



CPC PROGRAM ADMISSIONS POLICIES AND PROCEDURES

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Our **Certified Professional Coach Training Program** is designed for the adult learner. It is comprised of both co-active and experiential learning techniques. Our participants often report that the program challenged and transformed them deeply. Upon entering our program you will learn what you can expect from us and what we expect from you, including taking full responsibility for your own self-care and the ability to manage your time effectively so that you can study, complete all course work in a timely manner – and remember to have fun.

We dedicate great attention to creating a safe and effective learning environment for each one of our participants. We seek applicants who demonstrate stability, reliability and resourcefulness in their lives; the emotional and intellectual capacity to work with the course materials; and, openness to learning and personal growth. Our admissions process is designed to align with these important values.

Prospective Participant Application Review and Orientation Process

Acceptance into the CPC Training Program includes the following steps:

1. Your initial application forms [outlined below] submitted and accepted
2. Submit a recent color photograph for your participant file folder (a passport size photo can be used)
3. Submit tuition payment in full or, if applicable, a Tuition Plan Application
4. Once we review your application and determine that space is still available, you'll participate in a customized training timeline discussion session with a designated registrar.
5. As soon as you are registered, you will receive a confirmation and additional details about the course(s).

Prospective participants are first asked to complete and sign the following:

1. Participant Application Form,
2. Registration Form,
3. Admissions Policies & Procedures Form (this document), and the
4. Enrollment Agreement Packet [NOTE: the Enrollment Agreement Packet is not applicable to Boeing participants.]
 - a. Enrollment Agreement Checklist,
 - b. Enrollment Agreement, and
 - c. Confidential Participant Information Form

Signatures are required on all forms; acceptable methods of submitting signed forms are: in person or via postal mail or fax.



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We reserve the right to refuse admission of any prospective participant, at any time during or after the registration process. We will send a letter to the participant applicant stating the reasons for not being registered into the CPC Training Program.

Registration Fee Schedule and Terms

Once a participant has successfully completed our registration and customized training timeline discussion process, the participant will be officially enrolled and assigned a program start date.

Unless otherwise agreed upon, the participant will submit full payment for the CPC Training Program at the time of initial registration according to the policies outlined on the Registration Form. If taken as a stand alone course, Living Your Vision[®] tuition is due in full upon registration.

Cancellation and Refunds

All requests for cancellations and/or refunds must be submitted in writing. The participant's last date of class attendance determines the date from which cancellation and/or any refund will be calculated. Refunds will be issued according to our Refund Policies in place at the time your Enrollment Agreement is signed.

Make-Up Fees after Entering Tele-courses

We require all participants to attend the first and last classes of their assigned tele-course groups. If the participant misses the first tele-course, a make-up fee will apply. Repeating the entire tele-course at an additional fee may be required at our discretion if the last tele-course session is missed.

If a participant misses a mandatory tele-course, a fee of \$250 will be paid for the make-up session by the participant to cover the administrative costs and the cost for our tele-course instructor. This fee must be paid in full at least 48 hours in advance of the scheduled make-up session.

Our tele-course instructor has full discretion to determine whether the participant has successfully understood the class material covered during the make-up session before that participant will be permitted to return to the tele-course. The participant will be advised how to proceed or what they need to do in order to meet the standards.

In some instances, an additional interview by the participant with our Director of Training may be required before the participant will be readmitted to the tele-course or allowed to continue in the CPC Training Program.



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Equipment, Class Size & Participant/Teacher Ratio

All courses include a Course Workbook; typical class size is between 12-24 participants; the participant to teacher ratio is typically 10 to 1 or better. We maintain our administrative offices and instruction facility in a modern two-story office building in Edmonds, Washington.

Method of Instruction

Our method of instruction is in an accelerated adult learning model. The environment includes, but is not limited to, interactive in-person instruction, experiential activities, group exercises and extensive supervised coaching practice.

Career Placement

We do not provide career placement services upon a participant's completion of our CPC Program.

Expectations Regarding Participant Conduct

We blend strong support for participant learning and success with the participant's commitment to learning. Participants must demonstrate this commitment through full class attendance as well as being open to learning. Participants are expected to reinforce the learning nature of the environment and manage themselves accordingly.

Participants agree to participate in maintaining a safe, dynamic, transformative and nurturing learning environment for all participants to enhance the participants' ability to learn about becoming a professional coach.

All participants agree to abide by the following agreements:

Confidentiality: The content and client name for any coaching practice session in or outside of the classroom, in the peer-coaching program and/or in the tele-courses is held confidential at all times. The participant coach may speak about their experience of coaching a client only for learning and discussion purposes from the standpoint of their own perspective and insights.

Be Coachable: Remain open and receptive to feedback that is provided by your instructors and your fellow participants so that you can effectively apply the professional coaching skills being taught. Hear what is being said with the intention to deepen your own learning as a participant coach and take action on it to increase and enhance your skills and competency.



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Communication: Remain respectful of fellow participants during open-group discussions and teleclasses. When asked or needed, provide feedback to others, coming from an open, honest and tactful place with the intention to deepen the learning for the recipient. Allow time for all voices to be heard. We encourage you to ask for what you want and need during your training here.

Suspend Judgment: Accept and allow others to be exactly where they are within their own learning and growth process without blaming or making them wrong. Ask questions to clarify rather than make assumptions about what is going on for another participant.

Be Teachable: Come to the classroom and tele-course with an open mind so that you can easily integrate the models and concepts being offered in our transformative coaching model. Trust that you can weave in the other skills and knowledge you've gained in your lifetime once you fully understand the principles being taught within our coaching model.

Honor Time: Be on time for all classes and in returning from bio-breaks and lunch breaks. Notify one of your course leaders and/or our office if you are delayed for any reason.

To preserve the dynamic learning environment, participant conduct that compromises and/or disrupts the learning environment will not be tolerated. If a participant compromises the learning environment or the safety or personal rights of another individual, the participant may be subject to immediate action, up to and including expulsion from any individual course and/or the entire CPC program.

Standards of Participant Progress: Participant progress is reported as either "complete" or "not complete." On any written or oral examination, participants must achieve a minimum score of 70% correct in each course to pass.

With our focus on participant success, participants will receive a written report if and when deficiencies exist, for any course attended.

Learning difficulties will be discussed with each participant and looked at as opportunities for improvement. If the participant continues to demonstrate inability to grasp the fundamentals of the curriculum, the participant will be offered additional opportunities for special tutoring at the participant's additional expense. In the event the participant or an instructor feels the participant is not being served by remaining in the CPC Training Program, the participant will receive a refund for any unused tuition in accordance with their Enrollment Agreement refund policies.



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The Certified Professional Coach (CPC) Training Program consists of two distinct components (a total of five courses): Living Your Vision® and four cohesive coaching skills courses. Refer to our course schedule for specific class dates and location.

By enrolling in the CPC Training Program, participants agree to complete the following course requirements within the timeframes defined within your Enrollment Agreement in order to receive a CPC certificate:

Living Your Vision® (2.5 days)

Class days and times: Thursday, 2:00 – 6:00 PM; Friday, 9:00 AM – 6:00 PM; Saturday, 9:00 AM – 5:30 PM plus a 10-week follow-up tele-course

Pre-requisites: None

CPC requirements met by: attending 2.5 days in course room and at least 8 of the 10 follow-up tele-courses

Essentials (3.5 days)

Class days and times: Wednesday, 2:00 – 6:00 PM; Thursday, 9:00 AM – 6:00 PM; Friday, 9:00 AM – 6:00 PM; Saturday, 9:00 AM – 5:30 PM

Pre-requisites: Living Your Vision®

CPC requirements met by: 3.5 days in course room

Power (2.5 days)

Class days and times: Thursday, 2:00 – 6:00 PM; Friday, 9:00 AM – 6:00 PM; Saturday, 9:00 AM – 5:30 PM

Pre-requisites: Living Your Vision®, Essentials, 2-3 clients/12-20 client hours experience and first book review on *your choice of one of three recommended titles* (you receive an annotated list in Essentials)

CPC requirements met by: fulfilling pre-requisites and attending 2.5 days in course room

Dynamics (3.5 days)

Class days and times: Wednesday, 2:00 – 6:00 PM; Thursday, 9:00 AM – 6:00 PM; Friday, 9:00 AM – 6:00 PM; Saturday, 9:00 AM – 5:30 PM

Pre-requisites: Living Your Vision®, Essentials, Power, 4-6 clients/24-40 client hours experience and second book review

CPC requirements met by: fulfilling pre-requisites and attending 3.5 days in course room

Mastery (telephone class)

19-week tele-course

Pre-requisites: Living Your Vision®, Essentials, Power, Dynamics and 6-9 clients/48-80 client hours experience PLUS a third book review; documentation of a minimum of 8 hours of one-on-one coaching over a minimum of a 3-month period with a PCC or MCC personal coach (fees vary per coach); and a client coaching hours log reflecting a minimum of 48 hours. A total of 100 hours is required and a log of these hours must be submitted by the final Mastery tele-course. 25 hours of the 100 hour total may be free or pro bono.

CPC requirements met by: fulfilling pre-requisites, Mastery orientation, attending 17 of the 19 tele-courses, 6 mentored calls, completing personal project, weekly status reports and by achieving passing grades on both the written and oral exams



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Our Promise to You

We appreciate the opportunity to work with you and promise to act in good faith to deliver high quality coaching programs toward your development as a professional coach.

Agreement to Abide by the admissions policies, procedures, and program requirements.

I hereby declare that I have read and understand all Policies and Procedures and that I agree to abide by them when I am registered as a Participant in the Certified Professional Coach (CPC) Training Program.

I hereby declare that I have read and understand the CPC Training Program Overview contained herein and agree to fulfill all course completion requirements outlined in it.

Signature: _____ Date: _____

Please complete all information legibly:

Full Name (printed): _____

Address: _____

City/State/Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Initial Here to indicate that you have read and understand the policies and procedures outlined on this page