

Performance Evaluation Prep Checklist

For the recorded session ICF assesses as part of a credential application.

S

Not an official ICF resource. Sessio is independent and is not affiliated with, endorsed by, or sponsored by the International Coaching Federation. Requirements reflect ICF's published guidance as of October 2026 and may change. Always confirm current requirements at coachingfederation.org.

☐ ICF requirement ☐ Tip from Sessio, not an ICF rule

1 Do you need this step?

- ☐ Check your path. ICF requires a performance evaluation on the ACC Portfolio path (1 recording), the PCC Portfolio path (2 recordings), and for MCC on either path (2 recordings).
- ☐ If your ICF-accredited coaching program included a performance evaluation, you've already met this requirement.

2 Choose the session

- ☐ It's a real session with a paid or pro bono client who hired you specifically for coaching.
- ☐ It isn't from your coaching education, and it isn't scripted.
- ☐ The client can be another coach, as long as they're a regular client. Both recordings can be with the same client.
- ☐ **TIP** Choose a client in an ongoing relationship, where a natural session agreement is easy to reach.

3 Get consent first

- ☐ Get the client's written permission, before recording, to use the session for performance evaluation. ICF offers a sample Release of Confidential Information form.
- ☐ **TIP** Keep a signed copy with your credentialing records.

4 Record the session

- ☐ A full, unedited session between 20 and 60 minutes. Sessions longer than 60 minutes are not scored.
- ☐ Audio only. No video or pictures.
- ☐ One file per session, in MP3, WMA, MP4, or M4A format, 95 MB or less.
- ☐ File name uses only letters and numbers. Links and URLs aren't accepted.
- ☐ **TIP** Test your recording setup beforehand, and plan to end comfortably before the 60-minute mark.

Performance Evaluation Prep Checklist

Continued.

S

5 Prepare the transcript

- ☐ A word-for-word (verbatim) record of the session. ICF offers a sample transcript template showing the expected format.
- ☐ Each speaker is identified, with coach and client statements on separate lines.
- ☐ A timestamp at every change of speaker.
- ☐ Saved as a Word document (.doc or .docx). Other formats aren't accepted.
- ☐ Written in the language of the session. If ICF doesn't offer evaluations in that language, an English transcript is also needed.
- ☐ **TIP** If you use transcription software, read the transcript against the audio. Automated transcripts miss words and mislabel speakers.

6 Listen back before you submit

SELF-REVIEW

These questions are suggestions drawn from ICF's Core Competencies and PCC Minimum Skills Requirements. Assessors score against ICF's criteria for your credential level, so review those documents directly.

- ☐ Did you and the client agree on what they want from this session, and how they'll know they've achieved it?
- ☐ Did the client do most of the talking?
- ☐ Did you let the client finish speaking without interrupting?
- ☐ Did you ask clear, open questions, one at a time?
- ☐ Did the client design their own actions and accountability?
- ☐ Did you partner with the client to close the session, rather than closing it yourself?

7 After you submit

- ☐ Assessment generally takes 6 to 8 weeks after the recording is assigned to an assessor.
- ☐ If you don't pass, you can submit a new recording (retake) or request a rescore within six months, at \$150 per recording. Only one rescore is allowed per recording, and the rescore fee is refunded if it passes.

Sources

ICF, Performance Evaluations: coachingfederation.org/credentialing/performance-evaluations

ICF, Release of Confidential Information Form (sample): coachingfederation.org/resource/release-of-confidential-information-form-sample

ICF, Sample Coaching Session Transcript Template: coachingfederation.org/resource/performance-evaluation-coaching-session-transcript-sample

ICF, PCC Minimum Skills Requirements, and 2025 ICF Core Competencies, both available at coachingfederation.org