

GUIDE to the IAAC ACCP Credentialing Application Process

Below is a checklist of the steps necessary for completing the ACCP Application. After you have completed the detailed steps that follow, use this checklist to ensure that all of the information and/or materials required are gathered, and that you are prepared to complete the Application **before** you begin the actual application process. Please allow approximately two hours to complete the application after you have gathered your information/ materials. **Note: All application materials are to be uploaded as PDF documents and sent to the Credentialing Coordinator.** Do not send any originals by mail or by FAX. The application process is estimated to take between 1-2 months from the time you begin the process, contingent on application completeness and the number of Applications received at any given time.

Checklist of Steps

- Step 1: Register to Apply for Credentialing
- Step 2: Review the Guide
- Step 3: Client Coaching & Training Logs
- Step 4: Coach Specific Training Documentation
- Step 5: Letter of Recommendation from a Coach Trainer
- Step 6: Agreement and Compliance

Keep a copy of everything that you send with your application for your own file.

Detailed Steps and Directions for Completion

Step 1: Register to Apply for Credentialing

Access "[Apply Now!](#)" on the IAAC Home page and follow steps for the Credentialing Application. Wait for the Letter of Acknowledgment from the Credentialing Coordinator before you continue with the Online Application.

Step 2: Review the Guide

If you haven't already printed a copy of this Guide, please do so now. This Guide will instruct you as to the files, information and materials you will need to proceed with the Online Application once you've received the Letter of Acknowledgment from the Credentialing Coordinator.

Review each step carefully and check off each step as you complete it. Your Online Application may be delayed if information is missing.

Step 3: Create Client Coaching & Training Logs

A. AD/HD Client Coaching Log

ACCP applicants are required to have a minimum of 15 AD/HD Coaching hours.

In order to meet this requirement, your client coaching log must reflect:

- Coaching for a minimum of 15 hours (maximum of 5 pro bono hours)
- 15 hours to be spread over a minimum of 2 different clients
- For all other clients, please list only by first name and last initial, plus the other information required.

The following constitutes a coaching hour:

- 60 minutes of actual coaching with someone who has hired you as an AD/HD Coach.

B. Coach Specific Training: AD/HD Coach and General Coach Training

AD/HD and General Coach Training:

ACCP applicants are required to have attained a minimum of 30 hours of education and training specifically around the skills/information directly related to coaching, with a minimum of 10 of those hours to be for specific AD/HD Coach training (see the *IAAC Core Competencies*).

Use of CCEUs - Continuing Coaching Education Units

May be used to help satisfy the **Coach Specific Training** requirements. Education credit hours from training institutes, individual trainers, virtual training, teleclasses, special interest groups, recorded self-directed training, SIGs and conferences may qualify. One (1) CCEU equals 60 minutes of direct educational contact. Lunch breaks, etc. will not be counted. CCEU's will not be rounded up.

Parameters:

May include a combination of the following:

- Teaches coaching skills or the application of coaching skills and is consistent with an organization's core competencies, proficiencies or skills/tools. Credits in a single competency, proficiency or skill may not exceed 5 credit hours.
- Other coach training (leadership, marketing, business or personal development) does not count as coach specific training.

Education in other areas such as psychology, psychiatry, counseling, NLP, etc. does not count as coach specific training unless specifically taught as reflective of a core competency, proficiency or skill within coach training

Construct your Coaching and Training Log to look like the example provided below, save in your Credentialing Application Log file as a PDF document, and upload with your application. Directions for downloading PDFCreator for PC users only are available at the end of this document (Attachment B**). PDF formatting is already built into the MAC application and should not require a download.**

Example

**AD/HD Client Coaching
and
Coach Specific Training Log**

The top half of this log is to be used to fill in your client coaching information. Do not fill in the darkened columns.

The bottom half of this log is to be used to fill in your coach specific training information.

You may download a blank template of this log to fill in your information by following these steps.

Read the steps before you click on Step 1:

1. [Clicking here](#) will take you to the Log In Details Page
2. Once on the Details Page, click on the word *Download* on the left side of the page.
3. You will now have the log to fill out.

Client Name First name/Last Initial	Start/End Date	Paid Hours	Pro-Bono Hours
Bill J.	5/9/06-9/3/06		1
	9/3/08 – 1/15/09	6	4
Total		10	5

Training Dates Start/End	Training/ Sponsoring organization contact info	Course Name	Instructors	Course/ Class Description	Competencies/ Proficiencies/ Skills Taught	Total Hours	Proof of Completion/Test Passed Scanned for attachment (Y/N)
6/19/09/ 9/23//09	XYZ Seminars Bill Smith bsmith@smith.com 222-333-4444	Coaching the IAAC Core Competencies	Bill Smith	AD/HD Core Competency Training by phone	Covered all of the Core Competencies and Code of Ethics and their application in AD/HD Coaching Interactive advanced program to provide coaching strategies, hands-on practice and business building ideas for coaching teens & college students	12 hrs. by phone	Yes
1/20/10 4/15/10	JST Coaching, LLC_ Jodi@jstcoach.com Jodi Sleeper-Triplett Phone: 703.437.1256	Coaching Teens & College Students with AD/HD	Jodi Sleeper-Triplett, MCC,SCAC, MCC	Coach training course designed specifically for coaching youth with AD/HD		Core: 27.75 Personal: 0.75 Business: 1.5 Other: 0 Total: 30	Yes

Total Hours 42

Step 4: Coach Specific Training Documentation

Documentation for successful completion (such as official certificate, official letter, or official transcript) is required for each course listed in your Coach Specific Training Logs for AD/HD and General coach training. **Documentation is to be scanned in together with your Letter of Recommendation and uploaded with your application documents.**

Step 5: Letter of Recommendation from a Coach Trainer

ACCP applicants are required to have secured a letter of recommendation from a coach trainer from a coach training program attended. This official letter must be on the training program's letterhead and include the following information, along with testimony from the trainer as to why they are recommending that you receive the ACCP designation:

- Start/end date
- Total hours
- Core Competencies covered
- Dated and signed by the trainer (typed name is acceptable)

This letter is to be scanned in together with your Training Documentation and uploaded with your application documents.

Step 6: Statement of Agreement and Compliance - please read this agreement and be prepared to electronically accept this statement as the last step of your Online Application.

Institute for the Advancement of AD/HD Coaching (IAAC)

Statements of Agreement and Compliance

I acknowledge that I understand and/or certify that the following statements are true and correct:

1. I have read, acknowledge and agree to abide by the IAAC Code of Ethics as published on the IAAC web site.
2. As the applicant, it is my responsibility to communicate and validate my qualifications to clearly show that I meet or exceed each of the requirements appropriate for the Credential for which I am applying.
3. I have had neither adverse legal actions taken nor pending against me.
4. I release any individual from any previous bond of confidentiality, whether explicit or implied, for the purpose of validating my qualifications for an IAAC awarded Credential.

5. I acknowledge that the Credential designation for which I am applying is valid for a one (1) year period. In order to renew this Credential, one must successfully meet the IAAC Recertification requirements.
6. I agree that the IAAC may change or modify the rules governing Credentialing, or the Credentialing process at any time and has the power to revoke any individual Credential for violation of the IAAC Code of Ethics, or non-payment of fees and to inform the public of such decision.
7. I will abide by the decision of the Credentialing Commission.
8. I give permission for the IAAC to verify my experience and documentation. I understand the IAAC will keep all information confidential.
9. I agree to honor the rules and regulations of the IAAC Credentialing process. I further agree that the IAAC has sole discretion to issue or amend the rules and regulations governing Credentialing any time. I agree to abide by any decision of the IAAC regarding Credentialing matters and realize that all decisions are final.
10. I understand that the application fee is non-refundable.

When you have received the Letter of Acknowledgment from the Credentialing Coordinator, you may return to the IAAC site to proceed with your ACCP Online Application following the directions in the letter.

Best Wishes,

The IAAC Credentialing Commission

Attachment B To Download PDFCreator

PDFCreator is free software that can be installed on a Windows PC to allow creation of PDF files from within any application including MS Word and Excel. To create a PDF version of any document all you have to do is select PDFCreator as your printer and print to it as if it were a printer. Follow the instructions in the dialog boxes and save the resulting file. That's it!

For Firefox:

1. Go to pdfforge.org - <http://www.pdfforge.org/products/pdfcreator/download>
2. Click on "download pdfcreator 0.97" in the middle frame of your browser -- (i.e., don't be confused by the ads). This should start the download of "pdfcreator-0_9_7-setup.exe".
3. Save the file and run setup to install.

For Internet Explorer:

1. Go to pdfforge.org - <http://www.pdfforge.org/products/pdfcreator/download>
2. Click on "download pdfcreator 0.97" in the middle frame of your browser -- (i.e., don't be confused by the ads). This should start the download of "pdfcreator-0_9_7-setup.exe".

3. If Internet Explorer is set to block pop-ups you will be directed to look at the "information bar" and "click here" to indicate that you want to go ahead and download the file. Click download to proceed. You will see the normal Internet Explorer download dialogue box.
4. Save the file and run setup to install.

Contact sraiken@adhdcoachinstitute.org if you have questions.