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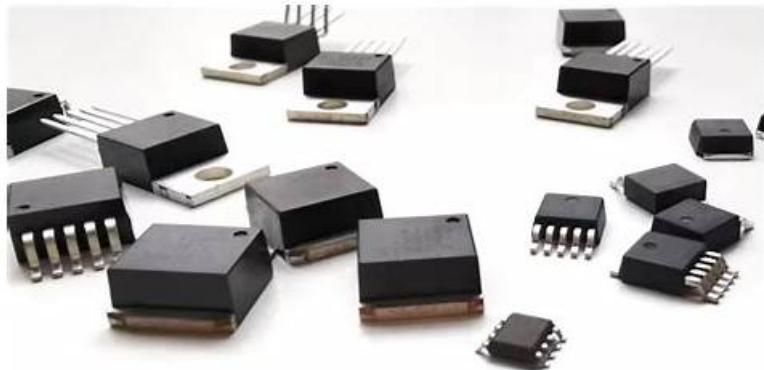
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ICF ICF-ACC Exam Syllabus Topics:

Topic	Details
Topic 1	• 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	• 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	• 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 (Q13-Q18):

NEW QUESTION # 13
Nearing the end of a coaching session, the client has a very clear idea of the plan that he/she would like to implement. To help the client identify if they have all the support that they need in moving forward, the best response is:

- A. Remind the client that two horses pull more weight than one, and they need someone to help them implement their plan.
- B. Help the client in assessing whether they have any areas that might need more support or still need to be addressed.
- C. Ask the client who will be their support.
- D. Offer to email the client daily until they have implemented the project.

Answer: B

Explanation:
Option D aligns with Competency 8.2, "Partners to design goals, actions, and accountability measures," by collaboratively assessing support needs, fostering autonomy (Competency 8.3) and adhering to Ethics Section
1.1 (client-driven process).
Option A oversteps boundaries (Ethics Section 2.1). Option B assumes external support without exploration.
Option C imposes a metaphor and directive, missing partnership (Competency 2.2). D best ensures the client's plan is robust.
References: ICF Core Competencies (2.2, 8.2, 8.3); ICF Code of Ethics (1.1, 2.1).

NEW QUESTION # 14
Which is the best practice for a coach to share a client's case with the coaching supervisor?

- A. Add a statement to the client's contract describing how information will be shared with the supervising coach
- B. Correspond with the supervising coach verbally so there is no need to share the client's information in writing
- C. Tell the client that the information needs to be shared with the supervisory coach so the coach can learn from the feedback

Answer: A

Explanation:
The ICF Code of Ethics (Section 4.1) requires coaches to "explain and ensure that, prior to or at the initial meeting, my coaching client(s) understand the nature and limits of confidentiality." Sharing with a supervisor must be disclosed in the coaching agreement (ICF Competency 3) to maintain transparency and trust. Let's analyze:
A . Tell the client that the information needs to be shared with the supervisory coach so the coach can learn from the feedback: This is reactive and lacks prior consent, violating Section 4's requirement for upfront clarity.
B . Add a statement to the client's contract describing how information will be shared with the supervising coach: This proactively ensures client understanding and agreement, aligning with ICF ethics (Section 4.2) and Competency 3.
C . Correspond with the supervising coach verbally so there is no need to share the client's information in writing: This avoids documentation but doesn't address client consent or transparency, breaching ethical standards.
Option B is the best practice, per ICF's confidentiality and agreement requirements.

NEW QUESTION # 15

In which situation should a coach recommend that a client speak with a therapist?

- A. The client says their frequent and intense mood swings are disrupting their life
- B. The coach feels like their guidance has not been helping the client's professional development
- C. The client explains that they have been feeling nervous about an upcoming change at work
- D. The coach notices the client often seems distracted during sessions

Answer: A

Explanation:

The ICF Code of Ethics (Section 2.5) mandates referral when client needs fall outside coaching's scope, such as mental health conditions (ICF Coaching Boundaries). Mood swings disrupting life suggest a clinical issue. Let's review:

A . The coach feels like their guidance has not been helping the client's professional development: This may require coaching adjustments, not therapy (Competency 8).

B . The coach notices the client often seems distracted during sessions: Distraction alone doesn't indicate therapy unless tied to mental health (Competency 6).

C . The client says their frequent and intense mood swings are disrupting their life: This suggests a potential disorder (e.g., bipolar), requiring therapeutic intervention (Section 2.5).

D . The client explains that they have been feeling nervous about an upcoming change at work: Situational nervousness is coachable (Competency 7), not requiring therapy.

Option C justifies a therapy recommendation, per ICF ethics and boundaries.

NEW QUESTION # 16

At which point in the coaching process should the coach explain the rules around confidentiality?

- A. Before the coaching begins
- B. Before scheduling o second session
- C. After assessment are completed
- D. By the end of the first session

Answer: A

Explanation:

The ICF Code of Ethics (Section 4.1) requires coaches to "explain and ensure that, prior to or at the initial meeting, my coaching client(s) understand the nature and limits of confidentiality." This must occur before coaching starts (Competency 3). Let's analyze:

* A. Before the coaching begins: This aligns with Section 4.1 and Competency 3, ensuring clarity upfront.

* B. By the end of the first session: This is too late; clients need to know limits before sharing (Section 4.2).

* C. After assessments are completed: This delays critical disclosure, risking trust (Section 4).

* D. Before scheduling a second session: This is after coaching begins, missing the ethical timing (Section 1.2).

Option A is the correct point, per ICF's ethical standards.

NEW QUESTION # 17

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

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

Answer: D

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 # 18

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