



Advanced Certification Program AATC POLICY

This policy is designed to serve as an **understanding and agreement** between you (“participant”) and Envision Global Leadership.

As an International Coaching Federation (ICF) Accredited Program we are required to comply with ICF policies and to deliver the program as approved by them. We are dedicated to providing maximum participant value and convenience, and at the same time we do not operate outside ICF compliance parameters nor do we custom design programs nor create new policies for individual participants. Thank you for keeping this in mind during your EGL AATC journey with us. Our goal is to support your success!

ADMISSION POLICY

Applicant Requirements

Applicants are required to meet the prerequisites for the programs and pass pre-screen on interests and goal alignment (make sure we have a fit).

Pre-Requisites

- An ICF certification of ACC, PCC, or MCC

or

- Approval of course supervisors

and:

- Education or capability to comprehend college level materials and models
- Command of the English language
- Desire to empower and support other's growth processes
- Willingness to be the learner

PAYMENT / FEES POLICY

All registrations are secured on a first-come, first-served basis. Your registration in a course is dependent upon receipt of full payment. All payments will be in US dollars.

REFUND POLICY

Prior to the start of training

Cancellations prior to the start of training defined as the date the online prework opens to participants, are handled on the following scale:

91+ days prior to start of program.....100% of purchase price refunded minus US\$100 administration fee

90 to 61 days prior to start of program 75% of purchase price refunded

60 to 31 days prior to start of program 50% of purchase price refunded

30 days or less prior to start of program No refunds will be provided

After the start of training

The participant may choose to leave at any point, but once training has begun (as defined above) no refunds are given. If Envision Global Leadership asks a participant to leave for conduct reasons, no refunds will be provided.

Transfers

The program is non-transferable, including all training and coaching supervision, materials, and sessions. Only those admitted to the program by us are eligible to participate.

Further, Envision Global Leadership will not accept partial credit from other organizations or programs. Individuals with questions about this process should contact the Director of Education at jeff.evans@egl.co.

RESPONSIBILITY

Responsibility for Decisions

Envision Global Leadership is deeply committed to providing support and professional assistance in achieving and demonstrating the levels of coaching competency demanded for the credential level sought through ICF. We bring all our skill, experience, and knowledge to the training and coaching supervision sessions. At the same time, the final decision about acting on this counsel and the responsibility for results achieved is entirely the participants' own. We assume no responsibility for the participant's business decisions or for policies, skills, or practices that are actually implemented, and therefore make no guarantee that as a result of our training and supervising a participant will obtain the ACTC credential through ICF.

Our commitment is to create a safe, learning environment for our participants to grow as coaches.

Our goal is to support you throughout the training so that you get the most out of it and have the most positive experience. We welcome questions in class about the concepts and practicums, as

that is all part of the learning process. It's very important to be in curiosity and inquiry about the journey, and large group learning conversations benefit everyone.

If, for any reason, or due to any issue, the participant is unable to fully engage in the training and/or coaching supervision, it is their responsibility to contact us and discuss. Envision Global Leadership requests all participants be as open and honest as can be about their needs so that we can best support them.

Responsibility for Technology

Connection Requirements

All training sessions that are provided via an online platform require high-speed internet connection. Envision Global Leadership is not responsible for participants' technology issues—i.e. outages, dropage, sound issues, video issues—and only the hours attended in full will be awarded.

Technology Requirements

Because the program is highly interactive and focused on interpersonal skills, all participants are required to attend sessions via a computer that has both audio and video functional and video switched on. We reserve the right to cancel participation in the session if the participant's voice is not heard when required or personal image is not visible.

STATEMENT ON ETHICS, INTEGRITY, TRANSPARENCY

As an ICF Accredited provider, our organization adheres to and emphasizes the International Coaching Federation Code of Ethics. The ICF Code of ethics describes the ICF core values, ethical principles, and standards of behavior for all ICF professionals. Meeting these ethical standards of behavior is the first of the ICF core coaching competencies. You can read more about the ICF Code of Ethics on the ICF website.

Additionally, Envision Global Leadership commits to acting with integrity and transparency. We hold ourselves and our participants to the highest level of integrity and strive to be as transparent as possible by explicitly stating measures being taken to provide programs in an ethical manner. We do not believe in using manipulative or dishonest sales tactics and strive to provide a safe and ethical sales process. Further, we work to provide fair and equitable pricing for all programs to ensure access and quality of coaching education.

DISABILITY POLICY

Envision Global Leadership supports individuals with disabilities and is committed to providing disabled individuals access to reasonable accommodations. In addition, Envision Global Leadership prohibits discrimination on the basis of disability and ensures equal opportunity for all qualified individuals with disabilities. Envision Global Leadership is committed to providing reasonable

accommodations in compliance with all local, state/territory, and federal laws. Individuals with questions about this policy, or who wish to request accommodation should contact the Director of Education at jeff.evans@egl.co.

DEIJ STATEMENT

The ICF Global Board of Directors approved the ICF Statement of Diversity, Inclusion, Belonging and Justice in July 2020. Staff and volunteer leaders from ICF's six family organizations subsequently cosigned the statement. This statement of principles reflects a position we invite every ICF Member, Credential-holder and accredited provider to subscribe to.

ICF Members and Credential-holders live and work in more than 140 countries and territories. ICF is a vibrant global community committed to the shared vision of making coaching an integral part of a thriving society. Our mission is to lead the global advancement of coaching. To do this, we must reflect on our blind spots and be aware of opportunities for improvement. We cannot ignore the challenges that many coaches and coaching clients face due to systemic problems in their communities.

As members of the ICF community, we ascribe to the core values of integrity, excellence, collaboration and respect. The foundation of these values is a shared commitment to diversity, inclusion, belonging and justice.

We will place diversity, inclusion, belonging and justice at the forefront of every decision we make within our Association. As we continue the journey toward our vision, we will recommit ourselves to valuing the unique talents, insights and experiences that every coach and client brings to the world.

Non-Discrimination Policy

It is the policy of Envision Global Leadership that:

- Recruitment and hiring of all personnel is conducted without discrimination against any individual with regard to race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.
- All staff and personnel will not discriminate against any employee or participant because of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.
- All individuals are welcome to participate regardless of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.
- All employees, students, and other participants should be able to enjoy an environment free of discrimination and harassment. This includes, but is not limited to, discrimination or harassment in the areas of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status. Our organization does not and will not tolerate conduct by any employee, student, volunteer, contractor, visitor, or vendor which

unreasonably interferes with an individual's ability to learn in a welcoming environment.

Participants who wish to report discrimination are encouraged to follow the grievance policy outlined below. Envision Global Leadership will promptly investigate all claims and reports of inappropriate conduct.

GRIEVANCE POLICY

Envision Global Leadership seeks to ensure equitable treatment of every person and to attempt to solve any grievances in a timely and fair manner. Participants have the right to file a grievance regarding presentation or content, facility concerns, or instructor/faculty behavior. All grievances will be addressed to the best of our ability to prevent further problems. A process for filing grievances can be found below:

1. A participant should first attempt to resolve the issue directly with the educator/trainer, staff, or participant with whom they have an issue. If participants are not comfortable approaching the individual, they can proceed to step 2.
2. If participants are not comfortable approaching the individual with whom they have a grievance, or are unable to resolve the issue directly, participants should submit a written grievance to the program manager within 7 days. The program manager will review the issue and talk to the student within 7 days of receiving the complaint. The program manager will work with all parties involved to resolve the issue.
3. If a participant does not feel the issue is resolved, a written request for an appeal should be sent to the Director of Education and/or Training Consultant for review. This appeal should include the original complaint and reason(s) the participant is unsatisfied with the resolution attempt(s). Appeals are reviewed and a written response will be provided to the participant within 14 days. All appeal decisions are final.

THE INTERNATIONAL COACHING FEDERATION (ICF)

Coaching Ethics

Envision Global Leadership is in alignment with the ICF Code of Ethics.

Prior to beginning of the program, the participant is required to read the ICF Code of Ethics and ICF Ethical Review Board Process, both available on the ICF website.

Envision Global Leadership asks that each participant abides by the ICF Code of Ethics, however, we are not responsible for any participants' conduct as a coach or for any violations of the ICF Code of Ethics they may enact.

Core Coaching Competencies

Envision Global Leadership is accredited by the ICF and is, therefore, required to teach the ICF Team

Coaching Competencies. Additionally, our approach and curriculum is grounded in the ICF Core Coaching Competencies. We align with these competencies along with the ICF definition of team coaching.

If the participant finds, through the process of the program, that they do not align with the ICF definition of team coaching, it is their responsibility to make us aware of this so that, together, we can decide on the best course of action.

PARTICIPATION POLICY

Success in our program requires full commitment by all participants. By enrolling in this course, participants agree to being fully present during all sessions and participate to the best of their ability. This includes arriving on time, abiding by the code of conduct, and engaging in course activities.

Minimum Hours of Completion

For the purpose of calculating hours completed, the live portions of the training require live, synchronous attendance in full, with audio and video functional and video on, and the asynchronous portions of the training require verified completion via our online learning platform.

For an AATC Certificate

At least 60 hours of training must be completed in order for an AATC Certificate to be awarded. If less than 60 hours of training are completed, a Certificate of Hours Completed will be awarded.

Attendance

The AATC program consists of 72.5 hours training and is built to give the participant the greatest opportunity to pass the ICF ACTC exam. It is in the participant best interest to complete those hours in full.

In order to provide you with the minimum required training hours for certification, it is important that you are present at all course meeting.

Illness/Emergency Policy

If you have an emergency or become ill and are not able to attend a coaching session, please contact your instructor and Director of Education immediately.

If you need to miss more than 10 hours of the training, you will have the option to work with the instructor to cover the missed material at your own expense.

Petitions to this policy are considered on a case-by-case basis and must be submitted in writing to the Director of Education

Course Engagement

Our courses are designed to be interactive and engaging for our participants. It is therefore an expectation that you participate in course activities, including dialogue with the course instructor and peers, coaching activities, and experiential learning exercises. If you are unable to participate in an activity, please inform your instructor as soon as possible. Please refer to the code of conduct for additional details.

Code of Conduct

Participants are expected to conduct themselves in a professional manner during all sessions. This includes, but is not limited to:

- Arriving on time to all sessions.
- Attending all live sessions.
- Having your camera on for virtual live sessions.
- Participating fully in all sessions. This includes being prepared for the session, involving yourself in discussions and activities, assuming responsibility for your learning, and contributing to the learning of others.
- Engaging in discussions with integrity and honesty.
- Being respectful of your fellow participants and instructors, including silencing your cell phone, not texting, and other disruptive behaviors.

Access to Sessions

For coachee safety, all live training sessions will be locked prior to any coaching demonstrations or practicums. Due to this, if you are late to a session, you may be excluded from the entire session.

Partial Completion

Missed Hours

The participant is entirely responsible for any time missed and will be awarded a certificate stating the number of Approved Coach Specific Training hours completed based on hours attended and calculated by us in compliance with our agreement with The International Coaching Federation (ICF).

Make Up Time

Envision Global Leadership program provides 12.5 hours over and above the required hours for an AATC and gives ample room for any possible absence due to illness or emergencies. *We do not provide any options to make up missed training hours.*

Certificate of Hours

Envision Global Leadership will provide a Certificate of Hours Completed for partial completion of a course. The number of training hours awarded will depend on the number of training hours

attended. If you are interested in receiving this Certificate of Hours for a course in which you are currently or were previously enrolled, please contact the Director of Education at jeff.evans@egl.co no more than 30 days after the course has ended. Please include details about the course in which you were enrolled, and any additional relevant information. If approved, you will receive a certificate of hours indicating the number of training hours completed.

Asynchronous Training Access

Participants will have access to asynchronous training for 12 months from the first day of prework (the day the link is sent).

PROGRAM MATERIALS

Copyrights

All Envision Global Leadership materials are copyrighted by Envision Organization Services, Inc.

No part of any of the Envision Global Leadership materials may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying, scanning, recording, rewriting, or by any information storage or retrieval system now known or hereafter invented, without the prior written permission of Envision Organization Services, Inc.

In addition, the participant agrees that no part of any presentations, either live or recorded, may be captured in any form or by any means, electronic or mechanical, including by photography, video recording, audio recording, or by any information storage or retrieval system now known or hereafter invented, without the prior written permission of Envision Organization Services, Inc.

Not a Train-the-Trainer

Further, no part of any of the Envision Global Leadership program courses may be reproduced or delivered by any other person in any other format or context without prior written permission of Envision Organization Services, Inc.

Envision Global Leadership prepares a participant to practice as a team coach, and in no way prepares them to teach team coaching, and explicitly prohibits using our content or methods to do so.

SAFETY & WELLBEING

Confidentiality

Anything said to the participant during class hours or group coaching supervision by any other participant of the Envision Global Leadership programs will be kept completely confidential.

Additionally, while the participant is free to share their own personal learning journeys with people outside the program, they may not share any information they learn about the other participants

of the training through any means.

Our participants' privacy is extremely important to us. We respect the participant's willingness to be truthful and we will treat all information as a special confidence. We promise that all information provided to us will be kept strictly confidential.

Envision Global Leadership is meant to be a safe space to learn and grow in, with full understanding that the information shared between or about fellow participants is held as confidential at all times.

The same confidentiality is to be afforded to all coachees/clients. During the training and coaching supervision sessions, and any time after the fact, we require that there be no discussion of any kind regarding content shared by the coachees/clients.

Conduct

In order to create a safe and professional environment in which to learn, Envision Global Leadership asks that all participants conduct themselves in a professional manner throughout the training and coaching supervision.

We reserve the right to ask any participant to leave the training and/or online session if their behavior is not conducive to a safe and healthy learning environment, or if their ability to function in any way appears to be impaired.

Environment

We also require that participants join all training sessions from a quiet space when attending the sessions (i.e. no public spaces or noisy environments or while multitasking or driving). The AATC is intended to be a highly interactive learning process. There will be group discussions during presentations and participants will be coaching real people about real-life issues. Environmental safety and confidentiality are paramount. If a participant's location is in public, noisy, or distracting we reserve the right to cancel participation and only the hours attended in full will be awarded.

In-Person Safety and Well-Being

Fragrances are known to harm approximately 30% of the population. They can cause migraines, difficulty breathing, fainting, body pain, confusion, sore throats, and more. For the wellbeing of your instructors and fellow students **please do not use any perfumes, colognes or heavily perfumed lotions or soaps while attending the in-person training.** Thank you for understanding our commitment to the well-being and safety of faculty and cohort.

