

ACC Readiness Checklist

Everything between you and your ACC, on one page. Work top to bottom; the requirements gate the application, the four areas below gate your confidence.

1 · THE REQUIREMENTS (KNOW YOUR NUMBERS)

REQUIREMENT	TARGET	WHERE I STAND
Coach-specific education	60 hours	_____ hrs
Coaching experience ICF also sets minimums for paid hours and client count — verify the current split.	100 hours	_____ hrs
Mentor coaching Complete 10 hours over a minimum period of three months; group/individual mix rules apply. Verify with ICF.	10 hours	_____ hrs
Skill demonstration Currently a performance evaluation (recorded session + transcript) on the portfolio path — see the 2027 note below.	Per current pathway	☐ ready
ACC exam	60 multiple-choice items; passing scaled score currently 460	☐ booked

April 2027: ICF has announced that ACC/PCC Portfolio performance evaluations are scheduled to be replaced by an enhanced mentor-coaching requirement effective April 1, 2027. If you're applying near that date, check which rules apply to your application *before* you record and submit.

2 · CREDENTIAL REQUIREMENTS READINESS

- ☐ My education hours are from coach-specific training, and I can produce the certificates.
- ☐ I keep a running coaching log — client names/aliases, dates, hours, paid vs. pro bono.
Untracked hours can't be claimed. Start the log before anything else.

☐

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3 • EXAM PREPARATION

- ☐ I've taken at least one full-length timed practice exam.
Format: 60 multiple-choice items on the current competency model and Code of Ethics.
- ☐ I can apply the Code of Ethics to messy scenarios — not just recite it.
- ☐ For practice questions I get right, I can explain *why* the best answer beats the runner-up.
- ☐ I review every miss and know which competency families I keep missing.
- ☐ My recent practice scores are stable at or above my target — not one lucky run.

4 • COACHING SKILL READINESS

- ☐ Every session opens with a client-confirmed agreement: what we're working on and what success looks like.
- ☐ When a client brings a problem, my first move is partnering — not solving, advising, or storytelling.
- ☐ My questions regularly create new awareness, not just gather information.
- ☐ I can name the core competencies I'm strong in — and the ones I avoid.
- ☐ I close sessions with client-owned actions and accountability, not my homework assignments.

5 • RECORDING & FEEDBACK READINESS

- ☐ I record real sessions regularly (with written client consent).
- ☐ I've reviewed at least one recording against ICF's ACC expectations (BARS assessment standards).
- ☐ A mentor coach has reviewed a recording and given me marker-based feedback.
- ☐ I know my most-flagged habit (advising, weak agreement, stacked questions, staying surface-level) and I'm training against it.
- ☐ If my pathway requires a submission: clean audio, accurate transcript, session within the allowed length.

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6 · COACHPREP TOOLS THAT MAP TO EACH AREA

AREA	FREE	WITH THE EXAM PASS (\$99 · 6 MONTHS)
Requirements	Start Here pathway + the ACC track page	—
Exam	Daily 10, ACC practice, Ethics practice	Full timed exams, Exam Practice Diagnostic, CoachPrep Practice Readiness Index
Exam practice	Coaching Scenario Spinner, flashcards	Smart Mix aimed at your weakest areas
Reference / recording	CoachPrep-created FAILURES heuristic Memory aid only; not live-skill evidence	Mentor coaching — marker-based recording review (separate engagement)

Verify current requirements at coachingfederation.org. ICF updates hour requirements, exam formats, passing scores, and pathways; this checklist reflects published figures at the time of writing and keeps wording flexible on purpose.

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