



CERTIFICATION PROGRAM APPLICATION PACKET

THE COACHES TRAINING INSTITUTE

1879 Second Street

San Rafael, CA 94901

Phone: 800-691-6008

Fax: 415-460-6878

www.thecoaches.com

REVISED September 30, 2004

The Coaches Training Institute
CERTIFICATION PROGRAM INFORMATION MATERIALS

Thank you for your interest in our work!

Our vision is that of a viable, ethical, and exemplary Co-Active coaching community. We are committed to your future as a professional coach. The Certification Program is a rigorously structured program of supervised, self-guided, group, and individual study. The program is designed for dedicated professionals committed to their individual personal growth for the sake of aliveness and discovery of their clients. While the program builds on the foundation of knowledge and experiences you have created in your study with CTI in our core curriculum, this program uses different technologies and experiences to continue your development as a Co-Active coach.

This packet contains information about the Certification Program and an application. You can register for the Certification Program with a \$600.00* deposit. Your completed application is due no later than the first of the month prior to the month in which you wish to begin (i.e. deadline is April 1st for the May program). You can begin Certification after your application has been accepted and you have completed the *Process* course.

If you would like to apply to participate in the Certification Program, please read the program information carefully, complete the application, and submit it to The Coaches Training Institute (CTI). When you mail or fax your application, please be sure it includes all of the following:

1. Your completed application
2. Your client roster
3. The name of your certified coach (CPCC, PCC, or MCC)
4. Your responses to the essay questions
5. Your deposit of \$600.00, which will be applied towards your tuition upon acceptance to the program.

For more information, please contact our Certification Program Specialist:

Angie Rome Gonzalez
(415) 451-6000 or toll free (800) 691-6008 extension 20
angie@thecoaches.com

*All prices listed in this information packet are in U.S. dollars.

The Coaches Training Institute
CERTIFICATION PROGRAM INFORMATION MATERIALS

Please read the following information about CTI's Certification Program carefully and thoroughly to ensure that you are familiar with all aspects of the program before submitting your application. Fax your application to (415) 460-6878, or mail your application to the following address. **Emailed applications will not be accepted.**

The Coaches Training Institute
Attn: Certification Program Specialist
1879 Second Street
San Rafael, CA 94901
USA

You may pre-register for CTI's Certification Program by submitting a \$600.00 deposit. Your completed application is due no later than the first of the month prior to the month in which you wish to begin the program (i.e. application is due April 1st if you want to start in May). You must have completed the Core Curriculum course, *Process*, and your application must have been approved before beginning Certification.

Program Prerequisites

1. Completion of the Core Curriculum courses (*Co-Active Coaching Fundamentals* through *Process*).
2. A roster of at least five paying clients. "Paying client" means that there is an exchange of money or bartered services for your coaching. We define "barter" as an exchange of services, *not including coaching*, of equal value to the coaching services you provide.
3. An established coaching relationship with a certified coach who meets the following criteria: Any coach who is certified through CTI (CPCC) or has a PCC or MCC designation through the *International Coach Federation* qualifies to coach you through CTI's Certification Program. *Your coach must be certified at the time of your application submission.* Please see "Filling out the Application" on pages 7-8 for further details.

Program Requirements

1. Participation on at least 21 of the 25 weekly Group/Triad Skill Drill calls.
2. Completion of nine supervised coaching calls. At this time, our Supervisors are only fluent in English, so you'll need to coach in English for your Supervisions.
3. Listen to the pre-recorded lecture of the week prior to your weekly Group calls.
4. Attendance on two of the six Open Topic calls.
5. Completion of required reading and homework assignments.
6. Maintenance of at least five coaching clients at all times.
7. 100 hours of paid Co-Active coaching - this includes not more than 15 hours of barter or pro-bono coaching, and not more than 12 hours of coaching work as a client with your own coach.
8. An ongoing coaching relationship with a CTI approved certified coach (please see previous section for details).
9. Completion of *In the Bones*.
10. Successful completion of the oral and written exams.

The Coaches Training Institute
CERTIFICATION PROGRAM INFORMATION MATERIALS

Other Information about program requirements:

- You should expect to spend at least three to five hours a week on Certification in addition to coaching your clients. The amount of time will depend on whether you have only your group call that week or if you have the group call or triad skill drill call, in addition to a supervision and homework that week.
- You will need to set up some type of a system to track your progress in meeting some of the program requirements. These include coaching hours, client payments, and other records that are explained in the course manual.
- While you must maintain at least five clients throughout your program, you will need about eight clients if you wish to complete your 100 coaching hours requirement within the 25-week program.

Exam Information

- You must complete all the program requirements and take the Certification exam within one year of your first group call.
- The exam fee is currently \$450.00, which becomes non-refundable and non-transferable 21 days prior to the scheduled exam. If you must transfer exam dates, you are required to do so 21 days before the exam.
- All Certification Program requirements must be documented and homework received no later than 14 days before your exam or you will be withdrawn from the exam with no refund.
- Should you be unsuccessful in passing the exam the first time, there will be an additional fee of \$350.00 to retake the exam in person or over the phone. You are required to schedule your retake within four months of your initial exam.
- Exams are held in select locations, and it is very likely you will be required to travel to take the exam. First-time exams are currently not available over the phone.

Please see the next section for Certification Program Policies.

The Coaches Training Institute

CERTIFICATION PROGRAM POLICIES

Program Fees

The Certification enrollment fee is \$3,600.00, which is comprised of a deposit of \$600.00 due at the time of registration, and a balance of \$3,000.00. The balance is due as follows: the first of five automatic credit card charges of \$600.00 each will take place the 1st of the month following the start date of your program and approximately every 30 days thereafter. These payments will be charged to the credit card we have on file.

Your account must be current for you to register for your exam. CTI reserves the right to dismiss you from the program if your account is more than 30 days in arrears.

The cost of the Certification Program **DOES NOT** include:

- Required books:
 1. Taming the Gremlin by Rick Carson, \$12.95
 2. Co-Active Coaching by Laura Whitworth, Henry Kimsey-House & Phil Sandahl, \$39.95
- Your certified coach: price will vary, approximately \$300.00 per month
- Phone charges: price will vary, approximately \$62.00
- Recording device between phone and recorder: approximately \$25.00
- Cassette recorder: price will vary
- High quality cassettes for at least nine coaching calls: price will vary
- Missed supervisions: \$125.00 per incident
- Certification Exam: \$450.00 plus travel if necessary

Payment and Enrollment

You may pay by check, VISA, MasterCard, American Express or Discover. Your signature on the Registration Request Form authorizes CTI to automatically charge your credit card. Balances due: five automatic credit card charges of \$600 each will take place the 1st of the month following the start date of your program and approximately every 30 days thereafter. All program enrollments are subject to availability. You will receive written notification of your enrollment status. If there is no space in the month you have selected, we will contact you about other options. Your enrollment in the Program is based on acceptance of your application and the receipt of funds for both the deposit and balance due. In the process of enrolling you in your requested program, CTI will notify you if there are questions about your application and/or if there are insufficient funds. If we do not hear from you within 48 hours of our notification, your requested space in the program will be released.

Buyer's Right to Cancel

You have a right to cancel this enrollment agreement and receive a refund by delivering a **written notice** to: **The Coaches Training Institute, Attn: Certification Program Specialist, 1879 Second Street, San Rafael, CA 94901**. You do not have the right to cancel by telephoning or e-mailing the school, or by not attending the program you are registered for.

If you are not a resident of California, you are not eligible for protection under and recovery from, the California Student Tuition Recovery Fund (STRF). You are not required to pay the state-imposed fee for the STRF if you are: 1. Not a California resident, or 2. If your tuition is being paid by a third-party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

If you are a Minnesota student, please see the Minnesota Student Buyer's Right to Cancel.

Right of Refusal

CTI reserves the right to refuse a student participation in courses and/or programs. In addition, upon the recommendation of the CTI Program Leader, CTI reserves the right to remove from a program and/or classroom a student who is negatively impacting other students and/or the learning environment.

The Coaches Training Institute CERTIFICATION PROGRAM POLICIES

REFUND POLICIES

For all Certification Program participants, except Minnesota Residents:

General Information Regarding Cancellations, Withdrawals, and Refunds: If you chose to cancel your enrollment before the beginning of the program, you will receive a full refund minus a \$75 non-refundable registration fee. Tuition for your program includes a \$250 materials fee for the course manual. This fee is refundable only if the manual is returned in its original condition within 30 days of cancellation. If you cancel after the start of your program, a refund will be pro-rated for the unused portion of the program.

If you withdraw from the program, after the 5th business day of the start of the course, you will receive a pro-rated refund – minus the \$75 non-refundable registration fee – based on the time completed in the course. If the course materials are returned in their original condition within 30 days of the date of cancellation, you will also receive a refund for the cost of the materials. The refund is calculated from the postmarked date of the written notice. For example, if a student's cancellation is received after completing 100 program hours, paid \$3,600, and retains the manual, the refund would be calculated as follows: \$3,600 (Program Tuition) - \$75 (non-refundable Registration Fee) - \$250 (Materials Fee) = \$3,275 (Program Fee less Registration & Materials Fee) \$3,275 divided by 177 (Total Program hours) = \$18.50 (Amount per Program hour) x 77 (Program hours not attended) = **\$1,425 Student Refund Amount** (Add \$250 to refund amount if course materials are returned in original condition within 30 days of cancellation date.)

Transfer Fees: If you chose to transfer your start date from one program month to another, there will be a \$75 transfer fee.

Notice of Cancellation/Withdrawal and Refunds: Written notice of cancellation shall take place on the date the letter of cancellation/withdrawal is postmarked, or if hand-delivered, the date delivered to the school. Refunds will be made within 30 days following the receipt of written requests.

For California Residents Only:

The Coaches Training Institute is licensed with the Bureau for Private Post Secondary and Vocational Education, State of California. Licensing means we have met certain minimum standards imposed by the state for licensed schools on the basis of our written application to the state. Any questions or problems concerning this school, which have not been satisfactorily answered or resolved by the school, should be directed to: Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814-3517, Tel. (916) 445-3427.

For Minnesota Residents Only (Minnesota Student Buyer's Right to Cancel):

General Information Regarding Cancellations/Withdrawals, and Refunds: Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees, and other charges shall be refunded. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five (5) business days of the day on which the student is accepted, then a complete refund is given regardless of whether the program has started. If a student gives written notice of cancellation after five (5) business days of the day on which the student is accepted, but before the first lesson (Certification phone call), then all tuition, fees, and other charges, except 15% of the total cost of the program (15% not to exceed \$50.00) shall be refunded to the student. If a student gives written notice of cancellation after the first lesson (Certification phone call) is completed, but before completion of 75% of the period of instruction, then the student is assessed a pro rata portion of tuition, fees and all other charges plus 25% of the total program cost (25% not to exceed \$75.00).

Transfer Fees: If you choose to transfer from one course date to another, prior to the start of the course you are signed up for, you will be charged a \$75 transfer fee.

Notice of Cancellation/Withdrawal and Refunds: Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the case where notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of the execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance, and if delivered by mail, the postmarked date of the letter of acceptance. Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice. This refund is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50% of the course.

The Coaches Training Institute is licensed by the Minnesota Higher Education Services Office. Any questions or problems concerning this school, which have not been satisfactorily answered or resolved by the school, should be directed to: Minnesota Higher Education Services Office, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227.

**The Coaches Training Institute
DISCLOSURE STATEMENT**

In compliance with the California Bureau for Private Postsecondary and Vocational Education, we are required to let our prospective students know performance facts about CTI's Certified Co-Active Professional Coach Program (CPCC) and its graduates. The data are intended to give you information on CTI Certified Coaches in order for you to make an informed decision about enrolling in our Certified Professional Co-Active Coach Program.

Information on our passage and completion rates was obtained through our database. The last year reported for this Disclosure Statement was 2002.

Information on employment and salary was obtained through a survey sent to 1207 Certified Professional Co-Active Coaches, of which 268 responded (25% response rate).

- From the start of the CPCC Program in April 1995 to December 31, 2002, 1060 people registered for the Certified Professional Co-Active Coach Program, and 951 completed the program for a 90% completion and passage rate.
- In 2002, 295 people started the Certified Co-Active Coach Program, and 285 took the exam (97%). Of the 295 who started the program, 274 are Certified Professional Co-Active Coaches (93% completion rate). Of the 285 who took the CPCC exam, 274 passed (96% exam passage rate).
- According to the survey, 256 respondents out of 266 indicated that they have gained employment in the field of coaching (96%). These Certified Professional Co-Active Coaches replied that they were employed either full-time or part-time as coaches, or doing coaching within an organization.
- For students who completed the Certification Program within 2002, 75% (76 respondents out of 101) reported that they were employed as either full-time or part-time coaches, or doing coaching within an organization.
- According to the survey, the average monthly part-time starting salary for graduates of the Certified Professional Co-Active Coach program who began the program in 2002 is \$1,699.00, and for full-time, \$2,717.00.
- According to the survey, the average monthly part-time salary for Certified Professional Co-Active Coaches with more than one year of experience is \$2,334.83, and for full-time, \$4,295.16.

If you would like to learn more about our programs, please visit our website at www.thecoaches.com or give us a call at 1-800-691-6008.

The Coaches Training Institute
1879 Second Street
San Rafael, CA 94901

December 2003

The Coaches Training Institute
FILLING OUT THE APPLICATION

Application Basics

You may choose to pre-register for the Certification Program by submitting the Certification Program Registration Request form at any time. Please note that your completed Certification Program Application must be received by CTI no later than the first of the month prior to the month in which you would like to begin (i.e. application is due April 1st if you want to start in May). Please fill in all fields legibly. If some part of your application is difficult to read, it could delay your start in the Certification Program. Even though pre-registration holds you a tentative place in a particular month's program, spots in CTI's Certification Program are given away on a first-come, first-served basis dependent on the date of application receipt. If your application arrives on or near the deadline, it may be one of the last ones received, and you may be bumped to the next month's program. Please submit your application early!

Section A: Contact Information

Please fill out Section A as completely as possible. Your information will be shared only with your Certification class and leaders. **CTI holds all student information confidential.**

Section B: Coaching Information

- Please indicate the month you would like to start Certification. Keep in mind that classes start in the last two to three weeks of a month.
- Indicate the length of time you have been coaching in months or years.
- Check the box indicating your preferred Pod time (Pod time will be based on Pacific Time).
- Please give the start date for your ***In the Bones*** course. We recommend that you complete the Core Curriculum course, *In the Bones*, during the first half of your Certification Program. You are required to complete *In the Bones* prior to taking your Certification Exam.
- Indicate whether you are a member of the International Coaching Federation.
- Also provide the name of your certified coach and how often and how long you meet with your coach. CTI requires this information at the time of application to ensure you are in a well-established supportive coaching relationship when you begin the Certification Program. Your coach must meet the following criteria: Any coach who is certified through CTI (CPCC) or has a PCC or MCC designation through the International Coaching Federation qualifies to coach you through CTI's Certification Program. *Your coach must be certified at the time of your application submission.* You must meet with your coach a minimum of one-and-a-half hours a month, broken down into at least two meetings a month. The more time and frequency spent with your coach, the better support you will have during your Certification Program.
- Be sure to check the box indicating you have provided us with the contact information for at least five paying clients. See the section "Client Roster" below for more information.

Section C: Essay Questions

Please answer all three questions. Each answer should be anywhere from a few paragraphs to a full-page in length. Let this be a chance for you to explore what you want, what your hopes and expectations are, what your fears are, etc.

Section D: Payment Information

Please read the pay schedule thoroughly. Your \$600.00 deposit is required with your application if you have not pre-registered. Please note that any change of schedule, including moving to a new start month, will incur a \$75.00 transfer fee. Also, if for any reason you must cancel your enrollment in the Certification Program, CTI will retain \$75.00 of your deposit, and refund the applicable remaining amount.

Please indicate your payment method. If paying by credit card, fill in all fields including billing address information. This data is used to process your credit card securely.

The Coaches Training Institute
FILLING OUT THE APPLICATION

Section E: Agreements

You must read and sign Section E for your application to be complete. Agreements are around CTI policy and your full participation in the program. CTI's Certification Program is a huge investment of time and money, and we want to do everything we can to ensure you get the most value for your investment.

Client Roster

Eight or more paying clients are recommended for CTI's Certification Program, especially if the coach wishes to complete the program in approximately six months. All Certification students must maintain at least five paying clients at all times. "Paying client" means that there is an exchange of money or bartered services for your coaching. CTI defines "barter" as an exchange of services, *not including coaching*, of equal value to the coaching services the coach provides. You are not allowed to count current CTI students among your required five clients.

If you fall below five clients at any time, you will be given 2-4 weeks to fill your client roster. If you are unable to do so within the time frame given, you will be asked to leave the program, and you will be refunded based on the refund schedule on page five under the "Certification Program Policies" section of this packet. For this reason, if you wish to have only five clients, we encourage you to have some kind of cushion in place, whether it be extra clients, a waiting list, or emergency marketing strategies.

All clients listed must be current. CTI's Certification Program is designed for coaches working in established, designed coaching relationships. Through the years, we've found that coaches still in the process of intake and alliance design during their first month of Certification miss out on the full value of the program.

Application Review Process & Certification Registration

Applications are reviewed based on the amount and content of the information with which you've provided us. CTI will notify you of your application status within 48 hours of receipt.

As stated above, not all applicants will be able to begin in the month for which they've applied. Classes are limited to 9 people, and priority for placement in Certification pods is given based on when approved applications are received, earliest to latest. You are not confirmed to begin in a particular month's Certification Program until you have been placed in a pod.

Certification Application & Registration Timeline

Your "application month" is the month before your chosen "start month".

Your completed application must be received no later than the 1st of your application month (i.e. application is due April 1st if you want to start in May). Since our Certification Program classes begin in the last two weeks of the start month, you will begin approximately 45-60 days after the application deadline.

The Certification Program Specialist (CPS) will contact you by email or telephone two to three weeks into your application month to notify you of the specific available dates and times. You will be given approximately a week-and-a-half to contact the CPS with your first and second choice.

After all time preferences have been received from approved applicants, the CPS will contact you to confirm your status in a pod or help you choose a future start month.

Your course materials will arrive one to two weeks before you begin your Certification Program. Your Certification Program will begin in the last two weeks of your start month.

The Coaches Training Institute
CERTIFICATION PROGRAM APPLICATION

Please read "Filling out the Application" in the Certification Program Information Materials before completing this form.

FOR OFFICE USE ONLY	
Date of Receipt _____	<input type="checkbox"/> Approved
Need: _____	<input type="checkbox"/> Clients # _____
<input type="checkbox"/> Essay # _____	<input type="checkbox"/> Name of Coach <input type="checkbox"/> \$ info _____
Student Notified of Application Status	
Date: _____	

Section A: Contact Information

Name: _____ Day Phone: _____
Address: _____ Evening Phone: _____
Address: _____ Email: _____
City: _____ State/Province: _____ Fax: _____
Country: _____ Zip/Postal Code: _____ Mobile: _____

Section B: Coaching Information

Month Available to Start Certification: _____ Length of Time Coaching: _____
Date of In The Bones: _____ Member of ICF? Yes _____ No _____
Preference of Pod Time (Pacific Time) – Please check all that apply:
☐ Morning ☐ Afternoon ☐ Evening

Your Certified Coach: _____ Call Length: _____ minutes, _____ times a month
☐ I have provided the names of at least five (5) current coaching clients on the attached Client Roster form. I understand my application will not be approved until all five clients' names have been submitted.

Section C: Essay Questions

Please attach a few paragraphs to page long **typewritten** response for each of the following questions.

- What do you want from participating in CTI's Certification Program?
 - What difference do you anticipate your participation in the program will make in your coaching?
 - Why do you want to be trained in the co-active coaching model?
-

Section D: Payment Information

Certification Program: A 25-week telecourse of 177 hours.

Price: \$3600.00* - comprised of a deposit of \$600.00 due with application submission and balance of \$3000.00 due as follows: the first of five automatic credit card charges of \$600.00 each will take place the first of the month following the start date of your program and monthly thereafter. These payments will be charged to the credit card we have on file. If, for any reason your account is behind, CTI may charge your card to bring your account current.

If not previously submitted, a \$600.00 deposit must accompany this application, of which \$75.00 is non-refundable and non-transferable.

Please indicate your payment method (check or credit card) below:

☐ Check Enclosed Check number: _____

☐ Credit Card: ☐ Visa ☐ Mastercard ☐ American Express ☐ Discover

Number: _____ Expiry date: _____

Name as it appears on Card: _____

Billing Address: _____

Building Number & Street _____ Zip/Postal Code _____

*All prices are in U.S. Dollars.

Section E: Agreements

Thank you for enrolling in the Certification Program. Please note: this agreement is a legally binding instrument upon written acceptance of your participation in the program you are enrolling in unless cancelled pursuant to the Buyer's Right to Cancel.

My signature below indicates:

- I have read and understand all of the aspects of the Certification Program as described in the Certification Program Information materials that accompany this application.
- I approve the charges CTI will make to my credit card as outlined above.
- I agree to pay \$125.00 for each missed supervision.
- I agree to keep my account current and understand the consequences if it is not.
- I agree to take the actions required by the program design.
- I intend to be a full-out team player in this program and can be counted on to encourage, coach, and support my fellow program participants to do the same.
- Throughout the program, I can be counted on to be honest and coachable.

Signature

Date

Client Roster

All listed clients must be current. CTI will not contact any client without first notifying the coach. All client information is kept in the coach's confidential student file.

Coach's name: _____

Clients

Name: _____

Phone: _____

Email: _____

Date Coaching Began: _____

Call Frequency & Duration: _____ minutes, _____ times a month

Monthly Fee: _____

Name: _____

Phone: _____

Email: _____

Date Coaching Began: _____

Call Frequency & Duration: _____ minutes, _____ times a month

Monthly Fee: _____

Name: _____

Phone: _____

Email: _____

Date Coaching Began: _____

Call Frequency & Duration: _____ minutes, _____ times a month

Monthly Fee: _____

Name: _____

Phone: _____

Email: _____

Date Coaching Began: _____

Call Frequency & Duration: _____ minutes, _____ times a month

Monthly Fee: _____

Name: _____

Phone: _____

Email: _____

Date Coaching Began: _____

Call Frequency & Duration: _____ minutes, _____ times a month

Monthly Fee: _____

Name: _____

Phone: _____

Email: _____

Date Coaching Began: _____

Call Frequency & Duration: _____ minutes, _____ times a month

Monthly Fee: _____

Client Roster (continued)

All listed clients must be current. CTI will not contact any client without first notifying the coach. All client information is kept in the coach's confidential student file.

Coach's name: _____

Clients

Name: _____

Phone: _____

Email: _____

Date Coaching Began: _____

Call Frequency & Duration: _____ minutes, _____ times a month

Monthly Fee: _____

Name: _____

Phone: _____

Email: _____

Date Coaching Began: _____

Call Frequency & Duration: _____ minutes, _____ times a month

Monthly Fee: _____

Name: _____

Phone: _____

Email: _____

Date Coaching Began: _____

Call Frequency & Duration: _____ minutes, _____ times a month

Monthly Fee: _____

Name: _____

Phone: _____

Email: _____

Date Coaching Began: _____

Call Frequency & Duration: _____ minutes, _____ times a month

Monthly Fee: _____

Name: _____

Phone: _____

Email: _____

Date Coaching Began: _____

Call Frequency & Duration: _____ minutes, _____ times a month

Monthly Fee: _____

Name: _____

Phone: _____

Email: _____

Date Coaching Began: _____

Call Frequency & Duration: _____ minutes, _____ times a month

Monthly Fee: _____
