

## Executive Coach Certification (XCC) Program Agreement and Terms

Thank you for choosing Assenter Coaching, LLC as your Executive Coach Certification (XCC) training partner! The below agreement and terms will establish the foundation for our work together and facilitate the best possible training environment for all students. We have an extremely high-touch training model which requires small, intimate class sizes. As such, space is limited to eight students per cohort. In an effort to maintain the integrity of our program, all students are required to read and sign the important information contained below.

As your Instructors, you can expect us to:

- Commit to an open, honest, collaborative, and confidential learning relationship
- Provide a safe, supportive and encouraging environment that fosters learning and fun
- Respect the confidentiality of all that is shared, as permitted by law
- Model vulnerability, best practices, and lessons learned through our own experiences
- Contribute to your self-awareness through objective assessment and observations
- Be open to learning from you and co-creating the culture of the cohort
- Hold you compassionately accountable to follow through on your ideas and possibilities
- Maintain professional boundaries as outlined in the ICF's [code of ethics](#).

As a Student, we expect you to:

- Commit to an open, honest, collaborative and confidential learning experience
- Respect the confidentiality of all that is shared from your peers and instructors
- Be prompt and fully present for all scheduled sessions
- Experiment with vulnerability, active listening, and new coaching methodologies
- Be open to learning from others and sharing that which benefits others
- Trust and commit to the process
- Take full responsibility for personal decisions, actions and results
- Provide immediate, respectful, and honest feedback
- Have fun!

### Payment Terms and Conditions

Payment:

- There is a \$50.00 non-refundable application fee to be paid along with this document. Failure to do so will risk acceptance into the program. This deposit will be applied to your tuition. [Click here to pay deposit by credit card](#). [Pay here to pay tuition in full](#).

- Payment is to be received in full for the entire program 30 days prior to the first (Zoom) session.
- Payment can be made by check, credit card, or Venmo. Checks should be made out to Assenter Coaching, LLC.
- Assenter Coaching, LLC reserves the right to maintain all sales are final unless otherwise agreed upon in writing. Refund requests are not guaranteed and will be assessed on a case by case basis.

Attendance:

- ICF Credentialing Guidelines require a minimum hourly attendance, thus successful completion of the program requires attendance at all scheduled sessions.
- Please arrive 15 minutes prior to class to allow for settling in
- All classes will start promptly on time regardless of absentees. It will be up to the absentee to work with the instructors to make up the hours missed.
- Missing more than 3 hours of the entire program negates completion.

Certification Requirements:

- Perfect attendance for all program components
- If an attendee misses more than 3 hours of the program, certification is null and void
- Active participation in all components of the program
- Faculty approval of mastery in ICF core competencies as demonstrated and observed during supervised coaching sessions

ICF Accreditation:

- Assenter Coaching, LLC's XCC Program is fully accredited by ICF as an ASCTH Provider.
- Successful completion and XCC Certification provides you with 60 hours of CCEU's.
- Please check the [ICF Guidelines for requirements](#) for the most up to date information on obtaining your ACC.

I have read, understand and agree to the above XCC Program Agreement and Terms:

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Student Signature

Date