PROGRAM COMPLETION

Program Completion Process

To complete your Program and be eligible to take your Oral Exam, your Homework Journal, Completion Checklist and Client Release Authorization forms must be submitted within 30 days following your last Pod Call. The Total Hours Tracking Sheet must be submitted within 11 months of your first Pod Call.

- **Homework Journal** – You must complete all the required homework assignments and submit your completed Homework Tracker to CTI by clicking on "Finish" at the end of the Homework Journal on MY CO-ACTIVE.COM.
- **Completion Checklist** – First, be sure you have completed all the requirements, then make sure your Completion Checklist is completely filled out. Remember, you are required to listen to the 4 Podcasts and at least 2 Open Topic Call recordings. Calls are available for listening or downloading on the Audios/Podcasts and Open Topic sections on MY CO-ACTIVE.COM. Submit your Completion Checklist to CTI by clicking on "Finish "at the end of the Completion Checklist on MY CO-ACTIVE.COM.
- **Client Release Authorization forms** – You will email a signed Client Release Authorization form for each client you use for Supervision. Please email these forms to **completiondocs@coactive.com**.
- **Total Coaching Hours Tracking Sheet** – If your 100 hours are also complete at the end of the six-month Program, email your completed Total Coaching Hours Tracking Sheet *along with* an updated **Client Roster** that reflects all the clients you are counting coaching hours for to **completiondocs@coactive.com** along with your Client Release Authorization forms.

If your 100 hours are not complete at this time, the Total Coaching Hours Tracking Sheet and an updated roster must be emailed in at least 30 days prior to your Oral Exam date.

Please name your documents as follows: **Yourlastname Yourfirstname Podname Docname**. *For example:* Jane Doe, of the Blue Pod, Total Coaching Hours Tracking Sheet should have this file name: Doe Jane Blue Hours.