



GROW Training Institute, Inc.

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GROW Training Institute's Certified Professional Coach Program

January 1, 2018

Dear Colleague:

GROW Training Institute (GTI) is proud to present its Certification Program for becoming a **Certified Professional Coach (CPC)**!

We created this program in 2001 in response to demand from our seminar participants. Eligibility requires either a B.A. or at least 5 years of work experience in the human services professions. 100% of the requirements can be obtained through home study. It can be completed in as little as 3 weeks, or you may take as long as you wish.

GROW is an approved Coach Training Organization for the CCE's **Board Certified Coach Program**. Once you are a CPC through GROW, you can apply to become a BCC if you wish (see ap for details). Our courses are approved by most state and national continuing education boards as well.

Our program is the fastest, easiest, and least expensive coach certification program we have found. It will provide you with the training and skills for your competency and success as a professional coach. Certification is not required to do coaching; however, competency is. Certification will give you additional credibility, and demonstrate that you have received advanced training in this specialized market niche. You will be prepared to perform personal, career, business, and/or virtual coaching. Following are the basic requirements:

Prerequisites:

- Minimum of a Bachelors level degree from an accredited college OR a minimum of 5 years work experience in the human services professions (any profession where the emphasis is on service to people)

Successful Completion of Required GROW Courses:

1. *"How to Become a Personal Coach"*
home study program 10 hours
2. *"How to Become a Corporate Coach"*
home study program 10 hours

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|--|----------|
| 3. “How to Become a Virtual Coach” | 10 hours |
| 4. “Promote Your Practice to a Well-Pay, Self-Pay Clientele”
home study program | 10 hours |
| 5. “Ethical Considerations for Coaches” home study program | 10 hours |

Additional Requirements:

- | | |
|--|----------|
| • Documentation of providing coaching | 6 hours |
| • Documentation of receiving coaching from any qualified coach* | 3 hours |
| • Essay about your experience with coaching | 1 hour |
| • Adherence to International Coach Federation’s Professional Ethical Standards | |
| • Adherence to your state board’s Ethical Standards (if applicable) | |
| • One 15 minute phone consult/evaluation with a GROW faculty member/CPC | 1/4 hour |
| • Approved Certified Professional Coach Application and Contract | |
| • Payment of \$477 application fee (subject to change every year) | |

Total: 60 hours

Once you have completed all the above requirements, you can then send us your application and fee. If faculty finds any deficits, we will provide you with information to remedy these areas. Once your requirements and application are completed and approved, you will receive your “**Certified Professional Coach**” **Certificate** within approximately one week. Certification is valid for 1 year from the date posted on the certificate. Every year there will be a re-application agreement and a nominal re-certification fee, however, unless there are new government regulations, there will not be any further training necessary.

Enclosed is an application to become a **GTI Certified Professional Coach**. Thank you for putting your trust in GROW’s programs. We look forward to a mutually beneficial and successful relationship with you.

Sincerely,

Lyn Kelley, Ph.D., CPC
GROW Founder and Continuing Education Director

*A “qualified coach” is any professional who you feel has the training/experience to coach you with your particular goals. You must submit a resume or qualifications sheet for each coach you use.

About GTI

GROW Training Institute, Inc. is an international coach training organization that grew out of GROW Publications which was founded in 1995 by Lyn Kelley, Ph.D. GROW's Certified Professional Coach Program was founded in 2000 based on customer demand. Our program was originally designed specifically for licensed or certified mental health professionals, and has since added a human services component for unlicensed human service professionals.

Some of the organizations that have accredited GROW to offer continuing education are:

- BCC – Center for Credentialing & Education
- NBCC – National Board of Certified Counselors
- California Board of Behavioral Sciences (CA-BBS) Provider #PC80
- California Board of Registered Nursing (CA-BRN) Provider #CEP12706
- Most other State Boards

Certified Professional Coach Certification is a natural evolution of the coach training programs developed and offered by GTI. Course feedback data from GTI workshops and GTI market surveys consistently indicate a critical and growing need for a uniform national credential to identify and define coach/therapists. While there are dozens of other coach training programs throughout the U.S. open to anyone regardless of background or education, GTI's CPC program is the easiest, fastest, least expensive, and most comprehensive program we've found.

GTI has been offering continuing education courses on coaching since 1995, each year increasing the number of seminars held nationwide. As demand for coach training increases each year, GTI increases the number of programs it offers. As of this date GROW has completed over 180 seminar tours throughout the U.S. and abroad.

Board Certified Coach

GTI is now approved as a Coach Training Provider by the NBCC's (National Board of Certified Counselors) CCE (Center for Credentialing and Education) BCC (Board Certified Coach) Program. Once you have been certified as a coach by GTI, you can apply to become a BCC for a nominal fee and passing their exam. The BCC requires 70 C.E. contact hours every 5 years, and we are constantly creating new C.E. courses for this purpose. For more information on the BCC program:

www.cce-global.org/BCC

GTI Mission

The mission of GROW Training Institute is to provide high quality continuing education to mental health, medical, and human services professionals to increase their practice growth and success.

The mission of GTI's Certified Professional Coach Program is to establish and support a national credential that defines and identifies therapists as professional coaches, valid across all health disciplines and universally accepted and recognized as a useful measure of experience and expertise in professional coaching.

Instructions for Becoming a GROW CPC

1. Read our full application and “most frequently asked questions.” Click on “Become a Certified Professional Coach.”
2. Purchase the 5 required courses (listed below). If you purchase all 5 together you get a significant discount. Call or email us for current special package price (currently \$522).
3. Start providing coaching to anyone you wish. You need a total of 6 hours. You will not need to give us their names, just document the dates, times and venue on your application (last 2 pages are the documentation pages).
4. Start receiving coaching from any coach(s) you wish. You need a total of 3 hours. If you would like to be coached a GROW CPC, you can find all of their names, bios, info on our website under “Find-A-Coach.” Your coach(s) will need to provide a bio/resume showing they have taken at least one coaching course, but they do not need to be certified. Lyn Kelley can provide your all coaching for you if you join GPCCA (GROW Professional Coach and Counselor Association) for \$189 for a 6-month membership. See our website for details.
5. Complete your 5 required courses and submit your quizzes to GROW.
6. Complete your CPC application and email or mail it to us with the fee. Currently the fee is \$477. You do not need to pay this until your application is complete.
7. When we receive your application we will call you for a short 10 – 15 minute phone consult to review your application, essay, and answer any questions you may have. You will then officially be a Certified Professional Coach!
8. We will mail you your CPC Certificate, which is valid for 1 year. You can renew it every year (renewal fee is currently \$85) but you won’t need to take any additional coursework unless your State starts to require it. Currently there are no U.S. States that have regulated the coaching profession, but we will let you know if/when they do, and do everything we can to help you get “grandfathered” in.

Entire Cost w/o GPCCA = \$999

Entire Cost with GPCCA = \$1188

GROW's CPC CREDENTIAL FAQ's

(MOST FREQUENTLY ASKED QUESTIONS)

DISCLAIMER: This information is not intended to substitute for independent legal advice or consultation.

What is coaching?

Coaching has become increasingly popular in the last decade, and continues to soar as a profession. One reason is that people are living longer, and are seeking to find more meaning in their lives that will propel them through the rest of their lives. Another reason is that people are becoming more affluent, and many can afford the luxury of an assistant to help them turn their dreams into realities. Another reason is that our world is becoming more competitive, and in order to succeed, many people need the extra support that a coach can offer.

Part of the reason coaching offers such a huge potential for therapists is that there is a large segment of the population who might never hire the services of a therapist, but who would access the services of a personal or career coach, because of the absence of “negative stigma.” In fact, there is a positive stigma associated with coaching due to the fact that it has been widely accepted in the athletic and business worlds. Coaching is now the foremost method of training in the corporate arena.

The following are definitions of coaching by various professional associations:

- GROW Training Institute (GTI): *Assisting clients in goal achievement.*
- International Association of Coaches (IAC): *Empowering clients in ways which create structures for sustainable personal growth and professional improvements.*
- International Coach Federation (ICF): *An ongoing professional relationship that helps people produce extraordinary results in their lives, careers, businesses or organizations. Throughout the process of coaching, clients deepen their learning, improve their performance, and enhance their quality of life.*

How is coaching different from psychotherapy?

Coaching is defined here as the practice of assisting people with goal achievement. Therapy also helps people with goal achievement. Jay Haley is quoted as saying “Most clients just need coaching.” According to James Prochaska, Ph.D., psychologist and author of *Changing for Good*, there are over 400 psychotherapeutic modalities currently being practiced by mental health professionals, and coaching is simply one therapeutic modality. It can be employed as a therapeutic tool within the practice of counseling and psychotherapy, or it can be employed separately as its own service.

The difference is that coaching places more focus on the future, where the client wants to go, and assists with practical steps to get there. The aim of coaching is to move the client forward as quickly as possible. The idea is that once clients begin to take positive action, they feel better and more motivated to continue on their new path. Small successes encourage larger ones. Therefore, the emphasis is more on movement than insight.

While coaching can be done under the umbrella of “therapy,” therapy should not ever be done under the umbrella of “coaching.” Coaching sometimes employs therapeutic techniques, but it is NOT therapy. When a therapist decides to become a coach, it is recommended that he/she set up a completely separate business, and the two businesses should be maintained as separately as possible.

What type of clients are best suited for coaching?

It is important to note that all clients come to you with a presenting problem. Coaching clients, no matter how successful they already are, do have a problem! They need to get to the next level of success in their lives and they have not been able to do it on their own, or have not been able to do it as quickly as they would like, or they feel that coaching would get them there quicker or more

effectively. The “key” is to determine the level of “angst” about the problem. If there is a high level of emotional distress, the client should first be referred to therapy/counseling. Once the distress has subsided, they can again be assessed for coaching.

Am I required to be certified to do coaching?

At the time of this writing there are no certification or licensing requirements that I know of for the practice of coaching. Anyone can become a coach. You must keep in mind, however, that there is a federal law that states you must be competent in any service you say you perform. What “competency” is may be ambiguous and debatable. In my opinion, licensed therapists do not need to invest thousands of dollars or take years of additional coursework to become sufficiently trained as coaches. However, they do need to have some form of “proof of competency” as in specialized education and training. Below I have listed ways for you to become competent as a coach. Furthermore, therapists may not hold out to be able to perform a service outside their scope of competency. For psychotherapists, coaching is simply another therapeutic modality, and is covered by most professional liability insurance plans (check with yours just to be sure).

Here are excellent ways to build your competency in coaching:

- Continuing education courses
- Read books by other coaches
- Attend professional coaching conferences
- Supervised training with an experienced coach
- Mentoring during the initial stages of coaching
- Receiving coaching for yourself from an experienced professional coach
- Experiencing the practice of coaching

Will there be certification requirements in the future?

According to a workshop I recently attended by Pamela Richarde, current President of the International Coach Federation (ICF), there will not likely be certification requirements in the near future. This is because the government prefers that professions be “self-regulating” whenever possible. Professional regulation is normally handled by each state individually, so it would be a state by state decision. Usually states do not get involved in regulating a profession unless or until there are liability issues and ramifications.

However, there will probably eventually be credentialing requirements by some states. There will most likely be a grandfathering period, to give coaches who are not certified time to get certified. Then at a later time, they may provide criterion for the coach certification programs or the certifying organizations, i.e. a specified number of training hours. GROW will do everything in its power to provide this criterion if such regulations do occur.

If It’s not required, why should I become certified?

There are many benefits to you to become a certified coach. Mainly, it gives you more confidence and more credibility. The general public does not know very much about coaching, but since the fees are quite high, they may want to know what your education, training and experience is. Being “certified” gives the consumer a higher level of safety and comfort. People in general (even businesses and corporations) do not care so much who you are certified by, they just want to know that you are certified.

Benefits to Therapists of Becoming Certified:

- ▶ Increase your practice income
- ▶ Attract higher functioning clients
- ▶ No geographical limitations
- ▶ Bill w/ credit cards – get your \$ easier and quicker

- ▶ More affluent clientele
- ▶ Expands your referral network
- ▶ Fee-for-service – no insurance billing
- ▶ More satisfying & fulfilling work
- ▶ Qualifies you as an expert
- ▶ Provides credibility
- ▶ Work from home by phone & Internet
- ▶ Provides more confidence

What are the benefits of GROW’s certification program as opposed to all the others?

There are dozens of coach certification programs throughout the world. The primary benefits to GROW’s program is that it is the fastest and least expensive way to become certified that we have found. We feel we provide all the necessary training to practice coaching ethically and competently.

Most other coaching schools require hundreds of hours of “tele-training” and/or seminars and workshops. All of GROW’s training can be done by home study, at your own pace. GROW’s CPC costs only a fraction of what other training schools charge. Certification is renewed every year at a fee of \$95 and requires no additional training (subject to change).

Benefits to Therapists of Becoming Certified by GROW:

- ▶ Least expensive program available!
- ▶ Get your name on our Coach Online Directory for free!
- ▶ Fastest and easiest program available!
- ▶ Promote yourself at our seminars for free!
- ▶ Can be completed by home study!
- ▶ Get CE credits at the same time!
- ▶ Highest quality training available!
- ▶ Coach other GROW applicants!
- ▶ Established & reputable company!
- ▶ Excellent customer support!

Is GROW’s coaching program approved by the ICF?

GROW’s CPC program is not approved by the ICF www.CoachFederation.org or any other coach association. It is not required for a coach training program to be approved by any entity, and the general public (including businesses and corporations) do not usually ask about this, nor do they know what/who the ICF is. While we do incorporate the ICF’s standards and competencies in our program, we also incorporate the standards and competencies of various other coach associations. ICF does not certify individuals for coaching, rather coach training organizations. In order for an organization to be approved by the ICF they must meet certain criteria – mainly that the coach training organization require an extensive number of hours of face-to-face or voice-to-voice training. If we were to offer this additional number of hours of training to our applicants, the cost would become prohibitive for most. This is why the coach training organizations who are approved by the ICF cost approximately \$6,000 - \$20,000 for tuition. GROW’s tuition is under \$1,000.

The association I belong to is International Association of Coaches (IAC) which is the world’s largest coach association. I have researched all the associations, and have found this one to fit my coaching style and needs the best. IAC was originally founded by Thomas J. Leonard, who is well known as the “leader” of the coaching world, and who also founded Coach University. Their website is www.CertifiedCoach.org and it includes loads of free, excellent information!

Should I become a Board Certified Coach?

GTI has been approved by the NBCC’s (National Board of Certified Counselors) CCE (Center for Credentialing and Education) Board Certified Coach Program as a coach training provider. If you are considering becoming a Board Certified Coach, once you have been certified as a coach by GTI, you can apply to become certified by the BCC for a nominal fee and passing their exam. See details on their website www.cce-global.org/BCC. There are many coach training programs to choose from that are approved by the BCC, however, many of our GROW Certified Coaches have told us that our program is the least cost and time intensive of all the programs available.

What are the ethical & legal guidelines for coaching?

Since there are no definite ethical/legal guidelines for coaching at this time, it is recommended that therapist/coaches follow those set up for their mental health licensure/certification. There are however, recommended ethical and legal guidelines provided by many coach associations. I have included two of these (IAC and ICF) in Chapter Two of my course, *“Ethical Considerations for Therapist-Coaches.”*

**Decide NOW to revive your career and increase your income.
Coaching is the BEST way for therapists to stay viable in the next decade.**

“Nothin’ to it but to do it!”

GROW Training Institute's Certified Professional Coach Application

Directions:

Please complete this application in its entirety and include all documentation required in your submission. The normal processing time, provided all materials are included with the application is two weeks. Please keep a copy of this application and all documentation submitted for your records. Mail your application with your payment to:

GROW Training Institute, Inc.
Credentialing Coordinator
5045 Harrison Drive Suite 332
Las Vegas, NV 89120
702-901-4193 email: growpublications@yahoo.com

Applicant Information:

Date of Application: _____

Name: _____ Academic Credentials: _____

Licensure/Certification Type: _____ State License/Certification Number: _____

Mailing Address: _____

Email: _____

Phone: _____ Website: _____

Educational Experience:

Date Graduated	College	Degree Earned	Subject
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional/Career Experience (non-coaching):

Date(s)	Job Title	Setting	Description
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional Coaching/Consulting and Human Services Experience:

Date(s)	Job Title	Setting	Description
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Statement of Agreement and Compliance

I, _____ acknowledge and subscribe to the following GROW philosophy, standards, and definition of coaching:

Definition of Coaching:

Professional coaching is an ongoing partnership between a client and a coach that assists the client in goal achievement, resulting in a higher level of production, fulfillment and satisfaction in the client's personal and/or professional life.

It is the duty of the coach to provide a thorough assessment of each client to determine the appropriateness of coaching, the healthiness of the client's goals, as well as whether or not the coach/client relationship is a good match. While coaching often entails the use of psychological techniques, it is NOT psychotherapy. The coach makes clear the definition of coaching and the difference between coaching and psychotherapy in the "Informed Consent." The coach does not make promises about what he/she can do for the client or what the client can achieve. The coach's main responsibilities are to:

1. Discover, clarify, and align with the client's goals
2. Encourage client self-discovery
3. Elicit client-generated solutions and strategies
4. Provide structure
5. Provide support, encouragement and validation
6. Hold the client responsible and accountable

Pledge of Ethics:

As a professional coach, I acknowledge and honor my ethical obligations to clients and colleagues. I pledge to conduct myself responsibly with the highest degree of integrity and accountability. I strive to do no harm to myself, to those I serve or to the coaching profession.

I agree to honor my ethical/legal obligations to my state regulatory board from which I have been licensed/registered/certified. I also agree to honor my ethical obligations to any professional associations to which I belong.

I agree that if I am state board licensed/registered/certified, and this is revoked, suspended or expired, I will contact GTI to let them know.

Once I have earned my certification, it is up to me to continue to abide by the principles, ethics and laws set forth in GTI's Certified Professional Coach Program, as well as those from my state board and professional associations, if applicable. GTI does not assume responsibility for any breaches of ethics or any legal/liability issues I may incur, nor does GROW represent me in any legal/ethical action.

Standards of Conduct by International Coach Federation (ICF):

I agree to honor the following standards of conduct set forth by the ICF:

Preamble:

By these specific Standards of Conduct, ICF defines the minimum actions that are accepted by the ICF for professional coaching. Society rightfully demands that professional coaches be as competent as the coach claims, act at or above that level of competence, and act ethically in all relationships. These specific Standards of Conduct codify the response of the ICF to those rightful demands. These do not construe denial of the existence of other ethical or legal obligations equally imperative, although not specifically mentioned.

Standards of Conduct:

- 1) I will conduct myself in a manner that reflects positively upon the coaching profession and I will refrain from engaging in conduct or making statements that may negatively impact the public's understanding or acceptance of coaching as a profession.
- 2) I will not knowingly make any public statements that are untrue or misleading, or make false claims in any written documents relating to the coaching profession.
- 3) I will respect different approaches to coaching. I will honor the efforts and contributions of others and not misrepresent them as my own.
- 4) I will be aware of any issues that may potentially lead to the misuse of my influence by recognizing the nature of coaching and the way in which it may affect the lives of others.
- 5) I will at all times strive to recognize personal issues that may impair conflict or interfere with my coaching performance or my professional relationships. Whenever the facts and circumstances necessitate, I will promptly seek professional assistance and determine the action to be taken, including whether it is appropriate to suspend or terminate my coaching relationship(s).
- 6) As a trainer or supervisor of current and potential coaches, I will conduct myself in accordance with the ICF Code of Ethics in all training and supervisory situations.
- 7) I will conduct and report research with competence, honesty and within recognized scientific standards. My research will be carried out with the necessary approval or consent from those involved, and with an approach that will reasonably protect participants from any potential harm. All research efforts will be performed in a manner that complies with the laws of the country in which the research is conducted.
- 8) I will accurately create, maintain, store and dispose of any records of work done in relation to the practice of coaching in a way that promotes confidentiality and complies with any applicable laws.
- 9) I will use ICF member contact information (email addresses, telephone numbers, etc.) only in the manner and to the extent authorized by the ICF.
- 10) I will be responsible for setting clear, appropriate, and culturally sensitive boundaries that govern any physical contact that I may have with my clients.
- 11) I will not become sexually involved with any of my clients.
- 12) I will construct clear agreements with my clients, and will honor all agreements made in the context of professional coaching relationships.
- 13) I will ensure that, prior to or at the initial session, my coaching client understands the nature of coaching, the bounds of confidentiality, financial arrangements and other terms of the coaching agreement.
- 14) I will accurately identify my qualifications, expertise and experience as a coach.
- 15) I will not intentionally mislead or make false claims about what my client will receive from the coaching process or from me as their coach.
- 16) I will not give my clients or prospective client's information or advice I know or believe to be misleading.
- 17) I will not knowingly exploit any aspect of the coach-client relationship for my personal, professional or monetary advantage or benefit.
- 18) I will respect the client's right to terminate coaching at any point during the process. I will be alert to indications that the client is no longer benefiting from our coaching relationship.
- 19) If I believe the client would be better served by another coach, or by another resource, I will encourage the client to make a change.
- 20) I will suggest that my clients seek the services of other professionals when deemed appropriate or necessary.
- 21) I will take all reasonable steps to notify the appropriate authorities in the event a client discloses an intention to endanger self or others.
- 22) I will respect the confidentiality of my client's information, except as otherwise authorized by my client, or as required by law.

- 23) I will obtain agreement from my clients before releasing their names as clients or references, or any other client identifying information.
- 24) I will obtain agreement from the person being coached before releasing information to another person compensating me.
- 25) I will seek to avoid conflicts between my interests and the interests of my clients.
- 26) Whenever any actual conflict of interest or the potential for a conflict of interest arises, I will openly disclose it and fully discuss with my client how to deal with it in whatever way best serves my client.
- 27) I will disclose to my client all anticipated compensation from third parties that I may receive for referrals of that client.

Agreement to abide with the decision/recommendations of the GTI Application Review Committee:

My signature below attests that I understand and agree and/or certify:

1. That as the applicant, it is my responsibility to truthfully communicate and validate my qualifications to clearly show that I meet or exceed each of the requirements for certification.
2. That I give GTI permission to verify my documented experience/education/training stated in this application, except where I have specified that information must remain confidential.
3. That GTI's staff and Application Review Committee will keep all information I have stated in my application confidential.
4. That I release any individual named in my application from any previous bond of confidentiality, whether explicit or implied, for the purpose of validating my qualifications for the GTI certification.
5. That GTI has taken purposeful action to ensure that my application will receive a fair and unbiased evaluation.
6. That GTI will inform me of any deficits in my application, and recommend remediation actions I can take so that I may qualify for certification.
7. That I will honor the rules and regulations of GTI's certification process, and agree to abide by any decision of GTI regarding matters of certification. That there are no refunds for the application fee unless my application is denied, in which case my application fee (less \$150 processing fee) will be refunded to me.
8. That I will operate within the ICF Code of Ethics and Standards of Conduct as outlined above.
9. That I have had no adverse legal actions taken or pending against me as a coach or my coaching business.
10. That I release GTI from any liability or responsibility in my coaching activities.
11. That GTI's CPC Certification does not necessarily meet the requirements for any other coaching certification or regulatory board, including the ICF.
12. That I have one year from the date of this letter to complete the application process, after which time I need to request a new application, as regulations and fees are subject to change.
13. That once certified by GTI I will complete a renewal agreement every year and pay a nominal renewal fee (currently \$85) by my expiration date (plus \$50 late fee if late).
14. That my renewal fee will be set up on auto-pay, and it will automatically be charged on my renewal date with the credit/debit card I have provided. If this card expires or is cancelled, I will immediately provide GROW with a new card number.
15. That if I have not paid my renewal fee within 30 days after my expiration date I will no longer be certified, therefore I will cease and desist from using CPC on any and all of my advertising, bios, and other professional documents.
16. That I will notify GTI if I have any changes in name, address, phone, e-mail, website or other info.

Agreement to allow GROW to advertise your name as a GROW CPC to the general public:

I give my permission to GTI to publish and advertise the following information on its website area "*Find a Coach*" and to individuals who contact GROW asking for coach referrals:

Check if ok to publish on GTI's website under "Find a Coach":

_____ Name

_____ Address

_____ E-mail address

____ Phone number _____ Specialty areas: _____
____ Mission Statement _____
____ Website _____
____ Offer, i.e., free initial 30-minute phone consult _____

Signature: _____ **Date:** _____

____ Application fee in USD: \$477
____ I have enclosed a check made out to “GROW”

____ Please charge my credit card for \$ _____
____ Visa _____ Mastercard _____ Discover

Credit Card Number: _____ Expiration Date: _____
Billing Address: _____
Signature: _____

*****A credit/debit card is required for auto-pay renewal each year.**

Inclusions:

Please include only the following requested documents. Any additional documents you send will be discarded.

- ____ 1. Signed and dated Application and Statement of Agreement and Compliance
- ____ 2. Copy of current license/registration/certification from your state regulatory board (if applicable)
- ____ 3. Copy of highest college graduate degree earned (if applicable)
- ____ 4. Copies of 5 “Certificates of Completion” for GROW home study programs
- ____ 5. Documentation of 6 hours of coaching experience within the past year (client names may be omitted for confidentiality)
- ____ 6. Documentation of 3 hours of receiving coaching, signed by your coach(s)
- ____ 7. Qualification form or resume from each professional who has coached you
- ____ 8. 1 - 2 page essay about your coaching experience as a coach (including providing coaching, receiving coaching, and your coaching plans for the future)
- ____ 9. Application fee of \$477

Upon receipt of the above, GTI will contact you within one week to inform you of your status, any deficits, or any additional documentation needed. Once your application is approved, a GTI-CPC staff member will contact you to set up your 10-15 minute phone consult/evaluation (no additional charge). GTI will then mail you your CPC Certificate.

THANK YOU!

VERIFICATION OF PROVIDING COACHING HOURS

(Applicant as Coach)

Complete this form to document 6 hours of your coaching experience. To protect your clients' confidentiality, assign them a number rather than provide their name. Copy this form as many times as needed.

Client Name or Number Date # Hours Setting (face-to-face, phone, e-mail, Internet)

I testify that I actually performed the above coaching services myself:

Print your name: _____
Signature: _____ Date: _____

VERIFICATION OF RECEIVING COACHING HOURS
FROM A QUALIFIED COACH

(Applicant as Coachee/Client)

Complete this form to document 3 hours of your own personal receipt of coaching. Have your coach sign at the bottom. Copy this form if necessary. Complete one form for each coach. A “qualified coach” is any person who you feel has the training/experience to coach you with your goals. Submit a resume or qualifications sheet for your coach (describing their education, training and experience).

Applicant’s Name Date # Hours Setting (face-to-face, phone, e-mail, Internet)

I testify that I actually performed the above coaching services myself to the above named applicant:

Print Coach’s name: _____

Coach’s Signature: _____

Date: _____

Print your name: _____

Applicant’s Signature: _____

Date: _____