



CO-ACTIVE TRAINING INSTITUTE,

899 NORTHGATE DRIVE, SUITE 304 SAN RAFAEL, CA 94903

800-691-6008

[WWW.COACTIVE.COM](http://WWW.COACTIVE.COM)

**SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS  
 2017 & 2018  
 COACHING FUNDAMENTALS (2.5 DAYS 20 HOURS)  
ON TIME COMPLETION RATES (GRADUATION RATES)**

| CALENDAR YEAR | NUMBER OF STUDENTS WHO BEGAN THE PROGRAM | STUDENTS AVAILABLE FOR GRADUATION | NUMBER OF ON TIME GRADUATES | ON TIME COMPLETION RATE |
|---------------|--|-----------------------------------|-----------------------------|-------------------------|
| 2018          | 458                                      | 458                               | 458                         | 100%                    |
| 2017          | 373                                      | 373                               | 373                         | 100%                    |

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**JOB PLACEMENT RATES (INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING)**

| CALENDAR YEAR | NUMBER OF STUDENTS WHO BEGAN PROGRAM | NUMBER OF GRADUATES | GRADUATES AVAILABLE FOR EMPLOYMENT | GRADUATES EMPLOYED IN THE FIELD | PLACEMENT RATE % EMPLOYED IN THE FIELD |
|---------------|--------------------------------------|---------------------|------------------------------------|---------------------------------|--|
| 2018          | 458                                  | 458                 | 458                                | 42                              | 9.2%                                   |
| 2017          | 373                                  | 373                 | 373                                | 23                              | 6.17%                                  |

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. (to obtain this list, please email [service@coactive.com](mailto:service@coactive.com))

**GAINFULLY EMPLOYED CATEGORIES (INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING)**

**PART-TIME VS. FULL-TIME EMPLOYMENT**

| CALENDAR YEAR | GRADUATE EMPLOYED IN THE FIELD 20-29 HOURS PER | GRADUATES EMPLOYED IN THE FIELD AT LEAST 30 HOURS PER WEEK | TOTAL GRADUATES EMPLOYED IN THE FIELD |
|---------------|--|--|---------------------------------------|
| 2018          | 2  | 3  | 42                                    |
| 2017          | 2  | 1  | 23                                    |

**SINGLE POSITION VS. CONCURRENT AGGREGATED POSITION**

| CALENDAR YEAR | GRADUATES EMPLOYED IN THE FIELD IN A SINGLE | GRADUATES EMPLOYED IN THE FIELD IN CONCURRENT AGGREGATED POSITIONS | TOTAL GRADUATES EMPLOYED IN THE FIELD |
|---------------|---|--|---------------------------------------|
| 2018          | 2   | 3  | 42                                    |
| 2017          | 16  | 7  | 23                                    |

**SELF-EMPLOYED / FREELANCE POSITIONS**

| CALENDAR YEAR | GRADUATES EMPLOYED WHO ARE SELF-EMPLOYED OR WORKING FREELANCE | TOTAL GRADUATES EMPLOYED IN THE FIELD |
|---------------|---|---------------------------------------|
| 2018          | 33  | 42                                    |
| 2017          | 20  | 23                                    |

**INSTITUTIONAL EMPLOYMENT**

| CALENDAR YEAR | GRADUATES EMPLOYED IN THE FIELD WHO ARE EMPLOYED BY THE INSTITUTION, AN EMPLOYER OWNED BY THE INSTITUTION, OR AN EMPLOYER WHO SHARES OWNERSHIP | TOTAL GRADUATES EMPLOYED IN THE FIELD |
|---------------|--|---------------------------------------|
| 2018          | 0  | 42                                    |
| 2017          | 0  | 23                                    |

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed in our job placement records.
- Students initializing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

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**LICENSE EXAMINATION PASSAGE RATES (INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING) N/A – NO STATE LICENSING EXAM**

9

| CALENDAR YEAR | NUMBER OF GRADUATES IN CALENDAR | NUMBER OF GRADUATES TAKING EXAM | NUMBER WHO PASSED FIRST | NUMBER WHO FAILED FIRST | PASSAGE RATE |
|---------------|---------------------------------|---------------------------------|-------------------------|-------------------------|--------------|
| 2018          |                                 |                                 |                         |                         |              |
| 2017          |                                 |                                 |                         |                         |              |

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**SALARY AND WAGE INFORMATION (INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING)**

| CALENDAR YEAR | GRADUATES AVAILABLE FOR EMPLOYMENT | GRADUATES EMPLOYED IN FIELD | 0  | \$5,000 | \$10,000 | \$15,000 | \$25,000 | \$30,000 | \$35,000 | \$40,000 | \$45,000 | 50,000 | 55,000 | 60,000 | 65,000 | 75,000 | 80,000 | 85,000 | 90,000 | 95,000 | MORE THAN \$100,000 | NO SALARY INFORMATION REPORTED |
|---------------|------------------------------------|-----------------------------|----|---------|----------|----------|----------|----------|----------|----------|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------------------|--------------------------------|
| 2018          | 458                                | 42                          | 13 | 1       | 2        | 0        | 0        | 1        | 1        | 0        | 0        | 0      | 1      | 0      | 0      | 0      | 1      | 1      | 0      | 0      | 17                  | 4                              |
| 2017          | 373                                | 23                          | 5  | 1       | 2        | 0        | 1        | 0        | 0        | 1        | 0        | 1      | 0      | 1      | 0      | 1      | 0      | 1      | 0      | 2      | 7                   | 0                              |

A list of sources used to substantiate salary disclosures is available from the school. (to obtain this list, please email [service@coative.com](mailto:service@coative.com))

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**COST OF EDUCATIONAL PROGRAM**

Total charges for the program for students completing on time in 2017: \$925. Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2018: \$925. Total charges may be higher for students that do not complete on time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Federal Student Loan Debt**

Students at CTI are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
STUDENT NAME - PRINT

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCHOOL OFFICIAL

\_\_\_\_\_  
DATE

## **Definitions**

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

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## **STUDENT'S RIGHT TO CANCEL**

### **CERTIFICATION PROGRAM:**

#### **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: Co-ActiveTraining Institute, 2370 Kerner Blvd., Suite 370, San Rafael, CA 94901 or by emailing [certification@coactive.com](mailto:certification@coactive.com). Our refund policy is set forth below. 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 within the later of seven (7) calendar days after enrollment or attendance at the first class session are entitled to a full refund of all tuition and fees paid minus the \$250 non-refundable registration fee. Students may withdraw from a course either by written notice or by conduct, including, but not necessarily limited to a student's lack of attendance as set forth in withdrawal policy in the course catalog. In the case of students withdrawing after commencement of classes, CTI will retain the \$250 registration fee plus a prorated percentage of tuition and fees, which is based on the last date of recorded attendance until 60 percent of the period of attendance has been reached, after which point no refund will be given. All refunds will be made within 45 days of a student's cancellation or withdrawal. Only one \$250 fee will apply to a package which includes courses outside of Certification.

### **CORE PROGRAM:**

#### **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: Co-ActiveTraining Institute, 2370 Kerner Blvd., Suite 370, San Rafael, CA 94901 or by emailing [registration@coactive.com](mailto:registration@coactive.com). Our refund policy is set forth below. 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:** Subject to CTI's Fundamentals Guarantee, Students not accepted by CTI and students who cancel this contract within the later of seven (7) calendar days after enrollment or attendance at the first class session are entitled to a full refund of all tuition and fees paid minus the \$250 non-refundable registration fee. Students may withdraw from a course either by written notice or by conduct, including, but not necessarily limited to a student's lack of attendance as set forth in withdrawal policy in the course catalog. In the case of students withdrawing after commencement of classes, CTI will retain the \$250 registration fee plus a prorated percentage of tuition and fees, which is based on the last date of recorded attendance until 60 percent of the period of attendance has been reached, after which point no refund will be given. All refunds will be made within 45 days of a student's cancellation or withdrawal





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**SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS  
 2017 & 2018  
 PROFESSIONAL COACHING COURSE  
 ADVANCED CURRICULUM  
 (96 HOURS)**

**ON TIME COMPLETION RATES (GRADUATION RATES)**

| CALENDAR YEAR | NUMBER OF STUDENTS WHO BEGAN THE PROGRAM | STUDENTS AVAILABLE FOR GRADUATION | NUMBER OF ON TIME GRADUATES | ON TIME COMPLETION RATE. |
|---------------|--|-----------------------------------|-----------------------------|--------------------------|
| 2018          | 251                                      | 251                               | 251                         | 100                      |
| 2017          | 223                                      | 223                               | 223                         | 100                      |

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**JOB PLACEMENT RATES (INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING)**

| CALENDAR YEAR | NUMBER OF STUDENTS WHO BEGAN PROGRAM | NUMBER OF GRADUATES | GRADUATES AVAILABLE FOR EMPLOYMENT | GRADUATES EMPLOYED IN THE FIELD | PLACEMENT RATE % EMPLOYED IN THE FIELD |
|---------------|--------------------------------------|---------------------|------------------------------------|---------------------------------|--|
| 2018          | 251                                  | 251                 | 251                                | 22                              | 11.6%                                  |
| 2017          | 223                                  | 223                 | 223                                | 20                              | 8.97%                                  |

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. (to obtain this list, please email [service@coactive.com](mailto:service@coactive.com))

**GAINFULLY EMPLOYED CATEGORIES (INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING)**

**PART-TIME VS. FULL-TIME EMPLOYMENT**

| CALENDAR YEAR | GRADUATE EMPLOYED IN THE FIELD 20-29 HOURS PER WEEK | GRADUATES EMPLOYED IN THE FIELD AT LEAST 30 HOURS PER WEEK | TOTAL GRADUATES EMPLOYED IN THE FIELD |
|---------------|---|--|---------------------------------------|
| 2018          | 3   | 3  | 22                                    |
| 2017          | 2   | 2  | 20                                    |

**SINGLE POSITION VS. CONCURRENT AGGREGATED POSITION**

| CALENDAR YEAR | GRADUATES EMPLOYED IN THE FIELD IN A SINGLE POSITION | GRADUATES EMPLOYED IN THE FIELD IN CONCURRENT AGGREGATED POSITIONS | TOTAL GRADUATES EMPLOYED IN THE FIELD |
|---------------|--|--|---------------------------------------|
| 2018          | 3  | 3  | 22                                    |
| 2017          | 14   | 6  | 20                                    |

**SELF-EMPLOYED / FREELANCE POSITIONS**

| CALENDAR YEAR | GRADUATES EMPLOYED WHO ARE SELF-EMPLOYED OR WORKING FREELANCE | TOTAL GRADUATES EMPLOYED IN THE FIELD |
|---------------|---|---------------------------------------|
| 2018          | 17  | 22                                    |
| 2017          | 17  | 20                                    |

**INSTITUTIONAL EMPLOYMENT**

| CALENDAR YEAR | GRADUATES EMPLOYED IN THE FIELD WHO ARE EMPLOYED BY THE INSTITUTION, AN EMPLOYER OWNED BY THE INSTITUTION, OR AN EMPLOYER WHO SHARES OWNERSHIP | TOTAL GRADUATES EMPLOYED IN THE FIELD |
|---------------|--|---------------------------------------|
| 2018          | 0  | 22                                    |
| 2017          | 0  | 20                                    |

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed in our job placement records.
- Students initializing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**LICENSE EXAMINATION PASSAGE RATES (INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING) N/A – NO STATE LICENSING EXAM**

9

| CALENDAR YEAR | NUMBER OF GRADUATES IN CALENDAR | NUMBER OF GRADUATES TAKING EXAM | NUMBER WHO PASSED FIRST | NUMBER WHO FAILED FIRST | PASSAGE RATE <sub>1</sub> |
|---------------|---------------------------------|---------------------------------|-------------------------|-------------------------|---------------------------|
| 2018          |                                 |                                 |                         |                         |                           |
| 2017          |                                 |                                 |                         |                         |                           |

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**SALARY AND WAGE INFORMATION (INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING)**

| CALENDAR YEAR | GRADUATES AVAILABLE FOR EMPLOYMENT | GRADUATES EMPLOYED IN FIELD <sub>1</sub> | 0 | \$5,000 | \$10,000 | 15,000 | \$20,000 | 35,000 | \$45,000 | \$50,000 | 80,000 | \$85,000 | 90,000 | 95,000 | MORE THAN \$100,000 | NO SALARY INFORMATION REPORTED <sub>1</sub> |
|---------------|------------------------------------|--|---|---------|----------|--------|----------|--------|----------|----------|--------|----------|--------|--------|---------------------|---|
| 2018          | 251                                | 22                                       | 4 | 3       | 0        | 1      | 0        | 1      | 0        | 0        | 1      | 0        | 0      | 0      | 9                   | 10  |
| 2017          | 223                                | 20                                       | 6 | 3       | 1        | 0      | 0        | 0      | 1        | 0        | 0      | 1        | 0      | 1      | 3                   | 4   |

A list of sources used to substantiate salary disclosures is available from the school. ( to obtain this list, please email [service@coative.com](mailto:service@coative.com))

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**COST OF EDUCATIONAL PROGRAM**

Total charges for the program for students completing on time in 2017: \$1640. Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2018: \$1640. Total charges may be higher for students that do not complete on time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

## **Federal Student Loan Debt**

Students at CTI are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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\_\_\_\_\_  
STUDENT NAME - PRINT

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCHOOL OFFICIAL

\_\_\_\_\_  
DATE

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## **Definitions**

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

### **CERTIFICATION PROGRAM:**

#### **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: Co-ActiveTraining Institute, 2370 Kerner Blvd., Suite 370, San Rafael, CA 94901 or by emailing [certification@coactive.com](mailto:certification@coactive.com). Our refund policy is set forth below. 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 within the later of seven (7) calendar days after enrollment or attendance at the first class session are entitled to a full refund of all tuition and fees paid minus the \$250 non-refundable registration fee. Students may withdraw from a course either by written notice or by conduct, including, but not necessarily limited to a student's lack of attendance as set forth in withdrawal policy in the course catalog. In the case of students withdrawing after commencement of classes, CTI will retain the \$250 registration fee plus a prorated percentage of tuition and fees, which is based on the last date of recorded attendance until 60 percent of the period of attendance has been reached, after which point no refund will be given. All refunds will be made within 45 days of a student's cancellation or withdrawal. Only one \$250 fee will apply to a package which includes courses outside of Certification.

### **CORE PROGRAM:**

#### **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: Co-ActiveTraining Institute, 2370 Kerner Blvd., Suite 370, San Rafael, CA 94901 or by emailing [registration@coactive.com](mailto:registration@coactive.com). Our refund policy is set forth below. 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:** Subject to CTI's Fundamentals Guarantee, Students not accepted by CTI and students who cancel this contract within the later of seven (7) calendar days after enrollment or attendance at the first class session are entitled to a full refund of all tuition and fees paid minus the \$250 non-refundable registration fee. Students may withdraw from a course either by written notice or by conduct, including, but not necessarily limited to a student's lack of attendance as set forth in withdrawal policy in the course catalog. In the case of students withdrawing after commencement of classes, CTI will retain the \$250 registration fee plus a prorated percentage of tuition and fees, which is based on the last date of recorded attendance until 60 percent of the period of attendance has been reached, after which point no refund will be given. All refunds will be made within 45 days of a student's cancellation or withdrawal





**SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS  
2017 & 2018  
PROFESSIONAL PERSONAL COACHING CERTIFICATION  
PROGRAM (12 MONTH)**

**ON TIME COMPLETION RATES (GRADUATION RATES)**

| CALENDAR YEAR | NUMBER OF STUDENTS WHO BEGAN THE PROGRAM | STUDENTS AVAILABLE FOR GRADUATION | NUMBER OF ON TIME GRADUATES | ON TIME COMPLETION RATE. |
|---------------|--|-----------------------------------|-----------------------------|--------------------------|
| 2018          | 149                                      | 149                               | 109                         | 73%                      |
| 2017          | 126                                      | 121                               | 102                         | 84%                      |

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**JOB PLACEMENT RATES (INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING)**

| CALENDAR YEAR | NUMBER OF STUDENTS WHO BEGAN PROGRAM | NUMBER OF GRADUATES | GRADUATES AVAILABLE FOR EMPLOYMENT | GRADUATES EMPLOYED IN THE FIELD | PLACEMENT RATE % EMPLOYED IN THE FIELD |
|---------------|--------------------------------------|---------------------|------------------------------------|---------------------------------|--|
| 2018          | 149                                  | 109                 | 109                                | 18                              | 17%                                    |
| 2017          | 126                                  | 102                 | 102                                | 12                              | 12%                                    |

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. (to obtain this list, please email [service@coactive.com](mailto:service@coactive.com))

**GAINFULLY EMPLOYED CATEGORIES (INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING)**

**PART-TIME VS. FULL-TIME EMPLOYMENT**

| CALENDAR YEAR | GRADUATE EMPLOYED IN THE FIELD 20-29 HOURS PER | GRADUATES EMPLOYED IN THE FIELD AT LEAST 30 HOURS PER WEEK | TOTAL GRADUATES EMPLOYED IN THE FIELD |
|---------------|--|--|---------------------------------------|
| 2018          | 1  | 1  | 18                                    |
| 2017          | 1  | 2  | 12                                    |

**SINGLE POSITION VS. CONCURRENT AGGREGATED POSITION**

| CALENDAR YEAR | GRADUATES EMPLOYED IN THE FIELD IN A SINGLE POSITION | GRADUATES EMPLOYED IN THE FIELD IN CONCURRENT AGGREGATED POSITIONS | TOTAL GRADUATES EMPLOYED IN THE FIELD |
|---------------|--|--|---------------------------------------|
| 2018          | 1  | 1  | 18                                    |
| 2017          | 10   | 2  | 12                                    |

**SELF-EMPLOYED / FREELANCE POSITIONS**

| CALENDAR YEAR | GRADUATES EMPLOYED WHO ARE SELF-EMPLOYED OR WORKING FREELANCE | TOTAL GRADUATES EMPLOYED IN THE FIELD |
|---------------|---|---------------------------------------|
| 2018          | 15  | 18                                    |
| 2017          | 11  | 12                                    |

**INSTITUTIONAL EMPLOYMENT**

| CALENDAR YEAR | GRADUATES EMPLOYED IN THE FIELD WHO ARE EMPLOYED BY THE INSTITUTION, AN EMPLOYER OWNED BY THE INSTITUTION, OR AN EMPLOYER WHO SHARES OWNERSHIP | TOTAL GRADUATES EMPLOYED IN THE FIELD |
|---------------|--|---------------------------------------|
| 2018          | 0  | 18                                    |
| 2017          | 0  | 12                                    |

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed in our job placement records.
- Students initializing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

CO-ACTIVE TRAINING INSTITUTE,  
899 NORTHGATE DRIVE, SUITE 304 SAN RAFAEL, CA 94903  
800-691-6008

[WWW.COACTIVE.COM](http://WWW.COACTIVE.COM)

**LICENSE EXAMINATION PASSAGE RATES (INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING) N/A – NO STATE LICENSING EXAM**

9

| CALENDAR YEAR | NUMBER OF GRADUATES IN CALENDAR | NUMBER OF GRADUATES TAKING EXAM | NUMBER WHO PASSED FIRST | NUMBER WHO FAILED FIRST | PASSAGE RATE <sub>1</sub> |
|---------------|---------------------------------|---------------------------------|-------------------------|-------------------------|---------------------------|
| 2018          |                                 |                                 |                         |                         |                           |
| 2017          |                                 |                                 |                         |                         |                           |

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**SALARY AND WAGE INFORMATION (INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING)**

| CALENDAR YEAR | GRADUATES AVAILABLE FOR EMPLOYMENT | GRADUATES EMPLOYED IN FIELD <sub>2</sub> | 0 - \$5,000 | \$5,001 - \$20,000 | \$20,001 - \$25,000 | \$25,001 - \$30,000 | \$30,001 - 60,000 | \$60,001 - \$55,000 | \$95,001 - \$100,000 | MORE THAN \$100,000 | NO SALARY INFORMATION REPORTED <sub>1</sub> |
|---------------|------------------------------------|--|-------------|--------------------|---------------------|---------------------|-------------------|---------------------|----------------------|---------------------|---|
| 2018          | 109                                | 18                                       | 4           | 0                  | 3                   | 1                   | 0                 | 0                   | 0                    | 8                   | 2   |
| 2017          | 102                                | 12                                       | 3           | 0                  | 0                   | 0                   | 0                 | 1                   | 1                    | 4                   | 3   |

A list of sources used to substantiate salary disclosures is available from the school. ( to obtain this list, please email [service@coative.com](mailto:service@coative.com))

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**COST OF EDUCATIONAL PROGRAM**

Total charges for the program for students completing on time in 2017: \$5,990. Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2018: \$5,990. Total charges may be higher for students that do not complete on time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

## Federal Student Loan Debt

Students at CTI are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
STUDENT NAME - PRINT

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCHOOL OFFICIAL

\_\_\_\_\_  
DATE

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## **Definitions**

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

### **CERTIFICATION PROGRAM:**

#### **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: Co-ActiveTraining Institute, 2370 Kerner Blvd., Suite 370, San Rafael, CA 94901 or by emailing [certification@coactive.com](mailto:certification@coactive.com). Our refund policy is set forth below. 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 within the later of seven (7) calendar days after enrollment or attendance at the first class session are entitled to a full refund of all tuition and fees paid minus the \$250 non-refundable registration fee. Students may withdraw from a course either by written notice or by conduct, including, but not necessarily limited to a student's lack of attendance as set forth in withdrawal policy in the course catalog. In the case of students withdrawing after commencement of classes, CTI will retain the \$250 registration fee plus a prorated percentage of tuition and fees, which is based on the last date of recorded attendance until 60 percent of the period of attendance has been reached, after which point no refund will be given. All refunds will be made within 45 days of a student's cancellation or withdrawal. Only one \$250 fee will apply to a package which includes courses outside of Certification.

### **CORE PROGRAM:**

#### **STUDENT'S RIGHT TO CANCEL:**

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