

inviteCHANGE, LLC is an Accredited Coach Training Provider (“ACTP”) for the International Coach Federation, (“ICF”) the largest global standards body for the field of professional coaching.



Mrs. Janet M. Harvey is the owner and CEO for the company and also performs the duties of the Director of Training and as required, holds the following designations: ICF Master Certified Coach, Certified Mentor Coach and Accredited Coach Supervisor.

Operating as a provider of coaching certification training since 1997, all company personnel are members of the ICF and coach practitioners. Our customer commitment is to create a safe and welcoming learning environment that supports undaunted authentic expression and the choice to live life both personally and professionally sovereign.

Core Purpose:

We invite change to live and play with purpose

Mission:

We catalyze people to engage boldly, coach purposefully,
partner respectfully and lead authentically

inviteCHANGE is headquartered in Washington State, USA and is a private vocational school. The school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board

128 – 10th Avenue Southwest

Olympia, Washington 98501

360-709-4600

workforce@wtb.wa.gov

The catalogue is organized in sections for your easy reference. Please read each section carefully to ensure you have full understanding of our school policies and process before the enrollment process is complete. Our Enrollment Services Manager and your Coach Advisor are available to answer questions at any time and will review this catalogue with you prior to confirming your full enrollment in the program.

The list below references how the information is organized in this document.

- Program Description
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Program Description

The inviteCHANGE method of instruction is an accelerated adult learning model. The environment includes, but is not limited to, interactive in-person and live video conference instruction, experiential activities, group exercises and extensive coaching practice supervised by inviteCHANGE Certified Mentor Coaches who also possess an ICF Credential at the Professional Certified Coach (“PCC”) or Master Certified Coach (“MCC”) level.

All courses include a participant manual, and a variety of tools, resources and written references that are made available electronically for real-time access or computer download. Typical session size is between 9-18 participants. The participant to course leader ratio is 9 to 1. For a full description of the program elements and the learning outcomes for each of the courses within the program, please review the inviteCHANGE website and/or download the benefits brochure for the Professional Coach Certification programs.

Education Credential

inviteCHANGE does not offer an education credential. The Certified Professional Coach program prepares an applicant to deliver services in the vocation of professional coach. In addition, completion of all requirements for certification creates eligibility to apply to

the International Coach Federation to earn a Credential Award at either the Associate or Professional Certified Coach level.

Entrance / Admission Requirements

Our admissions policy requires participants to have achieved at least a General Educational Development (GED) certificate in English and/or a passing score on the Test of English as a Foreign Language, or the International English Language Testing System or a similar language proficiency exam; or a satisfactory evaluation of the applicant's foreign course work that has been produced by a reputable organization specializing in such evaluations.

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 mentoring at the participant's additional expense. In the event the participant or an inviteCHANGE course leader feels the participant is not being served by remaining in the course(s), the participant will receive a refund for any unused tuition in accordance with the refund policies.

Throughout the enrollment process the participant is invited to declare personal objectives for pursuing this educational program, to describe the relevance of personal and/or professional history for choosing the field of coaching and to prepare and participate in an admissions interview with a Coach Advisor. The discussion reviews the Program Coaching Agreement and associated Code of Conduct for all participants at inviteCHANGE. In addition, the participant's training plan is reviewed and the participant is asked to confirm that the

workload of courses and fieldwork will be suitable, given other competing life and financial priorities. Our intention is to create an effective and enjoyable learning experience where participants are set up for success in each step of the program. In the event an applicant is not deemed ready for the program, the Coach Advisor will escalate this assessment to the Director of Training who will advise the applicant of our enrollment decision and close the registration file for the applicant. inviteCHANGE does not discriminate against participants or potential participants on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation or the presence of any sensory, mental or physical disability or the use of trained guide dog or service animal by a person with a disability.

School Calendar / Program Starting Dates / Course Schedules

inviteCHANGE operates 365 days a year to deliver training in our physical training center and through live video-conferencing. Personnel may be contacted during business hours from (9:00 AM – 5:00 PM in the US Pacific Time Zone. USA National Holidays are observed and the office is closed. In addition, the office is closed for ten business days in observance of the Christmas and New Year's holidays. The Certified Professional Coach program begins two times a year in the Spring and Fall. Specific course schedules for each start may be downloaded from the inviteCHANGE website.

Course Room Facilities

inviteCHANGE is located in a seaside town, Edmonds, 20 minutes north of Seattle, WA. Our training facility is accessed from the street level and is easily navigated for those with limited physical

mobility. Restrooms and a kitchen, as well as seating areas outside of the course delivery area to facilitate coaching practice are all part of a welcoming environment.

Tuition & Additional Costs

All costs associated with the inviteCHANGE, Certified Professional Coach program are included in the total tuition of \$11,400 except:

- Books that the participant chooses as supplemental reading in addition to the course materials. Three books are required and a reading list is provided.
- If desired, enrolled participants are eligible to become members of the International Coach Federation. The membership fee must be paid by the individual participant.
- Fees required to retake failed exams and/or to participate in extra mentor coaching sessions to prepare for exams.

Full details about the benefits and features of the program are provided in the benefits brochure available for download at the inviteCHANGE website.

Financial Aid Assistance

inviteCHANGE does not offer financial aid.

Grading System / Standards of Progress

All courses are graded on a “pass” / “fail” basis that is determined through attendance and submission of required assignments into the participant’s electronic portfolio. The Director of Training conducts a periodic audit of participant portfolio to ensure progress is occurring as intended in the curriculum flow and course schedule. Deviations from those timelines greater than 30 business days trigger an invitation for an advising session to determine how to restore

progress and currency in assignments. A plan will be generated in collaboration with the participant’s Coach Advisor.

Notification of Grades for Oral and Written Exams

As exams are completed, participants are notified by email whether they passed or failed. Participants will receive a demonstration exam rating along with written professional development feedback. Participants will receive a score sheet for all parts of the Coaching Knowledge Assessment and that includes written development feedback.

A Certified Professional Coach completion certificate is issued electronically within one business week of exam completion. A physical certificate copy is provided at a Graduation ceremony, or delivered by mail for participants not in attendance or who complete the exams on a date past the Graduation event.

Passing grades for the final exams necessary to earn program certification are:

- A demonstration exam rating level of Advanced PCC level (ICF Professional Certified Coach behaviors); this is an average score of 7.0.
- A total score of 70 out of 100 points for the three parts of a written Coaching Knowledge Assessment

Failure to Pass Exams

If a participant does not pass either exam, an invitation to take the exam again will be offered at participant expense. The cost to re-take the demonstration exam is \$425.00; it is \$250.00 to re-take the written exam.

Time Limit for Certification Completion

Participants will have a maximum of 2 years to complete the courses for certification including completion of the

final exams. The official starting date for the two-year time frame is the first day of program instruction in the course called, *Maximize Potential: Transform Everyday Conversation*.

Participant Evaluation Techniques

The program intention is to develop skill and behavior competence associated with the International Coach Federation Core Coaching Competency framework. Every design element is focused on development, personal and professional, so that participants enjoy an evolution of competence and complete the program confident and knowledgeable as an effective professional coach. Oral and written feedback occurs continuously in the review and discussion of course assignments as well as observed coaching sessions and formal mentor coaching interactions delivered regularly over the program period.

Attendance Requirements

Participants must complete and satisfy all requirements of each of the courses prior to advancing to the next course in the certificate program. If the need for an exception arises during pursuit of a coaching certificate, participants must contact the inviteCHANGE office to request a course change. inviteCHANGE reserves the right to accept or reject course change requests. An inviteCHANGE representative will contact participants regarding each course change request.

Courses are considered incomplete if the participant has missed 2 hours or more in any given course. If this situation occurs without prior notice, the participant will need to retake the course before advancing to the next course. Depending on course availability, the participant will be able to re-enroll and retake the course.

The participant may pay a \$100.00 administrative fee, due at least 72 hours prior to the attending the course.

Tardiness

Developing a good work ethic is an important part of the training at inviteCHANGE. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Make-Up Work

A plan will be created for make-up of work due to tardiness or absence, planned or unplanned. The plan will be generated in collaboration with the course leader and the participant's Coach Advisor. That plan must also be approved by the Director of Training to evidence satisfaction of attendance requirements to earn certification by the end of the program term.

All live video sessions are recorded and posted to the participant's electronic dashboard for download and review at any time. Make-up for missed sessions may occur by submitting written comments to the course leader and peers that reflect how the participant would have contributed if he or she attended the session live.

Withdrawing from School

A participant may withdraw from the school at any time. We encourage a discussion with his or her Coach Advisor to determine if an alternative is possible that will allow continuation after a break in order to sustain continuity of the learning. However, if withdrawal is the best solution for a

participant's situation, the official date of termination of a participant shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

[1] When inviteCHANGE receives written notice of the participant's intention to discontinue the training;

[2] When a participant is terminated for a violation of a published participant policy that provides for termination;

[3] When a participant, without notice to the institution, fails to attend 1/3 of the course hours in any given course.

Code of Conduct

After registration and prior to acceptance as an enrolled participant, each applicant must read and sign a Program Coaching Agreement. The document will be discussed with the Coach Advisor during the final admissions interview. The Coach Advisor will make the final determination of program acceptance ensuring that the participant understands the code of conduct as well as the inviteCHANGE policies, rules and expectations for the program learning experience.

In addition to the Program Coaching Agreement, the following policies are in place for anyone affiliated with inviteCHANGE as a participant, graduate or associate. Violation of these published policies is a condition for dismissal.

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts are prohibited.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something is prohibited.

3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud is prohibited.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities is prohibited.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises is prohibited.
6. Participant acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises is prohibited. This includes, but is not limited to, the use of controlled dangerous substances.
8. Violation of published school policies are prohibited.

Conditions for Dismissal

All participants must comply with all inviteCHANGE policies, rules and expectations. The Program Coaching Agreement defines these policies, rules and expectations and, how to receive support to be successful in the program. Any participant who does not adhere to inviteCHANGE policies, rules and expectations will be subject to possible termination from the certification program. In addition, any participant who does not maintain satisfactory progress, violates safety regulations, interferes with other participants' work, is boisterous, vulgar or obscene, under the influence of alcohol or drugs, or does not make timely tuition payments is subject to immediate termination. Re-admission will be determined after conference between the

participant and an inviteCHANGE representative.

The Director of Training will notify the participant in writing if it becomes necessary to dismiss the participant. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Requests to re-enter the program must be made in writing to the Director of Training. An admissions interview will be scheduled to review the participant's portfolio of previous work and a new training plan established. This may include audit of previously completed courses in the elapsed time is greater than 12 months since withdrawal from the program. Participants enjoy a lifetime audit privilege for any course completed. If course materials have been updated since the previous attendance, participants are asked to pay a materials fee in order to receive a hard copy version of new materials.

Credit for Previous Training

Participants who have previously completed coursework that is recognized by the ICF as coach specific skills training may submit a request for credit to the Director of Training. An admissions interview will be scheduled to review the participant's portfolio of previous work and a training plan established that accounts for the completed work. Before confirmed, the participant may be required, at participant expense, to submit a demonstration of coaching via recording for review and assessment by the Director

of Training. This ensures readiness for course work planned.

Student Grievance-Complaint / Appeal Process

Our Director of Training welcomes notification about any incident in which a participant experiences challenges with the course delivery, associated resources provided for learning, an associate of inviteCHANGE or a peer participant in the program. Any grievance or complaint may be directed by email to directoroftraining@invitechange.com or by phone to 877-228-2622 Ext. 108. In addition, each participant is provided a dedicated Coach Advisor who is accessible throughout the program to answer questions, provide coaching and assistance with learning activities and to remove any barriers to a safe, welcoming and effective learning experience.

This school is licensed under Chapter 28C.10 RCW. Complaints may be made at any time, including up to one year past the last date of attendance, to the Workforce Training and Education Coordinating Board. In the event of school closure, you will have up to 60 days to submit a complaint.

Inquiries or complaints regarding this or any other private vocational school may be made to the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, PO Box 43105, Olympia, Washington 98504-3105 Phone: 360-709-4600 and Email: Workforce@wtb.wa.gov. If you prefer, complaint forms may be found at http://wtb.wa.gov/PCS_Complaints.asp

Cancellation & Refund Policy

Refund Before Entering Courses

A full refund of all money paid will be issued if inviteCHANGE does not accept the participant and/or the school cancels a program.

A full refund of all money paid will be issued if the applicant withdraws not later than midnight on the fifth business day (excluding Sundays and holidays) after signing the Registration Agreement provided that the participant has not commenced training.

If an applicant chooses to withdraw *after* five business days (excluding Sundays and holidays), inviteCHANGE will retain the \$100 application-processing fee paid when the Registration Agreement is signed and submitted inviteCHANGE.

If an applicant chooses to cancel registration and provides notice no later than 5 business days prior to a course date, a full refund of all tuition money paid will be issued within 15 days of receiving that cancellation notice at the inviteCHANGE office. In the event of a dispute over timely notice, the burden to prove service rests on the applicant.

Refund After Entering Courses

Combined Residential & Live Video (Distance Education) Program Format

If training is terminated after entering courses, the participant is financially obligated to inviteCHANGE according to the formula describe below. The program is a total of 152 contact learning hours (15.2 education units) and this is the basis for calculating if a refund is due and the amount due.

If the participant completes this amount of training:	The school may keep this percentage of the tuition cost:	The % is equal to this many contact learning hours:	The courses associated with this point in the program and the course contact learning hours are:
One week or up to 10% whichever is less	10%	15.2	Maximize Potential (8) Authentic Presence Part 1 (21)
More than one week or 10% whichever is less but less than 25%	25%	38	Maximize Potential (8) Authentic Presence Part 1 (21) Authentic Presence Part 2 (15)
25% but less than 50%	50%	76	Maximize Potential (8) Authentic Presence Part 1 (21) Authentic Presence Part 2 (15) Essentials of Professional Coaching (21) ICF Core Competency Insights (6) (Specialty Elective (7)
More than 50%	100%	77+	Professional Presence Part 1 (14) Professional Presence Part 2 (6) Power of Transformative Coaching (21) Coaching Mastery (32)

All refunds will be paid within thirty calendar days of the participant's official termination date. Refund calculations for course termination will be based on published tuition values for each course as of the date this agreement is signed.

Full Live Video (Distance Education) Program

After the school receives the participant's first completed lesson and until the student completes half the total number of lessons in the program, the school is entitled to keep the registration fee and a percentage of the total tuition as described in the table below.

If the participant completes this amount of training:	The school may keep this percentage of the tuition cost:	The % is equal to this many contact learning hours:	The courses associated with this point in the program are:
0% through 10%	10%	15.2	Maximize Potential (8) Authentic Presence Part 1 (21)
11% through 25%	25%	16.72 - 38	Maximize Potential (8) Authentic Presence Part 1 (21) Authentic Presence Part 2 (15)
26% through 50%	50%	76	Maximize Potential (8) Authentic Presence Part 1 (21) Authentic Presence Part 2 (15) Essentials of Professional Coaching (21) ICF Core Competency Insights (6) (Specialty Elective (7)
More than 50%	100%	77+	Professional Presence Part 1 (14) Professional Presence Part 2 (6) Power of Transformative Coaching (21) Coaching Mastery (32)

All refunds will be paid within thirty calendar days of the participant's official termination date. Refund calculations for course termination will be based on published tuition values for each course as of the date this agreement is signed.

Discontinued Programs

If the school discontinues instruction in any program after participants enter training, including circumstances where the school changes its location, participants must be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the participant. A written request for such a refund must be made within 90 days from the date the program was discontinued or relocated and the refund will be paid within 30 days after receipt of such a request.

Change of Course Date

If a participant reschedules the date of a registered course after midnight of the fifth business day after signing the contract or making an initial payment, inviteCHANGE will retain the original administration fee and may at its discretion charge a new \$100 administration fee for the new course date.

Cancellation of Courses

inviteCHANGE reserves the right to cancel a course for any reason which inviteCHANGE deems may compromise the standards of excellence of the course delivery. A participant is entitled to either reschedule the course without paying an additional registration fee or receive a refund according to the refund schedule above.

Participant Records

Participant records will be maintained by the school for 50 years or until the school closes. We use two different cloud storage services to ensure proper redundancy. If the school closes, records will be forwarded to the Workforce Training and Education Coordinating Board.

Upon graduation, each participant will be given a completion certificate. A copy of his or her transcript is maintained electronically and is available by written request from the participant at no charge. The student should maintain these records indefinitely. Students may request additional copies for a fee of \$25.00 per transcript by writing the school via email to Registrar@invitechange.com or by mail post to our Headquarters, 110 Third Avenue North, Suite 102, Edmonds, WA 98020.

Participant records are available for review by the participant at any time via our electronic systems accessible through password protected, Internet storage.

Externship Policy

inviteCHANGE does not have a formal externship policy. Participants are eligible to be members of the International Coach Federation and enjoy the benefit of participation in ICF Global and local chapter learning events and access to resources that support identifying opportunities for pro-bono coaching engagements.

Placement Assistance

inviteCHANGE does not offer placement assistance. Participants are eligible to be members of the International Coach Federation and enjoy the benefit of participation in ICF Global and local chapter learning events and to access resources that support either building an individual business or learning about internal coach practitioner employment.

Registration Steps & Form Sample

A sample Registration Form is provided on the following pages. The pages include very important information to read and understand prior to entering into a contractual commitment to pay your program tuition.

When you are ready, our Enrollment Services Manager will provide you with a link to our website to complete the Registration Form as the next step in our enrollment process. Our Registrar will confirm receipt of your form by email and provide instructions for the next three steps to complete the enrollment process.

1. Prepare and submit a **History & Objectives Summary**. This information provides your Coach Advisor and our team of practitioners who will support your learning and development with clarity about your purpose and focus in entering this program.
2. Read, sign and return a **Program Coaching Agreement**. This document outlines our expectations for your conduct as a program participant and what you may expect from inviteCHANGE practitioners who will support your learning experience.
3. Attend a meeting with your **Coach Advisor**. This person will talk about your training plan, confirm the schedule and ensure you are ready and set up for success.

CERTIFIED PROFESSIONAL COACH TRAINING PROGRAM

PARTICIPANT INFORMATION

LAST NAME:		FIRST NAME:		BIRTHDAY (MO/DAY):	
MAILING ADDRESS:		CITY:	STATE/PROVINCE:	POSTAL CODE:	COUNTRY:
PREFERRED PHONE:	SECONDARY PHONE:	PREFERRED EMAIL ADDRESS:		SECONDARY EMAIL ADDRESS:	

PROGRAM INFORMATION

PROGRAM NAME: CERTIFIED PROFESSIONAL COACH	COHORT SEASON & YEAR: <input type="checkbox"/> SPRING 2017 <input type="checkbox"/> FALL 2017	DELIVERY FORMAT: <input type="checkbox"/> COMBINED (Live Video Plus Onsite) <input type="checkbox"/> *ONLINE WEB (Live Video Only)	*ONLINE WEB DELIVERY TIME PREFERENCE: <input type="checkbox"/> 1:30-3:30 PM (US PACIFIC TIME) <input type="checkbox"/> 4:30-6:30 PM (US PACIFIC TIME)
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TUITION PAYMENT INFORMATION: TOTAL \$11,400

\$100.00 NON-REFUNDABLE APPLICATION FEE DUE WITH THIS FORM

PAYMENT PLAN OPTIONS AVAILABLE:

- \$475 / MONTH BY CREDIT CARD SUBSCRIPTION FOR 24 MONTHS
- \$475/ MONTH BY CREDIT CARD SUBSCRIPTION FOR 16 MONTHS with INITIAL DEPOSIT of \$3,800
- \$11,000 Full Cash Payment no later than month of program start

Notes:

- 1) Payment plans begin on the 15th of the month after enrollment is confirmed with a Coach Advisor.
- 2) Completion Certificates will be issued only when full tuition amount is paid.
- 3) There is no penalty for early payment of tuition in advance of 24 months.

DEMOGRAPHIC INFORMATION

Our State of Washington Private Vocational School License requires us to ask for this information. Information is gathered for statistical purposes only and is encrypted and stored for privacy.

SOCIAL SECURITY NUMBER:	BIRTH DATE: MM/DD/YEAR	HISPANIC <input type="checkbox"/> YES <input type="checkbox"/> NO	GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female	DISABILITY: <input type="checkbox"/> YES <input type="checkbox"/> NO
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RACE:

- White/Caucasian Black/African American American Indian or Alaska Native Asian
 Hawaiian Native or Pacific Islander Multi-Racial Other

HIGHEST GRADE COMPLETED AT THIS TIME:

- Less than High School Graduation GED High School Certificate (less than 2 years)
 Associate Degree Bachelor's Degree Master's Degree

WILL YOU TELL US PLEASE?

How did you hear about inviteCHANGE?

If you were referred to us we want to thank that person!

Please tell us who referred you to us

Enrollment Confirmation

Participants are confirmed as enrolled in the program after inviteCHANGE receives the completed and signed Certified Professional Coach Program Registration Agreement with a \$100 application fee, completed and signed Program Coaching Agreement, completed History & Objectives Summary and the applicant has participated in a personal orientation session with a Coach Advisor. Once this occurs payment of tuition in full or by payment plan is initiated.

Participant Grievance-Complaint / Appeal Process

Our Director of Training welcomes notification about any incident in which a participant experiences challenges with the course delivery, associated resources provided for learning, an associate of inviteCHANGE or a peer participant in the program. Any grievance or complaint may be directed by email to directoroftraining@invitechange.com or by phone to 877-228-2622 Ext. 108. In addition, each participant is provided a dedicated Coach Advisor who is accessible throughout the program to answer questions, provide coaching and assistance with learning activities and to remove any barriers to a safe, welcoming and effective learning experience.

This school is licensed under Chapter 28C.10 RCW. Complaints may be made at any time, including up to one year past the last date of attendance, to the Workforce Training and Education Coordinating Board. In the event of school closure, you will have up to 60 days to submit a complaint.

Inquiries or complaints regarding this or any other private vocational school may be made to the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, PO Box 43105, Olympia, Washington 98504-3105 Phone: 360-709-4600 and Email: Workforce@wtb.wa.gov. If you prefer, complaint forms may be found at http://wtb.wa.gov/PCS_Complaints.asp.

Cancellation and Refunds

All requests for cancellations and/or refunds once program enrollment is complete must be submitted in writing no later than five business days prior to a course start date. As applicable to some programs, the participant's last date of attendance determines the date from which cancellation and/or any refund will be calculated. Refunds will be issued according to the inviteCHANGE Refund Policies published on this form and the inviteCHANGE web site, at the time the Registration Form is signed.

NOTICE TO THE BUYER:

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign, and are required to sign a statement acknowledging receipt of those.

CANCELLATION OF CONTRACT:

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract; the written notice may also be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the applicant.

UNFAIR BUSINESS PRACTICES:

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her financial sponsors if he/she is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Participant Agreement

I hereby declare that I have read and understand this Program Registration Agreement, have answered the questions truthfully and completely, and that I agree to abide by participant expectations when I am registered as a participant in inviteCHANGE training courses and programs.

Participant Name: _____



Signature: _____ Date: _____

Please review the balance of this agreement and sign to acknowledge notification and acceptance of policies required by inviteCHANGE to satisfy our Washington State Vocational License standards.

REGISTRATION AGREEMENT POLICIES

Agreement Is Binding

This agreement will be binding only when it has been fully completed, signed and dated by the participant and an authorized representative of inviteCHANGE prior to the time instruction begins.

Changes in the Agreement

Any changes in the agreement shall not be binding on either the participant or inviteCHANGE unless changes have been acknowledged in writing by an authorized representative of inviteCHANGE and by the participant or the participant's parent or guardian if participant is a minor.

International Coach Federation (ICF) May Request Records

I agree that my participant records may be released to the International Coach Federation or their representatives upon request by the ICF.

Effective Date of Acceptance

I certify that;

- 1) I have read and understand the Program Registration Agreement, the cancellation and refund policy, and the complaints procedure, and
- (2) I have received a copy of inviteCHANGE's catalog or brochure and
- (3) I AM ENTITLED TO AN EXACT COPY OF THIS REGISTRATION AGREEMENT, SCHOOL CATALOGUE, and ANY OTHER PAPERS I MAY SIGN. I hereby agree to abide by the conditions set forth herein.

Complaints Procedure

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, PO Box 43105, Olympia, Washington 98504-3105 Phone: 360-709-4600 and Email: Workforce@wtb.wa.gov.

HOW TO FILE A COMPLAINT

Washington law requires private vocational schools to inform students how to file a complaint. By signing this form, you acknowledge this process has been explained to you. Below are the next steps the school must take in discussing this policy with you, along with information about the complaint process.

DISCUSSION ABOUT COMPLAINT POLICY REQUIRED

First, a school representative must discuss the school's complaint policy with you. Following this discussion, you will be provided with this attachment to sign. After you sign this form, the school will give you a copy for your personal records. The school will also keep a copy on file.

ACKNOWLEDGMENT OF COMPLAINT PROCESS BY STUDENT

1. The school has described the grievance and/or complaint policy to me.
2. I understand that the policy can also be found in the school catalog.
3. I know I should first try to resolve a complaint or concern with my instructor or school administrator.
4. I understand nothing prevents me from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint, and complaint forms are located at: http://wtb.wa.gov/PCS_Complaints.asp.
5. I understand that I have one year to file a complaint from my last date of attendance.
6. I further understand that in the event of a school closure, I have 60 days to file a complaint.
7. I also understand that complaints are public records.
8. Finally, I acknowledge that details about the complaint process, my rights, and any restrictions on the time I have to file a complaint can be found at http://wtb.wa.gov/PCS_Complaints.asp

Participant Name: _____



Signature: _____ Date: _____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant, whose name and signature appear above, has been made aware of the school's complaint policy.

Company Representative: Janet M. Harvey, President and Director of Training

Signature & Title: _____ Date: _____

*I have read and agree to abide by inviteCHANGE's participant policies as outlined in this Program **Registration Form**, including standards of conduct and payment policies. I understand that course space is available on a first-come, first-served basis and that to reserve space in a particular course I must make payment in accordance with the above stated admissions, registration and refund policies.*

ACKNOWLEDGEMENT BY PARTICIPANT

Participant Name: _____



Signature: _____ Date: _____

For inviteCHANGE Certified Professional Coach Program Participants:

NOTICE TO THE BUYER

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument.

- All pages of the contract are binding. You are entitled to an exact copy of the agreement, school catalog, and any other papers you sign. You are required to sign a statement acknowledging receipt of those.
- If you have not started training, you may cancel this contract by providing written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract or the written notice may be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the applicant.
- It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the participant or participant’s parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Washington law requires the following information to be supplied to each participant enrolling in a private vocational school licensed under RCW 28C.10. One copy of this notice bearing original signatures must be attached by the school as an addendum to that individual’s Enrollment Agreement and a copy must be provided to the enrollee by the school.



Participant Name: _____

Signature: _____ Date: _____

ACKNOWLEDGEMENT BY SCHOOL

As the authorized representative of the school, I hereby agree to the conditions set forth herein

Company Representative: Janet M. Harvey, President and Director of Training

Signature & Title: _____ Date: _____

Washington law requires the following information to be supplied to each participant enrolling in a private vocational school licensed under RCW 28C.10. One copy of this notice bearing original signatures must be attached by the school as an addendum to that individual’s Enrollment Agreement and a copy must be provided to the enrollee by the school.

ACKNOWLEDGEMENT BY PARTICIPANT

1. I understand and accept that any contract for training I enter into with the above-named school contains legally binding obligations and responsibilities.
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financial arrangements I enter into as a means to pay for my training. I understand that any enrollment contract I enter into shall not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and me provided that I have not entered courses sooner.



Participant Name: _____

Signature: _____ Date: _____

ACKNOWLEDGEMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears above has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Company Representative: Janet M. Harvey, President and Director of Training

Signature & Title: _____ Date: _____