

IV. Agreements

Pre-requisite to Attending Coaching Classes

I understand that I will have to have 6 hours of personal coaching prior to attending class. I realize that this experience will help me understand what coaching is from the client point of view, as well as provide a good foundation for learning.

These 6 hours are preferably done using the Life Coaching Institute model of coaching, but could be obtained from any certified coach.

Deposit

I understand that I must include a \$60 deposit with this application that is non-refundable. This amount will be applied toward the tuition for any class for which I sign up.

Tuition

I agree to pay the stated tuition for each coaching class I take by the date agreed on and in the manner described in the policy statement “payment of tuition and fees”. I have also read the stated policies about tuition reimbursement and understand them.

Class Completion

I understand that I must complete and satisfy all requirements of any pre-requisite classes prior to advancing to the next class. I understand that classes will be considered incomplete if I miss more than one session unless the session is made up. I agree to pay the regular coaching fee for a made-up session.

Certification as a Coach

I understand that to become a certified coach there are two possible levels of certification as described below. To become a certified coach I realize I must complete at least the basic certification level.

Basic certification: 72 hours of classroom training (3 classes) and 75 hours of coaching clients (25 hours each class). Only 20% of these hours can be pro-bono. Completion of a minimum 10 hours working with a mentor coach is also required (This requirement is fulfilled by the credentials of the teacher and supervisor in each class.) Once completed, you will be certified as a coach at the basic level. This will provide credentials for starting your own coaching business and stating you are a certified coach.

You will also be eligible to apply for national certification from the International Coach Federation (ICF) if desired. For the ICF certification at the Associate Certified Coach level you will need the following:

- (1) successful completion of a 30 minute oral examination with an ICF examiner,
- (2) signatures of two PCC or MCC certified coaches attesting to your competence as a coach determined by listening to a specified number of recorded sessions,
- (3) completion of 100 coaching hours submitted on the specified ICF form,
- (4) a letter from your coach training school summarizing the class content and the number of classroom contact hours successfully completed.
- (5) completion of the academic training form provided by ICF listing the classes and their content (for those not trained in an ICF accredited school)
- (6) completion of the ICF log form indicating a minimum of 10 hours of mentoring by a PCC or MCC certified coach.

Please refer to the ACC portfolio certification directions provided by ICF for verification or any change of the above requirements and detailed directions for filling out their on-line forms.

Professional certification: 125 hours of classroom training is required. (You can include the hours already obtained at the basic level of certification; that means you’d need 53 more hours in training to achieve the total amount needed). 325 hours of client coaching are also required (you can include the 100 hours obtained at your basic level). A minimum of 10 hours of mentor coaching is the final requirement. As with the basic level, you will be eligible to apply for national certification from ICF for the Professional Certified Coach credential upon completion of their additional requirements for this level.

Intellectual Property

The Insight TransformationSM model and its process components such as Insight Communication, Creating, the Empowered Self, the Operating Self, Inspired Living and the Insight TransformationSM Business Process are the sole intellectual property of Life Coaching Institute (LCI) and Dr. Dianne Greyerbiehl. Techniques, processes, materials, presentations, handouts and training activities, as well as the company name and the corporate logo are exclusively owned, service marked and copyrighted by LCI.

As a certified coach of Life Coaching Institute, I understand that I can use the above intellectual property in a coaching capacity. However, use of this intellectual property can be used only if there is clear credit given to Life Coaching Institute and Dr. Greyerbiehl as the owner and creator of this approach and material. Permission must be obtained to use any of said intellectual property for any purpose beyond the normal coaching situation such as for written or oral presentations and teaching situations.

Confidential Information

While doing coaching, I understand that all information obtained by me about a client will be held confidential except for discussing said client with an appropriate supervisor. When presenting clients in class I will avoid saying the clients name to maintain confidentiality.

All records obtained from coaching clients will be maintained properly and securely and I will not disclose confidential information from these records to third parties without written permission from the client.

Liability Insurance

Once I start coaching with paying clients, I understand that I will be expected to obtain liability insurance for myself.

General Code of Conduct

I have read the policy statement on student code of conduct and agree to abide by that conduct.

Signature

By signing this document I am indicating that I have completed the first page of information without misrepresentation of my background and desire to be a coach. I also am indicating that I understand the school's vision, goals, policies and agreements and am promising to abide by such policies and agreements.

Signature

Date