

Carly Anderson

From: carly@thementorcoachinggroup.com
Subject: Exciting 2020 Changes to ICF's Credentialing Program

From: ICF Headquarters <icfheadquarters@coachfederation.org>
Sent: Tuesday, February 25, 2020 10:00 AM
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Transcript Requirement Changes

ICF is committed to ensuring fairness and integrity in our review process for credentialing performance evaluations. To this end, we are **refining our existing transcript format requirements** for credentialing candidates on the following pathways:

- ACC ACSTH
- ACC Portfolio
- PCC ACSTH
- PCC Portfolio
- MCC

Currently, transcripts submitted for performance evaluations are subject to the following requirements:

- Your transcript(s) must be a verbatim, written word-for-word record of the coaching session(s) submitted.
- Your coaching session transcript should include the full word-for-word conversation that took place between you and your client during your coaching session.
- A reader of the transcript should be able to see who was speaking (the coach or the client) at any given time in the conversation.
- Transcripts need to be in the same language used in your recording. If ICF does not offer performance evaluations in your language, then an English transcript must be provided.
- Transcripts must be provided in PDF, MS Word, or a similar format.

Beginning **July 1, 2020, at 12 Noon (New York)**, transcripts submitted for performance evaluations will be subject to the following requirements:

- Your transcript(s) must be a verbatim, written word-for-word record of the coaching session(s) submitted.
- Your transcript must indicate who is speaking—the coach or the client—at any time in the conversation. **The transcript must list the coach’s statements and the client’s statements on separate lines.**
- Your transcript must include **timestamps at every change in speaker** (coach and client).
- Transcripts need to be in the same language used in your recording. If ICF does not offer a performance evaluation in your language, you will need to submit a transcript with the language used in your recording **and with an English translation of the transcript.**
- Your transcript must be provided in .DOC, .DOCX or similar word processing file format. **Transcripts provided in PDF format cannot be accepted.**

By refining our requirements for session transcripts, we’re demonstrating our continued commitment to positioning the ICF Credential as the gold standard for the coaching profession.

If you or your Mentor Coaching clients have any questions or concerns regarding these changes, please feel free to contact our ICF Credentials and Standards team at support@coachfederation.org.
