

Work Life Destinations Training Academy- Quick Reference Guide to Submitting ACC Application from a ACSTH path

Note: A sample application is provided by visiting the ICF website

https://coachfederation.org/app/uploads/2018/07/SAMPLE_ACCACSTHApp.pdf

Step 1- Join the ICF if you have not already that done that. Your membership fee will be prorated through March 2018. As a member you will be given a discount that will offset \$200 against a membership of \$295.00.

Step 2- Have your logs and scanned diplomas available in an easy access folder. Your diplomas will be provided when asking for certificates.

Step 3- The following are the proper responses to survey questions and application questions.

You are applying via the ACC survey link you will see at the **start click to join the ICF**, do that and then resume the survey. Answer as follows:

Provide your contact information and know that any information you provide will be used in on line directory provided to the public. A search for you in the ICF directory will show up with what you have provided. . Keeping mind what you want as public or personal information, such as home phone and address or business phone and business address.

Read and agree to the terms and conditions

Number of trainings hours – 60 -

Name of Training is Work Life Destinations Training Academy [If you are working from a drop down search, WLDTA will not appears at this time, this is a known problem that is being worked on, they need to add more date space, we fell of the page. If you have to make a selection from the drop down choose 4Change School of Coaching ACSTH].

Type of Training is ACSTH

Client coaching experience is accredited with ICF as a ACSTH program- YES

How many Hours of client coaching hours- 100- or more
(An excel log can be provided via an email request.)

If you are asked your application selection is- individual

The start date of your coaching log is a date following the date on your first diploma

Your mentor coach information is

Name: Suzanne Rosetti

ICF credential : PCC

Email: Suzanne@worklifedestinations.com

Phone: 301-974-5098

Mentor coach start date is sometime after the completion of Advanced class date on diploma

Mentor coach end date is at least 3 months after the start, you should have the dates of your session on your log, however, if you need confirmation WLD can provide that via an email request.

Once you completed the survey you will be asked to purchase your application, have your credit card ready and make sure you are selecting member, if you see a fee other than \$300, you should go back and review your answers, you have may mistakenly chose a different path from ACSTH or your membership has not been acknowledged.

Once you hit submit you will wait a bit for all the files to upload, do not keep hitting submit button. You will get an acknowledgment that your application has been received.

In about a week, once the ICF has reviewed and approved your documentation, you will receive an invitation to take the Coach Knowledge Assessment. They will provide a link that you will click on when you are ready to sit uninterrupted for the assessment. You will have 3 hours to complete the assessment.

If you feel the need to review your readiness with your mentor coach that request can be sent via email. Typically this is provided on 10th mentor session.

Good Luck and Best Wishes and you take an important step in your coaching career.

WLDTA

