ICF Mentor Coaching Competency Review Form - ACC

rev. 06.18.26

Overview

Mentor coaching is an essential professional element of a coach's professional development, providing an opportunity to engage with a seasoned practitioner and receive constructive feedback on their coaching skills and support for continued learning and growth.

While regular mentor coaching is encouraged for all coach practitioners, coaches pursuing an ICF credential are required to engage with a specialized mentor coach to document their demonstration and formative development of required coaching skills at the respective credential level (ACC, PCC, MCC). To allow for reflective practice and learning and skill development, ten hours of mentor coaching with a specialized mentor coach must take place over at least three months. A minimum of three hours must be one-to-one engagement with a specialized mentor coach.

This form, required for use with mentor coaching clients beginning January 1, 2027, enables specialized ICF Mentor Coaches to document a mentor coaching client's cumulative demonstration of coaching skills across multiple observed coaching sessions completed during one-to-one mentor coaching. Information entered in this form must reflect data documented in the **Session Observation Forms** completed by the mentor coach.

Specialized Mentor Coach Expectations

Specialized ICF mentor coaches play a critical role in the development of individual coach practitioners, their learning and skill development, and their capacity to deliver safe, ethical coaching services to their clients. Mentor coaches also play an important role in assuring the quality, credibility, and upholding of ICF Values.

In carrying out these responsibilities, specialized mentor coaches agree to adhere to the following:

- Ensure that the documentation of a client's coaching skills is conducted in accordance with the ICF criteria, requirements, and standards.
- Provide guidance and support on the importance of maintaining ethical standards in coaching.
- Provide guidance and support to the client in the development of coaching skills across all ICF Core Competencies.
- Maintain accurate records of mentor coaching engagements.
- Maintain the security of mentor coaching records in accordance with relevant jurisdictional laws and regulations.

Documentation Requirements

Candidates applying for an ICF credential must complete a minimum of 10 hours of mentor coaching with a specialized mentor coach over a three-month period. At least three (3) hours must be completed individually with a mentor coach; the remaining hours may be completed one-to-one with a mentor coach or in group mentor coaching sessions.

The mentor coaching client's **Competency Review Form** must be completed by a specialized mentor coach to document the cumulative demonstration of the client's coaching skills across the observed coaching sessions during individual mentor coaching. Any skills documented in the Competency Review Form must also be documented in the appropriate Session Observation Form completed by the mentor.

If the mentor coaching client does not demonstrate a particular skill competently, the mentor coach must provide developmental feedback to support the client's continued growth.

Client Reflections

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Instructions: Provide the following reflection prompt to your mentor coaching client ***before*** the start of the mentor coach session to review the Client Competency Review form.

> Pre-Review Reflection: Take time to reflect and identify the main focus or goal you discussed with your mentor coach throughout your engagement.

Instructions: Provide the following reflection prompt to your mentor coaching client ***after*** the session.

> Post Review Reflection: Summarize your progress and identify areas for further development based on your work together throughout the mentor coaching engagement. Make sure your responses are clear, specific, and reflect both your growth and opportunities for continued development.

Administrative Information

1. Mentor Coach Name:
2. Mentor Coach Email:
3. Mentor Coach Client Name:
4. Mentor Coach Client Email:
5. Date of Competency Skills Review Feedback Session with the Client:
6. Level of the mentor coaching services provided:

   ☒ ACC ☐ PCC☐ MCC

7. Total hours with the client:

Total Individual Hours with Client	Total Group Hours with Client	Total Hours with Client

8. Total observed coaching sessions reviewed individually with the client:

Mentor Coach Self-Review Checklist

Complete this self-review checklist before completing the Mentor Coaching Client Competency Review form:

☒ I hold an active ICF Mentor Coach Specialization (MCS) – ACC Level.

☒ I am not related to or have a known conflict of interest with the mentor coaching client.

☒ I have read, understand, and agree to follow the mentor coaching expectations as listed above.

Session Log

Please list each observed coaching session you have reviewed individually with the client, including the date, modality, and duration of each feedback session. NOTE: Observed coaching sessions should be reviewed and evaluated by the mentor coach prior to any feedback session with the client.

Session	**Date**	**Modality (in-person, virtual, recorded)**	**Duration (minutes)**

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Example: Session 1	*11/24/25*	*Virtual*	*60 minutes*

Handover/Continuity (if multiple mentor coaches)

NOTE: Clients who work with more than one specialized mentor coach for individual (1:1) mentor coaching at a particular skill level (ACC, PCC, MCC) should provide future mentor coaches with the completed competency review form from prior mentor coaching engagements.

Cumulative Demonstration of ACC Coaching Behaviors

Indicate in which session(s) the client demonstrated each required skill at a competent level (rated meets standard or exceeds standard). At least two-thirds (67%) of skills in each competency must be demonstrated at a competent level to meet the requirements for the respective credential level.

Competency 1: Demonstrates Ethical Practice

Definition: *Understands and consistently applies coaching ethics and standards of coaching.*

I verify that the client has demonstrated understanding and consistent application of coaching ethics during the engagement. ☒ Yes ☐ No

Notes (e.g., confidentiality, boundaries, conflicts of interest):

Click or tap here to enter text.

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Competency 2: Embodies a Coaching Mindset

Definition: *Engages in ongoing personal and professional learning and development as a coach. Works with coaching supervisors or mentor coaches as needed. Develops and maintains a mindset that is open, curious, flexible, and client-centered.*

Competency 2: Embodying a coaching mindset – a mindset that is open, curious, flexible and client-centered – is a process that requires ongoing personal and professional learning and development as a coach. These elements take place over the course of a coach's professional journey and cannot be fully captured in a single moment in time. There are no behavioral statements in this Competency area.

For each behavioral statement listed under Competencies 3 through 8, indicate whether the mentor coaching client demonstrated proficiency in that skill in **at least one** of their observed coaching sessions.

Mark "Proficiency Demonstrated" if in one of the Session Observation Forms you marked the statement as either:

- Exceeds the standard
- Meets the standard

Otherwise mark the statement as "Proficiency Not Yet Demonstrated."

Competency 3: Establishes and Maintains Agreements

Definition: *Partners with the client and relevant stakeholders to create clear agreements about the coaching relationship, process, plans, and goals. Establishes agreements for the overall coaching engagement as well as those for each coaching session.*

A3.1 Coach explores the client's topic with the client.

☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

A3.2 Coach and client reach agreement on what the client wants to accomplish as a session outcome.

☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

A3.3 Coach explores the significance of the coaching outcome to the client.

☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

A3.4 Coach attends to the agreed upon agenda throughout the session.

☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

Has the mentor coaching client demonstrated proficiency with at least 3 of the statements?

☒ Yes. Proficiency has been demonstrated ☐ No. Proficiency has not yet been demonstrated

Competency 4: Cultivates Trust and Safety

Definition: *Partners with the client to create a safe, supportive environment that allows the client to share freely. Maintains a relationship of mutual respect and trust.*

A4.1 Coach acknowledges the client's work in the session.

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☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

A4.2 Coach expresses respect, support, or concern for the client.

☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

A4.3 Coach supports the client's expression of feelings, perceptions, concerns, or beliefs.

☐ Proficiency Demonstrated ☒ Proficiency Not Yet Demonstrated

Has the mentor coaching client demonstrated proficiency with at least 2 of the statements?

☒ Yes. Proficiency has been demonstrated ☐ No. Proficiency has not yet been demonstrated

Competency 5: Maintains Presence

Definition: *Is fully conscious and present with the client, employing a style that is open, flexible, grounded, and confident.*

A5.1 Coach is observant and responsive to the client.

☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

A5.2 Coach demonstrates curiosity about the client, or their agenda, or both.

☐ Proficiency Demonstrated ☒ Proficiency Not Yet Demonstrated

A5.3 Coach provides space for the client to lead during the session.

☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

A5.4 Coach is silent to allow time for the client to reflect.

☒ Proficiency Demonstrated ☒ Proficiency Not Yet Demonstrated

Has the mentor coaching client demonstrated proficiency with at least 3 of the statements?

☒ Yes. Proficiency has been demonstrated ☐ No. Proficiency has not yet been demonstrated

Competency 6: Listens Actively

Definition: *Focuses on what the client is and is not saying to fully understand what is being communicated in the context of the client systems and to support client self-expression.*

A6.1 Coach listens by recognizing feelings, perceptions, challenges, or beliefs.

☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

A6.2 Coach inquires about, explores, or includes the client's use of language.

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☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

A6.3 Coach summarizes or paraphrases what the client communicates to confirm the coach's understanding.

☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

Has the mentor coaching client demonstrated proficiency with at least 2 of the statements?

☒ Yes. Proficiency has been demonstrated ☐ No. Proficiency has not yet been demonstrated

Competency 7: Evokes Awareness

Definition: *Facilitates client insight and learning by using tools and techniques such as powerful questioning, silence, metaphor, or analogy.*

A7.1 Coach supports the client in viewing the situation from different perspectives.

☐ Proficiency Demonstrated ☒ Proficiency Not Yet Demonstrated

A7.2 Coach inquires about the client's feelings, perceptions, behaviors, or beliefs.

☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

A7.3 Coach asks clear, open-ended questions, one at a time.

☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

Has the mentor coaching client demonstrated proficiency with at least 2 of the statements?

☒ Yes. Proficiency has been demonstrated ☐ No. Proficiency has not yet been demonstrated

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Competency 8: Facilitates Client Growth

Definition: *Partners with the client to transform learning and insight into action. Promotes client autonomy in the coaching process.*

A8.1 Coach asks questions about what the client has learned during the session.

☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

A8.2 Coach supports the client to use their learning to plan next steps.

☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

A8.3 Coach supports the client to close the session.

☒ Proficiency Demonstrated ☐ Proficiency Not Yet Demonstrated

Has the mentor coaching client demonstrated proficiency with at least 2 of the statements?

☒ Yes. Proficiency has been demonstrated ☐ No. Proficiency has not yet been demonstrated

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Cumulative Feedback

Provide clear, evidence-based feedback on competency areas where the coach demonstrated strengths and opportunities for future development. Provide feedback for **2-3 competencies** for both strengths and opportunities for development.

Areas of Strengths:

Competency 3: Establishes and Maintains Agreements

Statement for Feedback: Coach asked, "At the end of our time together, what outcome would you like to accomplish? And Coach asked, "What makes this meaningful for you to talk about today?"

Feedback Comments:

Click or press enter to enter text.

Competency 4: Cultivates Trust and Safety

Statement for Feedback: Click or press enter to enter text.

Feedback Comments:

Click or press enter to enter text.

Competency 5: Maintains Presence

Statement for Feedback: Click or press enter to enter text.

Feedback Comments:

Click or press enter to enter text.

Competency 6: Listens Actively

Statement for Feedback: There were multiple examples of the coach incorporating the client's language into their questions, i.e. "You mentioned being unable to 'stick the landing.' What would it mean for you to be able to successfully 'stick the landing?'

Click or press enter to enter text.

Feedback Comments:

Click or press enter to enter text.

Competency 7: Evokes Awareness

Statement for Feedback: Click or press enter to enter text.

Feedback Comments:

Click or press enter to enter text.

Competency 8: Facilitates Client Growth

Statement for Feedback: Click or press enter to enter text.

Feedback Comments:

Click or press enter to enter text.

Areas for Development:

Competency 3: Establishes and Maintains Agreements

Statement for Feedback: Click or press enter to enter text.

Feedback Comments:

Click or press enter to enter text.

Competency 4: Cultivates Trust and Safety

Statement for Feedback: When client shared concern about the repercussions of taking the next step, coach negated the feeling with the comment "I'm sure there's nothing to worry about."

Feedback Comments:

Click or press enter to enter text.

Competency 5: Maintains Presence

Statement for Feedback: Click or press enter to enter text.

Feedback Comments:

Click or press enter to enter text.

Competency 6: Listens Actively

Statement for Feedback: Click or press enter to enter text.

Feedback Comments:

Click or press enter to enter text.

Competency 7: Evokes Awareness

Statement for Feedback: The coach missed opportunities to invite the client to consider a different perspective. For example, when the client shared "I feel stuck with no way out" the coach might have said "I hear the sense of feeling stuck. If you were to zoom out and take a "balcony view" of this situation, what might you see differently?

Feedback Comments:

Click or press enter to enter text.

Competency 8: Facilitates Client Growth

Statement for Feedback: Click or press enter to enter text.

Feedback Comments:

Click or press enter to enter text.

Signatures and Attestations

As the mentor coach, select one of the options below that best reflects the mentor coaching client's demonstrated proficiency at the ACC level.

☒ The mentor coaching client has demonstrated proficiency in coaching skills at the ACC level in each competency area.

☐ The mentor coaching client has not yet demonstrated proficiency in coaching skills at the ACC level in each competency area.

Feedback Review Confirmation (Attestation)

☒ The mentor coaching client has reviewed this form, and we discussed the feedback provided in real time.

Mentor Coach's Printed Name:

Mentor Coach's Signature:

Date Signed:

DIRECTIONS TO COMPLETE THE COMPETENCY REVIEW FORM

1. Sign the completed form (electronic and written signatures are both accepted.)
2. Save the document as a PDF.
3. Send the PDF document to your mentor coaching client.
4. If the Mentor Coaching Client uses this engagement towards an ICF credential:
    a. ICF will contact you at the email address provided to verify the mentor coaching engagement.
    b. Your client will upload this Competency Review Form into their application
    c. If your client's credential application is selected for audit, they may be required to submit the supporting Session Observation forms to ICF for verification purposes.

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