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ICF ICF-ACC Exam Syllabus Topics:

Topic	Details
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: 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.
Topic 3	<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.

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ICF Associate Certified Coach Sample Questions (Q60-Q65):

NEW QUESTION # 60

Which response reflects active listening to a client who claims to be struggling?

- A. Allowing the client to direct the discussion while the coach asks questions to learn more
- B. Asking to share a suggestion while the client is speaking to demonstrate the urgency of the issue
- C. Relating to the client's struggles by mentioning similar struggles the coach has experienced
- D. Letting the client know the coach is listening and would like to share some recommendations

Answer: A

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 heard." It prioritizes client-led dialogue and clarification over coach input. Let's assess:

* A. Asking to share a suggestion while the client is speaking to demonstrate the urgency of the issue Interrupting shifts focus to the coach, undermining active listening (Competency 6).

* B. Relating to the client's struggles by mentioning similar struggles the coach has experienced:

This risks redirecting attention to the coach, not fully hearing the client (ICF Code of Ethics, Section 1).

* C. Allowing the client to direct the discussion while the coach asks questions to learn more: This embodies Competency 6 by keeping the client central, using questions to deepen understanding and reflect listening.

* D. Letting the client know the coach is listening and would like to share some recommendations:

Offering recommendations shifts to action (Competency 8), not pure active listening.

Option C best reflects active listening, per ICF's competency standards.

NEW QUESTION # 61

Which best reflects the meaning of the term "conflict of interest" as it relates to the ICF Code of Ethics?

- A. The coach and the client cannot agree on what will serve as the client's best interest during the coi
- B. The interests expressed by the client have the potential to work against the coach's plan for the session
- C. The coach serves one of their own interests that works against one of the client's interests
- D. The client has so many interests that it becomes a challenge to identify dear coaching goals

Answer: C

Explanation:

The ICF Code of Ethics (Section 3.1) defines a conflict of interest as "a situation in which a coach has a private or personal interest sufficient to appear to influence the objective exercise of their professional duties." It's about the coach's competing interests, not the client's. Let's analyze:

* A. The client has so many interests that it becomes a challenge to identify clear coaching goals:

This is a coaching challenge, not a conflict of interest per ICF's definition.

* B. The coach and the client cannot agree on what will serve as the client's best interest during the coi: (Assuming "coi" is "coaching") This is a disagreement, not a conflict of interest involving the coach's personal gain.

* C. The coach serves one of their own interests that works against one of the client's interests: This matches Section 3.1, where a coach's personal agenda (e.g., financial gain) undermines client needs, requiring disclosure (Section 3.2).

* D. The interests expressed by the client have the potential to work against the coach's plan for the session: This is a misalignment of goals, not a conflict of interest tied to the coach's personal benefit.

Option C best reflects ICF's definition of a conflict of interest.

NEW QUESTION # 62

During the coaching session, a client has a new and very clear insight about the way that they have been treating a colleague. The best response is:

- A. Tell them that the way they have been treating the colleague is unacceptable, and they need to change if they want to be a better person.
- B. Suggest that this insight could be very useful in changing the client's behavior toward the colleague.
- C. Ask them how they would feel if they were the colleague being treated in this way.
- D. Ask the client how this new insight could impact his/her behavior towards the colleague.

Answer: D

Explanation:

Option C aligns with ICF Core Competency 8, "Facilitates Client Growth" (8.1 - Works with the client to integrate new awareness into behaviors), by encouraging the client to explore the practical implications of their insight. This fosters autonomy (Competency 8.3) and partnership (Competency 2.2), while respecting the client's experience per Ethics Section 1.1.

Option A judges the client, violating Competency 4.1 (non-judgmental stance) and Ethics Section 2.2 (avoiding bias). Option B shifts focus to empathy, which may be useful but doesn't directly integrate the insight (Competency 8.1). Option D suggests rather than partners, missing full collaboration. C best supports client-led growth.

References: ICF Core Competencies (2.2, 4.1, 8.1, 8.3); ICF Code of Ethics (1.1, 2.2).

NEW QUESTION # 63

Which action is most appropriate for a coach to take if a client reports suddenly withdrawing from all social activities, and having regular mood swings and trouble sleeping?

- A. Use coaching techniques that address these specific issues
- **B. Provide the client with a referral to therapy**
- C. Refer the client to a coach who specializes in these areas
- D. Inform the client's family about these issues

Answer: B

Explanation:

The ICF Code of Ethics (Section 2.5) requires coaches to "refer clients to other professionals when appropriate," particularly when issues fall outside coaching's scope, such as mental health concerns (ICF Coaching Boundaries). Sudden social withdrawal, mood swings, and sleep issues suggest a potential clinical condition (e.g., depression), requiring therapy. Let's evaluate:

A . Provide the client with a referral to therapy: This aligns with Section 2.5 and ICF boundaries, addressing mental health appropriately.

B . Refer the client to a coach who specializes in these areas: Coaching doesn't treat mental health, regardless of specialization (ICF Definition of Coaching).

C . Inform the client's family about these issues: This breaches confidentiality without imminent harm (Section 4.3) and isn't the coach's role.

D . Use coaching techniques that address these specific issues: This exceeds coaching's scope, risking harm (Section 2.5).

Option A is most appropriate, per ICF ethics and boundaries.

NEW QUESTION # 64

Which action, if taken by a coach at the end of a session, would most likely help a client continue to make progress?

- A. Emphasizing some negative outcomes that could occur if the client does not reach their goals
- B. Sharing literature relevant to the client's goals for them to review before the next coaching session.
- **C. Working with the client to develop an action plan that acknowledges support and resource barriers**
- D. Distributing a survey to assess the client's level of satisfaction with the coaching progress

Answer: C

Explanation:

ICF Competency 8 ("Facilitates Client Growth") focuses on "transforming learning into action" through specific, realistic plans that support ongoing progress. Addressing barriers ensures sustainability (ICF Definition of Coaching). Let's evaluate:

* A. Distributing a survey to assess the client's level of satisfaction with the coaching progress: This evaluates the process but doesn't directly drive progress (Competency 8).

* B. Working with the client to develop an action plan that acknowledges support and resource barriers: This aligns with Competency 8, empowering the client with a tailored, actionable strategy for continued growth.

* C. Emphasizing some negative outcomes that could occur if the client does not reach their goals:

Fear-based motivation contradicts ICF's positive, client-led approach (Competency 5).

* D. Sharing literature relevant to the client's goals for them to review before the next coaching session: This supports learning but lacks the actionable focus of a plan (Competency 8).

Option B most likely helps the client progress, per ICF's growth-focused framework.

