



Indigenous Coach Training Student Policies

Vulnerability

Please come knowing that this is a safe place to open up, practice, and explore. There is no wrong. We expect you to be coaching in the classroom, as well as outside of the classroom. The practice of coaching is a vital piece in your learning. In addition, you will be asked to be coached both in the classroom and in practice with your fellow participants.

Punctuality

Please show up for class on time, fully participating. If you will be late or need to miss a class, email michelle@michelledegroot.ca as soon as possible.

Missed Classes

If you miss a class, you will be expected to watch the video recording and email the Program Director (michelle@michelledegroot.ca) with your takeaways or questions. We discourage missing class and you may only miss a total of 8 hours or three (3) live classes during the program. After this time is missed, you will need to make up the live instruction time at an extra cost of \$150/hour to make up hours missed. This is to meet the requirement of the number of completed synchronous training hours for the International Coaching Federation (ICF) Level 1 training.

Learning

Come as your authentic self, open to learning. We are all learners; students and educators learning in this space together.

Confidentiality

Everything in this class is kept between the classroom's virtual walls. Respect your fellow participant's privacy. Share your learning with others, not the stories of others. Classroom materials are intended for your use as a participant. Classroom recordings must not be shared to honour the confidentiality of all participants.

Class Recordings

All sessions will be recorded and provided to participants via video link, for one year, however the recordings do not replace in person instruction.

Observation and Mentoring

You must fully participate in class coaching; it is necessary for you to be able to meet the requirements to pass this course to have us evaluate/mentor/and observe your coaching. Three one-on-one mentoring sessions will be required, to be completed with your instructors. You will also receive written feedback on your final Performance Evaluation.



Requirements for Completion

In order to successfully complete the program and receive your certification as an Indigenous Coach Training Professional Coach, you will need to:

- Verify by attestation 10 hours of reading, reflection and journaling during the program.
- Complete and record 10 hours of coaching practice, done outside of class time in pairs or trios with your fellow students, set up throughout the program.
- Successfully pass the requirements of coaching at an ACC (Associate Certified Coach) level, as determined by the ICF, through a final Performance evaluation which will be evaluated by the Facilitators.

Payment Plan * payment methods

Seabird College will invoice the Student monthly, unless otherwise noted in the Payment schedule. The Participant, or funding agency, agrees to pay the invoice(s) by the due date(s) specified. Unpaid or overdue invoices may result in suspension from the training program.

Payment Methods

Payment will be made to _Seabird College_____ on the agreed upon payment day.

Cancellation Policy

Indigenous Coach Training Program has a cancellation policy that protects both the attending student and Indigenous Coach Training Program. We want the new students to be protected as they venture into professional coach training.

Here are the details of our Refund Policy:

- Withdrawal after accepted registration: 75% refund of the course tuition paid.
- Withdrawal before class #2 is attended: 50% refund of the course tuition.
- After Class #2 there will be no refund granted.

Illness Policy

Purpose

- Indigenous Coach Training Program strives to provide a healthy space that supports a life balance and recommends students and staff spend uninterrupted periods of time away from their role to promote life balance. The purpose of this policy is to provide a consistent approach to managing illness.



Definitions

- Sick leave means the period of time an individual is absent from the training program by virtue of being sick or disabled, exposed to a contagious disease, or under examination or treatment of a physician, chiropractor, specialist, optometrist or dentist or because of an accident.

Transfer of Credit

- Should you need to withdraw from the program for health or family reasons, your tuition can be transferred to another Cohort which begins within one year of the time of your registration. This requires approval by the ICTP Director of Education, Seabird College Director of Education and the ICTP Program Director.

Complaint or Grievance Policy

Should you find that you have concerns or issues during your training, we encourage you to contact your faculty right away. We invite an environment of open communication and will make time to speak with you as soon as possible. If you prefer to speak with our Program Director you may contact Michelle at michelle@michelledegroot.ca.

Please know that the ICF takes complaints regarding Accredited Coach Education providers very seriously. You can contact them directly at <https://coachingfederation.org/coaching-education/accreditation-complaints>

We provide new information as the classes progress. The material and live training have been created to effectively teach a skill and also provide information that will aid the student in developing their coaching ability and awareness. We are providing proprietary information that will be presented throughout the program.