

Sample Application: Level 3



Coaching
Education

rev. 2026.2.24

Level 3 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 3 Accreditation

Complete the form below to begin the application for Level 3 Accreditation.

Apply for Accreditation

Program Type: Level 3 Accreditation

Organization Type: Non-profit Organization

Program Name:

Scope: Please select

Program Contact: Coaching Federation International

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
2365 Harrodsburg Rd
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 3 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 3 Accreditation Application

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

[Continue Application →](#)

Level 3 Accreditation [→ View Program](#)

ID: 1075 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
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**
Standard Five: Teaching & 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**
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**
Standard Seven: Ongoing Quality
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
[Submit Application](#)

International Coaching Federation
2305 Harrodsburg Rd
Suite A325
Lexington, KY 40504
coachingfederation.org
[f](#) [x](#) [in](#) [@](#) [v](#) [▶](#)
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Level 3 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 3 Accreditation Application

Application For: Sample
Status: **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.
Add your mission/vision [Start Now](#)

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

International Coaching Federation
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Level 3 Sample Application

4. Enter program Mission/Vision/Learning Philosophy statement.

The screenshot shows the 'Level 3 Accreditation Application' interface for 'Standard One: Mission/Vision of Education Learning Program'. The application status is 'Pending Mission'. The form includes a 'Mission / Vision' text area and a 'Describe Your Organization's Learning Philosophy That Guides Delivery And Program Management:' text area, both marked as 'Required'. A 'Continue Application' button is visible at the bottom right of the form area.

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 3 Accreditation Application' interface for 'Standard One: Code of Conduct'. The application status is 'Pending Agreement'. The form includes a 'Code of Conduct' section with a scrollable area containing the text: 'ICF Global Accreditation Code of Conduct. 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.' Below this, there is a checkbox labeled 'We Agree To Abide By The Standards And ICF Global Accreditation Code Of Conduct.' A 'Test' button is visible at the bottom right of the form area.

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 displays the 'Level 3 Accreditation Application' interface for the International Coaching Federation. On the left is a dark sidebar with navigation links: 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, Sample, Test, Sample 11 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 3 Accreditation Application'. Application details include: Application For: Sample; Status: The application is in process; Stored: 02/09/2020; Due: 07/26/2027. A 'Checklist' icon is in the top right. The 'Standard Two' section explains that ICF Coaching Education recognizes the impact of an organization's operations, policies, and administration. It states that the information collected helps protect the ICF Brand and ensures quality and equity. Below this is a 'Checklist Requirements' section with three items: 'Primary Decision Makers' (Enter information about your organization's primary decision maker), 'Policies' (Enter your organization's policies), and 'Business License' (Upload your organization's business license). Each item has a 'Start Now' button. The footer contains the ICF logo, address (2080 Harrodsburg Rd, Suite A325, Lexington, KY 40504), website (coachingintefederation.org), social media icons, and 'Powered by CredIQ'.

Level 3 Sample Application

7. Enter primary decision maker information

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

The screenshot shows the 'Level 3 Accreditation Application' interface. On the left is a dark 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, Sample, Test, Sample IT Application, My Accredited Program, Staff Roster, and Invoices. The main content area is titled 'Level 3 Accreditation Application' and includes a status indicator 'The application is in process.' and a 'Checklist' button. Below this is a section for 'Standard Two: Administration, Organization & Business Operations' with a 'Primary Decision Makers' sub-section. The 'Faculty' form contains fields for Organization (International Coaching Federation), Individual (Add New Individual), Start Date, First Name, Middle Name, Last Name, Email, ICF Credential (Practioner), and Title. A 'Program Roles' section has a checkbox for 'Primary Decision Maker'. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer contains the International Coaching Federation logo, address (2385 Harrodsburg Rd, Suite A328, Lexington, KY 40504), website (coachingfederation.org), social media icons, and 'Powered by CredHQ'.

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.

Level 3 Accreditation Application

Application For: Sample
Status: The application is in process.
Started: 02/08/2025
Due: 02/28/2027

Standard Two: Administration, Organization & Business Operations

Policies
Enter your organization's policies.
Parent: Standard Two: Administration, Organization & Business Operations
Enter your organization policies

Program Policies and Agreements

Disability / Discrimination / DEU Statement:
Required

Complaint / Grievance Policy:
Required

Enrollment Agreement:
Required

Partial Completion Agreement:
Required

Payment / Fees Policy:
Required

Refund Policy:
Required

Transfer of Credit Policy:
Required

Illness Policy:
Required

Ethical Marketing Agreement:
Required

Save Cancel

International Coaching Federation
2355 Harrodsburg Rd
Suite A-225
Lexington, KY 40504
coaching@icfworld.org
f t i y v
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Level 3 Sample Application

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

The screenshot shows the 'Level 3 Accreditation Application' page. On the left is a navigation menu with options like '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', 'Sample', 'Test', 'Sample I1 Application', 'My Accredited Program', 'Staff Roster', and 'Invoices'. The main content area displays 'Application For: Sample', 'Status: The application is in process.', 'Starts: 02/08/2025', and 'Due: 07/26/2027'. A 'pending course' icon is visible. The 'Standard Two: Administration, Organization & Business Operations' section is active, with a sub-section for 'Business License' that says 'Upload your organization's business license.' and 'Parent: Standard Two: Administration, Organization & Business Operations'. Below this is a 'Business License' form with a 'License:' field and a 'Choose File' button. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer contains the International Coaching Federation logo, address (2335 Harrodsburg Rd, Suite A325, Lexington, KY 40504), website (coachingfederation.org), social media icons, and 'Powered by CredIQ'.

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 shows the 'Level 3 Accreditation Application' page with the 'Standard Three' section active. The 'pending requirements' icon is visible. The 'Standard Three' section contains text about ICF's ethical principles and requirements for accredited providers. Below this is a 'Checklist Requirements' section with two items: 'Ethics, Integrity & Transparency' (with a 'Start Now' button) and 'Cohort Participants' (with a 'Start Now' button). The footer is identical to the previous screenshot.

Level 3 Sample Application

11. Enter Ethics Statements

Provide your responses to the questions.

The screenshot shows the 'Level 3 Accreditation Application' interface. On the left is a navigation menu with options like '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', 'Sample', 'Test', 'Sample II Application', 'My Accredited Program', 'Staff Roster', and 'Invoices'. The main content area is titled 'Level 3 Accreditation Application' and includes a sidebar with application details: 'Application For: Sample', 'Status: The application is in process.', 'Started: 02/08/2020', and 'Due: 07/28/2027'. A 'Checklist' button is in the top right. The main section is for 'Standard Three: Ethics, Integrity & Transparency', marked as 'Pending Information'. It contains two text input fields. The first is titled 'Ethics Statements' and asks for a written statement on ethical standards. The second asks for a description of how ethical practices are integrated into the organization. Both fields are marked as 'Required'. 'Save' and 'Cancel' buttons are at the bottom right.

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 3 Accreditation Application' interface, similar to the previous one. The main section is for 'Standard Three: Ethics, Integrity & Transparency', marked as 'Pending Information'. It contains a text input field titled 'Cohort Participants' asking for contact information for the most recent cohort. Below this is a form titled 'Cohort Participants' with the question: 'How many participants do you have from the last graduating cohort in each of the following categories?'. It has four input fields: 'Enrolled:', 'Partially Completed:', 'Fully Completed:', and 'Graduated:'. Each field is marked as 'Required'. Below the fields is a checkbox: 'I Do Not Possess Authorization From The Cohorts To Disclose Their Names And Email Addresses.' 'Continue to Upload' and 'Cancel' buttons are at the bottom right. The footer includes 'International Coaching Federation' with address '2335 Hanoverburg Rd, Suite 4325, Lexington, KY 40504', website 'coachingfederation.org', social media icons, and 'Powered by Crealio'.

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 3 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 IT Application, My Accredited Program, Staff Roster, and Invoices. The main content area is titled 'Level 3 Accreditation Application' and shows the application status as 'In process' with a 'Continue Application' button. Below this, a section for 'Standard Three: Ethics, Integrity & Transparency' highlights 'Cohort Participants' with a note to upload a roster of participants who have opted in. A table shows the number of participants by enrollment status: 10 Enrolled, 10 Partially Completed, 10 Fully Completed, and 10 Graduated. A 'Request for GDPR-Compliant Student Data Submission' section follows, detailing requirements for data submission, including consent, scope, documentation, and security. At the bottom, there are 'Upload List' and 'Add Participant' buttons, and a navigation bar for 'Standard Three'.

Level 3 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 3 Accreditation Application

Application For: Sample
Status: The application is in process.
Starts: 02/03/2020
Due: 02/28/2021

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, 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**
Select the languages in which your program is offered.
1 Select language(s)
Start Now
- Locations**
Select the locations where your program is offered.
1 Select location(s)
Start Now
- Graduating Class Participants**
Enter graduating class participant information.
1 Enter participant information
Start Now
- Participants Hold PCC**
All level 3 participants must hold an active ICF PCC credential in good standing as a pre-requisite to enter the accredited program.
1 Confirm PCC requirement
Start Now
- Course List**
Enter your course information.
1 Enter your program courses
Start Now
- Coaching Sessions**
Enter your program's observed coaching information.
1 Enter observed coaching information
Start Now
- Mentor Coaching**
Enter your program's mentor coaching process.
1 Enter mentor coaching information
Start Now

International Coaching Federation
2395 Harrodsburg Rd
Suite A325
Lexington, KY 40504
coachingfederation.org
Facebook, Twitter, LinkedIn, YouTube icons
Powered by CredIQ

Level 3 Sample Application

15. Enter program languages. Select all that apply.

The screenshot shows the 'Level 3 Accreditation Application' interface for 'Standard Four: Education & Training'. The application status is 'The application is in process.' with a start date of 02/03/2020 and a due date of 02/28/2021. The 'Languages' section is active, with the instruction: 'Select the languages in which your program is offered. Parent: Standard Four: Education & Training. Select language(s)'. Below this is a 'Registered Program Languages' form with a grid of checkboxes for various languages. The 'Save' button is highlighted in green.

Language	Language	Language
<input type="checkbox"/> Afrikaans	<input type="checkbox"/> French	<input type="checkbox"/> Portuguese
<input type="checkbox"/> American Sign Language (ASL)	<input type="checkbox"/> Georgian	<input type="checkbox"/> Punjabi
<input type="checkbox"/> Arabic	<input type="checkbox"/> German	<input type="checkbox"/> Romanian
<input type="checkbox"/> Armenian	<input type="checkbox"/> Greek	<input type="checkbox"/> Russian
<input type="checkbox"/> Austrian	<input type="checkbox"/> Hebrew	<input type="checkbox"/> Serbian
<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Hindi	<input type="checkbox"/> Slovenian
<input type="checkbox"/> Catalan	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Spanish
<input type="checkbox"/> Chinese	<input type="checkbox"/> Indonesian	<input type="checkbox"/> Swedish
<input type="checkbox"/> Chinese - Complex	<input type="checkbox"/> Italian	<input type="checkbox"/> Tagalog
<input type="checkbox"/> Chinese - Simplex	<input type="checkbox"/> Japanese	<input type="checkbox"/> Taiwanese
<input type="checkbox"/> Croatian	<input type="checkbox"/> Korean	<input type="checkbox"/> Tamil
<input type="checkbox"/> Czech	<input type="checkbox"/> Latvian	<input type="checkbox"/> Telugu
<input type="checkbox"/> Danish	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Thai
<input type="checkbox"/> Dutch	<input type="checkbox"/> Maltese	<input type="checkbox"/> Turkish
<input type="checkbox"/> English	<input type="checkbox"/> Norwegian	<input type="checkbox"/> Ukrainian
<input type="checkbox"/> Farsi	<input type="checkbox"/> Polish	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Finnish		
<input type="checkbox"/> Flemish		

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 3 Accreditation Application' interface for 'Standard Four: Education & Training'. The application status is 'The application is in process.' with a start date of 02/03/2020 and a due date of 02/28/2021. The 'Locations' section is active, with the instruction: 'Select the locations where your program is offered. Parent: Standard Four: Education & Training. Select location(s)'. Below this is a 'Program Locations' form with a list of countries and regions, each with a checkbox. The 'Save' button is highlighted in green.

Location
<input type="checkbox"/> Afghanistan
<input type="checkbox"/> Albania
<input type="checkbox"/> Algeria
<input type="checkbox"/> American Samoa
<input type="checkbox"/> Andorra
<input type="checkbox"/> Angola
<input type="checkbox"/> Anguilla
<input type="checkbox"/> Antigua
<input type="checkbox"/> Argentina

Level 3 Sample Application

17. Add names for 5 recent program graduates

The screenshot shows the 'Level 3 Accreditation Application' interface for 'Standard Four: Education & Training'. The application is for 'Sample' and is currently 'in process'. The status is '02/08/2020' and the due date is '02/26/2027'. The 'Graduating Class Participant' section is active, showing a form for adding a new individual. The form includes fields for 'First Name', 'Middle Name', and 'Last Name', each with a 'Required' indicator. There are also fields for 'Email' and 'Start Date'. Below the form, the 'Program Roles' section is visible, with a checked box for 'Graduating Class Participant' and a 'Required' label. The 'Save' and 'Cancel' buttons are at the bottom right of the form.

18. Confirm that all participants have an active PCC credential. Check the box to continue.

The screenshot shows the 'Level 3 Accreditation Application' interface for 'Standard Four: Education & Training'. The application is for 'Sample' and is currently 'in process'. The status is '02/08/2020' and the due date is '02/26/2027'. The 'Participants Hold PCC' section is active, showing a requirement that all Level 3 participants must hold an active ICF PCC credential. A 'Continue Application' button is visible. The 'Participants Hold Active ICF PCC Credential Requirement' section is highlighted, showing a red banner with the text 'Level 3 participants hold active ICF PCC Credential' and a note that all Level 3 participants must hold an active ICF PCC credential in good standing as a pre-requisite to enter the accredited program. A checkbox labeled 'All Level 3 Participants Hold An Active ICF PCC Credential' is present and unchecked. The 'Next' and 'Cancel' buttons are at the bottom right of the form.

Level 3 Sample Application

19. 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 3 Accreditation Application' interface. On the left is a dark sidebar with navigation options: Dashboard, Registered Programs, My Accredited Program, Sample Application, Sample, Program Information, Application Summary, Standard One through Standard Seven, Sample, Test, Sample UI Application, My Accredited Program, Staff Roster, and Invoices. The main content area is titled 'Level 3 Accreditation Application' and includes a header with the ICF logo and 'International Coaching Federation'. Below the header, there's a status section: 'Application For: Sample', 'Status: The application is in process.', 'Started: 02/03/2020', and 'Due: 03/26/2022'. A 'Checklist' icon is in the top right. The main form area is titled 'Standard Four: Education & Training' and contains a 'Course List' section with instructions: 'Enter your course information.' and 'Parent: Standard Four: Education & Training'. Below this is a 'Course' form with fields for Title, Description, Primary Delivery Method (a dropdown menu), and Core Competencies Taught (a list of checkboxes). The 'Course Hours' section includes fields for Core Competency, Resource Development, and a question about synchronous hours. The 'Education / Training Materials' section has file upload fields for Course Outlines, Participant & Instructor Materials, and Powerpoint Slides/Other Graphic Handouts, each with a 'Choose File' button and a 'No file chosen' message. To the right of these are 'Select Existing' dropdown menus. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer contains the International Coaching Federation logo, address (2300 Harrodsburg Rd, Suite A126, Lexington, KY 40504), website (coachingfederation.org), social media icons, and 'Powered by C&GPH2'.

Level 3 Sample Application

20. 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.

Level 3 Accreditation Application

Application For: Sample
 Status: The application is in process.
 Started: 02/08/2025
 Due: 02/26/2027

[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	Resource Development 1.00 hours	Synchronous 10.00 hours	Asynchronous 1.00 hours
✓ 80% Core Competency 80% of all education must be focused on the ICF Core Competencies.		✓ 90% Synchronous At least 50% of all education must be delivered in synchronous activities.	

Program Courses [+ Add Course](#)

Sample Total: 11.00 hours	Synchronous: 10.00 hours Asynchronous: 1.00 hour	Core Competency: 10.00 hours Resource Development: 1.00 hour	Edit Course Remove
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Courses Not in Program

ID	Total Hours	Synchronous	Asynchronous	Core Competency	Resource Development	Actions
Sample	Total: 12.00 hours	10.00 hours	2.00 hours	10.00 hours	2.00 hours	+ Add to Program
Sample	Total: 12.00 hours	10.00 hours	2.00 hours	10.00 hours	2.00 hours	+ Add to Program
Test	Total: 12.00 hours	10.00 hours	2.00 hours	10.00 hours	2.00 hours	+ Add to Program

Showing 1 to 3 of 3 entries

[Standard Four](#)

International Coaching Federation
 2305 Harrodsburg Rd
 Suite 4325
 Lexington, KY 40504
 icofederation.org

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Level 3 Sample Application

21. 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 3 Accreditation Application' interface. On the left is a navigation menu with options like Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standards One through Seven, Sample, Test, Sample IT Application, My Accredited Program, Staff Roster, and Invoices. The main content area is titled 'Level 3 Accreditation Application' and includes application details: Application For: Sample; Status: The application is in process; Started: 02/09/2020; Due: 07/26/2027. A 'Checklist' icon is in the top right. The 'Standard Four: Education & Training' section is active, with a sub-section for 'Coaching Sessions'. It prompts the user to 'Enter your program's observed coaching information.' and 'Parent: Standard Four: Education & Training'. Below this is a form titled 'Observed Coaching Sessions' with a 'Describe Process:' text area. It includes 'Required' fields for 'Recording:' (Choose File: No file chosen) and 'Written Feedback:' (Choose File: No file chosen). A 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.' There are 'Save' and 'Cancel' buttons at the bottom right of the form. The footer contains the International Coaching Federation logo, address (2355 Harrodsburg Rd, Suite A325, Lexington, KY 40504), website (coachingfederation.org), and social media icons. It is powered by CredoHQ.

22. 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 3 Accreditation Application' interface, similar to the previous one. The 'Standard Four: Education & Training' section is active, with a sub-section for 'Mentor Coaching'. It prompts the user to 'Enter your program's mentor coaching process.' and 'Parent: Standard Four: Education & Training'. Below this is a form titled 'Mentor Coaching Hours' with a 'Describe Process:' text area. It includes 'Required' fields for 'How Many Hours of Mentor Coaching Per Participant?' and 'How Many Of Those Hours Are One-On-One With Mentor Coach And Mentor Coaching Client?'. A note states: '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.' There are 'Save' and 'Cancel' buttons at the bottom right of the form. The footer contains the International Coaching Federation logo, address (2355 Harrodsburg Rd, Suite A325, Lexington, KY 40504), website (coachingfederation.org), and social media icons. It is powered by CredoHQ.

Level 3 Sample Application

23. 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 3 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 contact information and social media links.

Level 3 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
Completed

Mentor Coaching
Organizations are required to provide 10 hours of Mentor Coaching over a three (3) month or longer period of time.

- Mentor Coaching:** a participant being coached on their coaching skills rather than on practice building, life balance or other topics unrelated to the development of a participant's coaching skill. Mentoring is intended to serve as a development process for the participant that takes place in a repetitive cycle of receiving feedback regarding participant coaching, reflecting on this feedback and practicing new skills. The focus must be on the development of skills using the ICF Core Competencies.
- Structure:** Minimum of 10 hours of Mentor Coaching. These 10 hours should be integrated into the total contact hours and occur periodically throughout the course of the contact hours. Group mentoring may count for a maximum of seven (7) hours toward the mentoring requirement. The group being mentored may not consist of more than 10 participants. A minimum of three (3) of the 10 mentoring hours must be one-on-one mentoring. All Mentor Coaching should be completed verbally.

Parent: Standard Four: Education & Training
Completed

Mentor Coaching [Update](#)

Mentor Coaching Per Participant 10.00 hours ✓ Must have at least 10 hours of mentor coaching per participant.	One on One Mentor Coaching Hours 10.00 hours ✓ At least 3 hours of one-on-one mentor coaching and no more than 7 hours conducted in a group setting.
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[←](#) **Standard Four** [→](#)

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

Powered by [CredIQ](#)

Level 3 Sample Application

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 3 Accreditation Application' page for the International Coaching Federation. The application is for 'Sample' and is in progress, with a status of 'The application is in process.' The start date is 02/03/2020 and the due date is 07/28/2027. The 'Standard Five' section is highlighted, indicating that 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. Below this, a 'Checklist Requirements' section lists two items: 'Credentialed Faculty' (with a 'Start Now' button) and 'Faculty Professional Development' (with a 'Start Now' button). The bottom of the page displays the International Coaching Federation logo, address (2355 Harrodsburg Rd, Suite 4128, Lexington, KY 40504), website (coachingfederation.org), and social media icons. It is powered by CredHQ.

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.

The screenshot shows the 'Level 3 Accreditation Application' page for the International Coaching Federation, specifically the 'Standard Five: Teaching & Instruction' section. The 'Credentialed Faculty' checklist item is selected, and the 'Enter faculty information' button is visible. A 'Faculty' form is displayed, allowing the user to add a new individual. The form includes fields for 'Organization' (International Coaching Federation), 'Individual' (Add New Individual), 'Start Date', 'First Name', 'Middle Name', 'Last Name', 'Email', 'ICF Credential' (Please select), and 'Title'. Below the form, there is a 'Program Roles' section with checkboxes for: Director of Education, Instructor - Coach Specific Education, Instructor - Resource Development, Observer, and Mentor. The 'Mentor' role is selected. The form has 'Save' and 'Cancel' buttons at the bottom. The bottom of the page displays the International Coaching Federation logo, address (2355 Harrodsburg Rd, Suite 4128, Lexington, KY 40504), website (coachingfederation.org), and social media icons. It is powered by CredHQ.

Level 3 Sample Application

26. Confirm faculty list

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

The screenshot displays the ICF Level 3 Accreditation Application interface. On the left is a navigation menu with options like Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, and Standard One through Standard Seven. The main content area is titled 'Level 3 Accreditation Application' and shows application details: Application for: Sample, Status: The application is in process, Start date: 02/03/2020, and Due: 02/28/2022. A 'Continue Application' button is visible.

The 'Standard Five: Teaching & Instruction' section is highlighted, containing a 'Verification Required' warning box that states: 'You will need to mark the credentialed faculty list as complete to submit your application.' Below this is a table of roles and their status:

Role	Requirement	Status	Action
Director of Education	1 MCC Required	Pending	Edit
Instructor - Coach Specific Education	1 MCC Required	Pending	Edit
Instructor - Resource Development	0 Required	Pending	Edit
Observer	1 MCC Required	Pending	Edit
Mentor	1 MCC Required	Pending	Edit

Each role entry includes a note: 'No individuals are currently supporting this requirement. Individuals in role not supporting requirement.' and sample contact information (Name: Sample, Credentials: ACC, Email: sample@sample.com).

At the bottom of the page, the International Coaching Federation logo and contact information are displayed: 2355 Harrodsburg Rd, Suite 4125, Lexington, KY 40504, coaching@education.org. It is also noted as 'Powered by CredoHQ'.

27. Enter faculty professional development information

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

The screenshot shows the 'Level 3 Accreditation Application' interface. On the left is a dark sidebar with a navigation menu including: Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standard One through Standard Seven, Sample, Test, Sample 1 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 3 Accreditation Application' and 'Application For: Sample'. The status is 'The application is in process.' with a clock icon, and the start and due dates are '02/08/2020' and '07/28/2027' respectively. A 'Checklist' icon is in the top right. The main section is titled 'Standard Five: Teaching & Instruction' and 'Faculty Professional Development'. It contains the instruction: '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 question: '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.' There is a large text input area. Below that is a 'Required' label and a question: 'What is Your Participant To Faculty Ratio?' with a text input field. Another 'Required' label is followed by the instruction: 'Please Upload A Sample Feedback Form That is Completed By The Director Of Education Or Participants.' and a 'Browse...' button with the text 'No file selected.' At the bottom right of the form are 'Save' and 'Cancel' buttons.

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 3 Accreditation Application' interface. On the left is a dark blue sidebar with a navigation menu including: Dashboard, Registered Programs, My Accredited Program, Sample Application, Program Information, Application Summary, Standard One through Standard Seven, Sample, Test, Sample UI Application, My Accredited Program, Staff Roster, and Invoices. The main content area is titled 'Level 3 Accreditation Application' and shows application details: Application For: Sample, Status: The application is in process, Started: 02/01/2025, and Due: 02/26/2027. A 'Checklist' icon is in the top right. Below the application details is a 'Standard Six' section with a lock icon and 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 four sections, each with a description and a text input field: 1. 'Career Development' (Required): Accredited providers need to create the best experiences... 2. 'Participant Advising' (Required): Organizations will provide materials and referrals to specialized coaches... 3. 'Learning Methods Used' (Required): Accredited providers need to create a blended learning experience... 4. 'Learning Environments' (Required): Organizations will create inclusive and equitable environments... Below this is a 'Support For Alumni' section (Required) with a description and an input field. At the bottom right of the form are 'Save' and 'Cancel' buttons. The footer contains the International Coaching Federation logo, address (2305 Harrodsburg Rd, Suite A125, Lexington, KY 40504), website (coachingfederation.org), social media icons, and 'Powered by Credentia'.

Level 3 Sample Application

29. Complete attestation on Assessment, Evaluation & Effectiveness

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

The screenshot shows the 'Level 3 Accreditation Application' page for 'Standard Seven'. The left sidebar contains navigation options like 'Dashboard', 'Registered Programs', and 'Sample Application'. The main content area displays the application status: 'Sample', 'The application is in process.', 'Start: 02/08/2020', and 'Due: 02/28/2021'. A 'Continue Application' button is visible. Below this, a box titled 'Standard Seven' explains that providers must undertake self-study surveys annually. The main section is titled 'Standard Seven: Assessment, Evaluation & Effectiveness' and contains the following text: 'Assessment, Evaluation & Effectiveness. To ensure quality, ICF-accredited providers must undertake and submit a set of self-study surveys annually. These surveys serve as a concise compliance assessment to verify the organization's adherence to all ICF accreditation standards and requirements. Please indicate your agreement with completing these surveys by checking the box below. If granted accreditation, you agree to fulfilling accreditation incremental or renewal surveys annually or as directed by ICF Coaching Education. You also agree to uphold compliance standards by partnering with ICF to maintain the gold standard of coaching education. It is agreed that you will assess and integrate feedback and data collected by ICF Coaching Education into your practice COMPLETE.' At the bottom of this section is a checkbox labeled 'We Agree To The Terms Identified Above'. A 'Next' button is located to the right of the checkbox. The footer of the page includes the International Coaching Federation logo, address (2305 Harrodsburg Rd, Suite A328, Lexington, KY 40504), website (coachingfederation.org), and social media icons. It is powered by CREOIQ.

30. Agree to Statement of Agreement, Compliance & Limitations

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

The screenshot shows the 'Level 3 Accreditation Application' page for 'Statements of Agreement, Compliance and Limitations'. The left sidebar is identical to the previous screenshot. The main content area displays the application status: 'Sample', 'The application is in process.', 'Start: 02/08/2020', and 'Due: 02/28/2021'. Below this, a box titled 'Statements of Agreement, Compliance and Limitations' contains the following text: '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 revise 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/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 from time to time as well as the revocation or suspension of credentials, approvals and/or accreditation. 9. The approval or accreditation of this organization, if granted by ICF, will apply only to the specific organizational program operated by the owner(s) identified in this application and that such approval or accreditation shall not apply to nor may it be transferred, licensed or used by any franchisee, licensee, or secondary distributor of any kind or by any organization that does not use the existing infrastructure identified in the application and administered directly by the disclosed organization owner(s) and/or Director of Training. Any such organizations will be treated as new organizations and must file separate, independent applications for accreditation.' At the bottom of this section is a checkbox labeled 'By Checking This Box, We Consent.'. A 'Next' button is located to the right of the checkbox. The footer of the page includes the International Coaching Federation logo, address (2305 Harrodsburg Rd, Suite A328, Lexington, KY 40504), website (coachingfederation.org), and social media icons. It is powered by CREOIQ.

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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