Mentor Coaching Requirement Checklist

Stay informed and stay on track. Whether you're applying through the ACC, PCC, or MCC Portfolio Pathway, we've broken the requirements into clear, manageable steps to help you navigate the mentor coaching process with confidence. Review the checklist below for a step-by-step guide to meeting your mentor coaching requirement and progressing toward your credential.

ACC Portfolio Applicants

☐ Use the Mentor Coach Registry to identify or verify a mentor coach who holds a Mentor Coach Specialization (MCS) at the ACC or PCC level.

☐Begin mentor coaching with your Specialized Mentor Coach.

☐Complete at least **three one-to-one mentor coaching sessions** with your mentor coach. Each session must include a completed **Session Observation Form** completed by your mentor coach and reviewed during a mentor coaching session.

☐Complete an additional **seven hours** of mentor coaching, either one-to-one or in a group setting, with a Specialized Mentor Coach.

☐After completing your one-to-one mentor coaching sessions, your mentor coach will provide you with a **Competency Review Form** that documents the skills you demonstrated across your observed coaching sessions. If you demonstrate at least **67% of the ACC-level or PCC-level skills** within each ICF Core Competency, your completed Competency Review form is ready to submit with your ACC application.

- ☐ If you have not yet demonstrated 67% of skills in each competency area, continue mentor coaching until you meet this threshold.

☐ Save PDF copies of all **Session Observation Forms** and **Competency Review Forms.** This should be provided directly by your mentor coach.

☐ Confirm that all mentor coaching requirements have been completed before submitting your application.

- ☐10 hours of mentor coaching completed
- ☐ At least 3 hours were one to one (remaining 7 may be one to one or in group setting)
- ☐12 weeks or more between first mentor coaching session and last session

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