



Success in our program requires full commitment by all participants. By enrolling in this course, participants agree to be 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.

Attendance

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 cannot attend a meeting, please contact your instructor immediately. You will be expected to complete the class materials, review the recording, and complete a summary outside the live session to make up for the missed meeting.

If you need to miss more than 80% of the live course, you can make up the attendance requirement by submitting a summary of your learning after reviewing the recording. These can be submitted along with your other graduation requirements to satisfy the International Coaching Federation attendance policy.

Course Engagement

Our courses are designed to be interactive and engaging for our participants. Therefore, you are expected to participate in course activities, including dialogue with the course instructor and peers, mock coaching activities, break-out groups, and experiential learning exercises. If you cannot participate in an activity, please inform your instructor as soon as possible so other arrangements can be made to ensure your participation. 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 for all sessions.
- Attending all live sessions and mentor coaching sessions.
- Having your camera on for virtual live sessions.
- Participating fully in all sessions and mentor coaching 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, chatting, and other disruptive behaviors.
- Embracing diversity and inclusion while respecting the dignity and humanity of others.