

GROW Training Institute's Certified Professional Coach Application

Human Services Track

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
12929 Via Del Valedor
San Diego, California 92129
1-888-700-4769 Fax: 858-484-3593

Applicant Information:

Date of Application: _____
Name: _____ Academic Credentials: _____
Licensure/Certification Type: _____ State License/Certification Number: _____
State(s) Licensed/Certified in: _____
Mailing Address: _____

Email: _____ Fax: _____
Phone: _____ Website: _____

Educational Experience:

Date Graduated	College	Degree Earned	Subject

Professional/Career Experience (non-coaching):

Date(s)	Job Title	Setting	Description

Professional Coaching/Consulting Experience:

Date(s)	Job Title	Setting	Description

Memberships in Professional Associations:

Name of Association	Type of Membership	Dates of Membership

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 understand that my certification status with GROW (GTI) may or may not be dependent upon my continued status with my state board. I agree that if my state board license/registration/certification is revoked, suspended or expired, I will contact GTI and provide written documentation and/or an explanation as to the reasons I no longer hold an active license/registration or certification. GTI will make a determination regarding continued CPC status after reviewing circumstances – additional training/experience may be required.

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 breeches 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 clients 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, and if my application is denied, my application fee (less \$100 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 CTI I will complete a renewal agreement every two years and pay a nominal renewal fee of \$120 by my expiration date (plus \$50 late fee if late).
14. That if I have not paid my renewal fee within 30 days after my expiration date I will cease and desist from using CPC on any and all of my advertising, bios, and other professional documents.
15. 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" (www.FindCoachesOnline.com) and to individuals who contact GROW asking for coach referrals:

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

_____ Name	_____ Fax number
_____ Address	_____ E-mail address
_____ Phone number	_____ Specialty areas: _____
_____ Mission Statement _____	
_____ Website _____	

Signature: _____

Date: _____

Application fee in USD: \$547

_____ I have enclosed a check made out to "GROW"

_____ Please charge my credit card for \$ _____

_____ Visa _____ Mastercard _____ AMEX _____ Discover

Credit Card Number: _____ Expiration Date: _____

Signature: _____

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
- _____ 3. Copy of highest college graduate degree earned
- _____ 4. Copy of "Certificate of Attendance" for GROW seminar or copy of "Certificate of Completion" for GROW seminar video
- _____ 5. Copies of four "Certificates of Completion" for GROW home study programs
- _____ 6. Documentation of 12 hours of coaching experience within the past year (client names may be omitted for confidentiality)
- _____ 7. Documentation of 6 hours of receiving coaching, signed by your coach(s)
- _____ 8. Qualification form or resume from each professional who has coached you
- _____ 9. 1 - 2 page essay about your coaching experience as a coach (including providing coaching, receiving coaching, and your coaching plans for the future)
- _____ 10. Application fee of \$547

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!

