

Welcome to the Circle of Life Coach Certification Training Program (U.S.)

Noted below are the Circle of Life Certification Requirements that need to be fulfilled in order to be certified as Circle of Life Coach. Additionally, kindly review the program Cancellation/Refund Policy. Once you read, understand and agree with these requirements, please complete the form below, and proceed to complete the payment for the program.

If you have any questions or clarifications in reference to the Certification Requirements or the Refund Policy, please contact the Circle Of Life Coach Institute Customer Service Team at circleoflife@healthaction.net

1. **Participation in the Circle of Life Coach Training – 40 Hours.** You must utilize the online learning portal, which requires a username and password AND have the capacity to utilize the Zoom Video Conference Application.

Training Schedule - October 9th to December 18th

(No sessions during Thanksgiving Break - November 27, & 30)

- **WEDNESDAYS for 2 hours:**
4:00 pm - 6:00 pm PST / 7:00 pm - 9:00 pm EST
- **SATURDAYS for 3 hours:**
8:00 am - 11:00 pm PST / 11:00 am - 2:00 pm EST

Review Session Schedule:

- **Dates:** November 4th / November 18th / November 25th (Mondays)
4:00 pm - 6:00 pm PST / 7:00 pm - 9:00 pm EST

2. Participants are allowed **maximum 6 absences**, during the training period:

For every session missed, you will be required to review the session video recording (within 1 week of the missed session) and submit a report that includes four key findings or learning points from the recorded session. You will be required to upload this report on the coach portal and email to circleoflife@healthaction.net

For every session missed beyond 3rd missed session, you will be required to attend a review session (dates noted below). **If you miss more than 6 sessions during the training, you will need to go through the training again in order to be eligible to obtain your certification.**

3. **Form and facilitate an online, phone or in person practice group** using the Circle Of Coaching System with at least 3-5 people (for 12 hours minimum). Your practice group may convene during or after the training period

4. **Coach 1 - 2 (2 is best) individuals** for at least 10 hours and get the feedback evaluation(s) and submit to Circle of Life Coach Institute.

****To be completed within 6 months of the conclusion date of your training. Sooner is better. Circle Of Life Coach Institute suggests proceeding with your coaching practice sessions immediately.**

5. **For requirements numbers 3 and 4 noted above**, each trainee must submit a Self-Evaluation and Evaluations from both their one-to-one practice clients and from the participants in their practice group.

6. **Final Feedback Forms** - There will be a detailed FEEDBACK forms and questionnaire that give the Circle of Life Training Team important information and insight about your experience and the certification training program. The Circle of Life Coach Institute appreciates your valuable input.

7. **Program Registration Fee** -

LIMITED TIME Early Bird Registration Fee of \$1299 (Valid until September 15, 2019). After September 15, the Registration Fee will be \$1599

Program Cancellation Policy: For cancellation by September 15th, the registration fee minus \$100 will be retained by Circle Of Life Coach Institute as a credit for you on a future Circle of Life Training. After September 15th, the registrant, due to administrative complexity, will forfeit the full fee. **No partial payments will be accepted and no refunds will be issued under any circumstances.**