

Sample Renewal Survey: Level 2



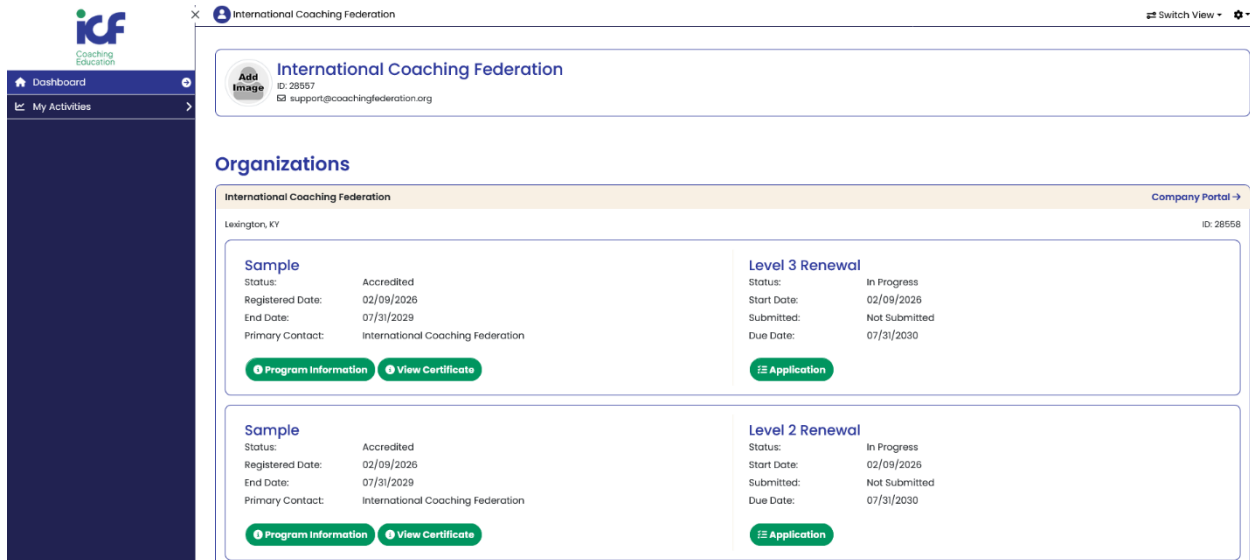
Coaching
Education

rev. 2.9.2026

Level 2 Final Renewal Sample Survey

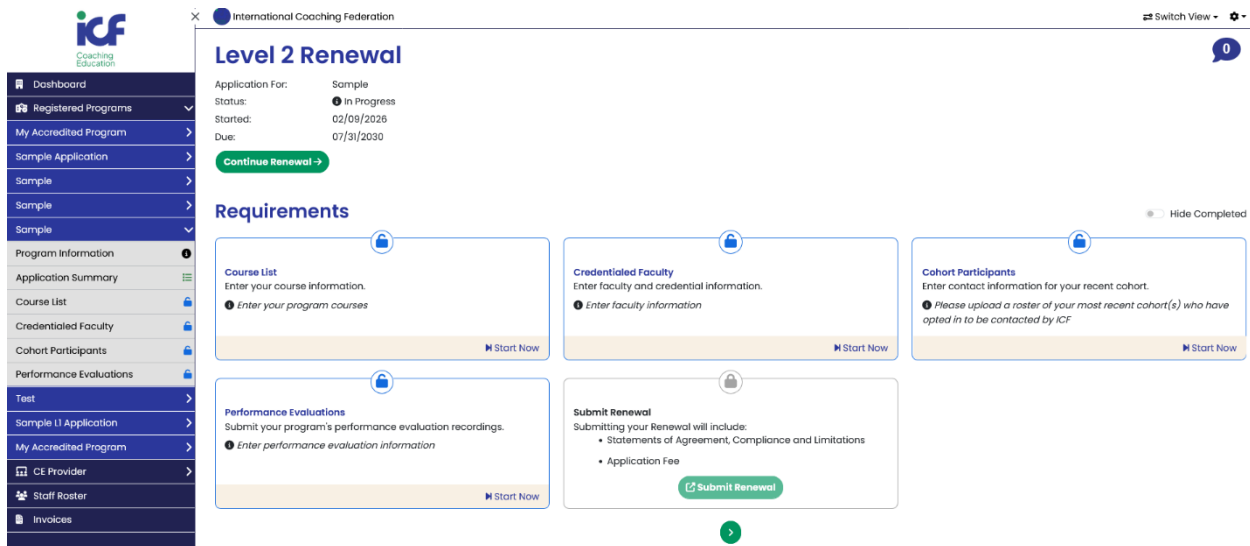
1. Open Renewal Survey

Click *Application* under the renewal you would like to complete. This will only become available when your renewal window opens.



2. View application summary

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



Sample Level 2 Final Renewal Survey

3. Update Course Information

Review your course information and make any changes needed. Once you have completed updating your course information, click "Complete Course List".

ICF
Coaching Education

- Dashboard
- Registered Programs
- My Accredited Program
- Sample Application
- Sample
- Sample
- Sample
- Program Information
- Application Summary
- Course List
- Credentialed Faculty
- Cohort Participants
- Performance Evaluations
- Test
- Sample U Application
- My Accredited Program
- CE Provider
- Staff Roster
- Invoices

Switch View

Level 2 Renewal

Application For: Sample
 Status: ● In Progress
 Started: 02/09/2026
 Due: 07/31/2030

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.

Enter your program courses

Verification Required

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

Complete Course List

Summary

<p>Core Competency 10.00 hours</p> <p style="color: green; font-size: 24px;">✓</p> <p>83% Core Competency <small>80% of all education must be focused on the ICF Core Competencies.</small></p>	<p>Resource Development 2.00 hours</p>	<p>Synchronous 10.00 hours</p> <p style="color: green; font-size: 24px;">✓</p> <p>83% Synchronous <small>At least 50% of all education must be delivered in synchronous activities.</small></p>	<p>Asynchronous 2.00 hours</p>
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Program Courses + Add Course

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

10 Entries Per Page Search:

Sample Total: 11.00 hours	Synchronous: 10.00 hours Asynchronous: 1.00 hour	Core Competency: 10.00 hours Resource Development: 1.00 hour	+ Add to Program
Sample Total: 12.00 hours	Synchronous: 10.00 hours Asynchronous: 2.00 hours	Core Competency: 10.00 hours Resource Development: 2.00 hours	+ Add to Program
Sample Total: 11.00 hours	Synchronous: 10.00 hours Asynchronous: 1.00 hour	Core Competency: 10.00 hours Resource Development: 1.00 hour	+ Add to Program
Test Total: 12.00 hours	Synchronous: 10.00 hours Asynchronous: 2.00 hours	Core Competency: 10.00 hours Resource Development: 2.00 hours	+ Add to Program

Showing 1 to 4 of 4 entries

International Coaching Federation

2395 Harrodsburg Rd
 Suite A325
 Lexington, KY 40504
coachingfederation.org

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

Sample Level 2 Final Renewal Survey

4. Enter faculty information

Review faculty information. Add, edit, or remove faculty as needed. Click "Complete Credentialed Faculty List" when done.

The screenshot displays the ICF Level 2 Renewal application interface. On the left is a navigation menu with options like Dashboard, Registered Programs, My Accredited Program, Sample Application, Sample, Program Information, Application Summary, Course List, Credentialed Faculty, Cohort Participants, Performance Evaluations, Test, Sample 1) Application, My Accredited Program, CE Provider, Staff Roster, and Invoices. The main content area is titled "Level 2 Renewal" and shows application details for "Sample": Application For: Sample, Status: In Progress, Started: 02/09/2026, Due: 07/31/2030. Below this is a "Credentialed Faculty" section with a "Pending faculty" lock icon and a list of requirements: Director of Education, Instructors, Observers, Mentors, and Performance evaluation reviewers. A yellow "Verification Required" banner states: "You will need to mark the credentialed faculty list as complete to submit your application." with a "Complete Credentialed Faculty List" button. Below the banner is a table of credentialed faculty roles, each with a "Sample, Sample" entry, "Credentialed: PCC", "Email: Sample@sample.com", and "Status: Pending". The roles and their requirements are: Director of Education (1 PCC or MCC Required), Instructor - Coach Specific Education (1 ACC or MCC or PCC Required), Instructor - Resource Development (0 Req.), Observer (1 ACC or MCC or PCC Required), Mentor (1 ACC or MCC or PCC Required), and Performance Evaluation Reviewer (1 PCC or MCC Required). At the bottom, there are navigation arrows and the International Coaching Federation contact information: 2365 Harrodsburg Rd, Suite A325, Lexington, KY 40504, coachingfederation.org, with social media icons for Facebook, X, LinkedIn, Instagram, and YouTube.

5. 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 Renewal' application interface. On the left is a dark blue sidebar with a navigation menu including: Dashboard, Registered Programs, My Accredited Program, Sample Application, Sample, Sample, Sample, Program Information, Application Summary, Course List, Credentialed Faculty, Cohort Participants, Performance Evaluations, Test, Sample IJ Application, My Accredited Program, CF Provider, Staff Roster, and Invoices. The main content area has a header with the ICF logo and 'International Coaching Federation'. Below the header, application details are shown: Application For: Sample, Status: In Progress, Started: 02/09/2026, Due: 07/31/2030. A 'Checklist' button is in the top right. A 'Cohort Participants' section contains a lock icon, the text 'Enter contact information for your recent cohort. Please upload a roster of your most recent cohort(s) who have opted in to be contacted by ICF', and a 'Pending Participants' label. 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?'. The form has four input fields: 'Enrolled:', 'Partially Completed:', 'Fully Completed:', and 'Graduated:'. Each field has a red asterisk and the word 'Required' below it. A checkbox is present with the text 'I Do Not Possess Authorization From The Cohorts To Disclose Their Names And Email Addresses.' Below the form are 'Continue to Upload' and 'Cancel' buttons. At the bottom of the page is 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.

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6. Add student roster

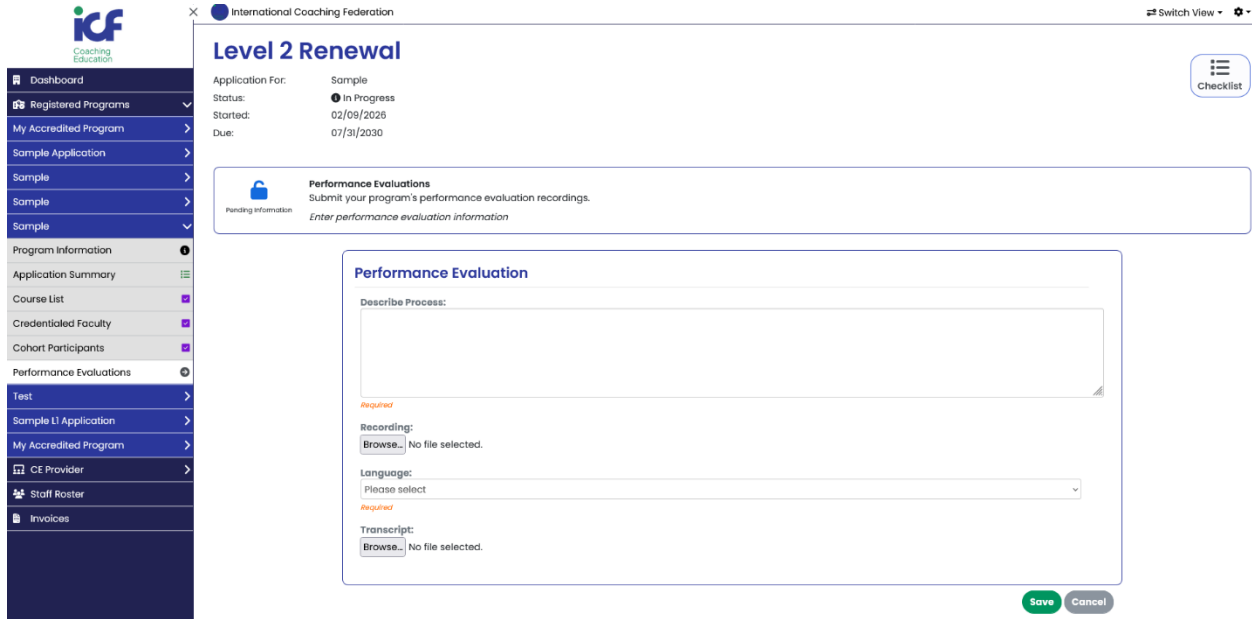
As part of the accreditation process, we require organizations to provide student data for those students who have opted in to sharing their information with ICF in accordance with the General Data Protection Regulation (GDPR) process. Using the template provided, upload a list of students who have opted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

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7. Upload Performance Evaluation

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



8. Agree to Statement of Agreement, Compliance & Limitations

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



9. Submit survey and complete payment

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



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