



# Catalog

**Information for California Students  
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**THE COACHES TRAINING INSTITUTE**  
4000 Civic Center Drive, Suite 500  
San Rafael, CA 94903

Toll-Free: 800-691-6008 Local: 415-451-6000 Fax: 415-472-1204  
Website: [www.coactive.com](http://www.coactive.com) E-Mail: [info@coactive.com](mailto:info@coactive.com)

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## MISSION AND PURPOSE

Through Co-Active training, CTI is creating a transformative change in the way people relate to and work with each other. The work inspires people to feel engaged in and passionate about their life and work, see the good, get curious, create interactions unlike any other, become visionary, feel more alive, connect deeply to others, give real meaning to their lives, think much bigger, become great leaders and make a difference. The Co-Active Model has spawned a philosophy, a methodology, a skill set and a communication form that is being applied in business, education, medicine, government, communities and families all around the world.

Co-Active Coaching is an experience of personal and professional development unlike other kinds of coaching. Based on the Co-Active Model, it begins by holding the coachee as naturally creative, resourceful and whole, and completely capable of finding their own answers to whatever challenges they face. The job of a Co-Active Coach® is to ask powerful questions, listen and empower to elicit the skills and creativity a client already possesses, rather than instructor advise. Co-Active coaching uses an array of proprietary tools developed by CTI that have been proven as the gold standard over the past 20 years of the coaching profession.

## THE CURRICIULUM

CTI's Co-Active Coach Training Program integrates three foundational principles that help the coaching client enhance both the quality and results they experience in life and work. The conversation about these principles begins in our Fundamentals course. The next three courses focus on the principles themselves: Fulfillment – deriving deep meaning and satisfaction from life; Balance – viewing the world from an empowered stance, making powerful choices and taking effective action; and Process – fully experiencing the richness of any given moment. The fifth course is Synergy, which integrates all of the learning principles into one powerful cohesive skill called Co-Active Coaching®. The five in-person experiential workshops are followed by our six month virtual Certification Program. The Certification Program begins the road to mastery as a Co-Active Coach and includes hands-on coaching, ongoing group work and one-on-one supervision of actual coaching sessions. After successful completion of the program, students are eligible to take the written and oral certification exam, with the goal of becoming a Certified Professional Co-Active Coach® (CPCC).

CTI's Co-Active Coach Training Program will prepare you to coach anyone, on any topic. One of the cornerstones of the Co-Active® model is that we focus on the whole person, not just one particular part of their life. People aren't compartmentalized. They are multi-faceted and dynamic, and our model allows you to work with whatever topic your client chooses. And if a client wants to get coached on their health and wellness, or their board meeting challenges, or their relationships, you will be equipped to do so.

The Co-Active Coaching model is simple, elegant and adaptable in any coaching situation: personal, executive, group, wellness and many more. With CTI's diverse and incredibly in-depth training, you can coach anyone on anything with confidence that you are supported by the most flexible and proven model in the coaching world. CTI's flagship training program is the Co-Active Coaching core curriculum. This coach training program is fully accredited by the International Coach Federation (ICF) and has been delivered across the globe for the past 20 years. CTI was the first coaching school accredited by the ICF and is the largest in-person coach training school in the world. Over 40,000 people have had exposure to CTI's acclaimed Co-Active Coaching methodology.

The core curriculum is comprised of the five (5) highly interactive Co-Active Coach Training workshops. Key elements of each of workshop include:

- Live demonstration of Co-Active Coaching by two course leaders: This provides learners with awareness of the skills of Co-Active Coaching by actual example.
- Application exercises designed to have participants practice a range of coaching skills in actual coaching conversations with colleagues in the workshop.
- Group coaching exercises that provide learners with a chance to witness others applying the skills of coaching, providing "learning through others."
- Learning exercises that are based on current, real situations that participants encounter in the workplace (not role play).

Important: You can miss no more than one hour of each of the following courses in order to pass them and move onto the next course in the series. You can take these five courses at your own pace.

## **Core Curriculum**

### **Workshop 1: Fundamentals (2.5 Days)**

Focus: The 2½ day Co-Active Fundamentals course is the first course in CTI's Co-Active Coaching curriculum. The focus for the Fundamental course is on introducing coaches to the Co-Active Coaching model, and to the fundamental skills of coaching. It lays a strong foundation for the Co-Active Coaching model and is the prerequisite for the intermediate curriculum. 100% attendance is required for course completion.

20 Total Course Hours: Day 1 hours are 1 pm to 5 pm; Day 2, 9 am to 5 pm; Day 3, 8:30am to 4:30 pm

Hands-on training provides a powerful introduction to the techniques and skills of Co-Active Coaching. The focus is on participation and practical experience rather than lecture, with numerous opportunities to coach and receive feedback on newly acquired coaching skills.

Objectives: Upon completion of this workshop internal coaches will

- Have an introduction to the Co-Active Coaching model and to the fundamental skills of coaching
- Be able to use the Co-Active Coaching model to enhance communication
- Know how to distinguish and use three levels of listening to strengthen relationships
- Use powerful questions in coaching conversations with internal clients

### **Workshop 2: Fulfillment (3 Days)**

Focus: This 3-day Fulfillment course provides participants with in-depth training on working with clients to create a greater clarity regarding individual and organizational values, vision, and purpose and the alignment between the two. Participants learn to work with clients so that they create a values-based vision that serves them and their organization in meaningful ways.

This workshop is comprised of 24 in-course hours and meets: Day 1 and 2 hours are 9 am to 5pm and Day 3, 8:30 am to 4:30 pm. Courses in the Core Curriculum must be taken in the order presented. 100% attendance is required for course completion.

In this course, coaches will develop skills for helping clients discover their unique values, identify self-defeating influences, and create their own vision for a compelling future. Fulfillment coaching is about having clients let go of preconceived rules and limitations, and step into greater possibility for their leadership in work and in life.

Objectives: Upon completion of this workshop coaches will

- Have a thorough understanding of, and in-depth practice with, the principle of Fulfillment coaching
- Be able to work with clients in identifying their unique values and assessing their satisfaction with bringing those values to the workplace
- Be able to work with a client to identify self-defeating influences and move into action in spite of these influences

### **Workshop 3: Balance (3 Days)**

Focus: This 3-day Balance course focuses on working with clients to help them view their opportunities and challenges from a range of vantage points and perspectives. Participants will learn how to guide clients in developing multiple perspectives on a situation leading to more powerful and effective frameworks from which to make choices and move into action.

This course is comprised of 24 in-course hours and meets: Day 1 and 2 hours are 9 am to 5pm and Day 3, 8:30 am to 4:30 pm. Courses in the Core Curriculum must be taken in the order presented. 100% attendance is required for course completion.

Balance coaching is about guiding clients to make powerful, impactful choices, and to select the outcomes they want most. Balance coaching results in action that is effective, empowered and focused.

Objectives: Upon completion of this workshop coaches will

- Have a thorough understanding of, and in-depth practice with the principle of Balance coaching

- Be able to lead clients to develop several useful perspectives on a particular situation
- Be able to coach internal clients on planning from possibility rather than circumstances
- Have new techniques and structures to get clients into sustained, effective action

#### **Workshop 4: Process (3 Days)**

Focus: In the 3-day Process course, coaches learn how to help clients work through emotionally-charged issues and to understand that, although uncomfortable, chaos and confusion are critical to a client's growth and forward motion. Process coaching is about being with clients wherever they are, allowing them to more fully know themselves.

This course is comprised of 24 in-course hours and meets: Day 1 and 2 hours are 9 am to 5pm and Day 3, 8:30 am to 4:30 pm. Courses in the Core Curriculum must be taken in the order presented. 100% attendance is required for course completion.

Participants will discover a greater capacity to stay present as a coach and connected with clients wherever they go in the coaching conversation. The Process workshop will expand the participant's coaching skills to support clients in their own emotional self-awareness and ability to be fully present with all of the peaks and valleys of organizational life.

Objectives: Upon completion of this workshop coaches will

- Have a thorough understanding of and in-depth practice with the principle of Process coaching
- Be comfortable working with emotionally charged issues with their clients
- Know how to use Process coaching skills to have clients fully experience what exists for them rather than simply talking about it

#### **Workshop 5: Synergy (3 Days)**

Focus: Synergy focuses on integrating all the coaching skills learned in previous courses and taking Co-Active Coaching to a higher level of impact and professionalism. It provides polish, depth and courage to better respond to a wide range of clients and coaching situations with creativity, confidence, and power.

This course is comprised of 24 in-course hours and meets: Day 1 and 2 hours are 9 am to 5pm and Day 3, 8:30 am to 4:30 pm. Courses in the Core Curriculum must be taken in the order presented. 100% attendance is required for course completion.

Participants will learn to apply the different coaching techniques learned to date in an integrated fashion, crafting a tailored approach to most effectively meet the needs of each client and each situation.

Objectives: Upon completion of this workshop coaches will:

- Have a thorough understanding of, and in-depth practice with, the principle of Co-Active coaching as a fully integrated approach to leadership development
- Demonstrate an ability to coach clients using the principles of Fulfillment, Balance and Process
- Be able to create in the moment from what's most needed, rather than from preconceived templates
- Articulate, integrate and demonstrate the principles, contexts, cornerstones and skills of Co-Active Coaching

## **Co-Active Coach Certification Program**

This richly challenging, in-depth program is a 25-week program consisting of 92 hours. The course takes place entirely via telephone and includes hands-on coaching, ongoing group work and one-on-one supervision of actual coaching sessions. A team of CTI-trained coaches is available throughout the program to provide assistance, and support participants in the process. Upon successful conclusion of the program participants are awarded a Certified Professional Co-Active Coach (CPCC) credential. (No licensure exists in the State of California for credentialed coaches).

The Certification program is an intensive 25-week program consisting of a series of twenty-five, 90-minute calls, as follows:

- 13 Topic Module calls during which a Certification Pod Leader reviews Co-Active coaching skills and professional and ethical guidelines for coaches
- 9 Triad calls during which students receive real time feedback on their coaching skills from two other program participants
- 3 Group Supervision calls during which a CTI Supervisor listens to a recording of the student's coaching and provides tailored, directive feedback

In addition to participating in all the calls listed above, a student is required to deliver 100 hours of paid coaching and successfully pass both an oral and written coaching exam before earning a Certified Professional Co-Active Coach (CPCC) certification from CTI.

### **Outcomes of participation in CTI's Co-Active Coach Certification Program**

- A professional credential from the world's best, most rigorous, ICF-accredited, coach-training program. You will receive more personalized attention than in any other program.
- In-depth and personalized feedback about your coaching from master coaches.
- Learning that is designed to build coaching mastery through modeling, practice, feedback, adjustment and continued practice.
- Deeper client relationships as a result of the skills you learned coupled with the deepening of your confidence and authenticity in using these skills.
- Belonging to a global network of thousands of Certified Professional Co-Active Coaches (CPCC).

There is no leave of absence from this program, so it's important to plan well before you sign up. If you have to withdraw from the program for some reason, a pro-rated refund will be given. Please refer to the fees section in the catalog for more detail.

### **Pre-requisite Courses: Core Curriculum**

The Core Curriculum are pre-requisite courses and not part of the distance learning program; attendance in these pre-requisite courses is required and documented; there is no formal feedback other than the presentation of a Certificate of Attendance upon completion of the entire Core Curriculum. The student must have completed 4 of the 5 Core Courses prior to entering into the Certification Program.

### **Client Roster**

The students must maintain a roster of 5 paying clients throughout the Certification Program. The roster is submitted by the student as documentation to headquarters administrative staff by the second Topic Module Call (week 3). There is no feedback other than acknowledgement of receipt; usually within 1 business week.

### **Complete 100 qualifying Coaching Hours**

To be eligible to take the Oral Exam at the end of the program, the students must document hours engaged in Co-Active Coaching sessions. They can begin counting these qualifying hours beginning in the first month of their Certification Program.

### **Credentialed Coach**

The student is required to work with a credentialed coach – either with a CPCC or with a coach who holds a PCC or MCC credential from the International Coach Federation (ICF). The student is required to receive at least one hour of coaching each month during the first 6 months of the Certification Program while engaged in the tele-meetings with their Certification Program Leader. The student must document these hours prior to sitting for the Oral Exam. Of these hours with their individual coach, a maximum of 12 hours will qualify towards the 100 Coaching Hours requirement.

The fee for the individual coach is not included in the program tuition. (See fees section for more details)

### **Course Calls**

There are 25 weekly pre-scheduled 90 minute calls that are central to The Program. The student must attend at least 21 of those calls. Absence of more than 20 minutes in a session constitutes a missed session. Attendance is monitored by the Certification Program Leaders on 13 of those calls (the Topic Module Calls), by a Group Supervisor on calls in weeks 2, 4 and 6. The remaining 9 calls are Triad Practice Calls. The student may miss 2 of the Topic Module Calls, 1 Group Supervision Call, and 1 Triad Practice Call. At the end of the program the student documents their attendance as part of their program completion submission. Students who exceed the number of allowable missed calls are most often asked to withdraw from the program unless there are extenuating circumstances and we are able to find a viable way for the student to make-up for a missed session by scheduling individual time.

The fees for missed sessions that may be incurred are not included in the program tuition.

Telecommunications costs incurred by the student for these course calls are not included in the program tuition.

### **Homework**

Each of the 13 Topic Modules has a variety of activities for the student during the two week focus on the specific topic – required audios, required reading, practice, reflection. For each Topic Module, there are two aspects of documenting their discoveries, insights, remaining questions related to the topic.

The student must complete and submit a comprehensive Homework Journal as part of their documentation of completion at the end of the program. There is no feedback on the Homework Journal as it is focused on the student's personal growth through the program; it is checked to confirm completion.

For each learning community, there is also a public Homework Discussion in which the students respond to case studies, challenging situations or application of concepts questions. The students often provide feedback to each other in these discussions. While participation is not required, it is highly encouraged as a way to prepare for the final Written Exam. The student is expected to contribute to each of the discussion threads by the completion of the relevant Topic Module. The Certification Program Leader monitors and contributes to this discussion and will provide relevant feedback by the end of the Topic Module period.

### **Mid-Program Review (MPR)**

At the mid-point of the Program, the student will meet with her/his Certification Program Leader (CPL) for a 30 minute review conversation. The MPR includes a standard update report the student submits on progress in meeting the Program requirements as well as discussion on where the student is regarding their own personal goals in the session. It is an opportunity for the student and the CPL to strengthen the relationship with the program and to reset goals for the remainder of the program. Generally, there is no specific feedback given to the student relating to performance. The MPR form from the student and any pertinent additional discussion items are documented and then submitted to the student's files.

Telecommunications costs incurred by the student for the MPR call are not included in the program tuition.

### **Supervision**

The student will be assigned to faculty who will give the student feedback on coaching the student demonstrated. Using a common form identifying the skills, tools and competencies of The Co-Active Model, the feedback is verbally given at the time of the Supervision Appointment. The student maintains her/his own copy; the Supervisor submits a copy for the documentation in the student files.

Three of the Supervisions are in a Group Supervision setting and are regularly scheduled calls (see Course Calls above). Additionally, the student will have 6 Individual Supervision calls that are independently scheduled between the student and the Individual Supervisor. Each student has two Individual Supervisors; the student meets with each supervisor three times. The student is responsible for scheduling 1 supervision for each of the first 6 months of the program.

For the Individual Supervisions, the student is required to submit a recording of coaching with a private client (with the client's written approval

The student cannot sit for the oral exam until supervisions have been documented.

Costs incurred by the student for the recording equipment or services or for the file submission of the recordings are not included in the program tuition. ). If the student must schedule an Individual Supervision to make up for a missed call, there may be an additional fee of \$140. (See fees section for more details)

Telecommunications costs incurred by the student for these supervisions calls are not included in the program tuition.

### **Required Reading**

In addition to the manual that is provided as part of the Certification Program and contains specific reading assignments, the student is required to read *Co-Active Coaching* 3<sup>rd</sup> edition.

The costs incurred by the student for *Co-Active Coaching* 3<sup>rd</sup> edition are not included in the program tuition. The Certification Manual is not an additional cost unless the student requests a hard copy.

### **Open Topic Calls and Podcasts**

In addition to the audios that are part of the required homework, the student is required to listen to 4 one-hour long Podcasts and to at least two choices from a library of one-hour long Open Topic Calls. The Podcasts and the Open Topic Calls address areas of interest not covered in any of the specific Topic Modules but are relevant to the Professional Development of a Co-Active Coach.

The Open Topic Calls and Podcasts are referred to in the Homework Discussion area and in the Mid-Program Review. The student must document which of the Open Topic Calls they have listened to as part of their program completion documentation.

### **Exam**

There are two qualifying exams for the CPCC designation – the Written Exam and the Oral Exam.

The student has a two week window to complete the Written Exam which must be submitted by the final Topic Module Call with the CPL. The CPL evaluates the written exam, submits it to headquarters, and the student is notified if they have passed or failed within (a maximum of) 4 weeks from the final Topic Module Call. There is no feedback on the successful exam. If the exam is not passed, the student will meet with the CPL for feedback discussion and the student will have the opportunity to resubmit the Written Exam. The student will be notified within 2 weeks of submission on a retake. There are no fees for the student associated with the Written Exam.

The Oral Exam is independently scheduled once the student has submitted all the necessary documents including their completion of 100 qualifying hours. The student is notified within 2 weeks if they have passed the oral exam. If they have passed there is no additional feedback. If the student has not passed, the student will be given a one-hour session with one of the examiners for feedback and for identifying a plan to prepare to retake the exam. As part of that process, the student is provided with audio file recordings of their demonstration during the Oral Exam. The student will then schedule to take the Oral Exam again. The students who retake the Oral Exam are notified of their results within 48 hours.

The cost of taking the Written Exam and the first Oral Exam are included in the program Tuition. If there is feedback required for a failed exam, that feedback is provided without an additional fee for that professional time. Telecommunications costs incurred by the student for these exam or exam review calls are not included in the program tuition. For the Oral Exam, there is an additional fee for any 'retake'.

### **Award of Certificate**

For the student who has successfully completed all requirements of the program, including the documentation and the Written and Oral Exams, we send the official designation Certificate within 30 days of completion of the Oral Exam.

### **Certification Program Prerequisites**

- Completion of Co-Active Coaching Fundamentals, Fulfillment, Balance, and Process courses.
- A roster of five paying clients at the time of application.
- 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.*

### **Certification Program Requirements for Course Completion**

- Listen to a live or pre-recorded orientation call prior to the program start date.
- Attendance at 11 of the 13 group instruction calls.
- Attendance at 8 of the 9 triad calls.



- Attendance at 2 of the 3 group supervision calls and coach on at least one of them.
- Complete 6 individual supervision coaching calls.
- Listen to the assigned module audios prior to the group instruction calls.
- Listen to two Open Topic Calls
- Listen to the four required pod casts
- Listen to at least 6 of the one-hour open topic calls.
- Complete the required reading and homework assignments. This includes readings, listening to the audios, completing the activities, maintaining a Homework Journal and engaging in homework discussions on MY CO-ACTIVE.COM for each topic
- Complete the mid-program review.
- Maintain a roster of 5 individual paying clients.
- Complete 100 hours of paid Co-Active Coaching which includes 12 hours of being coached by a Co-Active Coach
- Read Co-Active Coaching, 3rd edition
- All of the above must be completed before a student is eligible to take the written and oral exams.
- Oral and written exams must be passed to receive the CPCC.

## ACCREDITATIONS

The Co-Active Coach Training Program is accredited by the following organizations which are not recognized by the US Department of Education:

- The International Coach Federation ([www.coachfederation.com](http://www.coachfederation.com)).
- American Council of Education ([www.acenet.edu](http://www.acenet.edu))

## SCHOOL CALENDAR & ENROLLMENT

Course dates and locations are listed in our Course Schedule which is a supplement to our catalog, and is also available on our website. To enroll in CTI courses, please contact our Registration Department or visit our website for online registration. The Certification Program has monthly enrollment; once you are accepted into the program you will be offered a choice of start dates and times. The Coaches Training Institute does not provide English-as-a-second-language instruction.

## DESCRIPTION OF FACILITIES

The Coaches Training Institute's physical address is 4000 Civic Center Drive, Suite 500 San Rafael, CA 94903. This is the location of the Administrative Offices and the primary classroom for Northern California courses. All records and documentation regarding students, faculty and facilities are housed from this main corporate site.

The experiential design of the courses calls for theatre style (chairs-no tables); two materials tables in the front of the room and two material tables in the back of the classroom. Depending on the course, one or more Flipchart/Pad is also provided. Each location is furnished with a room set up request form that is signed off by the meeting/ conference planner. All physical locations for courses must comply with all health and safety requirements imposed by law. Exit signs and an evacuation plan, and location of fire extinguishers meet safety regulations accordingly.

## LIBRARY AND LEARNING RESOURCES

The student welcome letter identifies the learning resources and how to access them.

The Coaches Training Institute does not have a physical facility, but instead students may obtain access to required and non-required resources online or, for those courses that are conducted in-person, as part of the in-course materials that are distributed.

For Fundamentals and the Intermediate Curriculum Educational Programs, students are given a link and password at registration to access CTI's online *Learning Hub* - an online resource to support the student's learning during each course. The Learning Hub provides instructions and information for each part of the course - before, during and after. Its purpose is to provide tools and resources to further students' development as a coach. At the start of each individual course, students are also given a course workbook for use during the course, including homework. Following each course students have the opportunity to participate in one-hour, content rich call to cement all the learning.

For the Advanced Curriculum Certification Program, students utilize CTI's online distance learning platform. This platform is the container for all communication, required materials, supplemental materials, instructions, resources, tools and program tracking. Students can access the platform at any location they have a computer and internet connection. Required materials include: student manual, module readings, homework journal, audio recordings, video recordings, worksheets and program tracking.

## FOR INTERNATIONAL STUDENTS

- Visa: CTI does not complete the federal I-9 form for a student visa or vouch for international students in any way. Students coming from out of the country to take courses in the United States must handle their own visa arrangements.
- Language Proficiency: For those who speak English as a second language, comfort with conversational English and an ability to read English is needed to successfully navigate the program.

## COURSE FEES

### Core Curriculum Fees

Core Curriculum Courses are offered either individually or as a package. Packages require a commitment prior to commencement of the courses as indicated in the following payment options. Payment of the deposit and installments for these courses is as follows:

#### **Courses taken individually:**

Co-Active Coaching Fundamentals Course Only \$925 due in full at time of registration	\$925
Fulfillment, Balance, Process and Synergy <u>each</u> \$315 per course due at time of registration \$1,250 per course due 3 weeks before each weekend	\$1,565

#### **Package Option:**

Co-Active Coaching Fundamentals and Intermediate Curriculum Package \$1,325 deposit payable at time of registration \$1,085 due 3 weeks prior to each of the next 4 courses	\$5,665
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#### **Full Detail of fees as required by the State of CA:**

Tuition: Fundamentals	\$925	Equipment	N/A
Tuition: Fulfillment	\$1565	Lab Supplies or Kits	N/A
Tuition: Balance	\$1565	Textbooks, or other learning media	N/A
Tuition: Process	\$1565	Uniforms or other protective clothing	N/A
Tuition: Synergy	\$1565	In-Resident Housing	N/A
Course retake fee	\$577.50	Tutoring	N/A
Non Refundable Registration fee	\$50	Charges paid to an entity other than institution that is specifically required for participation in the education program	N/A
Student Recovery Fund Fee	\$0	Assessment fees for Transfer of Credits	\$0
Fees to transfer credits	\$0		

#### **Core Curriculum 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 will be automatically charged 21 days prior to the course date. All course enrollments are subject to availability. If there is no space in your "First Choice" Course(s) you will be placed on a Waiting List for your "First Choice" and, subject to availability, enrolled in your "Second Choice." You will receive written notification of your enrollment status. If neither course is available, we will contact you to discuss other options. Your enrollment in a course is based on the receipt of funds for both the deposit and balance due. Your balance is due 21 days prior to the start of your course. In the process of enrolling you in your requested course(s), CTI will notify you if there are insufficient funds. If we do not hear from you within 48 hours of our notification, your requested space in the course(s) may be released. If enrolled in the Discounted Package and payment has not been received by the start of the course, the discounted package price is forfeited and the full À la carte course price of \$1,565 per intermediate course is due.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

#### **Transfer fees:**

You may transfer from one course date to another two times without penalty, provided the request is made more than twenty-one (21) days (60 days for Certification) before the course start date. Subsequent transfers, or transfers that occur within the 21 day window (60 days for Certification), are assessed a USD non-refundable \$175.00 fee.

**Student's Right to Cancel:**

You have the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class, or the seventh day after enrollment, whichever is later, by writing or emailing **The Coaches Training Institute, 4000 Civic Center Drive, Suite 500, San Rafael CA 94903, Tel. 800-691-6008, Fax 415-472-1204, E-mail: [registration@coactive.com](mailto:registration@coactive.com)**. If you have obtained a loan to pay for your course(s), you are responsible to repay the full amount of the loan plus interest, less the amount of any refund. If you received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds. If you are eligible for a loan guaranteed by the federal or state government and default on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**Refund Policy:**

Students not accepted by CTI and students who cancel this contract by notifying CTI within seven (7) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after seven (7) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price whichever is less. In the case of students withdrawing after commencement of classes, CTI will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours, as described in the table below. The refund is based on the last date of recorded attendance.

**REFUND TABLE**

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	No Refund

**Certification Program Fees**

The Certification Program enrollment fee is \$5,990, which is comprised of a deposit of \$1,290 due at the time of registration, and a balance of \$4,700. The balance is due as follows: the first of five automatic credit card charges or checks for the amount of \$940 will be due the 1<sup>st</sup> of the month following the start date of your program and approximately every 30 days thereafter. If paid by credit card these payments will be automatically charged on the first of the month 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**, 3<sup>rd</sup> Edition \$39.95
- Your certified coach: price will vary, approximately \$300 per month
- Phone charges: price will vary, approximately \$62 per month
- Device or service to record phone calls: price will vary
- Missed supervisions: \$140 per incident

**Itemization of all institutional charges and fees as required by State of CA:**

Tuition: Certification	\$5990	Equipment (Computer, Phone, and the ability to record calls)	Varies per student
Course retake fee	N/A	Lab Supplies or Kits	N/A
Non Refundable Registration fee	\$50	Textbooks, or other learning media	\$39.95
Student Recovery Fund Fee	\$0	Uniforms or other protective clothing	N/A
Fees to transfer credits	\$0	In-Resident Housing	N/A
Assessment fees for Transfer of Credits	\$0	Tutoring	N/A
Fee for Missed Supervision	\$140 per incident	Charges paid to an entity other than institution that is specifically required for participation in the education program	Varies per student (\$25 - \$400 per month)

## **Certification 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, as specified above, 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.

## **Certification Program Enrollment Requirement**

In order to retain the package discount for your Certification program, you need to start Certification within one year from the completion of your Synergy course. If you have not started the Certification Program within 12 months of completing Synergy, *your pricing will revert back to the à la carte price.*

## **FINANCIAL AID PROGRAMS**

### **CTI's Policy Regarding any Financial Aid is as follows**

Your enrollment in a course is based on the receipt of funds for both the deposit and balance due. Your deposit is due upon registration in your course. Your balance is due 21 days prior to the start of your course. In the process of enrolling you in your requested course(s), CTI will notify you if there are insufficient funds. If we do not hear from you within 48 hours of our notification, your requested space in the course(s) may be released. You are responsible for ensuring that funds have been received from the institution providing financial aid. If funding has not been received by the due date you will be required to provide payment for the course or forfeit your space. A refund will be provided to you upon receipt of funding from your financial aid source.

## **STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF) PROVISIONS**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: The school closed before the course of instruction was completed. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989. California residents or students who are enrolled in a residency program, please note that there is a state mandated Student Tuition Recovery Fund (STRF) charge of \$0.00 per \$1,000.00 of tuition. The STRF states "You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1. You are not a California resident, or are not enrolled in a residency program, or 2. Your total charges are 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."

### **Student Tuition Recovery Fund Disclosures:**

(a) A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are 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."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **FACULTY**

CTI's Core Curriculum courses are always co-led by two leaders and conducted in-person, with class size limited to 28 students. The Certification program has one leader and a class size limited to 9 students. Candidates for CTI's coaching faculty positions must first become Certified Professional Co-Active Coaches. They must complete the Co-Active Leadership program which takes about 1 year. They also must meet and maintain a required number of coaching clients. Based on their application, a select number are then invited to participate in a rigorous hands-on "audition". Those who pass the audition must still undergo intensive course-specific training to be ready to lead.

### **The Coaches Training Institute Faculty and Their Qualifications**

#### **Abigail Morgan Prout, MA, CPCC, PCC**

Abigail is a spiritual talent scout. With a background in Therapy, she has worked as a professional Co-Active coach for 16 years. She grows leaders in the world by waking them up to their unique abilities. She also co-leads courses for women committed to creating from their vision in relationship. Abigail specializes in developing powerful leadership presence, inter-personal communication skills and emotional intelligence. She also co-leads courses for women committed to creating from their vision in relationship. Her motto is, "We are here to learn from each other". She lives in Washington State with her husband, Clive and their two young daughters in a net-zero straw bale co-housing community which they helped build.

#### **Akasha Halsey, CPCC, PCC**

Akasha Halsey is a Southerner at heart and a California resident by choice, combining the best of both worlds. She has been on the faculty of The Coaches Training Institute for eight years, and is past president of North Bay Coaches, an

accredited chapter of the International Coach Federation. She brings a wealth of wisdom and experience from her teaching of English in the Middle East, selling supplies to restaurants, schools and nursing homes in Alabama and Tennessee, her work as a litigation trial secretary, and her travels through the Far East in search of a spirituality that spoke to her. She is the owner of a coaching business that focuses on women over 50. She currently continues her quest for world connection through writing and performing one woman shows.

**Alberto Polloni, CPCC, PCC**

Alberto has been a coach and trainer since 2005. Alberto is the co-founder of a multicultural executive coaching and leadership training company. He was educated in the field of architecture, commercial interior design, and branding design in Chile, Italy and the United States. He has been a creative, passionate and successful entrepreneur all of his life and when he discovered coaching, he knew he found his ultimate calling. Alberto is a spiritual adventurer, living his physical experience with joy, love and compassion.

**Alexsandra Lantigua, MA, CPCC, ORSCC**

For over ten years, Alexsandra's focus has been to create powerful systems that empower the awakening of strong, focused leadership. As a coach, Alexsandra has an international client practice of individuals, partnerships and teams. She has worked all over Europe, South Africa, Asia, Latin America as well as North America. Alexsandra is a trainer, Certification Cohort Leader, and Head of Supervision for the *Center For Right Relationship*. As faculty for CTI (The Coaches Training Institute), Alexsandra is a front of the room Trainer and Certification Program Supervisor. She is a faculty member with St. Kate's University, leading seminars for the Women of the New Millennium, as well as an Executive coach and trainer.

**Andrea Sigetich, MSc, CPCC, MCC**

MSc, Human Resources Management, University of Utah

With the demeanor of a sage, leavened with a strong dose of animation, Andrea brings over three decades of leadership development experience to her work developing leadership strategies in organizations, training coaching skills in both large and small organizations, and mentoring. She is crazy about inspiring individuals to grow and develop. Andrea has held senior leadership positions in Fortune 500 organizations including General Electric, Digital Equipment, and Novell. She has two published books, *An Entrepreneur's Trail Guide* and *Play to Your Strengths*. Andrea enthusiastically pursues hiking, kayaking, and improvisation from her home in Bend, Oregon.

**Andrew L. Miser, Ph.D., CPCC**

Andy is passionate about coaching couples in creating a fulfilling and enduring partnership in life together. He holds that successful lifelong marriage is built on an equal measure of commitment, alignment, understanding, play and appreciation. Andy has been married to his wife, Martha, just shy of 40 years. When he is not working with couples, he is partnering with her in large-scale leadership and change corporate initiatives. Prior to his training as a certified professional Co-Active coach, Andy was a psychologist and marriage and family therapist in private practice. He has a Ph.D. in developmental psychology from The University of Connecticut.

**Ann Betz, CPCC, PCC**

Ann Betz was trained as a coach in 2001, and certified in 2003. She is an expert in the neuroscience of leadership, coaching, and human consciousness. In her capacity as CTI's neuroscience consultant, she is actively engaged in making connections between the Co-Active model and current research on the brain. Ann is the co-founder of a company that focuses on helping individuals, non-profits, and businesses remember their innate capacity to lead, work, and live "above the line," thus increasing their effectiveness and engagement. Ann works internationally in the corporate and non-profit/NGO sectors to bring her unique brand of humor, playfulness, and deep learning to organizations and communities around the world.

**Anne Grete Mazziotto, MA, CPCC, PCC**

Anne Grete models the power of the feminine and brings this to her role as leader in the Co-Active Leadership Program and workshop leader for other CTI programs. Her presence fosters tremendous safety and openness to individuals and groups and deepens their personal discovery process. She is passionate about the possibilities of people coming together and forming communities to effect immense positive change in one another and the world. Prior to becoming a coach in 1996, she worked as a counselor in a variety of settings including a women's prison, secondary schools, and a mental health day treatment facility. She has also worked as a massage therapist and has held a lifelong interest in the healing arts.

**Ariane Cherbuliez, MBA, MEd, PCC, CPCC**

Ariane has been a CTI faculty since 2006. Ariane takes a firm stance that compassion and a wacky sense of humor can go a long way toward unlocking blocks and creating momentum. Clients compare working with her to swinging from the monkey bars: just the right degree of challenge, new ways of looking at your situation, and a rubber mat of compassion creating safety beneath. Her clients credit her with helping them get unstuck, become more deeply connected to themselves, and find a flow of action to achieve both their personal goals and those of the organizations they work within. Ariane gets great joy from gardening, singing in a chorus, and taking part in adventures with her daughter and husband. She lives and grows in a cohousing community in Cambridge, MA.

**Art Shirk, MBA, EdD, CPCC, MCC**

MBA, Boston University  
EdD, Columbia University's Teachers College

Art's playful blend of humor and deep respect for all that's entailed in 'being human' are at the heart of his work as a consultant and coach focused on putting transformative learning into action for individuals, teams and organizations. Art has worked as a leadership and organization development consultant at a range of organizations. He is a founding partner of a coaching firm based in Bogota, Colombia—a venture that emerged from his own Co-Active Leadership Program experience. Art earned his doctoral degree from Columbia University in 2006 from the Department of Organization and Leadership at Teachers College. His doctoral research focused on essential aspects of the Co-Active leadership experience. Art is a lead designer on CTI products and a senior faculty member.

**Ashley Abbott, CPCC, ACC**

Ashley has been a coach and trainer since 2011. Ashley dares you to bring out the strength in yourself, while edging you rigorously towards what is possible in business and life by leveraging your humanity. He draws from a wide range of interests that includes a love of travel, languages, literature, ancient history sites and rooftop soirees. His business foundation was formed by leading teams in technology and services companies, ranging from entrepreneurial start-ups to global corporations. He believes that health, physical fitness and the quality of one's relationships are the keys to personal success.

**Barb Van Hare, CPCC, PCC**

Barb has over 19 years experience as an organizational change consultant, development leader, and leadership coach. Barb has a contagious enthusiasm for change, and an eye for finding and promoting positive deviance. She is wired to connect in a meaningful way with individuals, teams, and corporations. Barb has two decades of corporate experience as an organizational change consultant, organizational development leader, and executive coach. As an executive coach and leadership consultant, she helps organizations clarify their vision, transform their leadership capabilities, and deliver results with a positive impact.

**Bill Kegg, CPCC, PCC**

For the past 14 years Bill has coached, mentored and trained over 6,000 coaches and leaders from 20 countries. He specializes in working with "Ripplemakers" – individuals committed to being their best to ripple forth the change needed in the world. Whether they are high-potential executives, entrepreneurs, or stay-at-home parents, Bill grows their self-



awareness, competences, and unique style to effect the greatest change at work, home, and life. Bill uses his humor, insight, and rigor to inspire excellence. He lives just outside New York City where he grew up. He is an award-winning video producer and Boston marathoner. Bill feels blessed to be collaborating with CTI's founders, leaders, staff, and international partners – extraordinary individuals committed to co-activating humanity.

**Camilla Rogers, MA, CPCC, PCC**

MA, Organization Development/Psychology, Sonoma State University

Camilla coaches those who seek a greater depth of their spirituality and want to honor their highest creative expressions in the world. Camilla has melded her exploration and understanding of depth psychology with her 30 years of metaphysical study, and developed a journal method she calls Personal Storying. In her training work within corporate and business environments, Camilla engages executives, front-line managers and team leaders hungry to embrace Co-Active coaching skills and enhance their personal communication effectiveness. Camilla is also the founder of a digital storytelling company.

**Carey Baker, CPCC, PCC**

A self-described spiritual gangster, entrepreneur, Co-Active coach and soul-seeker, Carey is obsessed with helping people find what makes them feel truly alive. Carey believes people are capable of much bigger leadership than they ever suspect and her trademark is inspiring others to claim who they are in all their glorious, messy humanity. In her provocative, fun-seeking, intense presence, people open to the truth in full vulnerability and thrive in their authentic selves. With an extensive background as a sales and marketing executive, Carey has experienced some “dead” workplaces, making her fiercely committed to helping organizations and their people come alive.

**Carlo Bos, M.Ed., CPCC, PCC**

Carlo is a coach and leader who believe that a person's greatest vitality is achieved at the intersection of compelling purpose, trust and bold action. He has been working in the human development field for more than a decade, prior to which he held line and leadership roles in financial services, consumer goods, hospitality and consulting. He loves the interplay between the art and science of coaching, and leads CTI's core coaching curriculum, as well as advanced courses which make connections between neuroscience and the practice of coaching. In his own practice, Carlo develops and trains new coaches and has helped business leaders across North America generate superior results by developing mastery of mindset, clarity in purpose, dynamic relationships and fierce commitments to action.

**Caroline MacNeill Hall, MA, CPCC, PCC**

Caroline is an executive coach and author who works with individuals and organizations to build leadership grounded in respect and fascination, authenticity and authority. A sunny soul who believes that laughter lubricates leading, Caroline is as elegant and fierce as she is funny and friendly. Her great joy is to move, inspire and connect human beings as they embrace and develop their authentic selves and their creative power to lead change in the world. Before becoming a coach, she was a journalist and ghost author of 13 books, mostly for psychologists and is co-author of the book *The Bigger Game*.

**Cat Williford, CPCC, MCC**

Cat was one of the first coaches that CTI certified in 1994, one of the first CTI leaders and one of the first coaches to receive the MCC designation from the International Coach Federation. In addition to offering programs designed for pioneering breakthrough women leaders, as well as customized individual retreats, Cat offers coaching programs that include ceremony and ritual, physical wellbeing and healing and strategic business savvy. Clients include executives, managers, and entrepreneurs based across the UK, Europe, Australia and North America. Also passionate about deliberate and authentic communication, Cat trains individuals and groups to speak with vision, inspiration and authority.

**Cesar Fentanes, MBA, CPCC, ACC**

After a successful professional career in several Executive Direction, Operations and Commercial areas, he has transformed the focus of his activities towards Consulting and Coaching. His professional passion has always been to awaken in people the desire to search within and develop that will lead them to FULFILL THEIR POTENTIAL. He has applied this passion through Coaching tools for more than 18 years as an executive in Mexico and an entrepreneur in France. He has an MBA from ITAM in Mexico, with a joint program with EM Lyon, as well as a BA in International Relations from Universidad de las Americas. He has been trained as a Coach at The Coaches Training Institute in San Rafael, California, certified by the International Coaching Federation, ICF. He is also a Leadership Circle Profile, Birkman and MBTI Certified Consultant and has begun training in Organizational and Relational Systems Coaching (ORSC) from The Center for Right Relationship (CRR). A graduate of CTI's prestigious Co-Active Leadership program, César has been a Front of the Room leader for CTI's Co-Active Coaching program since February 2013. He is also part of Duke Corporate Educations global network of trainers and facilitators. He coaches in Spanish, English and French.

**Christie Mann, CPCC, PCC**

Whether as a leadership coach, consultant, facilitator, or professional speaker, Christie inspires brilliant people to new heights. Her mission is to revolutionize and enlighten corporate leadership and to empower people to lead their best lives possible. She has a powerful, positive, and lasting impact within organizations and among communities and individuals. A dynamic trailblazer in the field of leadership coaching, Christie's passion for what she does paves the way for those seeking professional and personal growth. EDUCATION & CERTIFICATIONS:

The Coaches Training Institute (CTI) – CPCC, Certified Professional Co-Active Coach  
International Coach Federation – PCC, Professional Certified Coach  
University of Western Ontario – Bachelor of Arts, Media

**Chuck Allen, CPCC, PCC**

Chuck is the creator of a training program for leaders that uses storytelling as a platform for personal, professional and organizational transformation and co-founder of a consulting firm that provides coaching and training in persuasive communication, leadership and conflict management. Chuck serves as an Executive Coach for the Executive MBA Program of Loyola Marymount University. For fourteen years, Chuck has coached and trained leaders in sectors ranging from non-profit to aerospace, medicine, technology and the federal government. Prior to his coaching career Chuck worked in such diverse fields as information technology, public relations, public health, technical writing, journalism, event planning and child development.

**Chuck Roppel, CPCC, MCC**

Chuck was trained and functioned as Catholic Priest in the early years of his career and from this role evolved into health promotion and disease prevention work within the framework of Community Mental Health Centers in Kentucky and California. He has been Director of the San Francisco Mental Health Association and the Director of the California State Department of Mental Health's Office of Prevention and Mental Health Promotion. Since 2000, Chuck had been a faculty member of The Coaches Training Institute, maintaining a private life coaching practice and training Co-Active coaches throughout the world. Chuck's mantra focuses on right relationship with self and other as the underpinning of a life well lived.

**Clark Friedrichs, CPCC, MCC**

Clark Friedrichs is CTI's Director of Leader Training and Development. Clark oversees the selection, management, and training of all Leaders who facilitate courses in CTI's global operations. Clark is also responsible for curriculum updates and course design. With over 15 years of coaching experience, Clark's clients range from managers and CEOs to students of CTI's Certification program. He lives in Barcelona, Spain, where he is a self-confessed sun worshiper and lover of tapas and the sea.

**Clive Prout, MA, CPCC, PCC**

MA, Engineering and Management, University of Cambridge, England

Clive works with senior leaders who want to have greater impact in the world while remaining true to their spiritual essence. His work as an executive coach, helping professionals find their path, has been featured in books and national magazines, including Men's Journal and Kiplinger's Personal Finance. Prior to becoming a coach in 2000, Clive held VP positions in software marketing and led the marketing function for the UK's first Internet IPO. Clive received Engineering and Management degrees from Cambridge University, and also lived and studied in a meditation ashram for 7 years. He and his wife, Abigail, live on Lopez Island, WA where they are raising two young daughters.

**Cynthia Loy Darst, MFA, CPCC, ORSCC, MCC**

Considered a passionate pioneer in the coaching industry, Cynthia is a playful and inspiring coach who works with all kinds of people to move them past limitations, and into action and fulfillment. She was one of the first course leaders for CTI and delights in traveling the world to train others in the skills of Co-Active Coaching. Cynthia became a Certified Professional Co-Active Coach in 1995, and was one of the first to receive the designation of Master Certified Coach from the International Coach Federation. She was instrumental in the selection, training, and development of leaders at CTI for many years, and is a past president of ACTO (Association of Coach Training Organizations).

**David Darst, CPCC, ORSCC, PCC**

David believes that relationships develop people into their fullest potential and that what one will "BE" in their relationships is where the power lies. Knowing that shifting into and sustaining a new way of being is not always easy to do on one's own, David coaches clients to bring consciousness and intentionality to their relationships and work in the world. Living what he describes is a life beyond his wildest dreams, David enjoys working with coaches-in-training as well as people who want to live a more productive and inspired life.

**David Skibbins, CPCC, PCC**

David is a life coach who specializes in working with entrepreneurs, business owners, upper level managers, and other coaches. A supervisor at CTI, he is also certified by the International Coach Federation as a Professional Certified Coach (PCC). David holds a Ph.D. in Clinical Psychology and was a psychotherapist for over twenty years. He is co-author of *The Stake: The Making of Leaders*, with CTI co-founder Henry Kimsey-House, and the author of "*Becoming a Life Coach: A Complete Workbook for Therapists*" and "*Working Clean and Sober*", as well as four published murder mysteries. David is also a playwright, actor, and director in several local theater groups on the north coast of California.

**Deborah Colman, MA Ed, CPCC, MCC**

MA, Adult Education/Organizational Development, University of Toronto

Deborah loves to laugh and believes that when we cultivate joy in our lives we are better able to navigate the challenges in work and life with resilience and ease. Deborah is a highly skilled executive coach, trainer, and consultant who work with leaders and leadership teams to cultivate organizational cultures fueled by possibility, authenticity, and purpose. She provides major consulting and financial institutions across North America with teams of leadership coaches and leadership development programs which include rigorous evaluations systems. She is widely recognized by her clients, peers, and students alike as an inspiring and wise leader who consistently generates transformative learning and sustainable results. Prior to becoming a Leadership coach and trainer, she worked in the public healthcare industry as an organizational development consultant and physical therapist.

**Dorcas Kelley, MBA, CPCC, PCC, CMC**

Master of Business Administration, University of California, Los Angeles

Dorcas has a driving passion to transform the world of coaching, one coach at a time, by helping each one discover their power and confidence as a leader in their coaching work, business and life. She balances a grounded presence with a wry sense of humor, playfully illuminating both our greatness and our humanity. In her roles of author, coach, trainer and consultant, she works with executives, business owners and entrepreneurs to reach the next level of success in their professional and personal lives. Her book, *The Business of Coaching®*, is now in its 4th edition. When she's not

consumed by her work or her writing, you'll find her hiking with her dogs, digging in the garden, or volunteering at local non-profits.

**Doug Peck, MS, CPCC, PCC**

MS, Computer Science, Stevens Institute of Technology

In addition to over 30 corporate years as a senior executive, software pioneer, and engineer, Doug is a yachtsman, chef, opera-lover, diver, art historian, musician, mechanic, and world traveler. He is curious about everything, pretty good at many things, and always looking for unusual adventure—which is how he came to coaching. Doug is passionate about finding how to make things work, especially the lives of his executive clients and the teams that he coaches. He celebrates the discovery and use of your full, unique potential, and the adventure of the journey, with enthusiasm and compassion. Doug is certified in The Leadership Circle and other assessment tools, and trained in Relationship Systems coaching and Strengths Coaching.

**Eileen Blumenthal, JD, MA, CPCC, PCC**

JD, Hastings College of Law

MA, Education, Harvard University

Eileen founded a coaching and consulting firm in 1995 and works at the intersection of humor, insight and ease. She comes to coaching after careers in non-profit management, employment law, and higher education administration, always favoring work with individuals finding their way. In addition to serving on CTI's faculty as an examiner and supervisor, Eileen provides coaching and consulting internationally, most recently with PEPFAR-funded agencies in Mozambique combating HIV/AIDS. She is the co-designer of, and lead trainer for, a public health leadership institute's peer coaching program for emerging public health leaders. Eileen is a Bikram yoga enthusiast, and she and her partner are the humble guardians of a very smart cattle dog, Gracie.

**Elizabeth Woodbridge, CPCC, PCC**

Elizabeth's specialty is working with individuals and teams to develop effective communication and leadership skills to consciously create their desired results using practical tools for a fast-paced and rapidly evolving world. She has been developing and leading workshops in personal development, wellness, leadership and coaching for the past 15 years. Her professional experience includes Executive Director of non-profit organizations, board development, special events coordination, sales and public relations. She is grateful to her own coach for his support in going forward to fulfill a dream of moving from the USA to Paris where she is joyfully based.

**Eric Kohner, CPCC, MCC**

Eric is an internationally recognized corporate coach and keynote speaker. A results-driven leader, he helps individuals connect their values and vision for effective and innovative leadership. Through an emphasis on authenticity and acute listening skills, he helps managers integrate coaching techniques into their leadership style. Eric's clients report major improvements in employee morale, performance, and retention. EDUCATION & CERTIFICATIONS:

The Coaches Training Institute (CTI) – CPCC, Certified Professional Co-Active Coach

International Coach Federation – MCC, Master Certified Coach

Center for Right Relationship – Organization and Relationship Systems Coaching

DeSales University – Bachelor's Degree, Theater and Speech

**Erin Hutchins, CPCC, ACC**

Erin is inspired by the opportunity to grow people - whether it's through executive coaching, facilitation or having meaningful conversations. Erin is passionate about heightening individual and organizational awareness to promote healthy and thriving environments. Previously a Senior Manager in a consulting firm, Erin has contributed to successful wins of billion dollar federal government programs overseeing 30+ people. She has worked for PricewaterhouseCoopers in the United States and the United Kingdom working on various projects in organizational change, business development

and continuous performance improvement. She has travelled and worked across various cultures in Europe and Asia. Erin also spends her time reading the latest research on stress and wellness and linking the mind and body through moving meditations, yoga, and Pilates.

### **Fernando Lopez, CPCC, ORSCC, PCC**

Dual degree in Management and Technology from the Wharton School and the School of Engineering at the University of Pennsylvania

Fernando Lopez is president of an executive coaching firm that specializes in helping clients create the space for powerful collaboration. Motivated by discovering innovative coaching approaches and sharing them with others, he has presented at the Toronto OD Network, the London ICF, the Growth Edge Network (GEN), and the ORSC Summit. His mission is finding often-surprising solutions to leadership and relationship challenges. Previously, Fernando worked at Medsite Inc. (now part of WebMD) where he bridged technology and business teams. Having lived in Mexico, Toronto, New York, Hawaii, Munich, Brazil, and Chile, Fernando enjoys operating across different cultures.

### **Helen House, CPCC, MCC**

Helen is a fierce advocate for the notion that people are Naturally Creative, Resourceful and Whole. She brings this to her work as a coach, course leader, leader of Leadership Program, and curriculum designer for CTI. She has a passion for work that serves the disenfranchised such as bringing coaching to prisons and leadership development to non-profit leaders. Helen's first career was in the arts where she ran a successful business as a glass blower/artist. A mother of two children, Helen makes her home on the beautiful Upper Peninsula of Michigan.

### **Hope Langner, MS, CPCC, MCC**

Hope is a seasoned trainer, manager and master coach who lives in upstate New York, and works with clients all over the world. Known for her huge heart, calm presence, and laser-sharp clarity, Hope believes that inner alignment is the path to personal, organizational and cultural change. In addition to her private clients, Hope is responsible for training and supervising CTI's worldwide cadre of certification supervisors and assessors. Hope offers customized program design, coaching and mentoring to business leaders and professionals in other fields who want to incorporate coaching skills into their repertoire. She also creates retreats and teleclasses open to people who want to reconnect to themselves and the natural world in these chaotic times.

### **Janet Keller, CPCC, PCC**

Janet Keller is an executive coach working with leaders and executive teams in the public benefit sector. In her work she focuses on increasing personal and organizational sustainability, creating visions with traction, and cultivating enjoyment. Since 1994 she has advised executive teams on organizational effectiveness, provided facilitation and mediation services, and designed and delivered curriculum on topics including peak performance, communication, and sustainable leadership. Currently, Janet is the Executive Director of Communities that Can!, a generative change approach supporting change leaders and engaged citizens to purposefully generate higher levels of health and well-being. A credentialed member of the ICF, Janet graduated Phi Beta Kappa from U.C. Berkeley. In her past life, Janet was an award-winning actress who performed professionally in the US and Europe. She lives with her partner and 15-year-old daughter in El Cerrito, CA.

### **Jayson Krause, CPCC, ACC**

Jayson is a former national champion bobsled pilot, author of the book titled *52 People* and Co-Active coach who works with emerging leaders and executives. Jayson joined CTI after his time working as a management consultant for the oil and gas sector in North America. An entrepreneur at heart, Jayson has managed three start-ups since 1998 and brings his entrepreneurial energy to both his corporate and individual clients. In addition to being a CTI leader and coach, Jayson manages the sales team for CTI. He lives with his wife and two children in Okotoks, Alberta.

### **Jeaneen R. Schmidt, CPCC, PCC**

Jeaneen thrives on coaching female executives and professionals who are committed to realizing and achieving their deepest potential in their professional and personal lives. She holds the vision that professional success, fulfillment and sustainability can co-exist. Prior to founding her coaching practice in 2000, Jeaneen spent 15 years as a leader and executive in the corporate world productively building businesses and motivating employees to create success for themselves and their organizations. Jeaneen is a world-class sailor, having placed 17th in North America on an all-female crew. She has practiced meditation since 1991 and brings a strong intuitive sense to everything.

**Jeff Jacobson, CPCC, PCC**

Jeff coaches and plays with people who yearn for bold, Technicolor lives. He has been involved in coaching and human growth work since 1994. Prior to coming to the world of coaching and leading for the Co-Active Leadership Program, Jeff worked in the field of language teaching and Chinese/English interpreting. His experience living in East and Southeast Asia ripped apart his world view and taught him to love things like seaweed, good directions and fine, fine storytelling. In addition to his own coaching practice, Jeff travels internationally for CTI leading coaching workshops.

**Jeremy Stover, CPCC, PCC**

Jeremy specializes in developing leaders and helping organizations get the most from their teams. From corporate giants to high-tech start-ups, from seasoned executives to engineers transitioning into leadership roles, he identifies inherent strengths and skills that can be amplified and developed for success.

Jeremy believes that today's organizations face rapidly shifting challenges and that the most successful leaders focus on increasing productivity through fulfillment rather than control. By recognizing each team member as naturally creative and resourceful, organizations can learn to evoke strengths that serve the individual while creating more productivity and success for the whole.

**Jessie Feng, CPCC**

Jessie has studied, lived and worked in Germany, Australia and the USA. She has a wealth of experience in cross cultural environments personally and professionally and specializes in providing cross cultural communication skills for joint-venture companies in China. Jessie has worked in the consulting and training industries for over 20 years and conducted successful training and coaching at multinational clients across all industries in China. She is passionate about helping people fulfill their potential in achieving real-world goals, and empowering them to become authentic leaders in their personal and professional lives.

**Jim Patterson, CPCC, ORSCC, MCC**

Jim is currently the Certification Program Director at The Coaches Training Institute. Training Development Experience: Developed training designs and contracts in response to technical assistance requests; Designed and presented management workshops to staff, host country nationals, government representatives and volunteers; Identified, contracted and supervised technical and process trainers for Peace Corps programs worldwide; Designed and implemented needs assessments, training designs and Training of Trainers courses for multi-national programs.

**Jill Schropp, MPA, CPCC, PCC**

Bush Leadership Fellow, Harvard University  
Master in Public Administration, University of Washington

Jill brings to coaching and CTI faculty positions a life-long commitment to inspiring individuals to realize their dreams and make a positive difference in the world. Her more than 35 years of progressive leadership in the private, public and non-profit sectors include being a newspaper and magazine editor, spearheading major political campaigns on behalf of human rights and the environment and special honors for her journalistic and community endeavors. A depth of spirit and playfulness infuse her many interests and she has huge gratitude for her life with her partner and varied pets in the Pacific Northwest.

### **Jing Ye, CPCC, ORSCC, PCC**

Jing is a seasoned leadership and team coach, workshop facilitator and business consultant. She has more than 20 years of global working experience in the fields of law, IT, business, coaching and training. Jing is known as “Quiet Storm” for her gentle yet courageous style. Deeply rooted in her Chinese heritage and the desire for connectedness, Jing is passionate about integrating the theory and practice of coaching and team/system work to address organization and leadership development challenges. Fluent in both English and Chinese, Jing is one of the first generation Chinese CTI leaders.

### **Ji-Yun Kang, PhD, MEd, CPCC, ACC**

PhD, Fiber Science, Seoul National University, Seoul, Korea  
MEd, Human Resource Development, University of Minnesota-Twin Cities

Ji-Yun comes from a science and research background. Living in a medical community, she works with physicians and their families on issues of work-life balance and coping with stress. She is a facilitator for a non-profit organization, Rochester Diversity Council and works with clients from many different nations and cultural backgrounds. With her gentle yet powerful spirit, Ji-Yun guides her clients into claiming their magnificence. She is passionate about diversity issues in the workplace and the community. Ji-Yun is currently living in Minnesota with her husband and two children, her greatest source of joy and gratitude.

### **John Vercelli, MA, CPCC**

MA, Education, Stanford University

John is adept at translating complex ideas into easily understood and applied models or tools that have a “practical wisdom” to them. He designs and delivers corporate leadership development and training programs, conducts team development off-sites, and provides executive coaching. He has worked with manufacturing companies, financial institutions, health care providers, research institutions, government agencies, and defense contractors. John brings a broad academic background and 17 years management experience to working with clients. He holds Bachelor’s degrees in Human Biology and Electrical Engineering, and a Master’s degree in Education. His management experience includes design engineering, manufacturing engineering, quality, and production. He is certified to use the Leadership Circle Profile© and is an active member of the International Coach Federation. John lives with his wife in the mountains of northern California where he enjoys hiking, skiing, and kayaking.

### **Joni Mar, CPCC, MCC**

Joni excels in coaching both executives and emerging high performers to be intentional decision makers, create a Co-Active culture, generate more impactful results and leave a meaningful legacy. Focusing on leveraging capabilities, leadership presence, and relationship management, her executive clients become more influential and inspiring leaders fueled by their passion and purpose. With Joni’s acute understanding of human behaviour, coaching with her is profound yet playful. Prior to coaching Joni was an award-winning television journalist and entrepreneur. She is the co-author of “*The Inspired Business Approach: Building Your Business from Inspiration, not Perspiration*”, a newspaper columnist on workplace issues, and the creator of an acclaimed business program for executives transitioning to entrepreneurship.

### **Judith Cohen, MSW, CPCC, MCC**

AMLS, University of Michigan  
MSW, University of California, Berkeley

Judith was hired as the first CTI Certification examiner in 1996 and is still passionately committed to training coaches to be masterful while having fun in the process of learning. Judith is the head coach for the Effective Influence Conference of Cross Cultural Communications, Inc. as well as a T-Group facilitator at the Stanford University Graduate School of

Business and the University of San Francisco Law School. After living in the Bay Area for 35 years, Judith decided to become bi-coastal and to live in New York City for several months a year.

**Juhree Zimmerman, RN, BScN, MEd, CPCC, ORSCC, MCC**

Juhree is a passionate coach, trainer and international consultant. She facilitates teams and leadership development in a variety of organizations, including health care, finance and Fortune 500 companies. Her company is based on the concept that all individuals and organizations can create a synergy to exceed their own expectations. Juhree calls on her work in strategic planning, policy development, systems work and coaching to support individual and organizational change and find new ways to manage conflict, while increasing productivity. She is an associate faculty member of the UBC School of Nursing and teaches coaching skills to undergraduate and graduate nursing students.

**Kat Kehres Knecht, CPCC, PCC**

Kat is a writer, speaker, transformational entertainer, and a successful life and relationship coach. She is certified in several business and relationship coaching programs, and also offers business consulting. Kat specializes in working with leaders in love - those committed to making a difference in the world and who insist on having a fantastic personal life as well. She has created a powerful virtual women's circle for female leaders who want to be in an enlightened community. Kat can be heard on the airwaves hosting her radio show, The Soul Mate Dating Game, and in print as a regular contributor to Choice, the magazine of professional coaching.

**Kelly Jones-Waller, CPCC, PCC**

Kelly is a professional coach who inspires lasting change in individuals, teams, and organizations alike. With a clear, articulate, and approachable style she creates a solid foundation of trust that empowers clients to explore new horizons. Her sales, marketing, and strategic management expertise combined with her keen coaching insight enable her to envision both the big picture and the finer details of her clients' success. EDUCATION & CERTIFICATIONS:

The Coaches Training Institute (CTI) – CPCC, Certified Professional Co-Active Coach  
International Coach Federation – PCC, Professional Certified Coach  
The Leadership Circle 360 Profile Assessment – Certified Practitioner  
Center for Right Relationship – Organizational and Relationship Systems Coaching  
Tulane University – Bachelor of Science, Marketing Management

**Ken Oakley, CPCC, PCC**

Ken is a trainer, leadership consultant, and coach dedicated to helping people achieve their full potential and thrive in all areas of their lives. With over 25 years of experience, he has worked with thousands of people worldwide to maximize joy, satisfaction, and effectiveness. Ken focuses on three areas: relationship coaching – helping people find and enhance healthy relationships; business building – using social media to simplify marketing and leverage results; and somatic learning – accessing the wisdom of the body. Ken serves director of social marketing for a company specializing in helping solo-entrepreneurs build thriving businesses.

**Kenneth Mossman, MFA, CPCC, PCC**

Ken Mossman brings three decades of leadership experience across a breadth of industries and locales to his work. His coaching clients are primarily fathers who recognize that being a winning executive, a solid leader and a great dad needn't be mutually exclusive. Passionately committed to an unapologetically creative, expressive life, he also works with "Creative Cliff-Jumpers," including film makers, actors, writers, musicians and visual artists. Ken's love of coaching and teaching, and his quirky, often absurd way of seeing the world, add up to a leadership style that's lively, intuitive, eccentric, fun and more than slightly irreverent. He lives with his wife and son—and an expanding quiver of guitars—in Upstate New York.

**Keri Kuerbis Lehmann, MA, CPCC, MCC**



Keri is a leader in the coaching community and is actively involved in growing and developing coaches worldwide. She serves on the faculty of the Coaches Training Institute (CTI), the largest coaching school in the world, where she has helped train more than a thousand coaches through classroom instruction, group facilitation, individual teaching and coaching. Keri sits on the oral examination panels and supervises coaches in The CTI certification program. She played a major role in launching the first multi-lingual group of Supervisors for the organization. Keri has worked with leaders in a range of industries at companies such as: IBM, Genentech, Network Equipment Technologies and The Federal Home Loan Mortgage Corporation. She is certified by the Coaches Training Institute and is a Master Certified Coach for The International Coach Federation. Keri holds a Masters Degree in Human Resource Development from The George Washington University and a Bachelors Degree in French from UCLA. She lives in the San Francisco Bay Area with her husband and son and the family dog.

### **Kim Fowler, CPCC, PCC**

Kim ignites individuals, executives and teams into mindful, efficient, spirited action. She combines her inspiration from the natural beauty of the Southwest to lead her clients to discard limitation and create professional and personal paths of growth, challenge, acceptance and joy. She has twenty-five years of management experience in the government, nonprofit and academic sectors. Kim also coaches individuals and family systems that have loved ones living with dementia. She focuses on opening new ways of communicating with themselves and the person(s) they have known for so long.

### **Kristen Bentley, OD, CPCC, ACC, CPDC**

Kristen is a former Optometrist and business owner turned Co-Active Coach and Leader. Kristen jokes that she got the message in high school to work with 'vision' and after taking that literally for 16 years realized that it was actually vision through 'Visionary Leadership' that she was meant to explore and create. After being introduced to CTI and Co-Active principles, she transformed how she lives and works, and is driven to inspire others to do the same. With gentleness, joy, and wisdom, she shares creative insights and generates curious, energizing conversation. She believes in challenging the status quo, honouring integrity and courageous conversation all for the sake of humanizing our world. As a result of her history and experience in healthcare, she has a particular passion for bringing this humanistic, visionary leadership to emphasize the care in healthcare – both for the healthcare professional and the patients they serve.

### **L.A. Reding, M.Ed., CPCC, MCC**

L.A. has been striding down a path of leadership all her life. She is an unconventional woman with a wicked sense of humor. L.A. admits to being an intuitive introvert who works from the inside out. She takes risks while being light, caring and pushing hard. She will do whatever it takes for you to be your best and to go where you haven't gone before. L.A. has a stately presence that creates safety and trust. Her deep passion is for people to embody mastery and knows that individual mastery is unique and shows up in fascinating ways. Not one to waste words, her career has spanned 40 years of service in the field of human relations. Currently L.A. is working with Fortune 100 companies around the world to help leaders own their own power and style from the inside out. Her mission is to identify and serve a new generation of global leaders.

### **Lauren Powers, CPCC, MCC**

A leadership coach and organization development consultant, Lauren supports people in initiating and sustaining significant change. With twenty years of experience in organization and individual learning, Lauren co-designs change programs with individuals, groups, and with corporations and universities worldwide. A senior faculty member with CTI since 1998, she has taught coaching skills to thousands of people in the Americas, Europe, and Asia. Lauren is the author of "The Trouble with Thinking" a book on how our perceptions create our realities. Fun and Ease are two of her highest values, which Lauren honors every chance she gets (particularly with clients).

### **Leonid Frolov, CPCC**

Leonid has a diverse background and he is a voracious explorer and learner. He studied science and Geology in St Petersburg (Russia), participated in expeditions in Russian Far East and Pamir mountains and worked as a simultaneous

interpreter for over 20 years. Being always at the crossroads of different cultures he continued exploring humanity and his own role and impact in this world. Leonid moved from Russia to the US and started a new life from scratch. He spent 10 years in aerospace where he indulged in an unusual combination of science and linguistics. Leonid's extraordinary life experience and passion for humanity led him to becoming a coach. He loves working with coaches-in-training, people with different cultural and professional backgrounds, and those who courageously go for their wildest dreams.

**Leslie Clark, CPCC, PCC**

As a professional coach since 1998 and hotelier for the 12 years prior, Leslie knows that leaders have an obligation to be thoughtful about the impact they have upon the organizations they choose to serve. Leslie coaches, educates and inspires leaders to implement transformative personal practices and sustainable success strategies to increase their effectiveness. Having these practices and strategies in place, brings more vitality and wellness to the leader and to their organization, positioning them for an enduring legacy. Shifting leaders from a "play not to lose" to a "play to win" mindset is a theme that permeates her work. Clients often acknowledge Leslie for the insightful, compassionate, direct, and committed way she shows up for them.

**Leslie Lupinsky, CPCC, MCC**

Leslie has provided over 5000 hours of professional coaching to small business owners, solo entrepreneurs and coaches for over 14 years. Her passion for business development from the heart has inspired her to develop five successful business development programs. Her most recent popular program is called Inspired-On-Demand and she has co-facilitated over 500 participants in this fun approach to growing a small business. Leslie is the co-author of *The Inspired Business Approach: Building Your Business From Inspiration, not Perspiration*.

**Lorry Schneider, MS, CPCC, PCC**

Lorry is a highly skilled facilitator and coach with a direct, caring approach. He has been affiliated with CTI since 2000 both as a facilitator and certification supervisor. Prior to that, Lorry spent 15 years in the private sector on a progressive career path within diverse businesses. As a coach with particular emphasis on leadership development, Lorry works with executives and entrepreneurs who recognize the value of having an objective sounding board they can trust. He firmly believes in total commitment to his clients' leadership development, as well as their personal growth. Lorry also works with senior executive teams to assist them in their development and serves as a facilitator for off-site strategic planning.

**Louise Poisson, CPCC, PCC**

Louise works with teams and their leaders, nurturing the concept of shared leadership and collaborative spirit and unleashing the team's agility and performance. She crowned her career in the advertising field as Creative Services Director after leading multi-cultural teams and various communication projects for 20 years. She lived in New York, Dubai and resides now in Montreal, Canada and contributed to the introduction of CTI in the Middle East and Montreal. In addition to being an artist and leading creative expression workshops, Louise loves diversity, fishing and swimming in the rivers of her beloved country.

**Maria Campillo, CPCC, ACC**

Results oriented Professional - Certified Co Active Coach who delivers executive coaching and corporate training programs internationally. Six year track record of developing more effective and engaged leaders and teams in Global Fortune 500 companies, the public sector and small business including those in the Hospitality Industry. Successfully enhances client's ability to create an holistic brand experience, improve their communication, time management and leadership skills and to establish visions and strategies resulting in more engaged, aligned and performance driven teams and brands. Specialties: Training teams to collaborate more effectively for increased productivity transforming the organization's culture.

**Marla Skibbins, CPCC, MCC**

Marla has been coaching and training internationally since 1996. Marla is a passionate advocate for entrepreneurs, managers and leaders in organizations thriving in their work and lives. Her coaching is an unusual blend of business savvy and spiritual perspective. She knows the ins and outs of being a successful business person and the pitfalls a professional may encounter while developing their business. She is the founder of a company dedicated to coaches building a thriving coaching business. Marla resides in Sea Ranch on the Sonoma coast in California.

**Marlena deCarion, CPCC, PCC**

Marlena is committed to unleashing human potential; believing we can live as whole human beings—head, heart, body and spirit—at the workplace and in life. Marlena combines Co-Active and Mindfulness training to grow leaders, entrepreneurs and organizations from the “inside out.” In 1998, Marlena came to coaching after a successful career in outdoor leadership. Seeing what is possible when people go beyond their limiting beliefs, Marlena invites her clients to dream outside of the box yet apply practical wisdom to live a balanced, vital life. Along with training in somatic therapies, deep inquiry and being certified to teach Mindfulness, Marlena brings her passion for adventure and community to her personal and professional life.

**Mary Kuentz, CPCC, PCC**

Leadership coach and trainer in personal and professional development. Work with individuals and organizations to facilitate strategic planning, create future vision, values clarification, communication and teamwork, improve performance and enhance life, create and reach powerful goals, make a lasting contribution to family, community, world. Credentials: Professional Certified Coach, International Coach Federation; Certified Instructor, Six Thinking Hats™; Certified Instructor, Lateral Thinking™.

**Mary Olk, Ph.D., CPCC, PCC**

Certified Professional Co-Active Coach. Professional Credentialed Coach. Licensed Psychologist. Providing experiential training for the development of effective coaching skills through workshops and direct supervision of coaches. Working with businesses, government agencies, educational institutions to create working environments that promote effective communication and optimal performance. CTI trainer since 1998. Psychologist/Mental Health Professional since 1984.

**Mary Beth Shewan, MS, MSc, BCC, CPCC, MCC**

MSc, Career Counseling, Georgia State University

Mary Beth is a dynamic teacher who inspires deep transformation with a playful, practical approach that creates both personal and professional alignment. She is an internationally known consciousness teacher, Master business/career coach, and trainer. She developed a self-coaching awareness program she calls Living Masters, combining her wisdom in expanding consciousness with her love of coaching. Her life's work has centered on assisting others to awaken their gifts, talents, and personal Mastery. She is a real-life example for those who are looking to expand their consciousness through self-love, compassion, and intuition. She resides in Eugene, OR.

**Megan Jo Wilson, CPCC, PCC**

Megan Jo Wilson is a coach, trainer, mom and professional singer/songwriter based in Cape Elizabeth, Maine. In her coaching and consulting practice, she is committed to supporting new coaches in developing visionary businesses through spiritual entrepreneurship. Standing firmly in her belief that “there is nothing more expensive than boredom,” she also partners with small businesses and organizational teams to support them in expanding fulfillment, creativity, and humanity in the workplace. In addition to performing and recording her own original material, Megan also sings regularly with The Fogcutters Big Band, Birdland Jazz Quartet, and a gospel choir in Portland, Maine.

**Melanie Keveles, MA, CPCC, MCC**

Masters of Education, University of New York at Albany

Melanie is truly committed to everyone deserving the opportunity to express themselves as fully as possible. Her concern that people have the opportunity to offer their gifts to the world comes from her serial careers as a college teacher, outplacement consultant, Web content developer, radio talk show host and career and life coach. She is the author of two books: *Fired for Success* and *Scrappy Startups: How 15 Ordinary Women Turned their Unique Ideas into Profitable Business*. Her coaching practice is a beacon for the desire for continuous learning and renewed hope.

**Michelle Goss, CPCC, PCC**

Michelle Goss is a Co-Active Coach™ and business owner. For more than 20 years she has helped others launch, grow, and lead successful, happy lives and businesses. A self-proclaimed “personal growth geek”, Michelle purchased her first self-help book at the age of 12, setting the stage for a lifelong commitment to growth and spirituality. She has been called “magical”, “transformative”, and even “a life saver!” A spiritual pioneer, Michelle helps people bridge the gap between “woo-woo” metaphysical concepts and practical, everyday living.

**Milne Kintner, CPCC, PCC**

In her private coaching practice, Milne works with executives and managers at all levels of corporations, lawyers, physicians, symphonic conductors (people who are expected always to be right); poets and artists (who try to be true); scientists (who test for truth), and entrepreneurial people who purposely don't pay attention to “true” or “right”. Previous to coaching, her most compelling work was as a performance artist and mixed-media artist; in Mentoring, Intuition, and Leadership Development at the University of Minnesota in Minneapolis, Minnesota, USA; and as a parent to two daughters. She has always been interested in what it means (and takes) to live a life well, be grateful, and feel satisfaction.

**Nancy Conger, CPCC, PCC**

Nancy is a spirited blend of fierceness and fun. She has run her own coaching practice since 1998, inspiring people to cultivate and express creativity in business and personal arenas. Nancy does plenty of creative stretching herself as an author, playwright, musician and budding visual artist. Before coaching, Nancy spent a decade in financial services management and Human Resources, and now enjoys bringing coaching skills into organizations to help individuals become more productive and alive.

**Nimrat Dhariwal, B.Sc. (Eng), CPCC, PCC**

Successful, international track record as an internal corporate trainer and certified coach for a hi-tech company in British Columbia with offices worldwide. Over eight years experience in coaching leaders to develop their capabilities to innovate, engage, coach and lead others to successful results in a fast-paced, changing environment. Dynamic, passionate trainer with thirteen years experience in designing and leading experiential, transformational training that delves beyond the quick fix event to the self-awareness, self-management and action that is needed for lasting behavior change. Strategic planner working with senior management and Human Resources, identifying strategic training needs across the company and developing programs to meet those needs.

**Nina Simonds, MA, CPCC, ORSCC, PCC**

Nina is a seasoned executive and team coach with more than 20 years of experience developing people. In addition to training and supervising coaches all over the world in Co-Active coaching, Nina is the founder and owner of her own coaching and training firm, where she designs and leads a variety of leadership and team development programs with outcomes that range from developing emerging leaders to building trust within a cross-functional team. As a facilitator and team coach for Microsoft's Foundations of Management residential, Nina helped managers of managers develop new leadership capability to create sustainable and systemic change in their teams.

**Pam Solberg-Tapper, MHSA, CPCC, PCC**

Masters Degree in Health Services Administration, University of St Francis

As an internationally experienced coach and consultant, Pam provides the tools and spark to help her clients articulate their vision, and improve their performance as well as their quality of life. Pam provides coaching and consulting in the following areas: visioning, executive level leadership development, on-boarding, 360 administration/action planning, transition and change, and organizational development. Pam is dedicated to working with leaders who make a positive impact on humanity, the environment or with animals. Her quest has been to run a marathon on all seven continents.

**Pamela Mattsson, CPCC, PCC**

Pamela is a model for living a passionate and balanced life. She specializes in what she calls “life leadership” and is deeply committed to her clients’ success, happiness, and wildest dreams. Pamela firmly believes that life leadership is about taking responsibility for what you are creating in your life, reconnecting to your inner core or humanness, and authentically honoring your values. Pamela’s coaching style combines her immense entrepreneurial and business experience with her intense compassion and powerful intuition. She works magic with executives and teams as they realign their daily actions with their deepest desires and values in order to unleash powerful potential. Pamela currently splits her time between Sweden and the US.

**Pat Carrington-House, CPCC, PCC**

Pat is a coach, a leadership trainer, and an experiential and contextual workshop designer. He leads seminars and workshops throughout the world, training people to be effective coaches, better leaders, and agents of transformation. In 2002 he founded a coaching and leadership training company that works with teams, individuals, and organizations. For the better part of his life, Pat has maintained a strong connection to the natural world and earth-based cosmological systems. One of the systems he has spent much of the last decade studying is a pre-Mayan system called the Delicate Lodge Teachings. He weaves this wisdom into all of his endeavors. The idea of play is hugely important to his life, and working with Pat all but guarantees there will be as much deep laughter as there will be deep learning.

**Randy Brenneman, CPCC, PCC**

As a professional coach, trainer, and accomplished leader, Randy combines over 20 years of leadership expertise with more than 10 years of Co-Active coaching. He facilitates programs in coaching and communication skills, as well as provides one-on-one coaching to mid-level leaders and corporate executives. As a coach, Randy leverages his passion and aptitude to be a catalyst for creative and positive growth, development, and evolution in service to his clients. As an international course leader for CTI, he leads the core curriculum of Co-Active coaching skills for new coaches as well as corporate leaders. He is a Certified Professional Co-Active Coach, graduate of the Co-Active Leadership Program, and a Professional Certified Coach.

**Rick Tamlyn, MFA, CPCC, MCC**

Rick Tamlyn inspires people to be their best. His compelling purpose is to encourage and assist others so that when they reach the end of their lives they can say, “That was a great life!” rather than, “I wish I had done more.”

In 2001, Rick co-created *The Bigger Game*: a tool that inspires people from all walks of life to get out of their comfort zones and invent the lives they want. Rick is the author of *Play Your Bigger Game: 9 Minutes to Learn, a Lifetime to Live* published in 2013.

As a trusted advisor for Fortune 100 companies, small businesses, nonprofits, and churches, he has built a global audience, speaking and conducting workshops in more than 17 countries. His current bigger game is “to activate millions of people around the world to play their own compelling bigger games.”

**Ron Renaud, CPCC, PCC**

Beginning his working life as a laborer at 18, Ron realized the inertia of living the life he was born into was going to dictate his future, unless he found who he was and how he would choose to live his life. In 2010, after more than 10 years of coaching and teaching around the world and studying countless personal growth philosophies, Ron decided it was time to stop talking and start writing a book that captured his philosophy for living an extraordinary life. *The Uncompromised*, teaches anyone how to immediately live the uncompromised version of their lives. Now, after more than 15 years of

coaching professional athletes, recovering addicts, international business leaders and inner city homeless, Ron works 1-on-1 with individuals committed to living the uncompromised version of their lives.

**Sabrina M. Roblin, CPCC**

Sabrina is an executive at CTI with diverse global experience in multiple industries including Training, Technology, Banking, Media and Leadership Development. She has experience in all aspects of Learning Development and Delivery – online, classroom and retreat centers - as well as Operations, Team Leadership, Communications, Product Development, Program Accreditation and more. As part of her current responsibility of managing the global partners of CTI, Sabrina leads CTI courses in countries throughout the globe. Her leadership style combines the hard-to-find balance of holding relationship that inspires passion and engagement, along with driving initiatives to successful outcomes. Her strengths include: Leadership, Communication, Team Building, Mentoring, Coaching, Project Management, Negotiation and Conflict Resolution. Sabrina has a passion for experiential education, nature, music and doing work that makes a positive, generative difference in the world.

**Sam House, CPCC, MCC**

Since he was an 11-year old captain of Campus School crossing guards, Sam has actively engaged in guiding people across the street and beyond for many years. Sam provides customized, experiential-based leadership development programs and coaching to executives, managers, teams and individuals around the world. Sam has trained people in coaching skills on three continents, from such diverse settings as corporate boardrooms to federal prisons and everything in between. Formerly a psychotherapist and social worker, Sam has extensive experience in in-patient psychiatric settings, day treatment programs, counseling centers, and his own long-standing private practice, where he specializes in family and couples therapy. When not engrossed in his work, Sam can be found enjoying his family, messing around on boats, biking the back roads or playing his guitar.

**Sandra Cain, CPCC, PCC**

Sandra coaches individuals, pairs and teams. Her background includes 15 years of experience in large organizations with a variety of leadership and personal development roles. Her stand for this work is that while we are here, we might as well be conscious and intentional about who we are, what we do and how we live. Sandra also has a strong belief that life is meant to be a fun adventure and that just about everything is funny, given enough time. When not coaching or training, she loves rollerblading, hot yoga and cruising in a vintage speedboat with her husband and their beagles.

**Seema Sodha, CPCC, ACC**

Seema is on a mission to help modern business women break through the self-limiting thoughts and behaviors that are holding them back from living the off-the-charts life they've always dreamed of. With 10+ years in the health care industry in management, sales and training, she knows what it's like to feel successful on one hand but at the same time feel like something is missing. After starting her own coaching and training practice, she has helped hundreds of on-the-go professional women create the lifestyle they love and embrace their unique talents and gifts with unshakeable self-love and confidence. Seema combines Co-Active coaching skills with leading edge practices, such as Akashic Record readings, to unleash one's highest potential.

**Shannon Kelly, LICSW, CPCC, PCC**

As an innovative coach and clinician and former non-profit leader, Shannon brings full-range authenticity to the circles of belonging she creates as a leader of transformational personal and professional growth seminars. She holds fast a fierce vision of a world where people are creatively and spiritually fulfilled. Her keen insight, wit, and compassionate heart combine to help clients and students live and work with integrity, joy, and purpose. Shannon received her Master's Degree in Social Work from Boston University.

**Sharna Fey, CPCC**

I am a Certified Professional Co-Active Coach (CPCC) and Leadership Consultant seeking new and dynamic coaching opportunities. I specialize in leadership development, teambuilding, motivational speaking, and partnering with others to

bring coaching to corporations and non-profit organizations. Additionally, I maintain a base of individual coaching clients, including executives and mid-level managers, and am passionate about helping people define and obtain their goals and dreams. Program Coach and Leader for CTI, exclusively with Marriott: lead coaching classes, facilitate weekly group coaching sessions via phone, and provide individual coaching to program participants.

**Signy Wilson, MIR, CPCC, PCC**

Masters of Industrial Relations and Human Resources, Queen's University, Kingston ON

Signy brings her dynamic enthusiasm and focused directness to her work as a coach and workshop leader. Placing high value on honoring people and their life paths, Signy has developed diverse experience in identifying and working with human potential, drawing out excellence in all people. A visionary, Signy has presented illuminating workshops in an authentic and engaging way for over 10 years. In speaking from her heart, she encourages and inspires both groups and individuals to see how they are capable of amazing things. Signy's passion for people coupled with her survival of cancer, sparks her fiercely held perspective that every human life is precious. She combines the power of fun, faith and ease to create and re-establish focus and balance in people's personal and business lives.

**Stephanie Lovinger, CPCC, PCC**

Stephanie has been coaching, training and inspiring individuals and organizations to be better communicators since 1993. Her work has taken her everywhere from the cutting edge tech companies of Silicon Valley to Government Agencies. She currently focuses on individuals and leaders born between 1954 and 1965, also known as "Generation Jones," and she finds that her clients want to create meaningful work and make powerful transitions from traditional employment to entrepreneurial livelihoods that are viable for the future. Her clients are drawn to her special blend of incisiveness, creativity and humor. Stephanie often combines image consulting with her coaching for powerful internal and external transformation.

**Susan Carlisle, MA, CPCC, PCC**

Fifteen years ago Susan discovered Co-Active Coaching when it was a little known career. She fell in love with the work and she created a successful second career as a Co-Active coach. The foundation of her work is in supporting people to have the courage and conviction to live a soulful and spirited life, to live a life of freedom and liberation. She has worked with corporate executives, small business owners, coaches....people who want to live a life of meaning that honors what matters most to them. Susan's many roles at CTI include leading classes, certification program leader, supervisor, and examiner. In July 2010, she also became a Staff Leader at CTI. Susan feels like she is a walking billboard for the joy of following your heart, doing what you love and living a fulfilling life.

**Susan Valdiserri, MS, CPCC, PCC**

MSc, Human Resources Management, University of Utah

Susan Valdiserri is a dynamic business professional with extensive years of executive coaching, leadership development and learning design, combined with engineering, sales and consulting experience. Susan's passion is unleashing the power of teams through collaboration, and revealing the heart of leaders through authentic connection. She believes that when people show up fully present, expressing their passion and owning their purpose, anything is possible. Susan partners with coaching and consulting firms to roll out leadership development and coaching programs for high potential professionals; leveraging certifications in Co-Active Coaching, Co-Active Facilitation and the Leadership Circle 360 Assessment. Susan earned her MS degree in Managerial Communication from Northwestern University, and her BS and BA degrees in Engineering and Italian from the University of Notre Dame.

**Sydney Wiecking, CPCC, PCC**

Sydney works with her clients as a catalyst for change, bringing forth insights and elements perhaps unseen, enabling them to feel and experience their lives and careers in new ways. Foremost in Sydney's process are the intentions and aspirations of her client, shaping her work around the whole person. Sydney's home is in Hawaii where she feels inspired and energized by nature. Sydney joined the Co-Active community as a student in 2009, became a CTI faculty member in

2012 and is also a certification program leader. She uses the Co-Active Coaching and Co-Active Leadership models as a foundation for her work as an executive coach, the design and facilitation of teen leadership programs and as a coach in the health and wellness field.

**Troy Yorke, CPCC**

Troy is a personal success coach for executive leaders and professionals in arts and entertainment. Based in Paris, he travels globally leading CTI's core curriculum courses and is a Certification Program leader and supervisor. Troy is the creator of an advanced training program that blends coaching, leadership, and relationship systems through a wide array of innovative applications that greatly enhance individual and team coaching, therapy, facilitation, mediation, and conflict resolution. As a coach, his client roster attracts industry leaders and professionals on the cutting edge, including performers, artists, and executives. His diverse background with over 25 years as a concert pianist, composer, writer, film/TV actor, and producer incorporates a wealth of knowledge working with human creativity and behavior, making him a dynamic trainer and coach focused on natural brilliance as the means to excel.

**Trudy Kendall, CPCC, PCC**

Trudy coaches individuals in organizations, cultivating conscious and powerful leadership in all aspects of work and life. Her background includes over 25 years of corporate leadership in international organizations, and coaching teams and individuals. For nine years Trudy served on CTI's executive team holding a variety of positions including Director of Strategic Initiatives and President. She has served on the boards of non-profit organizations supporting women in transition. Trudy has been on CTI's certification faculty since 2000 and actively supports coaches going through the program. Trudy is a grounded, warm, powerful, highly intuitive, leader and coach who is skilled at communicating what can be a 'hard-truth' in ways that people can hear. For Trudy, life is a grand adventure and she has a passionate interest in exploring with others the deeper questions of life and leadership.

**Véronique Pigeon, CPCC, ACC**

Véronique is a passionate woman in constant awareness of personal development, living in the present moment and gratitude, as well as life purpose. She is a proud CTI faculty member as a Co-Active coach and supervisor who supports her clients around the world through her enthusiasm and bold courage. Equally proficient in French and English, Véronique coaches individuals on discovering their dreams; creatively walking toward their most fulfilling personal goals. She also coaches corporate clients around the world in their purpose and leadership to develop, focus and sustain their ultimate quest. Véronique possesses more than 20 years of experience in human resources and corporate communications in top Fortune 500 companies including the pharmaceutical and information technology industries. Easygoing, compassionate and joyful, she lives in Montréal, Canada with her teenage daughter and son.

**Wendy Gutin, CPCC, PCC**

Wendy coaches those who are making transformational changes in their lives, whether creating a non-profit, starting a new business, becoming a parent, racing in a triathlon, or moving across the world. She loves to work with motivated people who want to expand their creativity, take more risks, and go for what they really want. She especially enjoys supporting new coaches as they go through their training, and also coaches executives, business owners, and companies on leadership and life. Wendy brings warmth, wisdom, a sense of humor, and a varied background that includes being a journalist, teacher, and mother of five amazing children.



## **POLICIES**

### **ADMISSIONS POLICY**

The Coaches Training Institute **does not** accept credits earned at other institutions, colleges, universities or through challenge examinations and achievements.

### **ATTENDANCE POLICIES**

At the discretion of the course leaders, if you miss more than 1 hour on any given day of an in-person course you may be required to retake the course. The fee for retaking a course is \$577.50 each.

The attendance policy for the Certification Program is outlined on page 1, Certification Program Requirements for Course Completion. Completing these requirements is a prerequisite to completing the program and qualifying to take your exam. The written and oral exams must be passed in order to receive the certificate.

### **STUDENT CONDUCT & CONDITIONS FOR DISMISSAL**

Student participation and engagement in our programs is essential. Students missing more than one hour on any given day of a course may be asked to retake the course. Students not fulfilling the participation requirements of the Certification Program may be asked to withdraw from the program and/or reapply at a later date.

Students disrupting or inhibiting the learning of others in courses or the Certification Program will be asked by the leaders to leave or withdraw.

### **GRADING, CREDIT, ETC.**

Upon completion of the Intermediate curriculum, you will receive a certificate of completion. The Coaches Training Institute does not give out grades for courses. The Coaches Training Institute courses are designed to be taken in the following sequence—Co-Active Coaching Fundamentals, Fulfillment, Balance, Process and Synergy. CTI does not accept life experience, prior education or courses taken at other schools to advance in our curriculum or skip a course. Completion of the Beginning and Intermediate curricula is required to begin the Certification Program.

During the Certification Program, the Certification Program Leader (CPL) and Supervisors provide narrative feedback on your coaching progress, peer feedback on a bi-weekly basis; specific feedback on the context and principles of Co-Active Coaching, as well as specific competencies, weekly homework assignments and an oral and written examination. Progress is also measured by a Mid-Program Review conducted by the CPL. The Mid-Program Review is scheduled individually with each student. The focus of the review is to 1) Evaluate the student's above the line coaching skills, which is measured and graded on a scale, from the Supervision Stat Sheets and 2) Prepare the student for the Certification Exam.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at The Coaches Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Co-Active Coaching is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Coaches Training Institute to determine if your certificate will transfer.

## **STUDENT RECORDS**

The Coaches Training Institute maintains student records for a minimum of 5 years pursuant to the requirements of the California Bureau for Private Postsecondary Education. Student transcripts are retained permanently. Please contact [registration@coactive.com](mailto:registration@coactive.com) for information.

## **CONCERNS & COMPLAINTS**

Your feedback about our programs and instructors is encouraged and welcome. You will have a chance to evaluate courses on the final day of training. You will be offered an opportunity to evaluate the Certification Program upon completion of your formal learning and prior to your exam. If you have additional comments, concerns or a complaint, please contact our Registration Department by telephone, fax or write us at the address above. Your concerns will be investigated and addressed and you will receive a prompt reply.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Ste. 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA, 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), Ph: (916) 431-6959, Toll Free: (888) 370-7589, Main Fax: (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

## **BUYER'S RIGHT TO CANCEL AND REFUND POLICIES**

You have a right to cancel this enrollment agreement and receive a refund by providing notice to: The Coaches Training Institute, 4000 Civic Center Drive, Suite 500, San Rafael, CA 94903, USA or [Registration@coactive.com](mailto:Registration@coactive.com). You do not have the right to cancel by telephoning or by not attending the program you are registered for.

### **Core Curriculum Courses: Refund, Cancel, and Transfer Policy**

- **General Information Regarding Pricing, Cancellations, Withdrawals, and Refunds:** If you choose to cancel your enrollment in a course, and if it is 21 or more days (60 days for Certification) prior to the start of the course, you will receive a full refund, excluding the \$50 non-refundable registration fee. Written notifications to cancel a course received must be postmarked or date stamped on e-mail 21 days (60 days for Certification) prior to the course start date. If you cancel less than 21 days (60 days for Certification) prior to the start of a course, you will receive a full refund minus a \$50 non-refundable registration fee.
- **Discounted Package Withdrawal:** If you withdraw from a discounted program package, you will be charged the full individual course fee for any completed courses. The \$50 non-refundable registration fee will be applied if written notice is received less than 21 days (60 days for Certification) prior to the next course date. The full individual course fee is \$925 for Fundamentals, and \$1,565 each for Fulfillment, Balance, Process and Synergy. You will be refunded or charged based on these rates.
- **Individual Course Withdrawal:** If you withdraw from an individual course after the course has already begun, you will receive a prorated refund, minus the \$50 non-refundable registration fee, based on time completed in the course. For example, if you attend the Fundamentals Course and cancel 12 hours into the course: \$925 (Fundamentals Tuition) - \$50 (non-refundable Registration Fee) = \$875 (Course Fee less Registration Fee) \$875 divided by 18.75 (Total Fundamentals classroom hours) = \$46.66 (Amount per classroom hour) x 6.75 (Classroom hours not attended) = \$315.08 Student Refund Amount.
- **Notice of Cancellation/Withdrawal and Refunds:** Written notice of cancellation shall take place on the date the letter of cancellation/withdrawal is e-mailed, postmarked, or if hand-delivered, the date delivered to the school. Refunds will be made within 30 days following the receipt of written requests.

### **Core Curriculum Course Transfer Fees:**

You may transfer from one course date to another two times without penalty, provided the request is made more than twenty-one (21) days (60 days for Certification once your application has been received and confirmed) before the course start date. Subsequent transfers, or transfers that occur within the 21 day window (60 days for Certification once your application has been received and confirmed), are assessed a **USD non-refundable \$175.00 fee**. Certification program transfers are not allowed once you are confirmed into a pod.

### **Certification Program: Refund, Cancel, and Transfer Policy**

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 \$50 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 7th business day of the start of the course, you will receive a pro-rated refund, minus the \$50 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 50 program hours and paid \$5,650, the refund would be calculated as follows: \$5,650 (Program Tuition) - \$50 (non-refundable Registration Fee) = \$5,600 (Program Fee less Registration Fee). \$5,600 divided by 92 (Total Program hours) = \$60.87 (Amount per Program hour) x 42 (Program hours not attended) = \$2,556.54 (Student Refund Amount).

Refund table for Certification Program \$5,650 - \$50 = \$5,600

Refundable Amount	Refund after completing 10%	Refund after completing 25%	Refund after completing 50%	Refund after completing 60%	Refund after completing 75%
\$5,600	\$5,040	\$4,200	\$2,800	\$2,240	\$1,400

1. All refunds will be made within 30 days from the date of termination. The official date of termination of withdrawal of a student shall be determined in the following manner:
  - a. The date on which CTI receives notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
2. CTI shall provide a full refund if education service is discontinued by CTI.
3. The policy for granting credit for previous training shall not impact the refund policy.

**Transfer fees:** You may transfer from one course date to another two times without penalty, provided the request is made more than 60 days before your registered start month. Subsequent transfers, or transfers that occur within 60 days of your registered start month are assessed a USD non-refundable \$175.00 fee. Transfers are not allowed after we have confirmed you into a Pod.

**Student's Right to Cancel:** You have the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class, or the seventh day after enrollment, whichever is later, by writing, telephoning or emailing **The Coaches Training Institute, 4000 Civic Center Drive, Suite 500, San Rafael CA 94903, Tel. 800-691-6008, Fax 415- 472-1204, E-mail: registration@thecoaches.com**. If you have obtained a loan to pay for your course(s), you are responsible to repay the full amount of the loan plus interest, less the amount of any refund. If you received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds. If you are eligible for a loan guaranteed by the federal or state government and default on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**Distance Education:** CTI's Certification Program is approved for Distance Education.

- (a) Within 7 (seven) days after assignment to a specific Certification Pod, CTI will grant access to the distance learning platform in order to provide access to assignments and materials.
- (b) You have the right to cancel this agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. CTI shall make the refund pursuant to section 71750. If CTI sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

CTI will transmit all of the lessons and other materials to you if you:

1. Have fully paid for the educational program; and
2. after having received the first lesson and initial materials, requests in writing that all of the material be sent.

**Postponement of Start Date:** Postponement of a starting date, whether at the request of CTI or the student, requires a written agreement signed by the student and CTI. The agreement must set forth:

- a) Whether the postponement is for the convenience of CTI or the student, and;
- b) A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with CTI's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## **STUDENT SERVICES**

CTI does not offer any formal student services including student assistance with housing. For those students who travel to the in person Core Curriculum Courses and need housing, rooms can be purchased from local hotels in the surrounding area. As all courses are held in a major metropolitan area, there are plenty of hotel options available at different price points. Students are responsible for finding, reserving and paying for any needed housing, travel, etc. This is the student's responsibility. CTI does not offer students any assistance.

## **PLACEMENT SERVICES**

CTI does not offer placement services for coaches.

## **LEGAL DISCLOSURES**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Coaches Training Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

No Licensure for coaches exists in the State of California.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370- 7589 or by fax (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at The Coaches Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the CPCC Certificate you earn in the Co-Active Coach Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Coaches Training Institute to determine if your Certificate will transfer.

This institution has not entered into an articulation or transfer agreement with any other college or university

This institution does not grant credit for prior experiential learning.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.