

# Recording Coaching Calls for ACC Credentialing

Before going into the details for recording coaching conversations, please follow this link <https://coachfederation.org/icf-credential/acc-paths>. On this page, you will find the details you need to determine



The ACC credentialing path that best suits your application



The eligibility criteria for the ACC credential application



Other requirements for the ACC credential application

Performance Evaluation & Transcript are an integral part of the ACC Credential Application. This requires submission of a recorded coaching session with a transcript. Through my interactions with coaches as a Coach Mentor, I understand that coaches do get anxious about recording a coaching conversation and it often leads to delay in earning the credential.

## Guidelines to record a coaching conversation

To support coaches enrolled in our Mentoring Program to successfully earn their credential, I have put together some guidelines to record the coaching conversation.

- Most coaches are very conscious of their performance when recording a conversation. This impacts Coaching Presence and consequently all other competencies.
- Please record lots of coaching conversations with paid and pro bono clients, keeping in mind the [ACC Markers](#) that assessors are looking for along with the guidelines for coaching conversation structure. This will help you get over the anxiety of recording and are comfortable demonstrating all competencies effectively.
- Please listen to your recorded sessions and self- assess yourself.
- I suggest that you do not submit a first session recording as you may not have enough rapport with the client & not be able to demonstrate all eleven competencies
- I also recommend that you avoid submitting a coaching session recorded with another coach as they may lead the conversation in a manner where you may not be able to demonstrate your coaching abilities.

- The ICF ACC Application requires that you submit a 20 to 60 minutes coaching session.
- Please submit recorded sessions in MP3 or WMA formats. Video files and other formats will not be accepted.

## Structure your call

So, in a **1 hour** session, please follow the suggested approximate time allocated to each section.

Opening, talking about process, confidentiality etc.	Review action steps from last session	Review the results achieved	Setting the focus goal & exploring	Framing action steps	Closure
<b>5 min</b>	<b>5 min</b>	<b>10 min</b>	<b>20-30 min</b>	<b>10 min</b>	<b>5 min</b>

When closing, take care to include all it's elements of asking the client about what worked for them through the conversation, summarising & perhaps asking about scheduling the next session.

For best results with respect to managing time and demonstrating all competencies, I **recommend that you record a coaching conversation that is 30 to 45 minutes long.** Consequently, the time for each of the 6 sections defined above will change proportionately.

As part of your ICF ACC Credential application, you are required to submit a transcript to accompany your performance evaluation audio recordings, for review by trained ICF assessors. The transcript must be a verbatim, written word-for-word record of the coaching session submitted.

Most transcribing software is inaccurate and hard to learn. Do-it-yourself solutions are time consuming and often mind-numbingly slow. A 40-minute recording could take up to 3 hours to transcript. Fortunately, there are people who do this for a living, and their services are not very expensive. You can find them on the web.

Learn more about performance evaluations for ICF Credentialing by visiting <https://coachfederation.org/performance-evaluations>.