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ICF ICF-ACC Exam Syllabus Topics:

Topic	Details
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Topic 1	<ul style="list-style-type: none"> • Domain: Coaching Ethics: This section of the exam measures the skills of Professional Coaches and covers knowledge of professional ethics codes, including understanding what constitutes a conflict of interest. It also evaluates awareness of relevant laws, regulations, and organizational policies related to confidentiality, such as identifying factors that may necessitate breaking confidentiality. This section ensures that coaches adhere to ethical standards and legal requirements.
Topic 2	<ul style="list-style-type: none"> • Domain: Definition and Boundaries of Coaching: This section evaluates the expertise of Coaching Consultants in understanding the definition of coaching and the coaching process. It includes differentiating coaching from related professions like therapy, counseling, mentoring, and consulting. Additionally, it covers knowledge of when and how to make appropriate referrals to mental health professionals and recognizing signs of mental health conditions that may hinder coaching progress. This section ensures coaches maintain clear boundaries and make informed decisions for client well-being.
Topic 3	<ul style="list-style-type: none"> • Domain: Coaching Competencies, Strategies, and Techniques: This section measures the skills of Life Coaches in applying coaching competencies, strategies, and techniques. It includes knowledge of how to contract with clients, focusing on key elements of a coaching agreement. It also covers the ICF Core Competencies, goal setting, motivation, and a variety of coaching techniques, tools, and resources. This section ensures coaches are equipped to effectively support clients in achieving their goals.

ICF Associate Certified Coach Sample Questions (Q34-Q39):

NEW QUESTION # 34

Your client has identified a concrete action that they want to implement. To help them understand better what some possible results or learnings could come from this proposed action, the best response is:

- A. Remind your client that if this action succeeds, life will be much better.
- B. **Ask questions around possible consequences or results of the implementation of this action.**
- C. Ask your client to share some thoughts, remind them to think optimistically, and not focus on potential problems.
- D. Give the client an exercise to write down a list of good possible outcomes.

Answer: B

Explanation:

Comprehensive and Detailed Explanation:

Option C aligns with Competency 7, "Evokes Awareness" (7.2 - Explores possibilities), by using open-ended questions to deepen the client's understanding without bias, supporting partnership (Competency 2.2) and Ethics Section 1.1 (client-led exploration). Option A directs the client, missing collaboration. Option B assumes a positive outcome, breaching Competency 7.11 (no attachment). Option D limits exploration by enforcing optimism (Ethics Section 2.2). C best facilitates unbiased reflection.

NEW QUESTION # 35

A coach who demonstrates mastery of Listens Actively is likely to

- A. invite the client to challenge their own assumptions
- B. **ask questions to clarify what the client is sharing**
- C. share their perspective on what the client may find useful.
- D. partner with the client to design goals

Answer: B

Explanation:

ICF Competency 6 ("Listens Actively") involves "focusing fully on what the client is saying and not saying, understanding the meaning in context, and demonstrating that the client is fully heard." Mastery of this competency emphasizes clarifying and reflecting the client's communication. Let's review:

- A . Share their perspective on what the client may find useful: This leans toward advising, which aligns more with Competency 8 ("Facilitates Client Growth"), not active listening.
- B . Ask questions to clarify what the client is sharing: This directly reflects Competency 6 by deepening understanding and showing attentiveness through inquiry, a hallmark of active listening mastery.
- C . Invite the client to challenge their own assumptions: This aligns with Competency 7 ("Evokes Awareness"), not primarily listening.

D . Partner with the client to design goals: This fits Competency 3 or 8, not the listening focus of Competency 6. Option B best demonstrates mastery of "Listens Actively," per ICF's competency framework.

NEW QUESTION # 36

A coach should refer a client to seek help from a non-coaching professional when the client

- A. needs support navigating a transitional period in their life
- B. seeks confidence and clarity during a career change
- C. wants help building better relationships
- D. **requests guidance in determining which employees should lose their jobs**

Answer: D

Explanation:

The ICF Code of Ethics (Section 2.5) mandates referral to other professionals when client needs exceed coaching's scope, which is limited to supporting personal and professional growth, not providing expert advice or managing organizational decisions (ICF Coaching Boundaries). Let's analyze:

A . Needs support navigating a transitional period in their life: This fits coaching's scope (ICF Definition of Coaching), supporting transitions through goal-setting and awareness (Competency 8).

B . Requests guidance in determining which employees should lose their jobs: This requires expertise in HR or management consulting, not coaching, as it involves directive advice and third-party impact, exceeding ICF boundaries (ICF Code of Ethics, Section 2.3). Referral to a consultant or HR professional is appropriate.

C . Wants help building better relationships: This is within coaching's domain, focusing on personal skills and growth (Competency 8), not requiring referral.

D . Seeks confidence and clarity during a career change: This aligns with coaching's purpose of enhancing potential and decision-making (ICF Definition of Coaching), not necessitating referral.

Option B warrants referral, as it falls outside ICF's non-directive, growth-focused scope.

NEW QUESTION # 37

Which question most likely helps a client generate insight during a coaching session?

- A. Have you considered checking with your boss before you act on this
- B. Do you want to stay with organization after investing so much?
- C. **How would your life change if you made that choice?**
- D. Are there risks with this plan that you are not considering?

Answer: C

Explanation:

ICF Competency 7 ("Evokes Awareness") emphasizes "asking powerful questions that help the client gain insight, explore perspectives, and discover new possibilities." Effective questions are open-ended, future-focused, and provoke deep reflection, aligning with the ICF's client-centered approach (ICF Code of Ethics, Section 1). Let's evaluate:

A . Are there risks with this plan that you are not considering?: This is specific and risk-focused, prompting evaluation rather than broad insight. It's useful but less generative than exploring life impact.

B . How would your life change if you made that choice?: This open-ended, future-oriented question invites the client to explore consequences and personal meaning, directly aligning with Competency 7's aim to evoke awareness and insight.

C . Do you want to stay with the organization after investing so much?: This closed question limits exploration to a yes/no response and focuses on past investment rather than future potential, reducing insight generation.

D . Have you considered checking with your boss before you act on this?: This is directive and practical (ICF Code of Ethics, Section 2.3), steering the client toward an action rather than fostering self-discovery.

Option B most effectively generates insight, per ICF's emphasis on powerful, reflective questioning.

NEW QUESTION # 38

Which is important for coaches to do when working with clients?

- A. **Support client success**
- B. Understand client mental health

- C. Analyze client emotions
- D. Manage client behaviors

Answer: A

Explanation:

The ICF Definition of Coaching centers on "partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential," making client success the coach's primary focus. ICF Competency 8 ('Facilitates Client Growth') underscores supporting clients in achieving their goals. Let's review:

A . Analyze client emotions: While understanding emotions aids coaching (Competency 6), analyzing them risks crossing into therapy (ICF Coaching Boundaries), and it's not the core focus.

B . Manage client behaviors: Coaches facilitate, not manage, client actions (ICF Code of Ethics, Section 1), preserving autonomy rather than controlling behavior.

C . Support client success: This encapsulates ICF's mission and competencies (e.g., Competency 5: "Cultivates Trust and Safety," Competency 8), focusing on empowering clients to succeed.

D . Understand client mental health: This exceeds coaching's scope, which avoids diagnosing or treating mental health (ICF Code of Ethics, Section 2.5), requiring referral instead.

Option C is most important, reflecting ICF's foundational commitment to client success.

NEW QUESTION # 39

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