



CO-ACTIVE[®]
TRAINING INSTITUTE

Co-Active Coach Certification Program

Information Packet



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Introduction

Thank you for your interest in becoming a Certified Professional Co-Active Coach!

Our vision is that of a viable, ethical, and exemplary Co-Active coaching community. We are committed to your future as a professional coach. The Coach Certification program is a rigorously structured program of supervised, self-guided, group, and individual study. The program is designed for dedicated professionals who are committed to their individual personal growth for the sake of aliveness and discovery of their clients. While the program builds on the foundation of knowledge and experiences you have created in your study with Co-Active in our Core Curriculum, this program uses different technologies and experiences to continue your development as a Co-Active coach.

Please **READ THIS PACKET THOROUGHLY** to ensure that you are familiar with all aspects of the program before submitting your registration. Upon registration, you are agreeing to the terms and conditions presented in this information packet

**All prices listed in this information packet are in U.S. dollars.*

Prerequisites

Completion of:

- Fundamentals
- Fulfillment
- Balance
- Process

Have registered for:

- Synergy

Additional Support for Your Journey

Coaching is not required to start Certification, but many students choose to work with a Certified Professional Co-Active Coach (CPCC) coach for added support.

Partnering with a coach can help you:

- integrate learning
- navigate challenges
- embody Co-Active principles more fully.

Our participants often credit their coach as a key partner in their growth.

Registration

You may register for the Coach Certification program at any time with our sales team. If you wish to register for Certification "A La Cart" you must already be registered for Synergy. There are typically 9 participants in a Pod. The number of Pods started in any given month depends upon the number of registrations received.

Timing

Coach Certification is a 25-week program, or a 27-week program for cohorts whose schedule spans late December. A two-week pause will occur during this time to accommodate year-end holidays and cultural observances. All classes are typically scheduled on Tuesdays or Wednesdays. The actual time of your weekly scheduled call will depend on the Pod you are enrolled in. You should expect to spend at least 3 to 5 hours per week on Coach Certification in addition to coaching your clients.

Program Timeline

The program is organized into 13 Pod Calls, 9 Triad Calls, and 3 Group Supervision calls. During odd numbered weeks, you will attend Pod Calls with your group and your Certification Program Leader. In even numbered weeks, you will attend Group Supervision in weeks 2, 4, and 6 and Triad Calls for the remaining even numbered weeks of the program.

In-Course Requirements

1. Listen to the orientation audios prior to the program start date.
2. Attend at least 11 of the 13 Pod Calls.
3. Attend at least 8 of the 9 Triad Calls.
4. Attend all 3 Group Supervision Calls. If a Group Supervision Call is missed, an additional Individual Supervision with your Group Supervisor is required. The cost of this replacement Supervision is \$165.
5. Complete 6 Individual Supervision coaching calls.
6. Listen to the assigned module audios prior to all scheduled calls with your Pod members.
7. Listen to at least two hours of additional Open Topic calls.
8. Complete the required reading, audio, and homework assignments.
9. Pass the program quizzes.
10. Complete 100 coaching hours with at least 8 clients. At least 75 of the 100 coaching hours must be paid.



11. Coaching hours may be counted beginning on the first day of the Fulfillment Course.
12. Complete all 100 coaching hours within 2 years of the program start date.
13. Sit for the Oral Exam no later than two 2 years from the program start date. Failure to complete the required coaching hours and sit for the Oral Exam within the specified two-year timeframe will result in ineligibility for certification through Co-Active Training Institute.
14. **Not required**, though we **strongly encourage** students to work with an experienced Certified Professional Co-Active Coach (CPCC) as part of their development. Partnering with a coach offers an unparalleled opportunity to deepen learning, accelerate personal and professional growth, and fully embody the Co-Active principles in practice. Experiencing Co-Active coaching firsthand provides invaluable modeling and insight into the very competencies you're cultivating as a coach.
15. Read the most recent edition of the Co-Active Coaching book, as directed throughout the program.

Program requirements will not be excused due to participation in other Co-Active programs. All requirements must be completed and approved prior to scheduling the Oral Exam.

You will use the Coach Certification learning platform to track your progress in meeting these requirements. You must have adequate computer skills to navigate websites, download and submit electronic documents, access and download audios and recordings, and take part in Zoom video conference calls on camera.

Class Delivery Method

Coach Certification calls are held on Zoom, an online video conference platform.

Required Reading

Co-Active Coaching, 4th edition, by Henry Kimsey-House, Karen Kimsey-House, & Phil Sandahl. This book is available for purchase on Amazon.com.



What Counts Toward My 100 Coaching Hours?

As soon as you begin coaching, you should begin logging client coaching hours. A simple spreadsheet is the most effective log.

Four types of clients may be included on the coaching log, listed below and defined in this section:

- Individual clients
- Group clients
- Internal clients
- Third-party clients

Individual Clients

- **1:1 coaching:** between you and one other individual.
- **Peer-to-peer coaching:** is the exchange of coaching between two individuals. Peer-to-peer coaching delivered outside of an education or training program can be claimed as paid or bartered coaching, hours toward the required paid coaching experience for a credential. Coaching delivered within an education or training program cannot be used toward your client coaching experience unless the coaching is delivered outside the classroom setting with an actual client under a coaching agreement and the coaching hours are not included in the total training hours or CCEs listed on the training certificate.

Group Clients

- **Team coaching:** Team coaching focuses on enhancing team dynamics and performance. It addresses collective goals and team collaboration to help the team operate as a single entity.
- **Group coaching:** In contrast, group coaching brings together individuals with common personal or professional goals, helping them achieve these goals individually. While team coaching focuses on team success, group coaching fosters personal growth and skill development for each individual in the group, regardless of team affiliations.

To qualify as group or team coaching:

1. Participants must set the agenda, and the session must be interactive (synchronous interaction between the coach and participants). Documenting individual client coaching hours and group or team coaching hours should be done separately on the client coaching log.



2. You cannot multiply hours times participants in the group. If you coach 15 people for one hour, you can only count that as one hour of coaching, not 15 hours.
3. For group or team coaching sessions, document the following on your coaching log:

Required information	Details to record
Contact person	Name and email address of one individual from the group or team. <i>*You do not need to list other participants or the name of the group or team.</i>
Engagement dates	Start and end dates of the coaching engagement.
Coaching hours	Total number of paid coaching hours and pro bono coaching hours provided.
Group size	Total number of individuals in the group or team. <i>*Only groups of 15 or fewer are eligible, unless a co-coach is present.</i>

Internal Clients

Hours spent as an internal coach count toward your 100 hours of coaching time if you meet the following criteria and coaching is part of your job description or job objectives.

1. You are not coaching a direct report.
2. You are doing only one-on-one coaching and no other functions during that time (e.g. consulting, time management, etc.).
3. You are using the Co-Active Model with your clients.

Third-Party Clients

Third-party coaching: is coaching in which the coach receives payment from an organization specifically for coaching the client. Payment may be in any amount or barter of goods or services. Third-party clients should be logged the same as other individual or group or team clients unless there is an organizational confidentiality policy that prevents you from disclosing client information. If there is a confidentiality policy, you must provide a reference letter from a contact person at the organization who is authorized to verify your coaching hours. An example of third-party coaching is: You are NOT an employee of an organization and they hire you to coach someone in their organization.

Across each of these categories, you may count:

- Discovery/foundation sessions with clients.
- Ongoing coaching with clients. Coaching sessions must be a minimum of 30 minutes per coaching session. This applies to internal and external coaches. **A client coaching hour is 60 minutes of actual coaching with a client who has hired the applicant as a coach and not in any other capacity. (Mentor coaching or coaching supervision is not accepted as client coaching.)**

Client coaching sessions of less than 60 minutes will count as partial client coaching hours. For example, 30 minutes of client coaching will count as 0.5 client coaching hours. Coaching must be done in person or by telephone or other technology.

- Up to 25 hours of pro bono coaching.

What Does Not Count Toward My 100 Coaching Hours?

- Demonstrations of coaching in a workshop, training, or classroom.
- Coaching in a workshop, training, or classroom.

Course Materials

Most of the Coach Certification course materials are delivered using an online learning platform. Other content is covered in the Co-Active Coaching book, which you will need to purchase. Prior to your program start date, you will receive access to the platform, where you can access the program materials and information.

Completing the Program

The final aspect of Coach Certification is the Oral Exam. The Oral Exam is held on the Zoom video conferencing platform.

All Coach Certification program requirements must be completed before you schedule your exam. You have 2 years from your Pod start month to complete your 100 coaching hours. When you have validated with the Co-Active Training Institute that you have met all program requirements, including your 100 coaching hours, you will schedule your Oral Exam at that time.

Exception: Students who take their first Oral Exam at the two-year program deadline and are unsuccessful will have 6 months from the date of that exam attempt to retake and pass the Oral Exam.

There is no additional fee for the Oral Exam; however, if you cancel or reschedule within 30 days of your exam date, you will be charged a \$75 transfer fee. There are no cancellations or transfers within 7 days of your exam date.

If you are unsuccessful in passing the Oral Exam the first time, there will be an additional fee of \$400 to retake the exam. You have up to 6 months to retake your Oral Exam and successfully pass from the date of your first Oral Exam attempt.

If you do not successfully pass the Oral Exam within 2 years of your program start date, you will no longer be eligible to obtain the CPCC credential through Co-Active Training Institute.

In this case, you will have two options:

1. Be referred to the ICF to apply for a credential directly through that organization, or
2. Retake the Certification Program at 50% of the current standard rate.

Claiming Your Digital Badge

Co-Active Training Institute will send you an email with your Oral Exam results. Within a week of your successful completion, you'll be able to claim and download a digital badge from which you will also be able to download a pdf version of your CPCC Certificate through Credly. There is no fee for this service, and acceptance is completely up to you. Accepting your badge will allow you to share your achievement with your professional networks. CTI is unable to reissue badges.

What are the benefits of a badge on Credly's Acclaim platform?

- A web-enabled version of your certification that can be shared online. You will need this certificate to apply for any ICF credential.
- A more efficient way of posting to social media platforms
- Labor-market insights that relate your skills to jobs
- A trusted method for real-time certification verification

What's the process?

- After passing your certification exam, you'll receive an additional email from Credly's Acclaim platform inviting you to accept your badge.
- Click the link in the email and create an account on the Acclaim platform.
- Accept your badge and start sharing.

Policies

Program Fees

The Coach Certification enrollment fee is **\$6,500.00**. Participants may choose to pay in full, enroll in a **five (5)-month installment plan**, or use Co-Active Training Institute's third-party payment provider, Klarna.

The Coach Certification enrollment fee **does not include** the following additional costs:

- **Missed supervision sessions:** \$165 per missed supervision
- **Missed pod calls:**
 - No charge for up to 2 missed pod calls
 - \$250 for each missed pod call beyond the first 2
- **Retake Oral Exam Fee:** \$400
- **Oral exam transfer fee:** \$75
- **Required materials:** Cost of purchasing the *Co-Active Coaching* book

Use of Co-Active Intellectual Property

Co-Active students may use materials presented during their course work, including materials on The Co-Active Learning Platform, in their work with their coaching clients only. Any use of Co-Active Training Institute's intellectual property beyond one-to-one coaching is not allowed without the specific written approval of Co-Active Training Institute.

Payment and Enrollment

You may use VISA, MasterCard, American Express, Discover or Co-Active Training Institute's third party payor, Klarna. (for US customers).

All program enrollments are subject to availability.

Right of Refusal

Co-Active Training Institute reserves the right to refuse a student participation in courses and/or programs. In addition, upon the recommendation of the Co-Active program leader, Co-Active Training Institute reserves the right to remove from a program and/or classroom a student who is negatively impacting other students and/or the learning environment.



Refund Policies

Non-refundable Registration Fee: \$650

Cancellation Policy for 2026: Prior to 15 days of the first of the month, of the Pod start date, students can request a cancellation - CTI will retain the non-refundable \$650 registration fee and the student will receive a refund for the remainder of the Certification Program fee. If a student requests a cancellation within 15 days of the Pod start date, the student will lose 50% of the Program fee. If the student cancels 7 days prior to the Program start date, the student will lose the entirety of the Program fee.

Transfer Policy: Any transfer requested prior to 15 days of the Pod start date will be charged a \$175 transfer fee. Transfers within 15 days of the Pod start date will be charged the \$650 non-refundable fee.

Pod Assignments

Pods are typically offered on Tuesdays or Wednesdays and can start as early as 1 a.m. Pacific Time and as late as 5 p.m. Pacific Time. Pods tend to start toward the end of each month. For courses that require supervision, students are expected to have a minimum of 2 coaching clients in the language of the course in which they are enrolled.

Agree to Terms

This agreement is intended to support your full participation and ensure that you gain the greatest benefit possible from your investment.

You will be agreeing to the following CONFIDENTIALITY AGREEMENT: All recordings and the contents of the COACH CERTIFICATION COMMUNITY are the intellectual property of Co-Active Training Institute. These resources are for the exclusive use of the Coach Certification students and may not be distributed in any way or form without the express written consent of Co-Active Training Institute. You also agree that Pod and Triad calls may be recorded either for training purposes or for use of other Pod members and that your Oral Exam recordings may be used to train examiners and as part of the examination review process.



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