

**Portfolio Coach Training requirements**  
 Training not approved by ICF but aligned to ICF core competencies

Requirements		ICF Core competencies	No. of Hours Covered
<p><b>80% of the Coach Training</b></p> <p>Documented record</p> <p>ACC- 48/60 hours PCC- 100/125 hours</p>	<p>Synchronous (real-time); direct instruction (voice-to-voice or in-person training),</p> <p>real-time discussions,</p> <p>observation and feedback of practice coaching sessions,</p> <p>and mentoring students.</p>	<p>1. Meeting Ethical Guidelines and Professional Standards 2. Establishing the Coaching Agreement</p> <p>3. Establishing Trust and Intimacy with the Client 4. Coaching Presence</p>	
<p><b>20% of the Coach Training</b></p> <p>Proof (Validation) that this part of coach training has been completed</p> <p>ACC- 12/60 hours PCC -25/125 hours</p>	<p>Asynchronous Homework/Independent Study</p> <p>Reading, Writing, Research, Journaling, and</p> <p>various other activities that may occur outside of the synchronous setting</p>	<p>5. Active Listening 6. Powerful Questioning 7. Direct Communication</p> <p>8. Creating Awareness 9. Designing Actions 10. Planning and Goal Setting 11. Managing Progress and Accountability</p>	
<p><b>10 hours of Mentor Coaching</b> (with certificate)</p>			
<p><b>Audio recording</b> (not edited) 20-60 min <b>with Transcript</b> - demonstrating ICF Core competencies ACC- 1; PCC: 2 recordings</p>			
<p><b>Client Coaching hours</b> (accrued after completing the training) (25/50 of these hours must occur within the 18 months prior to submitting the application for the credential)</p> <p>1 hour = 60 min &lt; 1 hour = partial Session of 30 min = 0.5 hour</p>	<p><b>Individual clients,</b></p> <p><b>Group clients</b></p> <p><b>Internal clients,</b> (part of JD, not direct reports) <b>Third-party clients</b> (client reference letter)</p>	<p>Paid</p> <p>Probono</p>	
<p><b>CKA</b></p>			

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