INSTRUCTIONS FOR CLIENT RELEASE AUTHORIZATION FORM

Please read this section carefully before signing or sending out the release authorization forms.

The Client Release Authorization form is for you to send to your clients to request their authorization for you to make an audio recording of your coaching calls with them and to review those recorded coaching calls with a trained Certification supervisor.

Before you send a form to a client, please fill it out as follows:

- Enter your name as their coach in the space provided.
- Enter your address in the space provided.
- Enter the name of your Certification Program Leader (CPL) in the space provided.
- Enclose a self-addressed return envelope to your client so they can return the form directly to YOU (not CTI).

Do not alter or change the forms; altered forms will be considered invalid and electronically signed forms are not acceptable.

Once you have received the signed authorization form back from your client(s), keep it with the other documents that you will be submitting to CTI during your completion process at the end of the Program. Please refer to the form "Submitting Your Completion Docs" for more information. We ask that the authorization forms be returned to you first because you are responsible for ensuring your clients have signed release authorizations prior to recording their calls.

A sample of the Client Release Authorization form follows. You will find blank forms to download and print out in the FORMS area on MY CO-ACTIVE.