation address (2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org), social media icons, and 'Powered by CredHQ'.

21. Enter mentor coaching information

Describe your mentor coaching process and indicate the total number of hours of mentor coaching your program provides, and how many of these hours are 1:1 mentor coaching.

The screenshot shows the 'Level 1 Accreditation Application' interface. On the left is a dark blue sidebar with navigation options: Dashboard, Registered Programs, My Accredited Program (selected), Sample Application, Program Information, Application Summary, Standard One through Standard Seven, Test, Sample L1 Application, My Accredited Program, Staff Roster, and Invoices. At the bottom of the sidebar is a language selection dropdown and a 'Powered by Google Translate' notice.

The main content area is titled 'Level 1 Accreditation Application' and includes a 'Checklist' icon. It displays application details: 'Application For: Sample Application', 'Status: The application is in process.', 'Started: 03/01/2027', and 'Due: 02/28/2027'. A 'Pending Hours' section is visible with a lock icon and the text: 'Standard Four: Education & Training', 'Mentor Coaching', 'Enter mentor coaching information', 'Parent: Standard Four: Education & Training', and 'Enter mentor coaching information'.

The 'Mentor Coaching Hours' section contains the following fields and instructions:

- Describe Process:** A large text area with a red 'Required' label below it.
- How Many Hours Of Mentor Coaching Per Participant?** A text input field with a red 'Required' label below it.
- How Many Of Those Hours Are One-On-One With Mentor Coach And Mentor Coaching Client?** A text input field with a red 'Required' label below it.
- We Provide A Minimum Of 10 Hours Of Mentor Coaching, Including At Least 3 Hours One-On-One And No More Than 7 Hours Conducted In A Group Setting.** A checkbox with a red 'Required' label below it.

At the bottom right of the form are 'Save' and 'Cancel' buttons. The footer contains the International Coaching Federation logo, address (2385 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org), social media icons, and 'Powered by CredHQ'.

Level 1 Sample Application

22. Confirm mentor coaching information

Ensure your mentor coaching information follows the guidelines for group vs. 1:1 mentor coaching. If a red X appears under one of these areas, adjust your program accordingly.

The screenshot shows the 'Level 1 Accreditation Application' page for the International Coaching Federation. The left sidebar contains navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standard One through Seven, Test, Sample LI Application, My Accredited Program, Staff Roster, and Invoices. The main content area displays the application status as 'Sample Application' and 'The application is in process.' It includes a 'Continue Application' button and a 'Checklist' icon with a '0' notification. The 'Standard Four: Education & Training' section is highlighted, showing 'Mentor Coaching' as 'Completed'. Below this, two summary cards are shown: 'Mentor Coaching Per Participant' (10.00 hours) and 'One on One Mentor Coaching Hours' (10.00 hours), both with green checkmarks. The footer contains the International Coaching Federation logo, address (2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504), website (coachingfederation.org), social media icons, and the text 'Powered by CreatIQ'.

23. Upload Performance Evaluation

Describe your process for performance evaluations and upload an example of a passing recording. You will need to include a transcript with timestamps as set forth in the performance evaluation guidelines. If your recording is not in one of the languages in the drop-down menu, you will be prompted to add an English transcript.

The screenshot displays the ICF Level 1 Accreditation Application interface. On the left is a dark blue sidebar with the ICF logo and a navigation menu including: Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standard One, Standard Two, Standard Three, Standard Four (selected), Standard Five, Standard Six, Standard Seven, Test, Sample LI Application, My Accredited Program, Staff Roster, and Invoices. The main content area is titled "Level 1 Accreditation Application" and shows application details: "Application For: Sample Application", "Status: The application is in process.", "Started: 03/01/2027", and "Due: 02/28/2027". A "Checklist" button is in the top right. Below the details is a "Standard Four: Education & Training" section with a "Pending Information" icon and instructions to enter performance evaluation information. The "Performance Evaluation" form includes a "Describe Process:" text area, a "Recording:" section with a "Choose File" button and "No file chosen" text, a "Language:" dropdown menu with "Please select" text, and a "Transcript:" section with another "Choose File" button and "No file chosen" text. "Save" and "Cancel" buttons are at the bottom right of the form. The footer contains the International Coaching Federation address (2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org), social media icons, and "Powered by CredHQ".

24. Navigate to Standard 5: Teaching & Instruction

In this standard, you will be asked to demonstrate that all current and prospective faculty have received appropriate training and ongoing development in adult learning principles, effective learner engagement, and facilitation. In addition, you will be required to provide information about how your faculty are evaluated.

Click "Start Now" on Credentialed Faculty to continue.

The screenshot shows the 'Level 1 Accreditation Application' page for a 'Sample Application'. The application status is 'Pending Requirements' and is in process, with a start date of 03/01/2027 and a due date of 02/28/2027. The interface features a sidebar with navigation options like 'Dashboard', 'Registered Programs', and 'My Accredited Program'. The main content area displays 'Standard Five' with a description of accreditation requirements and a 'Checklist Requirements' section. The checklist includes 'Credentialed Faculty' and 'Faculty Professional Development', both with 'Start Now' buttons. The footer contains the International Coaching Federation's contact information and social media links.

Level 1 Accreditation Application

Application For: Sample Application
Status: **Pending Requirements** The application is in process.
Started: 03/01/2027
Due: 02/28/2027

Standard Five
Accredited providers must demonstrate that all current and prospective faculty have received appropriate training and ongoing development in adult learning principles, effective learner engagement, and facilitation in both in-person and virtual classroom environments, including the use of any instructional technology required for program delivery. In addition, providers are required to implement a formal faculty evaluation process that includes feedback from program participants as well as assessments conducted by the Director of Education to support quality, consistency, and continuous improvement.
Enter faculty information

Checklist Requirements

- Credentialed Faculty**
Enter faculty and credential information
Enter faculty information
[Start Now](#)
- Faculty Professional Development**
Enter faculty professional development information
Enter faculty professional development information.
[Start Now](#)

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Level 1 Sample Application

25. Enter faculty information

Complete the required fields to add faculty to your program. Use the checkboxes to indicate which role(s) apply to each individual.

International Coaching Federation | Switch View

Level 1 Accreditation Application

Application For: Sample Application
Status: ! The application is in process.
Started: 03/01/2027
Due: 02/28/2027

Standard Five: Teaching & Instruction
Credentialed Faculty
Enter faculty and credential information
Parent: Standard Five: Teaching & Instruction
Enter faculty information

Faculty

Organization: International Coaching Federation

Individual: Start Date:

Required

First Name: Middle Name: Last Name:
Required

Email: ICF Credential: Title:
Required

Program Roles

Roles

- Director Of Education
- Instructor - Coach Specific Education
- Instructor - Resource Development
- Observer
- Mentor
- Performance Evaluation Reviewer

Required

Save **Cancel**

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26. Confirm faculty list

Confirm that all faculty have been entered correctly and that each required faculty role has been filled.

Level 1 Accreditation Application

Application For: Sample Application
 Status: ! The application is in process.
 Started: 03/01/2027
 Due: 02/28/2027

[Continue Application →](#)

Standard Five: Teaching & Instruction

Credentialed Faculty
 ICF Credentialed Faculty and Staff

- Director of Education:** Directors must hold an active ICF PCC or MCC credential and subscribe to the ICF definition of coaching, Code of Ethics and Core Competencies.
 - Specific job responsibilities:**
 - Curriculum and class offerings: ensure the curriculum being taught is the same as the curriculum accredited by ICF as a part of the submitted Level 1 accreditation application. Instructional process: ensure content is delivered by methods noted in the submitted Level 1 accreditation application, and also that all time requirements for classes are met.
 - Education of instructors:** train program instructors in alignment with the Train the Trainer program outlined in the submitted Level 1 accreditation application.
 - Examination processes: ensure performance evaluation process is being followed exactly as noted in the submitted Level 1 accreditation application.
- Instructors:** All instructors who are teaching content based on the ICF definition of coaching, ICF Core Competencies and Code of Ethics must hold one of the three ICF Credentials (ACC, PCC or MCC). Those teaching other optional content not related to the ICF Core Competencies, definition of coaching or the Code of Ethics are not required to hold an ICF Credential.
- Observers:** All those serving as observers of participant coaching sessions, and those responsible for providing written feedback, must hold one of the three ICF Credentials (ACC, PCC or MCC).
- Mentors:** All mentors must hold an ICF Credential at the ACC (must complete at least one full cycle of their credential with renewal), PCC or MCC level. Mentors must competently understand the ICF Core Competencies and Code of Ethics.
- Performance evaluation reviewers:** All performance evaluation reviewers must hold an ICF Credential at the PCC or MCC level. Performance evaluation reviewers must competently understand the ICF Core Competencies, Code of Ethics and successfully complete the ICF PCC Marker Assessor Training.

Parent: Standard Five: Teaching & Instruction
 Enter faculty information

Verification Required

You will need to mark the credentialed faculty list as complete to submit your application.

[Complete Credentialed Faculty List](#)

Credentialed Faculty + Add Faculty

Role	Requirements	Status	Action
<input checked="" type="checkbox"/> Director of Education	1 PCC or MCC Required	Pending	Edit
<input checked="" type="checkbox"/> Instructor - Coach Specific Education	1 ACC or MCC or PCC Required	Pending	Edit
<input checked="" type="checkbox"/> Instructor - Resource Development	0 Required	Pending	Edit
<input checked="" type="checkbox"/> Observer	1 ACC or MCC or PCC Required	Pending	Edit
<input checked="" type="checkbox"/> Mentor	1 ACC or MCC or PCC Required	Pending	Edit
<input checked="" type="checkbox"/> Performance Evaluation Reviewer	1 PCC or MCC Required	Pending	Edit

[← Standard Five →](#)

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[f](#) [x](#) [in](#) [@](#) [v](#) [y](#)

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27. Enter faculty professional development information

Enter information on how your organization develops and supports faculty. Provide your participant to faculty ratio. Upload an example of a feedback form used by participants or the Director of Education to provide faculty feedback.

International Coaching Federation

Level 1 Accreditation Application

Application For: Sample Application
Status: ● The application is in process.
Started: 03/01/2027
Due: 02/28/2027

Standard Five: Teaching & Instruction
Faculty Professional Development
Enter information on how your organization supports and develops faculty.
Parent: Standard Five: Teaching & Instruction
Enter faculty professional development information

Faculty Professional Development

How Do All Current And Prospective Faculty Receive Professional Development In Facilitating Adult Learning And Engagement In The Classroom (In-Person And Virtual) And In The Use Of The Technology They Will Rely On.

Required

What is Your Participant To Faculty Ratio?

Required

Please Upload A Sample Feedback Form That is Completed By The Director Of Education Or Participants.

No file selected.

28. Enter Learning Experience & Support information

Add your responses in the required fields. Note: You must complete all required fields to save your progress. You may enter placeholder text to save and return later.

The screenshot shows the 'Level 1 Accreditation Application' interface. On the left is a dark blue sidebar with navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standard One through Seven, Test, Sample L1 Application, My Accredited Program, Staff Roster, and Invoices. A language selector is at the bottom of the sidebar. The main content area has a header with the ICF logo and 'International Coaching Federation'. Below the header, the application details are shown: 'Application For: Sample Application', 'Status: The application is in process.', 'Started: 03/01/2027', and 'Due: 02/28/2027'. A 'Checklist' button is in the top right. A 'Pending information' box highlights 'Standard Six' with the text: 'Learning Experience & Support To effectively prepare and develop high-quality coaches, accredited providers must go beyond teaching skills and techniques alone. This standard focuses on how organizations support participant development and provide the resources, structures, and experiences that meaningfully shape and enhance the overall learning journey. Please complete all requirements'. The main form area is titled 'Learning Experience & Support' and contains five sections, each with a 'Required' label and a text input field: 'Career Development', 'Participant Advising', 'Learning Methods Used', 'Learning Environments', and 'Support For Alumni'. At the bottom right of the form are 'Save' and 'Cancel' buttons. The footer contains the International Coaching Federation contact information and social media icons.

29. Complete attestation on Assessment, Evaluation & Effectiveness

Review the information provided and agree to the terms by clicking the checkbox.

The screenshot displays the ICF Level 1 Accreditation Application interface. On the left is a dark blue sidebar with navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standard One through Standard Seven, Test, Sample LI Application, My Accredited Program, Staff Roster, and Invoices. The main content area is titled "Level 1 Accreditation Application" and shows application details: Application For: Sample Application, Status: The application is in process, Started: 03/01/2027, Due: 02/28/2027. A "Continue Application" button is visible. Below this is a "Standard Seven" section with a "Pending Agreement" icon and text: "To ensure ongoing quality, ICF-accredited providers must undertake and submit a set of self-study surveys annually. These surveys serve as a compliance assessment to verify the organization's adherence to all ICF accreditation standards and requirements. Please review and agree to the terms below." The main content area features a "Standard Seven: Assessment, Evaluation & Effectiveness" section with a pink instruction bar: "Scroll to bottom of attestation text to enable confirmation checkbox." The text describes the requirement for annual self-study surveys and the agreement to uphold compliance standards. At the bottom of this section is a checkbox: "We Agree To The Terms Identified Above". Navigation buttons "Next" and "Cancel" are located at the bottom right of the content area. The footer contains the International Coaching Federation logo, address (2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org), social media icons, and "Powered by CredHQ".

Level 1 Sample Application

30. Agree to Statement of Agreement, Compliance & Limitations

Review the information provided and agree to the terms by clicking the checkbox.

The screenshot displays the ICF Level 1 Accreditation Application interface. On the left is a dark blue sidebar with navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standard One through Standard Seven, Test, Sample LI Application, My Accredited Program, Staff Roster, and Invoices. At the bottom of the sidebar is a language selection dropdown and a 'Powered by Google Translate' notice. The main content area is titled 'Level 1 Accreditation Application' and shows application details: Application For: Sample Application; Status: The application is in process.; Started: 03/01/2027; Due: 02/28/2027. A 'Checklist' icon is in the top right. The central section is titled 'Statements of Agreement, Compliance and Limitations' and contains a pink instruction bar: 'Scroll to bottom of attestation text to enable confirmation checkbox.' Below this is a text box with the following terms and conditions:

1. We shall continuously comply with the rules, regulations and procedures of the ICF approval/ accreditation process;
2. The ICF has sole discretion to issue, amend and/or revoke the rules, regulations and procedures governing such approval/accreditation process;
3. We will abide by any decision of the ICF regarding the matters of approval/accreditation, including, but not limited to changes in rules, regulations and procedures and the revocation of credentials, approvals and/or accreditation;
4. The application fees for Accreditation(s) are fees for the review of the application only and payment of the same does not guarantee organization approval or accreditation;
5. All fees paid to ICF for Accreditation(s) are non-refundable, and that ICF retains the exclusive right to increase such fees without prior notice;
6. That ICF and the applicable ICF committees, members and/or volunteers have the right to validate/verify the accuracy of any and all information and documentation we provide in the course of the application process, and that if requested by ICF to provide additional or supplemental information or documentation in support of the application that we shall do so in a timely and responsive manner;
7. We agree to strictly adhere to the rules, regulations and procedures of the ICF approval and accreditation process and that ICF has the sole and exclusive discretion to issue, amend and/or revoke the rules, regulations and procedures governing such approval/accreditation process.
8. We agree that we shall abide by any decision of ICF regarding the matters of approval/accreditation, including, but not limited to changes in the rules, regulations and procedures governing such approval/accreditation process.

Below the text box is a checkbox with the text: 'By Checking This Box, We Consent.' At the bottom right of the text box are 'Next' and 'Cancel' buttons. At the bottom of the page is the ICF contact information: International Coaching Federation, 2385 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org, and social media icons for Facebook, X, LinkedIn, Instagram, and YouTube. A 'Powered by CredIQ' notice is at the very bottom.

31. Submit application and complete payment

After all requirements have been completed, you will be prompted to submit your application and complete payment. Once payment is submitted, your application will be added to the queue for review.



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