

Academy for Coach Training and inviteCHANGE courses are designed for the adult learner. They are comprised of both co-active and experiential learning techniques. Our participants often report that the courses challenge and transform them deeply. Upon entering our courses 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 our courses or programs includes the following steps:

1. Submit your completed and signed Participant Application and Registration forms along with payment in full.
2. Once we review your application and determine that space is still available, we'll get you registered and reserve your spot.
3. 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)

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

Academy for Coach Training and inviteCHANGE reserves 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 course or program.

Registration Fee Schedule and Terms

Once a participant has successfully completed our registration process, the participant will be officially enrolled.



ADMISSIONS POLICIES AND PROCEDURES

invite CHANGE.

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 Academy for Coach Training and inviteCHANGE Refund Policies in place at the time the Enrollment Agreement is signed.

Make-Up Fees after Entering Tele-courses

The Academy requires 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 the Academy's 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 told how to proceed or be told what they need to do in order to meet the standards set by the Academy.

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

Academy for Coach Training and inviteCHANGE does not provide career placement services upon a participant's completion of our courses or programs.

Our Expectations Regarding Participant Conduct

Academy for Coach Training and inviteCHANGE blends 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, transformational and nurturing learning environment for all participants to deepen the participants' learning 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 Academy 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.

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 in our courses or programs.

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™ modality. 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.



ADMISSIONS POLICIES AND PROCEDURES



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 program.

Standards of Participant Progress: Participant progress is graded as complete or incomplete. With the focus on participant success, participants will receive a written report if and when deficiencies exist, for each 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 we feel the participant is not being served by remaining in the course or program, the participant will receive a refund for any unused tuition in accordance with the refund policies.

The Academy’s 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 of Academy for Coach Training and inviteCHANGE and that I agree to abide by them when I am registered as a Participant in the courses or programs.

I hereby declare that I have read and understand the Admissions Policies and Procedures 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: _____