



## CERTIFICATION PROGRAM INFORMATION PACKET

*THE COACHES TRAINING INSTITUTE*

4000 Civic Center Drive

Suite 500

San Rafael, CA 94903

Certification Phone: 415-526-1620

Toll-Free: 800-691-6008

Fax: 415-472-1204

[www.thecoaches.com](http://www.thecoaches.com)

REVISED October 28, 2008

## CERTIFICATION PROGRAM INFORMATION MATERIALS

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Thank you for your interest in becoming a Certified Professional Co-Active Coach!

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.



Please [READ THIS PACKET THOROUGHLY](#) to ensure that you are familiar with all aspects of the program before submitting your application. When you sign your application you are signing a legal document agreeing to the policies presented in this information packet.

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

### Prerequisites:

1. Completion of the Core Curriculum courses through *Process*.
2. A coaching relationship with any coach who is currently certified through *CTI* (CPCC) or currently has a PCC or MCC designation through the *International Coach Federation*.

### Registration:

You may register for the certification program at any time by contacting CTI and paying the deposit. In the Certification Program you will be placed in a pod of 9 participants. The number of pods in any given month depends upon the number of applications received. You will not be enrolled into a particular program pod until you have satisfied the pre-requisites and submitted a complete application.



### Timing:

Certification is a 25 week program. All classes are currently scheduled on Tuesdays or Wednesdays. The actual time of your weekly scheduled call will depend on the pod that you are enrolled in. You should expect to spend at least three to five hours per week on Certification in addition to coaching your clients.



### Application Process:

We take applicants on a first come first served basis. If you would like to apply to participate in the Certification Program, 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 1<sup>st</sup> for the May program). There are a limited number of spaces available each month. We recommend that you get your application in early. You must have paid the deposit for your application to be considered.

Fax your completed application to (415) 472-1204, or mail your application to the following address. **Emailed applications will not be accepted.**

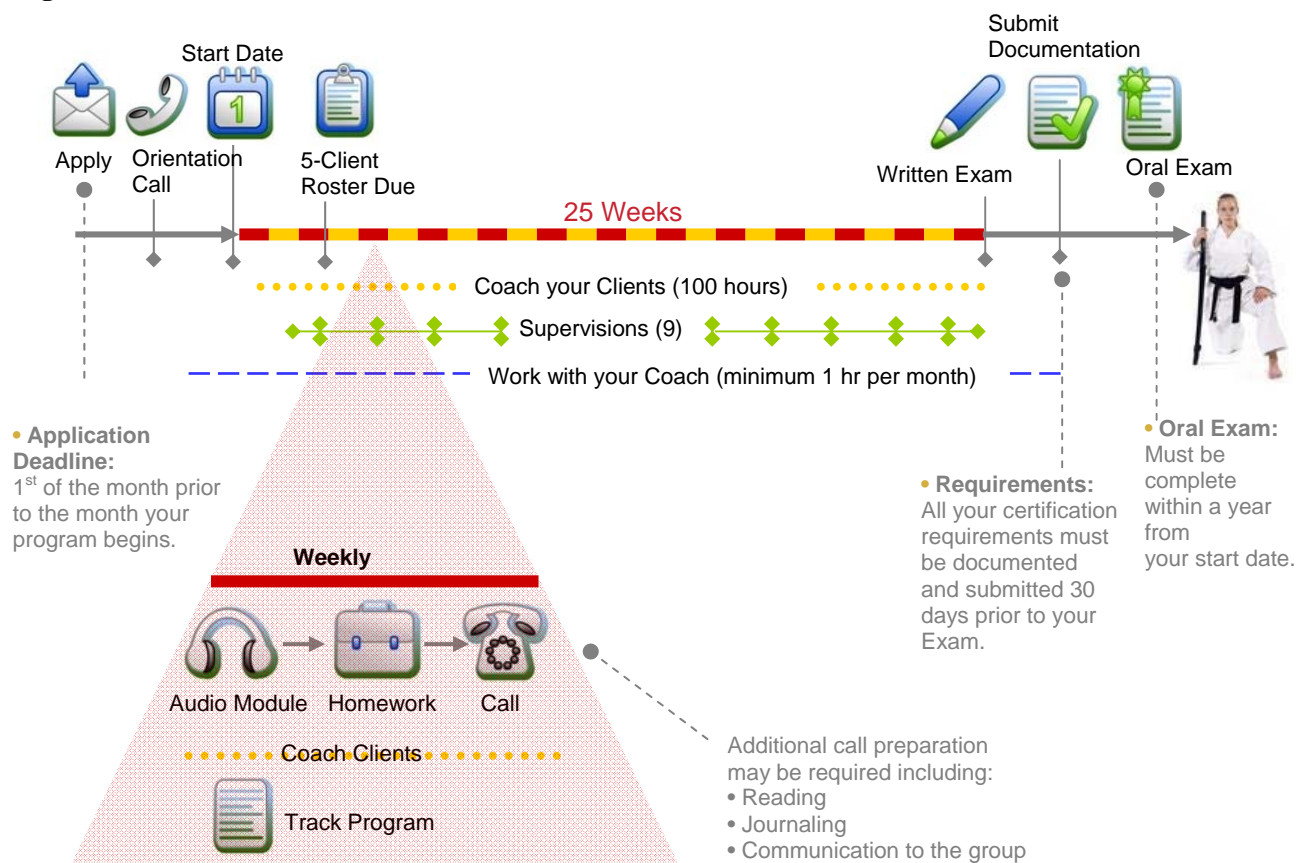
The Coaches Training Institute  
Attn: Certification Program Specialist  
4000 Civic Center Drive Suite 500  
San Rafael, CA 94903  
USA

If, after reviewing this packet, you need additional information or have questions please contact our Certification Program Specialist:

Barbara Ainslie  
(415) 526-1620 or toll free (800) 691-6008 extension 620  
[barb@thecoaches.com](mailto:barb@thecoaches.com)

## CERTIFICATION PROGRAM INFORMATION MATERIALS

### Program Timeline:



### In-Course Requirements:

1. Listen to a live or pre-recorded Orientation Call prior to your certification start date.
2. Participate in at least 21 of the 25 weekly Group/Triad Skill Drill calls. (You can miss up to 2 group calls and 2 triad calls)
3. Complete 9 supervised coaching calls. (supervisions are done with individual clients only)
4. Listen to the assigned Audio Module prior to your weekly Group calls.
5. Listen to at least 2 Open Topic calls during the program.
6. Complete the required reading and homework assignments.
7. Maintain a roster of 5 individual paying clients. Your 5-client roster must be complete by your 2<sup>nd</sup> pod call which is in the third week to remain in the program. (See details in the following section).
8. Complete 100 hours of paid Co-Active coaching. (See details in the following section).
9. An ongoing coaching relationship with any coach who is currently certified through *CTI* (CPCC) or currently has a PCC or MCC designation through the *International Coach Federation*. During the Certification Program you must meet with your coach for a minimum of 6 hours, coaching at least one hour per month. You can count up to 12 hours with your coach towards the 100 coaching hours required to sit for your exam. The more time and frequency spent with your coach, the better support you will have during your Certification Program.
10. Complete *In the Bones* by the time your Certification Program is complete.
11. Successfully complete the written and oral exams.

You will need to set up some type of a system to track your progress in meeting these program requirements. Tracking forms are available on the Certification Community Network which you will have access to once you are assigned to a pod.



### **Client Roster:**

By your 2<sup>nd</sup> pod call which is in the third week of your program you must complete a roster of at least five paying clients. "Paying client" means that there is an exchange of money for services for your coaching. One out of your five clients can be a barter or pro-bono client. We define "barter" as an exchange of services, *not including coaching*, of equal value to the coaching services you provide. You can count internal coaching clients if you meet the following criteria:

- Coaching is part of your job description.
- You are only doing one on one coaching with these internal clients
- You are only coaching with them in the sessions and no other functions, i.e. consulting, etc...
- Your internal clients are not your direct reports

You will need about eight clients if you wish to complete your 100 coaching hour's requirement within the 25-week program.

If you fall below five clients at any time, you will be given 2 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.



### **Paid Coaching Hours (100):**

During the program you will complete 100 hours of paid coaching. The criteria for what counts toward these hours is as follows:

- you may include up to 15 hours, but no more, of barter and/or pro-bono coaching
- coaching work as a client with your own coach counts up to a maximum of 12 hours. You should have a minimum of 6 hours (one hour of coaching per month)
- you may count group coaching hours count towards your 100 coaching hours
- There is no limitation on the number of group coaching hours as long as it is an on-going coaching relationship with the group and not a workshop. (eg: One hour of coaching with up to 15 people in a group is counted as one coaching hour; it's not the number of hours multiplied by the number of clients in the group.) Group coaching clients are in addition to the 5 individual clients required.
- You can start counting your coaching hours after you have completed your first certification pod call.
- Coaching hours with other certification students do not count towards your 100 coaching hours.



### **Course Materials:**

The certification course materials are delivered in electronic format. Hard copy materials are available for an additional \$75.00 shipping and handling fee. Early in the month your program begins you will receive access to an online community where you can download the program materials as follows:

- Pod Roster and Schedule – You will receive a roster of your certification pod and information on your leader and supervisors by email.
- Manual – The certification manual is your primary course resource. The manual contains detailed instructions for each week of the program.
- Forms – Forms are available to track various aspects of the program on the network.
- Audio Modules– A 12-module set provides the core content of the course. You will be required to listen to the complete set. The audio can be downloaded as mp3 files or played as streaming audio online.
- Open Topic Call Library – You are required to listen to at least 2 of the open topic calls in addition to the required audio modules. These calls cover various areas of interest to new coaches.



### **Certification Exam Information**

- The certification exam is administered in two sessions, a written session and an oral session.
- The written exam is administered by your pod leader and is due by your last pod call.
- The oral exam is administered by phone and must be completed within one year of your first group call.
- All Certification Program documented requirements and homework must be received no later than 30 days before your oral exam or you will be withdrawn from the exam with no refund.
- The exam fee is \$475.00 payable at the time you schedule your exam. You will be charged a \$75.00 fee for canceling your exam or if you transfer within 21 days of your exam date. There are no cancellations or transfers within 7 days of your exam date.
- Should you be unsuccessful in passing the oral exam the first time, there will be an additional fee of \$375.00 to retake the exam. You are required to schedule your retake within four months of your initial exam.



### **Program Fees**

If you have not previously registered, the Certification enrollment fee is \$4,200.00, which is comprised of a deposit of \$700.00 due at the time of registration, and a balance of \$3,500.00. (If you previously registered into a discount package then your pricing is different and your deposit is already on file.) If a third party is paying for your program, they must provide a credit card or pay the balance in full up front. The funds can be sent by wire transfer directly to our Bank; however, monthly payments being made by wire transfers are not acceptable. Contact the Certification Program Specialist for wiring instructions.

The balance is due as follows: the first of five automatic credit card charges will take place the 1<sup>st</sup> 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 book: [Co-Active Coaching](#) by Laura Whitworth, Henry Kimsey-House & Phil Sandahl
- Your certified coach: price will vary, approximately \$300.00 per month
- Long distance phone charges: price will vary, approximately \$62.00
- Device or service to record phone calls: price will vary
- Missed supervisions: \$140.00 per incident
- Certification Exam: \$475.00

*Please see the next section for Certification Program Policies.*

### **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 \$700 each will take place the 1<sup>st</sup> 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, 4000 Civic Center Drive, Suite 500, San Rafael, CA 94903, USA. 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 a Colorado student, please see the Colorado School Catalog and Enrollment Agreement. 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.

### **REFUND POLICIES**

For all Certification Program participants, except Colorado and Minnesota Residents:

General Information Regarding Cancellations, Withdrawals, and Refunds: If you choose to cancel your enrollment before the beginning of the program, you will receive a full refund minus a \$75 non-refundable registration fee. 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. 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 and paid \$4,200, the refund would be calculated as follows: \$4,200 (Program Tuition) - \$75 (non-refundable Registration Fee) = \$4,125 (Program Fee less Registration Fee). \$4,125 divided by 177 (Total Program hours) = \$23.31 (Amount per Program hour) x 77 (Program hours not attended) = \$1,794.49 Student Refund Amount

Transfer Fees: Students may transfer from one course start date to another two times without penalty, provided the request is made 60 days before the course start date. The program start date is the 1<sup>st</sup> of the month in which your program begins. Subsequent transfers, as well as any transfer made within 60 days of the course start date, will be assessed a **\$175 fee**. There are no transfers allowed once we have confirmed you into a Pod.

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 and Colorado Residents Only:**

The Coaches Training Institute is licensed with the Bureau for Private Postsecondary and Vocational Education, State of California, and the Colorado Department of Higher Education, Private Occupational School Board. 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. You will receive an enrollment agreement that details the full refund and program policies for your state.

### **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 business days of the execution of the contract (for schools using written contracts) or day on which the student is accepted (for schools not using written contracts), then a complete refund is given regardless of whether the program has started. If a student gives written



notice of cancellation after five business days of the execution of the contract (for schools using written contracts) or day on which the student is accepted (for schools not using written contracts), but before the first lesson has been serviced by the school, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed \$50.00) shall be refunded to the student. If a student gives written notice of cancellation after the first lesson is completed, but before completion of 75 percent of the period of instruction, then the student is assessed a pro rata portion of tuition, fees and all other charges based on the number of days in the term plus 25 percent of the total program cost (25 percent not to exceed \$75.00). 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 policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course.

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 the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of 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 postmark date of the letter of acceptance.

Transfer Fees: Students may transfer from one course start date to another two times without penalty, provided the request is made 60 days before the course start date. The program start date is the 1<sup>st</sup> of the month in which your program begins. Subsequent transfers, as well as any transfer made within 60 days of the course start date, will be assessed a **\$175 fee**. There are no transfers allowed once we have confirmed you into a Pod.

The Coaches Training Institute is licensed as a private career school with the Minnesota Office of Higher Education. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The educational programs may not meet the needs of every student or employer. Any questions or problems concerning this school, which have not been satisfactorily answered or resolved by the school, should be directed to: Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227, USA.

#### **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 2005. Information on employment and salary was obtained through a survey sent to 1786 Certified Professional Co-Active Coaches, of which 309 responded (17% response rate).

**From the start of the CPCC Program in April 1995 to December 31, 2005, 2282 people registered for the Certified Professional Co-Active Coach Program, and 2081 completed the program for a 91% completion and passage rate.**

- In 2005, 437 people started the Certified Co-Active Coach Program, and 415 took the exam (95%). Of the 437 who started the program, 380 are Certified Professional Co-Active Coaches (87% completion rate). Of the 415 who took the CPCC exam, 380 passed (92% exam passage rate).
- According to the survey, 296 respondents out of 309 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 2005, 58% (59 respondents out of 101) reported that they obtained employment as a coach within 6 months of passing their exam.
- As a Certification Program student during 2005, 80% (101 out of 126) were already employed as a coach (either in private practice or 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 2005 is \$1461.57, and for full-time, \$4469.43.
- According to the survey, the average monthly part-time salary for Certified Professional Co-Active Coaches with more than one year of experience is \$2417.91, and for full-time, \$4960.41.

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



### Application Basics

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 1<sup>st</sup> if you want to start in May). There are a limited number of spaces available each month. We take applicants on a first come first served basis. 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. 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!

### Priority Pod Assignments

You may pre-register for the Certification Program, to lock in a price, with or without selecting your desired start date. However, your priority in pod assignments is based on the date you notified us of your desired start date. When you register for a specific program month a tentative space is held in that program for you. (Your completed application still must be received by the deadline.) Spots are given away based on a first-come, first-served basis.



### 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.
- Indicate the length of time you have been coaching in months or years and the languages in which you coach.
- Please give the finish date of your *Process* and the start date for your *In the Bones* courses. 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.
- 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 coaching relationship when you begin the Certification Program. Your coach must be certified, at the time of your application, through CTI (CPCC) or have a PCC or MCC designation through the International Coaching Federation.
- Please indicate your preferred time range for your pod calls. Actual pod times will be scheduled to accommodate your preferences as much as possible.

### Section C: Materials Delivery

Please indicate your preference for the standard electronic or the optional hard copy materials. If you select hard copy materials you will need to include the additional \$75.00 shipping and handling fee with this application. If you chose to receive your manual in hardcopy form, it will be mailed via Federal Express once you have been placed into a pod. If you live outside the U.S. or use a PO Box, please provide us with a mailing address the Federal Express will deliver to and where someone is available to sign for a package.



### Section D: Payment Information

Please check the box that represents your registration status. Please read the pay schedule thoroughly. Your \$700.00 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. If paying by check you will be required to send your payments in a timely manner.





### **Section E: Agreements**

You must read and sign Section E for your application to be complete. These agreements are intended to support your full participation and insure that you gain the greatest benefit possible from your investment.

You will be agreeing to the following Confidentiality Agreement: All recordings, certification manual and the contents of the *Certification Community* are the intellectual property of CTI. These resources are for the exclusive use of the Certification students and may not be distributed in any way or form without the express written consent of CTI. I also agree that pod and triad calls may be recorded for either training purposes or for use of other pod members.



### **Application Review Process & Certification Enrollment**

CTI will notify you of your application status via email within 48 hours of receipt.

As stated above, not all applicants may 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.

The Certification Program Specialist (CPS) will contact you by email after your application is received to notify you of the specific available dates and times. All classes are currently scheduled on Tuesdays or Wednesdays. You will be given approximately 3 to 5 days to contact the CPS with your first and second choice of pod times. After all time preferences have been received from approved applicants, the CPS will contact you via email to confirm your status in a pod or help you choose a future start month.

Your access to the course materials will arrive via email. When you receive the email you need to verify that you are able to download the materials prior to your orientation call. You will be required to attend a live or pre-recorded Orientation call prior to your first scheduled pod call.