

Indigenous Coach Training Program (ICTP) 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 denise.lacerte@fnha.ca; lilyseto@telus.net; and carol@carolvickers.com as soon as possible.

Attendance & Missed Virtual Classes

In summary, 80% of the virtual class hours must be attended. **Therefore, out of 14 virtual classes (3 hours each), participants must attend at least 11 full classes. This equals 33.6 hours of attendance.** If you miss a virtual class, you will be expected to watch the video recording and email the instructor with your takeaways, self-reflections and any questions. We discourage missing classes, and you may only miss a total of 8 hours or three (3) live classes during the program. If the time is missed, you will need to make up the live instruction time at an additional cost of \$250 per hour to compensate for the missed hours. 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 together in this space.

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 virtual 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 meet the requirements to pass this course, as we will 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 15 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 completed by the Facilitators.

Payments

Indigenous Coach Training through First Nations Health Authority (FNHA) is only able to accept full payments at this time. Unpaid or overdue invoices may result in suspension from the training program. Full or partial external scholarships may be available with our hope to help decrease barriers to access coach training.

Payment Methods

Payment will be made to FNHA through Electronic Funds Transfer on the agreed upon payment day.

Cancellation Policy

Indigenous Coach Training has a cancellation policy that protects both the attending student and Indigenous Coach Training. 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 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 our Director of Education and Program Director.
- We will offer you a letter indicating the hours you have completed for your records.

Complaint or Grievance Policy

Should you find that you have concerns or issues during your training, we encourage you to contact your instructors 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 send your request at peopledevelopment@fnha.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.