

FranklinCovey Executive Coach Training Program | Participant Enrollment Form

The individual signing this form (“Participant”) wishes to enroll in FranklinCovey’s Executive Coaching program for educators. In order for Participant to successfully finish the course, the Participant agrees to the following.

Participants agree to be recorded.

- All classes are recorded for the purpose of ongoing training of FranklinCovey instructors, make up listening for the Participants and ongoing refinement of the content.
- You agree to be recorded by both video and audio and give unlimited use of your content for internal use by FranklinCovey as well as submittal to International Coach Federation (“ICF”) for ongoing accreditation renewals and audits.
- Live in-class peer coaching is recorded as well, but will not be distributed beyond that which is specified above.

Completion of education requirements is required but does not guarantee that a Participant will pass an internal oral evaluation.

- The ultimate outcome of the education experience is to achieve credential recognition from the ICF.
- Participants must complete the internal education requirements of the program.
- Participants must complete the asynchronous portion of the education requirements.
- Participants must comply with all policies related to absenteeism and make up assignments.
- Participants must achieve a passing of their oral assessment submitted to FranklinCovey for review.

Participants agree to be in a peer coaching group outside of classroom attendance.

- It is possible that Participants will be assigned a peer group.
- If assigned to a peer group, Participants agree to cooperate as best as their schedules allow, to meet in accordance with the stated coursework objectives and peer group availability.

Participants agree to participate in live in-class coaching.

- Participants will periodically coach in the classroom.
- Participants agree that sometimes he/she will be called upon to coach at the last minute.
- Participants agree to serve in the role of client.
- Participants agree to have these sessions recorded for future training and accreditation purposes.

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Participants agree to receive instructive feedback.

- Participants agree to receive feedback from peers and the instructor in the classroom.

Participants agree to the Participation Policy.

- Arrive on time to all sessions.
- Make every effort to attend all sessions (classroom and mentor coaching).
- For live virtual instruction, the camera will be unmuted.
- Prepare in advance for all sessions.
- Engage in conversations with integrity and honesty.
- Eliminate distractions such as use of cell phones out of respect for other Participants and instructors.

Participants agree to fulfill asynchronous work requirements.

- Participants will receive assignments in each course that need to be completed outside of the classroom and the Participant agrees to fulfill these requirements.

Participants agree to our Attendance Policies.

- For Accreditation Level 1, Participants may miss up to 9.5 hours of live training.
- For Accreditation Level 2, Participants may miss up to 4 hours of live training.

Participants agree to allow use of private contact information for internal communication only.

- Participant's personal information is never sold or distributed.
- Participant's email and phone number will be used to contact Participants directly as it relates to coaching education.
- Participants may at times receive email updates regarding the program/cohort the Participant has been assigned to or for future training opportunities within FranklinCovey.
- Participants agree to release email and phone information to Participants in the Cohort.
- Participants may opt out of this at any time after completing the program.

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Participants agree to financial responsibility.

- Participant agrees to Partial Completion Policy.
 - If a Participant fails to attend the required number of classes, FranklinCovey will make every effort to assist the Participant in making up classroom instruction contingent upon availability of future Cohorts.
- Participant agrees to Payment and Fee Policy.
 - All course tuition fees are posted on the website and include full-pay options as well as payment plans. Questions can always be directed to the Director of Education.

Participants agree to Cancellation and Refund Policy.

- Should the Participant need to cancel registration he/she will receive a full refund if the cancellation request is received by email at executive.coaching@franklincovey.com 30 days or more prior to the start date.
- Cancellations received within 7 to 29 days prior to the start date of any course will receive a full refund excluding a non-refundable administrative fee of 10% of tuition.
- The Participant experience is of utmost importance to the school. If a Participant finds the experience highly unsatisfactory after beginning Foundations (Course 1), the Participant may request to withdraw any time prior to the third class meetings by emailing executive.coaching@franklincovey.com. *A full refund will be issued.*
- If a person needs to leave in the middle of the program Participant will pay for what was completed.
- Under no circumstances will any refund be issued after the third class meeting.

Participants agree to name/certificate submitted to the ICF for ongoing audits.

- Participants agree to have their name submitted to ICF for the purpose of ongoing accreditation approval and audits.
- Participants agree to have their name on a certificate and distributed to them, pending his/her successful completion of the training.

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Transfer of Credit Policy –

- At this time, we are not able to accept partial course credit from other organizations or programs. Even if you have completed a Level 1 program, you must enroll for the entirety of a Level 2 program. Individuals with questions about this process should contact Program Director, Tracey Holland at executive.coaching@franklincovey.com.

Illness Policy –

- In order to provide you with the minimum required training hours for certification, it is important that you are present at all course meetings. If you have an emergency or become ill and are not able to attend a coaching session, please contact your instructor and (organization representative) immediately. You will be expected to complete the session materials, review the session recording, and complete a coaching session outside the live session to make up for the missed session, if relevant.
- If you need to miss more than 2 hours for any specific course, you will have the option to work with the instructor to cover the missed material at your own expense or register for another course. If you miss any of the group mentor coaching, you will need to arrange and pay for individual mentor coaching sessions to complete the required 10 hours of mentor coaching to satisfy the International Coaching Federation requirements.

Petitions to this policy are considered on a case-by-case basis and must be submitted in writing to the instructor and Franklin Covey at executive.coaching@franklincovey.com.

Participant Signature

Date

Printed Name