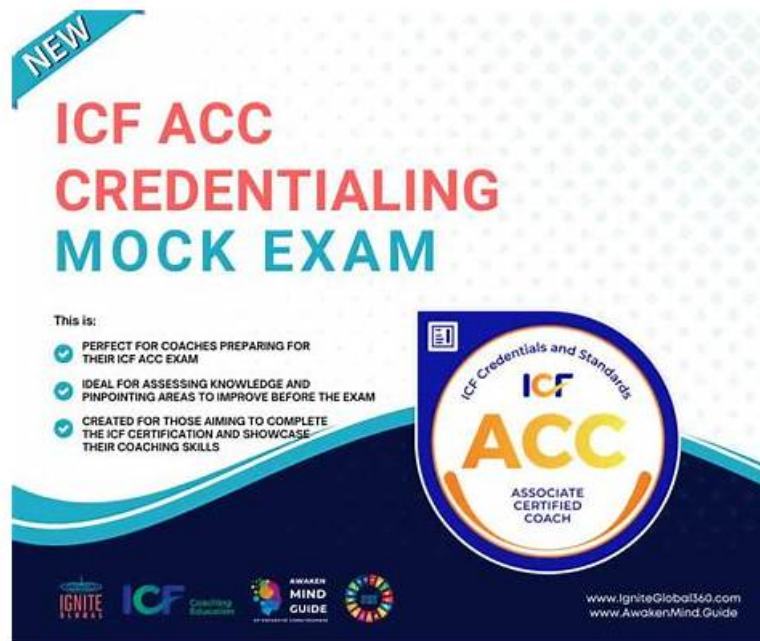


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### ICF ICF-ACC Exam Syllabus Topics:

Topic	Details
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Topic 1	<ul style="list-style-type: none"> <li>• <b>Domain: Coaching Ethics:</b> 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.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>• <b>Domain: Definition and Boundaries of Coaching:</b> 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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• <b>Domain: Coaching Competencies, Strategies, and Techniques:</b> 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.</li> </ul>

## ICF Associate Certified Coach Sample Questions (Q17-Q22):

### NEW QUESTION # 17

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

- A. Ask the client how this new insight could impact his/her behavior towards the colleague.
- B. Ask them how they would feel if they were the colleague being treated in this way.
- C. Suggest that this insight could be very useful in changing the client's behavior toward the colleague.
- **D. 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.**

**Answer: D**

Explanation:

Option A is the worst because it imposes judgment ("unacceptable") and directs the client ("need to change"), violating Competency 4.1 (safe, non-judgmental environment) and Competency 2.2 (partnership). It also breaches Ethics Section 2.2 (avoiding personal bias) and the ICF Definition of Coaching, which emphasizes facilitating, not dictating.

Option B invites perspective but isn't harmful. Option C (best, see Question 11) empowers the client. Option D suggests rather than collaborates but isn't judgmental. A most severely undermines the coaching process.

References: ICF Core Competencies (2.2, 4.1); ICF Code of Ethics (2.2); ICF Definition of Coaching.

### NEW QUESTION # 18

If a coach believes that a client is at immediate risk for self-harm, what is the first step they should take?

- A. Discuss with a mental health professional
- B. Talk with the client's family about getting help
- **C. Call emergency response services**
- D. Try counseling the client

**Answer: C**

Explanation:

The ICF Code of Ethics (Section 4.3) permits breaching confidentiality "to prevent serious harm" when a client poses an immediate risk, such as self-harm. Coaching boundaries exclude mental health crises (ICF Definition of Coaching), requiring urgent action. Let's evaluate:

A. Try counseling the client: Counseling exceeds coaching's scope (ICF Coaching Boundaries), and delays critical intervention in an emergency.

B. Call emergency response services: This is the first step for immediate risk, aligning with ethical and legal obligations to prioritize

safety (Section 4.3).

C . Talk with the client's family about getting help: This breaches confidentiality without imminent danger justification and isn't the fastest response (Section 4).

D . Discuss with a mental health professional: Consulting delays action; emergency services are needed first (Section 2.5).

Option B is the first step, per ICF ethics and boundaries.

### NEW QUESTION # 19

When determining the structure of the coaching sessions, the key factor for coaches to consider is.

- A. determining which techniques they can do most effectively and then use them consistently across clients
- B. applying a client-centered approach that allows clients to drive the session without interruption from the coach
- C. **having the flexibility to change the structure of the session as needed to meet the client's needs**
- D. developing session structures that follow the basic process of introducing a topic exploring the content, and wrapping up

**Answer: C**

Explanation:

ICF Competency 2 ("Embodies a Coaching Mindset") and Competency 5 ("Cultivates Trust and Safety") emphasize adaptability to the client's unique needs, prioritizing their agenda (ICF Code of Ethics, Section 1). Let's evaluate:

A . Determining which techniques they can do most effectively and then use them consistently across clients: This is coach-centric, ignoring client individuality (Competency 3).

B . Developing session structures that follow the basic process of introducing a topic, exploring the content, and wrapping up: A rigid structure limits responsiveness to client needs (Competency 2).

C . Having the flexibility to change the structure of the session as needed to meet the client's needs: This reflects ICF's client-centered, adaptable approach (Competency 8).

D . Applying a client-centered approach that allows clients to drive the session without interruption from the coach: While client-driven, uninterrupted sessions may hinder facilitation (Competency 7).

Option C is the key factor, per ICF's flexible, client-focused standards.

### NEW QUESTION # 20

A coach believes that a client is trying to work on too many goals in too short a period of time. Which approach reflects the best way to address this?

- A. Ask the client if they would consider focusing on the hardest goal during coaching
- B. Suggest that the client work on the hardest goal until they have more time
- C. Help the client develop a plan to accomplish the goals within the timeframe
- D. **Invite the client to consider how realistic it is to achieve so many goals that quickly**

**Answer: D**

Explanation:

ICF Competency 7 ("Evokes Awareness") and Competency 8 ("Facilitates Client Growth") encourage coaches to help clients assess feasibility and prioritize goals collaboratively, respecting client autonomy (ICF Code of Ethics, Section 1). Let's assess:

A . Invite the client to consider how realistic it is to achieve so many goals that quickly: This reflects Competency 7 by prompting reflection and Competency 8 by guiding toward sustainable progress, maintaining a client-led process.

B . Suggest that the client work on the hardest goal until they have more time: This is directive (ICF Code of Ethics, Section 2.3) and assumes the coach's prioritization, not the client's.

C . Help the client develop a plan to accomplish the goals within the timeframe: This ignores the coach's concern about feasibility, potentially setting the client up for failure, and skips awareness (Competency 7).

D . Ask the client if they would consider focusing on the hardest goal during coaching: While less directive than B, it still narrows focus without first exploring realism, missing the broader awareness step.

Option A is the best approach, aligning with ICF's emphasis on awareness and realistic goal-setting.

### NEW QUESTION # 21

A potential client seeks expert advice and information about new markets on which they should focus their business. Which would most likely fit best for this client?

- Answer: B**

The ICF Definition of Coaching focuses on "partnering with clients in a thought-provoking and creative process" to maximize potential, not providing expert advice (ICF Coaching Boundaries). A client seeking "expert advice and information" about markets requires a different approach. Let's analyze:

Option A (consulting) best fits, as it aligns with the client's need for expertise, outside ICF coaching boundaries.

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