

# Trauma Informed Coaching Certification

evolve ● awaken ● grow



contract & waivers

# ENROLLEE INFORMATION

<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>
	Date of Birth (mm/dd/yyyy)	Nationality
	<input type="text"/>	
	Address	
	<input type="text"/>	<input type="text"/>
	City	Province/State
	<input type="text"/>	<input type="text"/>
	Postal Code/Zip Code	Country
	<input type="text"/>	<input type="text"/>
	Phone	Cellular
	<input type="text"/>	
	E-mail	

## LEGAL NAME TO APPEAR ON CERTIFICATE

<input type="text"/>	<input type="text"/>
Certificate First Name	Certificate Last Name

## EMERGENCY CONTACT

<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>
Relationship	Phone
<input type="text"/>	
E-mail	

# CONTRACT INFORMATION

## COURSE MATERIAL

All attendees will receive a Student Manual/Workbook for class note taking and reviewing. By signing this contract the enrollee will be enrolled in this course and will agree to the following fees in Canadian currency; *(please check all that apply to you)*.

### Individual Class Pricing (no payment plan)

- Trauma Informed Coaching Basics (TICB) **\$1,599.00 + applicable taxes**
- Trauma Informed Coaching Certification (TICC) **\$3,450.00 + applicable taxes**  
*(TICC 3 month payment plan option + \$250.00)*
- ICF Mentoring (ICFM) **\$1,950.00 + applicable taxes**

**Start Date**

### Bundle #1 Class Pricing

- Trauma Informed Coaching Basics (TICB) & Trauma Informed Coaching Certification (TICC) **\$4,400.00 + applicable taxes**  
*(3 month payment plan option + \$250.00)*

**Start Date**

### Bundle #2 Class Pricing

- Trauma Informed Coaching Certification & ICF Mentoring (ICFM) **\$4,600.00 + applicable taxes**  
*(3 month payment plan option + \$250.00)*

**Start Date**

### Bundle #3 Class Pricing

- Trauma Informed Coaching Basics (TICB) & Trauma Informed Coaching Certification (TICC) & ICF Mentoring (ICFM) **\$6,050.00 + applicable taxes**  
*(3 month payment plan option + \$250.00)*
- (6 month payment plan option + \$500.00)*

**Start Date**

Payment in full is required to secure enrollment and must be received thirty (30) days prior to the beginning of the course training. Pay by e-transfer Visa, Master Card, America Express via Paypal. An invoice is sent after your contract has been returned to [susan@movingthehumanspirit.com](mailto:susan@movingthehumanspirit.com).

# CONTRACT INFORMATION

## REFUNDS & CANCELLATION

The refund and cancellation schedule is as follows: Forty-five (45) days prior to the beginning of class 100% can be refunded. Thirty (30) days prior to the beginning of class 50% refund will be given. Fifteen (15) days prior to the beginning of class 25% refund will be given. Fourteen (14) days or less no refund will be given. If contract changes are needed due to unforeseen circumstances an administration rate of **\$175.00** will apply pending the contract change approval by MTHS.

Attendees who have enrolled in a course and choose not to attend while the course is being conducted, will not be entitled to any amount of the funds they have paid to MTHS and the attendee will be marked as absent/incomplete and will not be eligible for certification in the course.

Attendees who have any enrolment concerns must discuss and resolve those concerns before attending the course. Once the course has commenced we will not be able to address enrolment concerns until after its completion. And at which point we may or may not be able to resolve such concerns that have gone unstated and this may result in the attendee not being eligible for certification at the discretion of MTHS.

If for some unforeseen circumstances or acts of nature outside of MTHS's control the course is cancelled, attendees will be refunded the full amount that they paid for the course in Canadian currency.

## CONFIDENTIALITY

Attendees recognize by enrolling and attending this course that it is being conducted in a respectful and safe environment. That each attendee is participating in a personal and private experience. That all attendees are entitled to respect and confidentiality within the confines of the online class environment. That all comments, experiences, personal stories or information will not be shared outside of the class environment.

## CONDUCT

By signing this contract and as an attendee of the course, I agree to all that it states herein and will be bound by the terms and agreements of this contract. I enter this contract as a professional with the intent to learn, engage and participate openly where I see fit. I will honor and respect each attendee and the facilitators as I would want to be honored and respected. I will hold in strictest of confidence that information shared by and for my further learning experience and understanding. It will be at the discretion of MTHS to release any attendee from the course whose behavior is deemed unacceptable and who does not abide by these terms and agreements.

\* Initial

# ATTENDANCE & COMPLETION

The International Coach Federation (ICF) requires all participants to attend 80% of the in-class portion of a course to obtain a certificate of completion and 100% attendance for ICF Mentor time.

## WHAT THIS MEANS

Your facilitator is required to record your absence in 15 minute increments. If you miss a full session, your time missed will be recorded as 180 minutes. If you arrive late or need to leave for any reason, the amount of time missed will be recorded. All these minutes accrue as the course continues, and if you miss more than 20%, you will not meet the attendance requirement for the program.

## BREAKDOWN PER COURSE

The Trauma Informed Coaching Basics (TIBC) commitment is 8 days of on-line training and has 8 sessions x 3 hours = 1440 min. total. You must participate in at least 6.4 sessions or 1152 min. of in-class instruction to meet the requirement.

The Trauma Informed Coaching Certification (TICC) commitment is 15 days of on-line training and has 15 sessions x 3 hours = 2700 min. total. You must participate in at least 12 sessions or 2160 min. of in-class instruction to meet this requirement.

The ICF Mentoring (ICFM) commitment is 10 hours of on-line mentoring and has 7 group and 3 one-on-one sessions x 1 hour = 600 min. total over a 3 month period. You must participate in "all" 10 sessions of mentoring to meet final requirements to apply for an ACC certification. Any missed group sessions must be completed at the attendee's cost of \$199.00 per session.

## FAILURE TO MEET THE ICF REQUIREMENT

Should you fail to meet this requirement, you may retake the either full course (at a reduced rate) if there is availability in the next class.

## COURSE COMPLETION

Within five (5) days of the last day of class you must: Complete the on-line exam with a minimum of 80% pass. Complete the on-line triad reporting required for either course. Complete the on-line evaluation.

## TRIADS

Triads are thirty (30) min each way with a ten (10) min debrief. Triads are to be completed outside of class time and are required to be submitted no later than day fifteen (15) of Class.

*\*All courses are conducted in English. All individual course requirements are archived for attainable ICF audit purposes.*

\* Initial

# PHOTO/MEDIA PROPRIETARY

***Please ensure you have completed all three boxes on this page.\****

## CONSENT TO PHOTO/VIDEO RELEASE AUTHORIZATION

I, the undersigned, give permission to Moving the Human Spirit (**referred to as MTHS from this point on**), and/or parties designated by MTHS to photograph/video me and use such photograph(s)/video(s) in all forms of media, for any and all promotional purposes including advertising, display, audio-visual, exhibition or editorial use.

I further consent to the use of my name in connection with the photograph(s)/video(s) if needed by MTHS and/or parties designated by MTHS.

I understand and agree that I will not receive any payment for my time or expenses or any royalty for the publication of the photograph(s)/video(s) or the use of my name and I hereby release MTHS and/or any parties designated by MTHS from any such claims.

## PROPRIETARY/MANUAL/INFORMATION/ IDEA'S ACKNOWLEDGED AGREEMENT

Proprietary Information: I understand that the information being delivered by MTHS in the Trauma Informed Coaching program, be it spoken, written or visually displayed, remains the sole property of MTHS. I understand that the information delivered in above said forms is comprised of intellectual property of MTHS. I agree to not copy, duplicate or make the same, and I agree to not share, display or giveaway any information without permission of MTHS.

I agree I will not use the information in any way that would conflict with the confidential and proprietary of the information except for my personal use as a coach. I will not resell, copy, distribute, modify for my own intended commercial use or intention.

\* Write Yes or No

\* Initial

\* Initial

# STUDENT LIABILITY

**Please ensure you have completed all three boxes on this page.\***

## MOVING THE HUMAN SPIRIT (MTHS)

The contents of this course - including all information whether in e-mails, printed form in the Welcome Package and Student Manual or audio in live class training are for informational purposes only and are not intended to be a substitute for professional medical advice, diagnosis, or treatment. Always seek the advice of your physician and other personal qualified health providers with any questions you may have regarding a medical and health condition.

## I HEREBY AGREE TO THE FOLLOWING

I am participating in the **TRAUMA INFORMED COACHING BASIC OR/AND CERTIFICATION** course during which I will receive information and instruction about how to coach trauma clients. I represent and warrant that I have no physical or mental health condition that would prevent my safe participation in these classes.

By signing this Waiver, I (student at MTHS), acknowledge that I am in good health and in proper physical and mental condition to participate in this course, and I assume all risk, and take full responsibility; waiving any claims of personal injury, disability, sickness, loss or damage to person or property inherent in, and/or in any way connected with participating in these classes at the facility or on-line, or unforeseeable mental, emotional, or physical challenge or disease associated with said classes, as taught by MTHS.

I knowingly, voluntarily, and expressly waive any claim I may have against the representatives of MTHS and the TRAUMA INFORMED

COACHING COURSES, the class facilitators, the owners, or the leaseholder of the building (if in person) for injuries or damages that I may sustain as a result of participating in courses.

I knowingly understand that working with trauma topics and developing coaching practice skills could effect the mental, physical and emotional state or bring up unpleasant memories.

I understand I am recommended to be able to manage self care as my knowledge unfolds while working with the materials and techniques of trauma coaching and take full ownership for my participation.

I certify that I have read and fully understand all the consent and release forms provided in this contract, and that all questions pertaining to this consent have been answered to my satisfaction.

\* Student Signature

\* Name Printed

\* Date

Please e-mail your completed and signed forms to your enrollment advisor.

***susan@movingthehumanspirit.com***