

# Sample Application: Level 2



Coaching  
Education

rev. 2026.2.24

## Level 2 Sample Application

### 1. Enter Program Details

**International Coaching Federation**

Complete the form below to begin the application for Level 2 Accreditation.

**Apply for Accreditation**

Program Type: Level 2 Accreditation

Organization Type: Non-profit Organization

Program Name:

Scope:

Program Contact:

Program Description:

Coaching Specialties:

ADD/ADHD

Business/Organizations

Career/Transition

Coaching Other Coaches

Creativity

Executive

Health & Fitness

Internal

Leadership

Life Vision & Enhancement

Mental Well-Being

Personal/Organizational

Relationship

Small Business

Spirituality

Other

Synchronous Delivery Methods:

In Person

Virtual

Website

This Is An Internal Or Non-Public Facing Program (No ESS Listing Needed).

Publicly Accessible URL:

**Continue** **Cancel**

**International Coaching Federation**  
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 Suite A325  
 Lexington, KY 40504  
 coachingfederation.org

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 2 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 2 Accreditation Application

Application For: Sample  
Status: **The application is in process.**  
Started: 02/06/2026  
Due: 02/28/2027

[Continue Application →](#)

**Level 2 Accreditation** [→ View Program](#)

ID: 1073      Status: In Progress  
Name: Sample      Primary Contact: Coaching Federation International  
Organization: International Coaching Federation

**Step 1: Submit Your Application** → **Step 2: Application Review Timeline** → **Step 3: Accreditation Approval Interview** → **Step 4: Final Approval**

[Find Out More](#)   [Find Out More](#)   [Find Out More](#)   [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**  
Standard Four: Education & Training Checklist Description  
**Pending Requirements External Description**  
[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.  
**Please complete all requirements**  
[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**  
[Start Now](#)
- Submit Application**  
Submitting your Application will include:
  - Statements of Agreement, Compliance and Limitations
  - Application Fee Long Description[Submit Application](#)

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# Level 2 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.

**Level 2 Accreditation Application**

Application For: Sample  
Status: **Pending** The application is in process.  
Started: 02/06/2026  
Due: 02/28/2027

**Standard One**  
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 programs that equip individuals with the ability to use coaching skills in how they interact with others. 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** Please add your mission/vision. [Start Now](#)
- Code of Conduct**  
Review and attest to compliance with the ICF Coaching Education Code of Conduct.  
**Pending** Pending Agreement. [Start Now](#)

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# Level 2 Sample Application

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

The screenshot shows the 'Level 2 Accreditation Application' interface. On the left is a dark blue sidebar with navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Sample, 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, it says 'Level 2 Accreditation Application' and 'Application For: Sample'. The status is 'The application is in process.' with a '0' icon. Dates are 'Started: 02/06/2026' and 'Due: 02/28/2027'. A 'Checklist' icon is in the top right. The main section is titled 'Standard One: Mission/Vision of Education Learning Program' with a 'Pending Mission' lock icon. It contains the text: 'Mission/Vision Enter your organization's mission and vision. Parent: Standard One: Mission/Vision of Education Learning Program Add your mission/vision'. Below this is a large text input field labeled 'Mission / Vision:'. Underneath is another text input field labeled 'Describe Your Organization's Learning Philosophy That Guides Delivery And Program Management:'. Both fields have a 'Required' label in red. 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 2 Accreditation Application' interface at the 'Code of Conduct' step. The sidebar is identical to the previous screenshot. The main content area has the same header and application details. A green 'Continue Application ->' button is visible. The main section is titled 'Standard One: Mission/Vision of Education Learning Program' with a 'Pending Agreement' lock icon. It contains 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'. Below this is a large text area titled 'Code of Conduct' with a pink banner that says 'Scroll to bottom of attestation text to enable confirmation checkbox.' The text area contains the 'ICF Global Accreditation Code of Conduct' and a link to view the code. At the bottom of the text area 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. At the bottom center, there is a green 'Standard One' button with left and right arrows.

## 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*

**Level 2 Accreditation Application**

Application For: Sample  
Status: **1** The application is in process.  
Started: 02/06/2026  
Due: 02/28/2027

**Standard Two**  
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 standards and practices.  
The information collected helps protect the ICF Brand as the standard of excellence by ensuring confidence that any participant enjoys quality and equity when engaging with your organization, program(s) and personnel throughout the relationship.  
It also affirms that ICF Coaching Education generates credibility with purchasers and expects accredited providers to demonstrate consistent delivery of quality and equity.  
*Please complete all requirements*

**Checklist Requirements**

- Primary Decision Makers**  
Enter information about your organization's primary decision maker  
**1** Enter Primary Decision Maker for your organization  
[Start Now](#)
- Policies**  
Enter your organization's policies.  
**1** Enter your organization policies  
[Start Now](#)
- Business License**  
Upload your organization's business license.  
**1** Upload your organization's business license  
[Start Now](#)

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### 7. Enter primary decision maker information

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

**ICF**  
Coaching  
Education

International Coaching Federation

Switch View

## Level 2 Accreditation Application

Application For: Sample  
Status: **The application is in process.**  
Started: 02/06/2026  
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:  
Add New Individual  Start Date:

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

**Email:**  **ICF Credential:** Please select  **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 2 Accreditation Application' interface. On the left is a dark blue sidebar menu with options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Sample, Program Information, Application Summary, Standard One, Standard Two, Standard Three, Standard Four, Standard Five, Standard Six, Standard Seven, Test, Sample UJ Application, My Accredited Program, Staff Roster, and Invoices. At the bottom of the sidebar is a language selection dropdown and a 'Powered by' logo.

The main content area has a header with the 'International Coaching Federation' logo and name, and a 'Switch View' button. Below the header, the title 'Level 2 Accreditation Application' is shown. Application details include: Application For: Sample; Status: The application is in process.; Started: 02/06/2026; Due: 02/28/2027.

A 'Pending Policies' section for 'Standard Two: Administration, Organization & Business Operations' contains instructions: 'Enter your organization's policies. Parent: Standard Two: Administration, Organization & Business Operations. Enter your organization policies.'

The 'Program Policies and Agreements' section contains several textboxes, each with a 'Required' label: 'Disability / Discrimination / DEJ Statement:', 'Complaint / Grievance Policy:', 'Enrollment Agreement:', 'Partial Completion Agreement:', 'Payment / Fees Policy:', 'Refund Policy:', 'Transfer Of Credit Policy:', 'Illness Policy:', and 'Ethical Marketing Agreement:'. At the bottom right of this section are 'Save' and 'Cancel' buttons.

# Level 2 Sample Application

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

The screenshot shows the 'Level 2 Accreditation Application' page for a 'Sample' application. The left sidebar contains navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Sample, 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; Status: The application is in process; Started: 02/06/2026; Due: 02/28/2027. A 'Business License' section under 'Standard Two: Administration, Organization & Business Operations' indicates a 'Pending License' and prompts the user to upload their organization's business license. Below this is a file upload interface with a 'Choose File' button and a 'No file chosen' message. 'Save' and 'Cancel' buttons are at the bottom right. The footer includes the International Coaching Federation contact information and social media icons.

**Level 2 Accreditation Application**

Application For: Sample  
Status: 🔴 The application is in process.  
Started: 02/06/2026  
Due: 02/28/2027

**Standard Two: Administration, Organization & Business Operations**  
**Business License**  
Upload your organization's business license.  
**Parent:** Standard Two: Administration, Organization & Business Operations  
*Upload your organization's business license*

**Business License**

License:  
 No file chosen  
*Required*

**Save** **Cancel**

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# Level 2 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 2 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, and Standards One through Seven. The main content area is titled 'Level 2 Accreditation Application' and shows application details for a 'Sample' application, including its status as 'Pending Requirements', start date (02/06/2026), and due date (02/28/2027). A 'Checklist' icon in the top right corner shows 0 items. The 'Standard Three' section explains the importance of ethical practices and lists requirements. Below this, the 'Checklist Requirements' section features 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 2 Sample Application

## 11. Enter Ethics Statements

Provide your responses to the questions.

The screenshot shows the 'Level 2 Accreditation Application' page for the International Coaching Federation. The left sidebar contains a navigation menu with items like 'Dashboard', 'Registered Programs', 'My Accredited Program', 'Sample Application', 'Sample', 'Program Information', 'Application Summary', 'Standard One', 'Standard Two', 'Standard Three', 'Standard Four', 'Standard Five', 'Standard Six', 'Standard Seven', 'Test', 'Sample U Application', 'My Accredited Program', 'Staff Roster', and 'Invoices'. The main content area is titled 'Level 2 Accreditation Application' and includes application details: 'Application For: Sample', 'Status: The application is in process.', 'Started: 02/06/2026', and 'Due: 02/28/2027'. A 'Checklist' icon is in the top right. Below the details is a section for 'Standard Three: Ethics, Integrity & Transparency' with a 'Pending information' icon and instructions to 'Enter statement on ethical transparency & standards.' The main form area is titled 'Ethics Statements' and contains two text input fields. The first field is labeled 'Please Provide A Written Statement Outlining The Ethical, Integrity And Transparency Standards Expected In Your Organization:' and is marked as 'Required'. The second field is labeled 'Please Describe How Ethical Practices Are Integrated Into Your Organization To Cultivate A Supportive And Respectful Workplace Environment, Foster Trust Among Personnel, Participants, And The Community, And Instill A Culture Of Accountability Within Your Institution:' and is also marked as 'Required'. At the bottom right of the form are 'Save' and 'Cancel' buttons. The footer contains the International Coaching Federation logo, address (2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504), website (coachingfederation.org), social media icons, and 'Powered by CredIQ'.

# Level 2 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.

The screenshot shows the 'Level 2 Accreditation Application' interface for the International Coaching Federation. The left sidebar contains navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Sample, Program Information (selected), Application Summary, Standard One, Standard Two, Standard Three, Standard Four, Standard Five, Standard Six, Standard Seven, Test, Sample IT Application, My Accredited Program, Staff Roster, and Invoices. The main content area is titled 'Level 2 Accreditation Application' and includes application details: Application For: Sample; Status: The application is in process; Started: 02/06/2026; Due: 02/28/2027. A 'Checklist' button is in the top right. The 'Standard Three: Ethics, Integrity & Transparency' section is highlighted with a 'Pending Participants' icon. It contains the following text: '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.' Below this is a 'Cohort Participants' form with the question: 'How many participants do you have from the last graduating cohort in each of the following categories?'. The form has four input fields: 'Enrolled:', 'Partially Completed:', 'Fully Completed:', and 'Graduated:'. Each field is marked as 'Required' in red. Below the fields is a checkbox labeled 'I Do Not Possess Authorization From The Cohorts To Disclose Their Names And Email Addresses.' with a 'Continue to Upload' button and a 'Cancel' button. The footer contains the International Coaching Federation contact information: 2385 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org, and social media icons. It also mentions 'Powered by CrediHQ'.

## 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 2 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 LI Application, My Accredited Program, Staff Roster, and Invoices. The main content area is titled 'Level 2 Accreditation Application' and shows the application status as 'Sample Application' with a 'Continue Application' button. Below this, a section for 'Standard Three: Ethics, Integrity & Transparency' indicates 'Pending Participants' and requests a roster of participants who have opted in. A 'Cohort Participants' table shows the following data:

Enrolled	Partially Completed	Fully Completed	Graduated
10	10	10	10

The interface also includes a 'Request for GDPR-Compliant Student Data Submission' section with the following 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.

Buttons for 'Upload List' and 'Add Participant' are visible at the bottom of the table section. The footer includes the International Coaching Federation contact information and social media links.

# Level 2 Sample Application

## 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.

**Level 2 Accreditation Application**

Application For: Sample  
Status: **1** The application is in process.  
Started: 02/06/2026  
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.

*Pending Requirements External Description*

### Checklist Requirements

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

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# Level 2 Sample Application

## 15. Enter program languages. Select all that apply.

The screenshot shows the 'Level 2 Accreditation Application' form. The left sidebar contains navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Sample, Program Information, Application Summary, Standard One, Standard Two, Standard Three, Standard Four (selected), Standard Five, Standard Six, Standard Seven, Test, Sample IJ Application, My Accredited Program, Staff Roster, and Invoices. The main content area displays the application details: Application For: Sample, Status: The application is in process., Started: 02/06/2026, Due: 02/28/2027. A 'Checklist' button is in the top right. Below the details is a section for 'Standard Four: Education & Training' with a 'Pending Languages' icon. The 'Languages' section asks to select the languages in which the program is offered, with a parent of 'Standard Four: Education & Training'. A 'Registered Program Languages' section lists 40 languages with checkboxes: Afrikaans, American Sign Language (ASL), Arabic, Armenian, Austrian, Bulgarian, Catalan, Chinese, Chinese - Complex, Chinese - Simplex, Croatian, Czech, Danish, Dutch, English, Farsi, Finnish, Flemish, French, Georgian, German, Greek, Hebrew, Hindi, Hungarian, Icelandic, Indonesian, Italian, Japanese, Kazakh, Korean, Latvian, Lithuanian, Mandarin, Norwegian, Polish, Portuguese, Punjabi, Romanian, Russian, Serbian, Slovakian, Slovenian, Spanish, Swedish, Tagalog, Taiwanese, Tamil, Telugu, Thai, Turkish, Ukrainian, and Vietnamese. A 'Required' label is at the bottom left of the list. 'Save' and 'Cancel' buttons are at the bottom right.

## 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.

The screenshot shows the 'Level 2 Accreditation Application' form, similar to the previous one. The left sidebar is the same. The main content area displays the application details: Application For: Sample, Status: The application is in process., Started: 02/06/2026, Due: 02/28/2027. A 'Checklist' button is in the top right. Below the details is a section for 'Standard Four: Education & Training' with a 'Pending Locations' icon. The 'Locations' section asks to enter program locations, with a parent of 'Standard Four: Education & Training'. A 'Program Locations' section lists various countries and regions with checkboxes: US States, Canadian Provinces, AFGHANISTAN, ALBANIA, ALGERIA, AMERICAN SAMOA, ANDORRA, ANGOLA, ANGUILLA, ANTIGUA, and ARGENTINA. 'Save' and 'Cancel' buttons are at the bottom right.

# Level 2 Sample Application

## 17. Add names for 5 recent program graduates

The screenshot shows the 'Level 2 Accreditation Application' page for the International Coaching Federation. The left sidebar contains navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Sample, Program Information, Application Summary, Standard One through Standard Seven, Test, Sample LI Application, My Accredited Program, Staff Roster, and Invoices. A language selection dropdown is at the bottom of the sidebar.

The main content area is titled 'Level 2 Accreditation Application' and includes a 'Checklist' button. It displays application details: Application For: Sample; Status: The application is in process.; Started: 02/06/2026; Due: 02/28/2027.

A 'Pending Participants' section is titled 'Standard Four: Education & Training' and 'Graduating Class Participants'. It prompts the user to 'Enter graduating class participant information' and 'Enter participant information'.

The 'Graduating Class Participant' form includes the following fields:

- Organization: International Coaching Federation
- Individual: Add New Individual (dropdown menu)
- First Name:  (Required)
- Middle Name:
- Last Name:  (Required)
- Email:  (Required)
- Start Date:

The 'Program Roles' section shows a checked role:  Graduating Class Participant (Required).

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

The footer contains the International Coaching Federation contact information: 2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org, and social media icons for Facebook, X, LinkedIn, Instagram, and YouTube. It is powered by CrodHQ.

# Level 2 Sample Application

## 18. Enter course information

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

The screenshot shows the 'Level 2 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 IJ Application, My Accredited Program, Staff Roster, and Invoices. The main content area is titled 'Level 2 Accreditation Application' and includes a 'Checklist' button. It displays application details: Application For: Sample, Status: The application is in process, Started: 02/06/2026, and Due: 02/28/2027. A 'Pending Courses' section is currently empty. Below this is the 'Course' form with fields for Title, Description, Primary Delivery Method, and Core Competencies Taught. The 'Course Hours' section includes fields for Core Competency, Resource Development, and Synchronous hours. The 'Education / Training Materials' section has file upload options for Course Outlines, Participant & Instructor Materials, and Powerpoint Slides/Other Graphic Handouts, each with a 'Select Existing' dropdown. 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), website (coachingfederation.org), social media icons, and 'Powered by CredIQ'.

# Level 2 Sample Application

## 19. Confirm Course List

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 2 Accreditation Application

Application For: Sample  
 Status: The application is in process.  
 Started: 02/06/2026  
 Due: 02/28/2027

[Continue Application](#)

**Standard Four: Education & Training**

**Course List**  
 Pending Courses  
 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
---	------------------------------------	---	----------------------------

**Program Courses** [+ Add Course](#)

<b>Sample</b> Total: 12.00 hours	Synchronous: 10.00 hours Asynchronous: 2.00 hours	Core Competency: 10.00 hours Resource Development: 2.00 hours	<a href="#">Edit Course</a> <a href="#">Remove</a>
-------------------------------------	--	--	---

**Courses Not in Program**

10 Entries Per Page Search:

<b>Sample</b> Total: 12.00 hours	Synchronous: 10.00 hours Asynchronous: 2.00 hours	Core Competency: 10.00 hours Resource Development: 2.00 hours	<a href="#">+ Add to Program</a>
<b>Test</b> Total: 12.00 hours	Synchronous: 10.00 hours Asynchronous: 2.00 hours	Core Competency: 10.00 hours Resource Development: 2.00 hours	<a href="#">+ Add to Program</a>

Showing 1 to 2 of 2 entries

[Standard Four](#)

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

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# Level 2 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 2 Accreditation Application' interface. On the left is a dark blue sidebar with a menu including 'Dashboard', 'Registered Programs', 'My Accredited Program', 'Sample Application', 'Sample', '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, it says 'Level 2 Accreditation Application' and 'Application For: Sample'. The status is 'The application is in process.' with a start date of '02/06/2026' and a due date of '02/28/2027'. A 'Checklist' button is in the top right. The main form area is titled 'Standard Four: Education & Training' and 'Coaching Sessions'. It contains a text area for 'Describe Process:', two 'Recording:' sections with 'Choose File' buttons and 'No file chosen' text, and a 'Written Feedback:' section with a 'Choose File' button and 'No file chosen' text. A checkbox is present below the feedback section. At the bottom right of the form are 'Save' and 'Cancel' buttons. The footer contains the ICF address: '2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org', social media icons, and 'Powered by CredHQ'.

# Level 2 Sample Application

## 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.

**International Coaching Federation**

### Level 2 Accreditation Application

Application For: Sample  
Status: **The application is in process.**  
Started: 02/06/2026  
Due: 02/28/2027

**Standard Four: Education & Training**  
**Mentor Coaching**  
Enter mentor coaching information  
**Parent:** Standard Four: Education & Training  
Enter mentor coaching information

**Mentor Coaching Hours**

Describe Process:

*Required*

How Many Hours Of Mentor Coaching Per Participant?  
*Required*

How Many Of Those Hours Are One-On-One With Mentor Coach And Mentor Coaching Client?  
*Required*

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.

**Save** **Cancel**

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# Level 2 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 2 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 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 'Continue Application' button is visible. Below this, 'Standard Four: Education & Training' is highlighted as 'Completed'. It details 'Mentor Coaching' requirements: Organizations are required to provide 10 hours of Mentor Coaching over a three (3) month or longer period of time. Key points include: Mentor Coaching is for coaching skills, not practice building; it's a development process with feedback; and a minimum of 10 hours is required, with at least 3 being one-on-one. A 'Parent: Standard Four: Education & Training Completed' link is provided. A summary table shows 'Mentor Coaching Per Participant' at 10.00 hours (with a green checkmark) and 'One on One Mentor Coaching Hours' at 10.00 hours (with a green checkmark). The table notes require at least 10 hours per participant and at least 3 hours of one-on-one coaching, no more than 7 hours in a group setting. The page footer includes the International Coaching Federation address (2385 Harrodsburg Rd, Suite A325, Lexington, KY 40504), website (coachingfederation.org), social media icons, and 'Powered by CreatIQ'.

# Level 2 Sample Application

## 23. Upload Performance Evaluations

Describe your process for performance evaluations and upload two examples of passing recordings. 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 shows the 'Level 2 Accreditation Application' page. On the left is a dark blue sidebar with a menu including 'Dashboard', 'Registered Programs', 'My Accredited Program', 'Sample Application', 'Sample', 'Program Information', 'Application Summary', 'Standard One' through 'Standard Seven', 'Test', 'Sample U1 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, it says 'Level 2 Accreditation Application' and 'Application For: Sample'. The status is 'The application is in process.' with a start date of '02/06/2026' and a due date of '02/28/2027'. A 'Checklist' button is in the top right. A 'Pending Information' box highlights 'Standard Four: Education & Training Performance Evaluations' with the instruction 'Enter performance evaluation information'. Below this is a 'Performance Evaluation' form with a 'Describe Process:' text area. Two 'Example' sections follow, each with 'Recording:' (file upload), 'Language:' (dropdown), and 'Transcript:' (file upload) fields. 'Save' and 'Cancel' buttons are at the bottom right of the form. The footer contains the ICF contact information: '2385 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org' and social media icons. It is 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 2 Accreditation Application' page for the International Coaching Federation. The page is divided into several sections:

- Header:** Includes the ICF logo, the text 'International Coaching Federation', a 'Switch View' button, and a 'Checklist' icon with a '0' notification.
- Application Details:** Shows 'Application For: Sample', 'Status: The application is in process.', 'Started: 02/06/2026', and 'Due: 02/28/2027'.
- Standard Five:** A section titled 'Standard Five' with a 'Pending Requirements' icon. It contains text: '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.' Below this is the instruction 'Please complete all requirements'.
- Checklist Requirements:** A section with two main items:
  - Credentialed Faculty:** 'Enter faculty and credential information'. Below it is a sub-item 'Enter faculty information' with a 'Start Now' button.
  - Faculty Professional Development:** 'Enter faculty professional development information'. Below it is a sub-item 'Enter faculty professional development information' with a 'Start Now' button.
- Footer:** Contains the ICF name, address (2385 Harrodsburg Rd, Suite A325, Lexington, KY 40504), website (coachingfederation.org), social media icons, and 'Powered by CredHQ'.

# Level 2 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

Level 2 Accreditation Application

Application For: Sample

Status: **The application is in process.**

Started: 02/06/2026

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:**  
Please select

**Start Date:**

**Program Roles**

**Roles**

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

Save Cancel

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coachingfederation.org

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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 2 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**  
 Pending Faculty  
**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
<p><input checked="" type="checkbox"/> <b>Director of Education</b> <span style="float: right;">1 PCC or MCC Required</span></p> <p>Sample, Sample                      Credentials: PCC                      Email: Sample@sample.com</p> <p style="text-align: right;">Status: Pending <span style="float: right;">✎</span></p>	
<p><input checked="" type="checkbox"/> <b>Instructor – Coach Specific Education</b> <span style="float: right;">1 ACC or MCC or PCC Required</span></p> <p>Sample, Sample                      Credentials: PCC                      Email: Sample@sample.com</p> <p style="text-align: right;">Status: Pending <span style="float: right;">✎</span></p>	
<p><input checked="" type="checkbox"/> <b>Instructor – Resource Development</b> <span style="float: right;">0 Required</span></p> <p>Sample, Sample                      Credentials: PCC                      Email: Sample@sample.com</p> <p style="text-align: right;">Status: Pending <span style="float: right;">✎</span></p>	
<p><input checked="" type="checkbox"/> <b>Observer</b> <span style="float: right;">1 ACC or MCC or PCC Required</span></p> <p>Sample, Sample                      Credentials: PCC                      Email: Sample@sample.com</p> <p style="text-align: right;">Status: Pending <span style="float: right;">✎</span></p>	
<p><input checked="" type="checkbox"/> <b>Mentor</b> <span style="float: right;">1 ACC or MCC or PCC Required</span></p> <p>Sample, Sample                      Credentials: PCC                      Email: Sample@sample.com</p> <p style="text-align: right;">Status: Pending <span style="float: right;">✎</span></p>	
<p><input checked="" type="checkbox"/> <b>Performance Evaluation Reviewer</b> <span style="float: right;">1 PCC or MCC Required</span></p> <p>Sample, Sample                      Credentials: PCC                      Email: Sample@sample.com</p> <p style="text-align: right;">Status: Pending <span style="float: right;">✎</span></p>	

[← Standard Five →](#)

International Coaching Federation  
 2385 Harrodsburg Rd  
 Suite A325  
 Lexington, KY 40504  
 coachingfederation.org

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

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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.

The screenshot shows the 'Level 2 Accreditation Application' interface. On the left is a dark blue sidebar with a navigation menu including: Dashboard, Registered Programs, My Accredited Program, Sample Application, Sample, Program Information, Application Summary, Standard One through Standard Seven, Test, Sample U Application, My Accredited Program, Staff Roster, and Invoices. At the bottom of the sidebar is a language selection dropdown and a 'Powered by' logo for 'iCF Coaching Education'.

The main content area is titled 'Level 2 Accreditation Application' and includes a 'Checklist' button. It displays application details: 'Application For: Sample', 'Status: The application is in process.', 'Started: 02/06/2026', and 'Due: 02/28/2027'. A 'Pending Information' section is highlighted with a blue lock icon, containing the following text:

**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*

Below this is a form titled 'Faculty Professional Development' with the following questions and input fields:

**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.

At the bottom right of the form are 'Save' and 'Cancel' buttons. The footer of the page reads 'Powered by CredHQ'.

# Level 2 Sample Application

## 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 displays the 'Level 2 Accreditation Application' interface. On the left is a dark blue sidebar with navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Sample, Program Information, Application Summary, Standard One through Standard Seven, Test, Sample U Application, My Accredited Program, Staff Roster, and Invoices. The main content area shows the application details for 'Sample', including status (in process), start date (02/06/2026), and due date (02/28/2027). A 'Standard Six' section is highlighted with a 'Pending information' icon and a note: '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 'Learning Experience & Support' section contains several required text input fields: 'Career Development', 'Participant Advising', 'Learning Methods Used', 'Learning Environments', and 'Support For Alumni'. Each field has a 'Required' label in red. At the bottom right of the form are 'Save' and 'Cancel' buttons. The footer includes the International Coaching Federation logo, address (2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504), website (coachingfederation.org), social media icons, and 'Powered by CredIQ'.

## 29. Complete attestation on Assessment, Evaluation & Effectiveness

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

The screenshot shows the ICF Level 2 Accreditation Application interface. On the left is a dark blue sidebar with a menu containing: Dashboard, Registered Programs, My Accredited Program, Sample Application, Sample, Program Information, Application Summary, Standard One through Standard Seven, Test, Sample U Application, My Accredited Program, Staff Roster, and Invoices. The main content area is titled 'Level 2 Accreditation Application' and includes a 'Pending Agreement' status icon. It displays application details for 'Sample' with a status of 'The application is in process.', a start date of 02/06/2026, and a due date of 02/28/2027. A 'Checklist' icon with a '0' notification is in the top right. The 'Standard Seven' section is highlighted, containing the 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 this is a detailed section for 'Standard Seven: Assessment, Evaluation & Effectiveness' with a pink header and a scrollable text area. The text explains the purpose of the surveys and the requirements for accreditation. At the bottom of this section is a checkbox labeled 'We Agree To The Terms Identified Above'. Navigation buttons for 'Next' and 'Cancel' are located at the bottom right of the main content area. The footer contains the ICF logo, contact information (2385 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org), social media icons, and 'Powered by CredHQ'.

### 30. Agree to Statement of Agreement, Compliance & Limitations

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

International Coaching Federation

## Level 2 Accreditation Application

Application For: Sample  
Status: **The application is in process.**  
Started: 02/06/2026  
Due: 02/28/2027

### Statements of Agreement, Compliance and Limitations

Scroll to bottom of attestation text to enable confirmation checkbox.

As a condition of submission of this application for organization accreditation/approval, we hereby acknowledge and agree to the following binding 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.

By Checking This Box, We Consent.

Next Cancel

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### 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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