



BARNABAS
INSTITUTE

Course Catalog

Table of Contents

Table of Contents	1
BARNABAS INSTITUTE OF PROFESSIONAL COACHING PROFILE	3
GENERAL INTRODUCTION TO BIPC	3
Vision	3
Mission	3
Philosophy of Education	3
Core Values	3
Institutional Learning Objectives and Outcomes	4
History and Location	4
Contact Information	5
INSTITUTIONAL POLICIES	5
Statement of Nondiscrimination	5
Privacy	5
Privacy Waiver, Publicity and Use of Works	6
Non-Satisfaction, Concerns, Complaints and Dispute Resolution	6
ADA Compliance	7
Copyright Policies	7
Trademarks	8
Conduct Policy and Misconduct Disciplinary Process	8
STUDENT FINANCIAL INFORMATION	9
Tuition and Fees	9
Payment Schedule	10
Cancellation, Withdrawal, Refunds and Fees	10
STUDENT SERVICES	11
Coaching Verification and Exchange	11
Credentialing Exam Prep	11
Online Groups	11
Professional Coaching Platform	11
Resources	11
Technical Support	11
ACADEMIC REGULATION	12
Grading	12
Transcripts and Replacement Certificates	13
Learning Management System, Academic Progress and Required Materials	14

Supported Browsers and Operating Systems:	14
Supported browsers for desktop devices:	14
Supported browsers for mobile devices:	14
Credit Not Awarded for Prior Learning	14
Contact Hour	15
Student's Responsibilities for Completion	15
Instructors, Faculty, Presenters and Curriculum Designers	15
ADMISSION, ELIGIBILITY REQUIREMENTS AND ENROLLMENT	15
Professional Coach Training Admission and Eligibility Requirements	15
Certified Professional Coach (CPC) Training Admission and Eligibility Requirements	15
Program Enrollment	19
Continuing Education Courses	19
PROFESSIONAL COACH TRAINING AND CERTIFICATE PROGRAMS	19
Training Program Evaluation and Completion Requirements	20
Certified Professional Coach Credential	20
Program Tuition, Books and Schedule	20
Optional Services, Credentialing Fees and Schedule	21
30 Hour Professional Coach Training and Certificate Program: Coaching from a Christian Perspective	21
30 Hour Professional Coach Training and Certificate Program: Goal Focused Coaching	25
60 Hour Professional Coach Training and Certificate Program	28
120 Hour Professional Coach Training and Certificate Program	33

BARNABAS INSTITUTE OF PROFESSIONAL COACHING PROFILE

The Student Handbook is not a contract but only a statement of Institute policies and programs. The Barnabas Institute is a professional coach trainer approved by the Center for Credentialing and Education (CCE) for students seeking the Board Certified Coach (BCC) credential. Application for approval and credentialing authority is pending before the Missouri Department of Higher Education & Workforce Development.

GENERAL INTRODUCTION TO BIPC

Vision

Barnabas Institute desires to be a premier, professional coaching community equipping coaches with the training, education and connections for a successful coaching practice.

Mission

Barnabas Institute provides rigorous, evidence-based coach training and professional development opportunities while serving as a strategic community connecting clients and coaches in successful coaching relationships.

Philosophy of Education

Training and education at the Barnabas Institute is not merely the pursuit of knowledge or the accumulation of certifications for financial success but rather the pursuit of purpose and vocational calling.

Core Values

1. Knowledge: We value a thorough command of the primary foundations, resources, methodology, and major issues in evidence based coaching fields of study.
2. Understanding: We value intellectual curiosity, flexibility, and critical open-mindedness in learning and coaching. We value the ability to deal with complexity and ambiguity, and to consider evidence in decision-making.
3. Skills: We value the acquisition and development of skills related to evidence based coaching fields of study, and an understanding how model-specific skills may be adapted to other approaches.
4. Practical Application: We value the practical application of coaching content to benefit and serve others.
5. Respect: We show respect toward each other.
6. Ethics and Responsibility: We honor our ethical commitments and take responsibility for our personal behavior, decisions, and continuing growth.

7. Excellence: We strive for continuous individual growth and excellence.

Institutional Learning Objectives and Outcomes

Institute Objective: Students will study and achieve professional standards by successfully meeting the academic and experiential requirements established by the Institute for core coaching knowledge and competencies; understanding and application of coaching models, tools and techniques: the ethical use of technology, tools and assessments; and, professional and ethical standards of practice.

Institutional Learning Objectives and Outcomes:

1. Assess coaching goals, client strengths, experiences, and potential issues, including the appropriate time for referral to another professional, related to the coaching process.
2. Facilitate and monitor the individual client's progress toward desired goals, decision making, and use of resources.
3. Understand organizational roles, stakeholders and conflict management related to the coaching process for teams, businesses and organizations.
4. Understand the importance of advocacy, continuing education, and personal barriers to the coaching process.
5. Implement ethical and professional practices through demonstrated understanding and ethical use of technology, assessments and informed consent in coaching.

History and Location

Barnabas Institute was birthed from a very specific desire to be encouragers of others.

2018 - Formed as TBT Training, a division of The Barnabas Team, an Arkansas LLLP, designed to be an online continuing education and coach training provider.

January 2023 – The office for professional coach training programs was relocated to Missouri and a subsidiary company was established as Barnabas Institute of Professional Coaching, LLC, in Missouri. The name and physical address of the company is:

Barnabas Institute of Professional Coaching
595 S Oakwood Trail, Noel, MO 64854

March 2023 – [Approval received](#) from the Center of Credentialing and Education (CCE) an affiliate of NBCC, for BCC Candidates or Coaches meeting the [CCE educational requirements](#) of a bachelor's degree or higher in any field and seeking 30, 60 or 120-hour professional coach training with emphasis in Goal Focused Coaching.

December 2023 – [Approval received](#) from the Center of Credentialing and Education (CCE) an affiliate of NBCC, for BCC Candidates or Coaches meeting the [CCE educational requirements](#) of a bachelor’s degree or higher in any field and seeking 30, 60 or 120-hour professional coach training with emphasis in Coaching from a Christian Perspective.

Contact Information

Business Office

Mailing address: 595 S Oakwood Trail, Noel, MO 64854

Email:

Website:

INSTITUTIONAL POLICIES

Statement of Nondiscrimination

Barnabas Institute does not discriminate on the basis of race, gender, religion, sexual orientation or for any other reason.

Privacy

Barnabas Institute strives to protect the confidentiality of students’ identity and information and will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request or to connect you to our third party training and payment platforms. Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy. Our site may, from time to time, contain links to and from our third party payment and training platforms, PayPal, Square, Stripe, TalentLMS, WIX Programs or similar learning platforms, their subsidiaries and group companies, for access to training materials and online payment. Please note that third party platforms have their own privacy policies and have taken numerous steps to ensure that personal data is processed confidentially, accurately and securely; however, Barnabas Institute does not accept any responsibility or liability for those policies. You may check the policies of any third party platform before submitting any personal data.

With respect to information shared with the Barnabas Institute, the following measures are taken to ensure protection of identity and information:

1. Trainees choose their display name for the discussion platform;
2. Uploaded assignments may identify students by first name, last initial and date;
3. Records are password protected or identify the first name/last initial of students;
4. Emails are sent to an individual or through email protected group messaging;

5. Student personal identification information is never shared, sold or traded with outside organizations without written permission from the Student.

The following ensure the privacy and security of Students' confidential information:

1. Payment data is encrypted until it reaches the payment processor and only partially stored if needed;
2. Sensitive/private data between students, our website and our host platforms is exchanged over SSL secured channels and is encrypted/protected with digital signatures;
3. Our host platforms do not sell, trade, or rent participants' personal identification information to others.

Privacy Waiver, Publicity and Use of Works

By enrolling in a course at the Barnabas Institute, a student thereby grants the Institute the right to keep records of all online course room discussions, and waives any rights to privacy of such discussions. Barnabas Institute will use such copies strictly for record-keeping and appropriate business purposes. However, Barnabas Institute makes no attempt to control what other students do with such records.

Students grant Barnabas Institute the right to retain copies of their works; by enrolling in a course, a student thereby grants the Institute the right to retain copies of all works produced by the student, whether written or submitted recordings of verbal presentations. Barnabas Institute will use such copies strictly for record-keeping, disciplinary (e.g., plagiarism), and accreditation purposes, and will not make any other use of such copies.

Non-Satisfaction, Concerns, Complaints and Dispute Resolution

Barnabas Institute appreciates the opportunity to be your professional coach training provider and strives to ensure that you are satisfied with our training programs. If you are not satisfied, have a concern or a complaint, we ask you to use the following process to allow us to correct the matter if at all possible:

1. **Non-Satisfaction**. If you are not satisfied with our services or training staff for any reason, we encourage you to contact the training instructor by phone or email to let us know so we can have the opportunity to correct it. Generally, we believe that non-satisfaction arises out of miscommunication or misunderstanding and we want to clear up any confusion as quickly as possible.
2. **Concern**. If you are uncomfortable discussing with the training instructor or the training instructor is unable to adequately address the cause for non-satisfaction:
 - a. Please put your concern in writing and send by email addressed to barnabasinstituteofcoaching@gmail.com with ASSISTANCE NEEDED

referenced in the subject line for review by the training program director and staff.

b. The training program director or staff representative will respond to your contact within 10 days but usually much more quickly.

3. Complaint/Dispute/Grievance. If you dispute or find the response to your concern to be unacceptable, or do not receive a response within 10 days:

a. Please email a formal complaint, together with any response you have received from the training director or staff representative, to barnabasinstituteofcoaching@gmail.com, with ATTN REVIEW BOARD referenced in the subject line, for review by the president and officers of the Institute.

b. The Officers will respond to your complaint within 14 days.

We hope that the above process will address any dissatisfaction or concerns and resolve any complaint, dispute or grievance you may have; however, if you do not feel this is the case, please know that we report each Complaint, Dispute, or other Grievance (“Complaint Matter”) related to our training programs, including all complaint matters received from a BCC Candidate, another organization, or a government agency or authority, to the Center for Credentialing and Education (CCE), if applicable, within sixty (60) days of becoming aware of the Complaint Matter. If you remain unsatisfied concerning the resolution of Complaint Matter, you may contact the Missouri Dept. of Higher Education & Workforce Development, Attn: Coordinating Board for Higher Education, 301 W High St., PO Box 1469, Jefferson City, MO 65101-1469; phone: (573) 751-2361; fax: (573) 751-6635, or email: info@dhewd.mo.gov.

ADA Compliance

The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. Barnabas Institute will consider all reasonable accommodation requests and will provide reasonable accommodation to persons otherwise qualified, inasmuch as the reasonable accommodation does not constitute an undue burden or fundamental alteration for implementation. If you have a disability as defined in the Americans with Disabilities Act, please contact us by phone, email or through the website to request a Reasonable Accommodation Request Form. Participants who fail to submit a request for reasonable accommodation may be delayed in course participation or may not receive an accommodation for disabilities. Reasonable Accommodations will begin after a submitted request is approved and implemented.

Copyright Policies

Barnabas Institute prohibits its students from unauthorized access to and/or copying the works of others. Examples of works of others include, but are not limited to, books, articles, artwork, images, music, movies, and computer programs. The Institute expects its students to understand and observe all applicable federal copyright laws. Students found in violation of

the Institute's copyright policy may be subject to disciplinary action, up to and including immediate dismissal. Violators of federal copyright laws are also subject to accompanying penalties, up to and including fines and imprisonment. For more information regarding federal copyright law, students should review the website of The United States Copyright Office: <http://www.copyright.gov>.

Trademarks

Students must never use others' trademarks to sell their own products, or advertise their own services. Also, students must never use any of the Barnabas Institute's trademarks or service marks without the express written consent or right to do so after successfully completing the Certified Professional Coach (CPC) credential.

Conduct Policy and Misconduct Disciplinary Process

1. Academic Conduct: Students are expected to maintain the highest academic standards while enrolled in Barnabas Institute courses. Students committing academic misconduct may be administratively withdrawn from the course or courses and receive a failing grade for the course, and/or may be subject to disciplinary action, up to and including expulsion.

Most examples of academic misconduct involve plagiarism or the unauthorized use or sharing of information, materials, answers, responses, devices, sources, or practices in completing academic activities or coaching assignments.

The course instructor will examine documentation related to any alleged misconduct and any student who is determined to have committed such misconduct is subject the disciplinary process for online misconduct. This process can range from a verbal or written warning to removal from the discussion forum and/or learning platform. A student who is removed from the learning platform will receive a grade of "W" on their transcript and will forfeit any tuition and fees associated with the class.

2. Professional Conduct for Online Platforms: Students are expected to treat each other and the instructor with courtesy and respect. Offensive or inappropriate language is not to be used in any form of communication e.g., emails, discussion postings, group projects, submitted assignments. The discussion area of the course is reserved for postings related to course work only. Postings of a personal or nonacademic nature are not permitted and may be removed by the instructor should they appear. Concerns and personal issues should be handled by email to the instructor.

If a student's communication is disrespectful, inappropriate or offensive, the instructor may take action to ensure the integrity of the learning platform. These actions can range from a verbal or written warning to removal from the discussion forum and/or learning platform. A student who is removed from the learning platform will receive a grade of "W" on their transcript and will forfeit any tuition and fees associated with the class.

3. Disciplinary Process for Responding to Academic or Online Misconduct: Instructors will articulate reasonable rules for course behavior in materials provided to the students at the start

of a course. When a student commits academic misconduct or when student behavior is disrespectful, inappropriate or offensive, a faculty member may issue a verbal warning and has the right to respond in the following manner:

Level 1 – Written Warning. The faculty member will inform the student in writing as to the inappropriateness of the behavior and ask that the identified behavior cease. The faculty member may also remove any inappropriate material and warn the student that continuing such behavior could result in removal from the discussion forum for the remainder of the course. In the event an assignment or discussion post is removed or returned due to inappropriate conduct, the student may be given the opportunity to resubmit the assignment or discussion post. Many students may be unaware that their behavior is inappropriate; therefore, a notification and written warning is often an effective initial step.

Level 2 - Removal from the Discussion Forum. If the inappropriate behavior persists, the instructor may remove the student from participation in the discussion forum and in such case will notify the student that future discussion topic work must be submitted directly to the instructor for review, editing, if necessary, and posting in the discussion forum.

Appeal - The student may appeal this decision by sending a written statement, as to why they are appealing the decision and any evidence in support of their appeal, via email to barnabasinstituteofcoaching@gmail.com, with ATTN REVIEW BOARD referenced in the subject line, for review by the president and officers of the Institute (“Review Board”). Upon receipt of the appeal, the Review Board will request a written statement from the instructor and any documentation in support of the removal decision. The Review Board may uphold the decision of the instructor to remove the student from the discussion forum, or may overturn the decision of the instructor and allow the student to return to the discussion forum. The Review Board may require reasonable conditions for the student’s return. A student who is appealing a decision will not be permitted to return to discussion forum until the Review Board makes a final decision. If the Review Board determines, in its sole discretion, that the misconduct behavior was extreme, the Review Board may expel the student from the learning platform. The decision of the Review Board is final.

Future Courses and Records - Students removed from the discussion forum will be deemed to have received a level 1 warning at the beginning of any future courses in which the student enrolls. Students expelled from the learning platform will be unable to take future courses. Records for violations of any policy will be retained by the Institute.

STUDENT FINANCIAL INFORMATION

Tuition and Fees

Tuition and fees are set forth in the programs section for professional coach training programs. Students must pay tuition online through the convenient and secure payment system available through our learning management system. Students may pay in full for each training program or may choose to pay separately for each course. Payment is required for each course enrollment and must be paid in full to receive access to the learning materials.

Barnabas Institute does not offer student loans or student aid.

Payment Schedule

Students may pay in full for each professional coach training program or may choose to pay on a course by course basis. In certain situations, a payment plan may be available. Students with an approved payment plan must submit 50% of the tuition at the time of enrollment with the balance due prior to completion of the end of course learning assessment. An account is considered delinquent if full payment is not received before the completion of the course for which a payment schedule has been agreed upon. Any student with a delinquent account will be put on a financial hold and not allowed to register for a subsequent course until payment is received in full. A student with a delinquent account will not be permitted to take end of course assessments or credentialing exams.

Cancellation, Withdrawal, Refunds and Fees

Unless otherwise stated in the course description, you will be connected to one of our third-party registration and payment services to register and purchase training courses. All major credit cards are accepted. This course is a virtual class that is available on demand and completed at your own pace. Unless there are extenuating circumstances, it is anticipated that candidates will complete each thirty (30) hour session in three to six weeks and no longer than three months.

Cancellation: In the unlikely event that a scheduled training course must be canceled, registrants will be notified of the cancellation no less than one week prior to the scheduled course start date and registrants will be granted a full refund or may choose to enroll in an upcoming session. Students may cancel a course enrollment at any time before entering the learning platform and receive a full refund minus credit card processing fees.

Refunds: If circumstances prevent you from participating in the professional coach training or continuing education course in which you have enrolled and submitted payment, please let us know within the following time frames in order to receive a refund or partial refund less any credit card processing fees:

- Business Days 1 through 3 after enrollment = 100%
- Days 4 through 10 after enrollment = 50%
- Days 11 through 21 after enrollment = 25%
- Day 22 after enrollment and beyond = 0%

Withdrawal/Extension: Refunds for withdrawal are set forth above, if circumstances prevent you from completing a course in which you have enrolled and you would like us to hold your enrollment for a future date or would like us to extend your time in the learning platform, please notify us in writing by email (barnabasinstituteofcoaching@gmail.com) and we will be happy to hold your enrollment spot for a future date or extend your time in the learning platform. The Institute may withdraw a student from the program at any time for failure to complete any assignments for a period over three months without explanation, or for misconduct that violates the conduct policy of the Institute. The Institute shall notify the student in writing and cite reasons for withdrawal. The student shall be notified immediately upon the Institute's decision.

The effective date of the withdrawal will be on the letter emailed to the student. The Institute shall maintain a cancellation and withdrawal log that includes students' names, addresses, telephone numbers, and dates of cancellations or withdrawals.

If you have any questions, please do not hesitate to contact us.

STUDENT SERVICES

Coaching Verification and Exchange

Optional coaching verification and coaching practice exchange services are available for students enrolled in a coach training program. An additional fee is required for students electing to participate in these services.

Credentialing Exam Prep

Each professional coach training program includes a section with additional references and resources to help you prepare for your credentialing exam. An optional preparation discussion is offered several times per year for students who are completing the final training course.

Online Groups

Each professional coach training program includes online discussion groups so students can interact and start building a professional coach network.

Professional Coaching Platform

Stay Tuned in 2024! We are currently developing a platform to provide an easier way to connect coaches with the clients who need their services. Our credentialed graduates will be the first invited to sign on to the new platform.

Resources

Each professional coach training program includes links to supplemental resources to help you build your coaching practice.

Technical Support

If you need assistance creating your student account, submitting payment or moving between assignments within the learning platform, please refer to the course "How to" module available in the learning platform. If you cannot find the answer or need additional assistance, please call (+1-479-222-0547) or email us Monday - Friday, during regular office hours at barnabasinstituteofcoaching@gmail.com.

Please note: Tech Support is only for situations regarding the online course platform, and cannot provide repair advice for your personal computer. All students are responsible for the maintenance and operation of their computers.

ACADEMIC REGULATION

Grading

Required Assignments, Grade Determination, Training Program Completion and CPC Exam: To successfully complete the required training courses, regular attendance and participation are expected through the online discussions and completion of all assignments and learning activities.

1. **Chapter Reading:** Students will complete reading assignments for each learning module from the required text(s) and select articles assigned as additional reading material.
2. **Discussion Topics:** Students will participate in online discussion topics and/or learning activities for each learning module. Please refer to the Discussion Requirements to note the criteria for a substantial discussion post.
3. **Practice Coaching Activities and Reflection Exercises:** Students will participate in practice coaching and/or reflection exercises for each learning module. Portions of some practice coaching activities will be uploaded to the learning platform or submitted through another online format.
4. **Knowledge Assessment:** After all assignments and learning activities have been completed, Candidates will take a knowledge assessment at the end of each training course. The exam will include multiple choice and true/false questions. The only grade given for each course will be via the end-of-course knowledge assessment. It is graded as a “pass/fail” assessment. To facilitate learning, multiple attempts are allowed. Students who successfully pass the knowledge assessments for each required course will receive a certificate of completion for the applicable training program.

Grading Scale: Grades are calculated on a “points possible” basis. The number of points earned is divided by the number possible. The following scale is used to determine letter grades:

70 – 100	Pass
69 and Below	Fail

5. **Certified Professional Coach Exam:** For candidates who have completed the required

training courses and elect to apply for the CPC credential, a Certified Professional Coach Examination (CPCE) is administered to demonstrate a Candidate's coaching knowledge. Up to three attempts to pass the CPCE are allowed. The examination covers the following competency areas: Ethics and Regulatory Guidelines; Coaching Knowledge and Applications; Assessment; Practice Management

CPCE Grading Scale: Grades are calculated on a “points possible” basis. The number of points earned is divided by the number possible. The following scale is used to determine letter grades:

70 – 100	Pass
69 and Below	Fail

Transcripts and Replacement Certificates

Students have the right to inspect and review their records. Information from student records will not be identified by nor conveyed to unauthorized parties. Exceptions are made for Barnabas Institute officials, teachers, authorized federal agencies. No other parties may obtain information unless the student has provided Barnabas Institute with written consent. Students have access to their information on demand. Students 18 years of age and older must sign a consent form in order for parents to obtain academic or financial information. An official transcript is released only after students have settled all financial obligations.

Transcript/Replacement Certificate Request Process:

Transcripts or replacement certificates may be requested by email sent to barnabasinstituteofcoaching@gmail.com and referencing “TRANSCRIPT (or CERTIFICATE) REQUEST” in the subject line. Please include (1) whether you would like to transcript emailed or sent via USPS mail service and the email or mailing address where it should be sent, and (2) whether you would like routine or rush processing. An invoice will be emailed for electronic payment and the request will be processed after payment is received based on the following fee schedule:

Transcript/Replacement Certificate Fees:

- Routine requests processed via email within 10 business days - \$10
- Rush orders processed via email within 3 business days of request - \$20
- Routine requests processed within 10 business days and regular mail service via USPS - \$15

- Rush orders processed within 3 business days of request and 3 day shipping via USPS - \$30

Learning Management System, Academic Progress and Required Materials

Academic progress is tracked through an online learning management platform (LMS). Students must have access to reliable internet service to complete coach training programs and courses. In addition to online learning materials, students must purchase one or more required textbooks for coaching training courses and some continuing education courses.

Supported Browsers and Operating Systems:

The LMS supports a variety of modern browsers for viewing and completing assignments. These include Google Chrome, Mozilla Firefox, Microsoft Edge, and Safari. It is recommended to use the latest version of these browsers to ensure optimal performance and security. Additionally, the LMS also supports mobile browsers on iOS and Android devices.

Supported browsers for desktop devices:

The LMS supports the following desktop browsers for viewing and editing sites. You may click the links below if you would like to download the latest versions:

- [Google Chrome](#) (version 92 and above)
- [Safari for Mac](#) (version 14 and above)
- [Microsoft Edge](#) (version 100 and above)
- [Firefox](#) (version 91 and above)

Supported browsers for mobile devices:

The LMS supports the following mobile browsers for viewing and completing assignments.

Click the links below for updating instructions:

- [Google Chrome for Android](#)
- [Google Chrome for iPhone](#)
- [Safari](#) (version 14 and above)

Supported browsers on iPads and tablets:

- Google Chrome
- Safari

Supported operating systems on iPads and tablets:

- iPads: iOS 14 and above
- Android: 9.0 and above

Credit Not Awarded for Prior Learning

Other than as specifically mentioned for program eligibility requirements, credit is not granted for coach training courses completed at other institutions.

Contact Hour

A contact hour is one (sixty minute) hour. Course credit is based on the number of contact hours listed for each program or course.

Student's Responsibilities for Completion

Students are responsible for making certain they have completed all assignments and meet all requirements for program completion.

Instructors, Faculty, Presenters and Curriculum Designers

Instructors and faculty for our training programs are credentialed professional coaches. Presenters and course curriculum designers for our training programs are selected based on their educational and professional credentials within the field or topic of study. Only professionally recommended or reviewed presenters and authors are accepted for use in training content.

Current instructors include: Kimberly Laster, a Board Certified Professional Coach, an Arkansas Licensed Professional Counselor (inactive), and an Arkansas Licensed Attorney

ADMISSION, ELIGIBILITY REQUIREMENTS AND ENROLLMENT

Professional Coach Training Admission and Eligibility Requirements

The BARNABAS INSTITUTE professional coach training programs are designed for applicants who currently hold a qualifying degree or diploma and are seeking to either:

1. Apply for the Barnabas Institute Certified Professional Coach (CPC) credential (see eligibility requirements set forth in the next section), or
2. Fulfill requirements for the Board Certified Coach (BCC) credential through the Center for Credentialing and Education (CCE). Students pursuing this path, are responsible for ensuring they meet the eligibility requirements set forth by CCE (see the CCE requirements at <http://www.cce-global.org/Credentialing/BCC/Requirements>).

To provide students with core coaching competencies, techniques, and professional and ethical practice standards, the training programs focuses on the following coaching competencies: Coaching Knowledge; Ethical Requirements; Practice Management; Coaching Assessments

Certified Professional Coach (CPC) Training Admission and Eligibility Requirements

The Barnabas Institute of Professional Coaching (BIPC) administers a rigorous, examination and experience-based, professional credential program for professional coach recognition, designated as the Certified Professional Coach (CPC) credential. In order to satisfy the requirements of this credential, individuals who wish to be granted the CPC credential must demonstrate that they have:

- a. met specific educational eligibility requirements;

- b. completed relevant training requirements related to a professional specialization in coaching;
- c. fulfilled all application requirements;
- d. verified completion of coaching experience requirements; and
- e. must successfully complete the CPC examination to demonstrate content knowledge.

This Policy establishes the eligibility requirements that must be satisfied in order to obtain the CPC credential, including the CPC standards, guidelines, and procedures (CPC Program).

1. CPC Credential Eligibility Policy Purpose

The primary purpose of this Policy is to set forth the Certified Professional Coach (CPC) credential eligibility requirements concerning: Professional education and training necessary for competent practice as a certified professional coach; professional coaching skills and experience; professional knowledge demonstrated by the completion of a final comprehensive examination; and, ethical standards in professional coaching, including the reporting of ethics-related matters.

Candidates for the CPC credential acknowledge and agree that professional qualifications, including education, skills, experience, professional coaching knowledge, and ethical standing will be evaluated by the Barnabas Institute of Professional Coaching, and that eligibility determinations are final. BIPC has the exclusive authority to make and issue all CPC credential eligibility decisions.

2. CPC Credential Eligibility Requirements

In order to qualify for the Program and the CPC credential, the credential candidate (Candidate) must satisfy certain education and training requirements related to specific eligibility paths determined by the completion of a qualifying educational degree; state licensure or national certification in counseling; or professional coach credentials granted by approved organizations.

Specifically, candidates must demonstrate the completion of the following education and training requirements in order to be eligible for the CPC credential:

- a. Educational Degree Requirement: Candidates must hold either a high school diploma (or High School Equivalency); Bachelors or graduate degree in any field of study.
- b. CPC Coach Training Requirements*:
 - i. **CPC (30 Clock Hours)**: The following candidates must complete at least thirty (30) clock hours of BIPC coaching training, and provide verification of 30 hours of coaching experience:
 - 1. Candidates who have completed a Master's degree or higher in counseling

2. Candidates who have completed a Master’s degree in business administration, social sciences, or behavioral health, and who hold an active, full State counseling license or National Certified Counselor certification
 3. Candidates who have completed a Doctoral degree in social or behavioral sciences (automatically accepted fields are business, management, social work, marriage and family therapy, psychology, medicine, health and wellness, education, and law). Other related doctoral fields will be considered on a case-by-case basis.
- ii. **CPC (60 Clock Hours):** The following candidates must complete at least sixty (60) clock hours of BIPC coaching training, and provide verification of 30 hours of coaching experience:
1. Candidates who have completed a Master's degree or higher in social or behavioral sciences (automatically accepted fields are business, management, social work, marriage and family therapy, psychology, medicine, health and wellness, education, and law). Other related fields will be considered on a case-by-case basis.
 2. Candidates who hold a current International Coaching Federation (ICF) Associate Certified Coach (ACC) coaching credential or higher or a Board Certified Coach (BCC) coaching credential, and have completed a Bachelor’s degree in any field of study.
- iii. **CPC (120 Clock Hours):** Candidates who have completed a Bachelor's degree or higher in any field of study must complete at least **one hundred twenty (120) clock hours** of BIPC-approved coaching training, and provide verification of **30 hours of coaching experience**.

*Degrees must be from a postsecondary educational institution or program accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education. Non-U.S. degrees must be evaluated by one of the following international transcript evaluation services: American Association of Collegiate Registrars and Admissions Officers (AACRAO); Educational Credential Evaluators, Inc. (ECE); International Education Research Foundation, Inc. (IERF); or, World Education Services, Inc. (WES). Results of the international degree equivalency evaluation should be submitted with the CPC application.

- c. Training Content Areas Requirement: BIPC coaching training courses include the following content areas:
 - i. Ethics and Regulatory Guidelines
 - ii. Coaching Knowledge and Applications
 - iii. Assessment
 - iv. Practice Management
- d. Educational Confirmation: CPC educational degree requirements must be verified by an official transcript submitted to BIPC. High School transcripts (or High

School Equivalency) must be verified by the issuing institution and submitted to BIPC.

- e. **Professional Endorsement Requirement:** Candidates must submit a positive endorsement from a professional colleague, coaching professional, or employment supervisor, who may speak to the candidate's professionalism and integrity. The individual providing the endorsement cannot be related to the candidate by blood, marriage, or other familial relationship.

3. Verification of Coaching Experience

- a. Candidates with a Bachelor's degree or higher must have completed at least thirty (30) hours of post-degree coaching services. The completion of these coaching hours must be verified by a professional coach, professional colleague, or supervisor who is able to personally confirm the candidate's coaching experience. All such coaching experience must be documented on the BIPC Coaching Experience Form(s).
- b. Candidates who have a high school diploma (or High School Equivalency) must complete a coaching practicum course and obtain 240 hours of coaching experience supervised by a BIPC mentor coach. All such coaching experience must be documented on the BIPC Coaching Experience Form(s).

4. Appeals Process for Credential Denial

Under certain, limited circumstances, a candidate, who is denied eligibility for the CPC credential, may submit an appeal and request for reconsideration of eligibility with respect to the training requirements in this Policy. All such appeals must be submitted in writing to the Appeals Committee through email BarnabasInstituteofCoaching@gmail.com.

5. CPC Examination Requirements

Following completion of the required training program hours, candidates seeking the CPC credential must achieve a passing score of 70/100 on the Certified Professional Coach Examination (CPCE or Examination). Candidates, who fail to pass the CPCE on the first attempt, are eligible to schedule a retest thirty (30) days after the failed attempt by re-registering for the Examination, including the payment of the required fee. Candidates are permitted to retest up to two (2) times within one (1) year of the Candidate's original application date. If a Candidate fails the Examination three (3) times, or when one (1) year has passed since submission of the credential application, the application will be closed. After the application is closed, a new CPC application must be submitted if the candidate seeks to be credentialed by BIPC.

6. Ethics Requirements

BIPC candidates and credential holders are responsible for ensuring that their behavior adheres to the standards and rules identified in all applicable ethics codes, including professional license and certification ethical standards, and all applicable BIPC policies.

- a. **Ethics Requirement:** BIPC has adopted the *Board Certified Coach (BCC) Code of Ethics*. (<https://www.cce-global.org/Assets/Ethics/BCCcodeofethics.pdf>). Candidates and credential holders must ensure that their professional and public behaviors are consistent with the conduct standards set forth in the Code of Ethics set for Board Certified Coaches, as it may be amended from time to time and conduct standards applicable to their professional license and/or national certification.
- b. **Ethics Disclosure Requirement:** As a condition of credential eligibility, a Candidate must accurately and fully complete the required CPC Application Sections titled: Attestation; and, Candidate Agreement and Release Authorization. These Application Sections Require the disclosure of all prior legal, criminal, and disciplinary matters related to the candidate. Ethics-related disclosures will be reviewed by BIPC for a determination as to whether the reported information will affect the candidate's/credential holder's credential eligibility.

Program Enrollment

If you have any questions concerning the program or enrollment process or would like additional information, please email us at barnabasinstituteofcoaching@gmail.com or call us 479-222-0547.

To enroll in a professional coach training program, you may use this link to complete the online **Enrollment Form** or by visiting our website www.readyssetcoach.org. Once the completed enrollment form is received, an invoice will be sent to the email address registered for your account. After payment is received, you will be formally enrolled in the program and may begin work in the learning platform.

Continuing Education Courses

Continuing education courses for coaches are offered as open enrollment courses. Unless an organization is specifically listed, students are responsible for ensuring that continuing education courses meet the continuing education requirements of their specific credentialing organization.

PROFESSIONAL COACH TRAINING AND CERTIFICATE PROGRAMS

Barnabas Institute offers the following professional coach training programs which are eligible for the CPC credential and approved by CCE for the BCC training requirements. (Program descriptions are provided below):

1. 30 Hour Professional Coach Training Programs:
 - a. Coaching from a Christian Perspective (CCP), and
 - b. Goal Focused Coaching (GFC)
2. 60 Hour Professional Coach Training Program
3. 120 Hour Professional Coach Training Program

Training Program Evaluation and Completion Requirements

To successfully complete Barnabas Institute professional coach training programs, reliable internet service is required, regular attendance and participation are expected through the online discussions and completion of all assignments and learning activities in the learning management system. A passing score of 70% or higher is required on an assessment administered at the end of each required training course. The assessment assesses knowledge in the following competency areas: Ethics and Regulatory Guidelines; Coaching Knowledge and Applications; Use of Assessments; Coaching Practice Management. Candidates who complete a training program and meet the applicable eligibility requirements may elect to apply for the Certified Professional Coach Credential.

Certified Professional Coach Credential

Students who meet the CPC eligibility requirements and successfully complete a professional training program may elect to apply as Candidates for the Certified Professional Coach credential and must pass the CPC Examination with a passing score of 70% or higher. The CPC Exam assesses knowledge in the following competency areas: Ethics and Regulatory Guidelines; Coaching Knowledge and Applications; Use of Assessments; Coaching Practice Management. CPC Candidates must also provide a professional endorsement and verification of 30 hours of coaching experience. Application and exam fees apply.

Program Tuition, Books and Schedule

PROGRAM	TUITION	BOOKS AND Non-Incidentals (estimates)	SCHEDULE
30 Hour Program: Coaching from a Christian Perspective	\$1,260	\$30	Begin after enrollment and payment.
30 Hour Program: Goal Focused Coaching	\$1,260	\$85	Begin after enrollment and payment.
60 Hour Program	\$1,995	\$105	Begin after enrollment and payment.
120 Hour Program	\$2,995	\$150	Begin after enrollment and payment.

Optional Services, Credentialing Fees and Schedule

OPTIONAL SERVICES AND CREDENTIALING	FEES	DATE OFFERED
Certified Professional Coach Credential	\$145 Application fee, exam fee and background check.	Students may apply upon completion of a training program.
Coaching Verification Service	\$150	Students may add this service at any time after enrollment.
Coaching Exchange Service	\$250	Students may add this service after course enrollment; subject to multiple students participating.

30 Hour Professional Coach Training and Certificate Program: Coaching from a Christian Perspective

The BARNABAS INSTITUTE 30-hour *Coaching from a Christian Perspective* training program is designed for applicants who currently hold a qualifying graduate degree and are seeking to (1) apply for the Barnabas Institute Certified Professional Coach (CPC) credential, or (2) fulfill requirements for the Board Certified Coach (BCC) credential through the Center for Credentialing and Education (CCE) (see the CCE requirements at <http://www.cce-global.org/Credentialing/BCC/Requirements>). The training program emphasizes the foundations, skills, strategies, professional practice standards, and potential assessments needed for professional coaches working from a Christian perspective with individuals, businesses and organizations.

Course 401: Coaching from a Christian Perspective Description

The 30 Hour Professional Coach Training Program learning track Coaching from a Christian Perspective includes the *course 401: Coaching from a Christian Perspective* that achieves core competencies for coaches by focusing on the foundational requirements of a professional coaching practice: Ethics and Regulatory Guidelines, Coaching Knowledge and Applications, Assessments used in coaching and Practice Management. The course structure is online, on-demand. Students work at their own pace.

Course learning is achieved through assigned reading, course assignments, discussion forums, experiential and observational learning, peer discussion, and practice coaching role play sessions. The average total estimated time commitment per week is 5 to 6 hours.

Course Objectives - Upon completion of the course, students should be able to:

1. Conduct thorough screening and orientation through a foundational understanding of client motivation level, informed consent, coach and client roles, and general parameters for establishing the coaching process.
2. Understand and perform fundamental coaching skills, such as the coaching alliance, helping skills, developing coaching plans, and other essential elements of the coaching process.
3. Implement ethical and professional practices through demonstrated understanding of codes of ethics, advocacy, continuing education, and personal barriers to the coaching process.
4. Assess coaching goals, client strengths, and specific issues concerning the coaching process.
5. Facilitate and monitor the individual client's progress toward desired goals, decision making, and use of resources. Understand organizational roles, stakeholders and conflict management related to the coaching process for businesses and organizations.
6. Understand the importance of advocacy, continuing education, and personal barriers to the coaching process.

Required Materials/References for Foundations and Applications Courses:

- Collins, G. (2014). *Christian Coaching* (2nd ed). Colorado Springs, CO: NavPress.
- BCC Code of Ethics. (2010). Retrieve from <http://cce-global.org/Assets/Ethics/BCCcodeofethics.pdf>.

Required Assignments and Grade Determination:

1. Chapter Reading: Students will complete reading assignments from the required text or select articles assigned as additional reading material.
2. Discussion: Students will participate in online discussion topics. Please refer to the Discussion Requirements (below) to note the criteria for a substantial discussion post.
3. Reflection and Coaching Activities: Students will complete the role play/coaching activities and complete reflection question and answer assignments.
4. Video Assignments: Students will complete all required video assignments.
5. Assessment: There will be an assessment over the assigned reading, online discussions, reflections and practice coaching activities at the end of the course. The assessment will include multiple choice and true/false questions.

Grading Scale: Grades are calculated on a “points possible” basis. The number of points earned is divided by the number possible. A score of 70% or higher is required to pass.

Attendance Policy: Attendance is established through completion of all assignments in the learning platform, submission of discussion posts for all learning modules in the online discussion forum and completion of all assigned reflection and practice coaching activities. The course is not complete until all assignments have been completed. Records for violations of any policy will be retained by the Institute.

The Institute may withdraw a student from a program for lack of attendance which involves failure to complete any assignments, without explanation, for a period over three months. If extenuating circumstances prevent you from completing any assignments for over three months, please send a written notice and request for an enrollment hold via email to barnabas institute of coaching@gmail.com with “REQUEST FOR EXTENSION/HOLD” in the subject line. Include your full name and the email address under which your account is registered in the email message. Notification of Extension or Hold for timely requests will be provided to your registered email address.

If you are withdrawn from a program for lack of attendance over a three-month period, you may submit a request for reenrollment within twelve months from the date of withdrawal via email to barnabas institute of coaching@gmail.com with “REQUEST FOR REENROLLMENT” in the subject line. Reenrollment requires a \$50 reenrollment fee. Include your full name and the email address under which your account is registered in the email message. An invoice for reenrollment and notification of reenrollment for timely requests will be provided to your registered email address. Requests for reenrollment made more than twelve months after withdrawal will not be granted.

Dress Policy: Students attending optional video conferences should wear attire appropriate for a professional coaching session. Appropriate attire for most professional coaching sessions is generally considered to be “business casual”. For a description of business casual attire see this [Guide to Business Casual Attire](#). Wearing inappropriate attire may result in the student being removed from the video conference or the student’s video feature being turned off.

Discussion Forum Requirements and Conduct: Each week students are asked to post substantive comments to the initial discussion topics.

Substantive comments/posts generally:

1. Create a clear connection to the initial topic and/or the post of another student which relates to the topic, or
2. Offer related or new information, or
3. Relate a personal experience to support the discussion topic, or
4. Reference information from the course text to support the discussion, or
5. Lead the reader to a higher level of understanding about the discussion topic.

Please review the conduct expectations for online discussions listed below:

1. Be polite and positive.
2. Be objective and open to new ideas.
3. Acknowledge and accept cultural differences.
4. Consider that your written words should reflect Barnabas Institute values.
5. Use complete-sentence format, which includes capitalizing the first words of sentences and using correct punctuation.

Student/Instructor Communication: Students may communicate with the instructor via email or telephone. Students can expect a returned email response from the instructor within 24 hours, Monday through Friday and as soon as possible on weekends. If a phone conversation is preferred, please email the instructor and provide your phone number and several “best times” for the conversation. The instructor will always confirm the number and time via email before calling you.

Incompletes: If you are unable to complete a course for good cause (lengthy illness, death in the family, serious accident, work conflict etc.), and have regularly participated through course attendance up until the time of submitting the request, a “Request for Extension/Hold” may be submitted via email. The instructor will work with the student to accommodate the change.

The Institute may withdraw a student from a program for incomplete work or lack of attendance which involves failure to complete any assignments, without explanation, for a period over three months. If extenuating circumstances prevent you from completing any assignments for over three months, please send a written notice and request for an enrollment hold via email to barnabasinstituteofcoacing@gmail.com with “REQUEST FOR EXTENSION/HOLD” in the subject line. Include your full name and the email address under which your account is registered in the email message. Notification of Extension or Hold for timely requests will be provided to your registered email address.

If you are withdrawn from a program for incomplete work due to lack of attendance (without notification or explanation) over a three-month period, you may submit a request for reenrollment within twelve months from the date of withdrawal via email to barnabasinstituteofcoacing@gmail.com with “REQUEST FOR REENROLLMENT” in the subject line. Reenrollment requires a \$50 reenrollment fee. Include your full name and the email address under which your account is registered in the email message. An invoice for reenrollment and notification of reenrollment for timely requests will be provided to your registered email address. Requests for reenrollment more than twelve months after withdrawal will not be granted.

How to Succeed in this Program: Read and complete all assignments in all required courses. Read all course announcements carefully. Reflection assignments, practice coaching assignments and online discussion topics are important learning activities in this course so it is important to participate and respond.

Certificate of Completion: Upon successful completion of the professional coach training program, students will receive a certificate of completion identifying the name of the program and the number of training hours completed.

Certified Professional Coach Credential: Students who successfully complete the 30 hour training program and elect to apply as Candidates for the Certified Professional Coach credential must also pass the CPC Examination with a passing score of 70% or higher. The CPC Exam assesses knowledge in the following competency areas: Ethics and Regulatory Guidelines; Coaching Knowledge and Applications; Use of Assessments; Coaching Practice Management. CPC Candidates must also provide a professional endorsement and verification of 30 hours of coaching experience. Application and exam fees apply.

30 Hour Professional Coach Training and Certificate Program: Goal Focused Coaching

The BARNABAS INSTITUTE 30 hour *Goal Focused Coaching* training program is designed for applicants who currently hold a qualifying graduate degree (see eligibility requirements) and are seeking to (1) apply for the Barnabas Institute Certified Professional Coach (CPC) credential, or (2) fulfill requirements for the Board Certified Coach (BCC) credential through the Center for Credentialing and Education (CCE) (see the CCE requirements at <http://www.cce-global.org/Credentialing/BCC/Requirements>). The training program emphasizes the foundations, skills, strategies, professional practice standards, and potential assessments needed for professional coaches working with individuals, businesses and organizations.

Course Description:

The 30 Hour Goal Focused Coaching Program includes the *Goal Focused Coaching 401* course that achieves core competencies for coaches by focusing on the foundational requirements of a professional coaching practice: Ethics and Regulatory Guidelines, Coaching Knowledge and Applications, Assessments used in coaching and Practice Management. The course structure is online, on-demand. Students work at their own pace.

Course learning is achieved through assigned reading, course assignments, discussion forums, experiential and observational learning, peer discussion, and practice coaching role play sessions. The average total estimated time commitment per week is 5 to 6 hours.

Course Objectives: Upon completion of the course, students should be able to:

1. Conduct screening and orientation through a foundational understanding of client motivation level, powerful questioning, coach and client roles, and general parameters for establishing the coaching process.
2. Understand and perform fundamental coaching skills, such as the coaching alliance, helping skills, identifying smart goals, developing coaching action plans, and other essential elements of the coaching process.
3. Demonstrate awareness of coaching models, assessment, ethical and professional practices, codes of ethics, advocacy, continuing education, and personal barriers to the coaching process.
4. Assess coaching goals, client strengths, and specific issues concerning the coaching process.
5. Facilitate and monitor the individual client's progress toward desired goals, decision making, and use of resources. Understand organizational roles, stakeholders and conflict management related to the coaching process for businesses and organizations.

6. Implement ethical and professional practices through demonstrated understanding of codes of ethics, advocacy, continuing education, and personal barriers to the coaching process.

Required Materials/References:

Moore, M., (2016). *Coaching Psychology Manual, Second Edition*. Wolters Kluwer Health. Available at: <https://www.amazon.com/Coaching-Psychology-Manual-Margaret-Moore-ebook/dp/B00ZPWQ2RS/> and other online book retailers.

Stoltzfus, T. (2008). *Coaching Questions: A Coach's Guide to Powerful Asking Skills*. Virginia Beach, VA: Stoltzfus. Available at: <https://www.amazon.com/Coaching-Questions-Coachs-Powerful-Asking/dp/0979416361/> and other online book retailers.

BCC Code of Ethics. (2010). <http://cce-global.org/Assets/Ethics/BCCcodeofethics.pdf>.

Required Assignments and Grade Determination:

1. Chapter Reading: Students will complete reading assignments from the required text or select articles assigned as additional reading material.
2. Discussion: Students will participate in online discussion topics. Please refer to the Discussion Requirements (below) to note the criteria for a substantial discussion post.
3. Reflection and Coaching Activities: Students will complete the role play/coaching activities and complete reflection question and answer assignments.
4. Video Assignments: Students will complete all required video assignments.
5. Assessment: There will be an assessment over the assigned reading, online discussions, reflections and practice coaching activities at the end of the course. The assessment will include multiple choice and true/false questions.

The only grade given for this course will be via the end-of-course assessment. It is graded as a “pass/fail” exam. While no other grades will be given, regular attendance and participation are expected by completing all weekly online discussions and learning assignments.

Grading Scale: Grades are calculated on a “points possible” basis. The number of points earned is divided by the number possible. A score of 70% or higher is required to pass.

Attendance Policy: Attendance is established through completion of all assignments in the learning platform, submission of discussion posts for all learning modules in the online discussion forum and completion of all assigned reflection and practice coaching activities. The course is not complete until all assignments have been completed. Records for violations of any policy will be retained by the Institute.

The Institute may withdraw a student from a program for lack of attendance which involves failure to complete any assignments, without explanation, for a period over three months. If extenuating circumstances prevent you from completing any assignments for over three months, please send a written notice and request for an enrollment hold via email to barnabasinstituteofcoaching@gmail.com with “REQUEST FOR EXTENSION/HOLD” in the

subject line. Include your full name and the email address under which your account is registered in the email message. Notification of Extension or Hold for timely requests will be provided to your registered email address.

If you are withdrawn from a program for lack of attendance over a three-month period, you may submit a request for reenrollment within twelve months from the date of withdrawal via email to barnabasinstituteofcoaching@gmail.com with “REQUEST FOR REENROLLMENT” in the subject line. Reenrollment requires a \$50 reenrollment fee. Include your full name and the email address under which your account is registered in the email message. An invoice for reenrollment and notification of reenrollment for timely requests will be provided to your registered email address. Requests for reenrollment more than twelve months after withdrawal will not be granted.

Dress Policy: Students attending optional video conferences should wear attire appropriate for a professional coaching session. Appropriate attire for most professional coaching sessions is generally considered to be “business casual”. For a description of business casual attire see this [Guide to Business Casual Attire](#). Wearing inappropriate attire may result in the student being removed from the video conference or the student’s video feature being turned off.

Discussion Forum Requirements and Conduct: Each week students are asked to post substantive comments to the initial discussion topics.

Substantive comments/posts generally:

1. Create a clear connection to the initial topic and/or the post of another student which relates to the topic, or
2. Offer related or new information, or
3. Relate a personal experience to support the discussion topic, or
4. Reference information from the course text to support the discussion, or
5. Lead the reader to a higher level of understanding about the discussion topic.

Please review the conduct expectations for online discussions listed below:

1. Be polite and positive.
2. Be objective and open to new ideas.
3. Acknowledge and accept cultural differences.
4. Consider that your written words should reflect Barnabas Institute values.
5. Use complete-sentence format, which includes capitalizing the first words of sentences and using correct punctuation.

Student/Instructor Communication: Students may communicate with the instructor via email or telephone. Students can expect a returned email response from the instructor within 24 hours, Monday through Friday and as soon as possible on weekends. If a phone conversation is preferred, please email the instructor and provide your phone number and several “best times” for the conversation. The instructor will always confirm the number and time via email before calling you.

Incompletes: If you are unable to complete a course for good cause (lengthy illness, death in the family, serious accident, work conflict etc.), and have regularly participated through course attendance up until the time of submitting the request, a “Request for Extension/Hold” may be submitted via email. The instructor will work with the student to accommodate the change.

The Institute may withdraw a student from a program for incomplete work or lack of attendance which involves failure to complete any assignments, without explanation, for a period over three months. If extenuating circumstances prevent you from completing any assignments for over three months, please send a written notice and request for an enrollment hold via email to barnabasinstituteofcoaching@gmail.com with “REQUEST FOR EXTENSION/HOLD” in the subject line. Include your full name and the email address under which your account is registered in the email message. Notification of Extension or Hold for timely requests will be provided to your registered email address.

If you are withdrawn from a program for incomplete work due to lack of attendance (without notification or explanation) over a three-month period, you may submit a request for reenrollment within twelve months from the date of withdrawal via email to barnabasinstituteofcoaching@gmail.com with “REQUEST FOR REENROLLMENT” in the subject line. Reenrollment requires a \$50 reenrollment fee. Include your full name and the email address under which your account is registered in the email message. An invoice for reenrollment and notification of reenrollment for timely requests will be provided to your registered email address. Requests for reenrollment more than twelve months after withdrawal will not be granted.

How to Succeed in this Program: Read and complete all assignments. Read all course announcements carefully. The reflection, practice coaching assignments and online discussion topics are important learning activities in this course so it is important to participate and respond.

Certificate of Completion: Upon successful completion of the professional coach training program, students will receive a certificate of completion identifying the name of the program and the number of training hours completed.

Certified Professional Coach Credential: Students who successfully complete the 30 hour training program and meet the CPC eligibility requirements may elect to apply as Candidates for the Certified Professional Coach credential and must pass the CPC Examination with a passing score of 70% or higher. The CPC Exam assesses knowledge in the following competency areas: Ethics and Regulatory Guidelines; Coaching Knowledge and Applications; Use of Assessments; Coaching Practice Management. CPC Candidates must also provide a professional endorsement and verification of 30 hours of coaching experience. Application and exam fees apply.

60 Hour Professional Coach Training and Certificate Program

The BARNABAS INSTITUTE 60 hour *Goal Focused Coaching* training program is designed for applicants who currently hold a qualifying degree (see eligibility requirements) and are seeking to (1) apply for the Barnabas Institute Certified Professional Coach (CPC) credential, or (2) fulfill

requirements for the Board Certified Coach (BCC) credential through the Center for Credentialing and Education (CCE) (see the CCE requirements at <http://www.cce-global.org/Credentialing/BCC/Requirements>). The training program emphasizes the foundations, skills, strategies, professional practice standards, and potential assessments needed for professional coaches working with individuals, businesses and organizations.

To provide students with core coaching competencies, techniques, and professional and ethical practice standards, the 60-hour training program requires completion of four 30-contact-hour training courses. The courses focus on focuses on the following coaching competencies: Coaching Skills and Knowledge; Ethical Requirements; Practice Management; Coaching Assessments.

Course Description:

The 60 Hour professional coach training program includes the following required 30 contact hour course:

Required: *Course 301 Coaching Theories, Application and Specialties*

Required Materials/References:

Grant, A. & Greene, J. (2004). *Coach Yourself: Make real changes in your life*, 2nd edition. UK: Pearson Education, Ltd. www.amazon.com/Coach-Yourself-Make-Real-Changes/dp/1843040298/

BCC Code of Ethics. (2010). <http://cce-global.org/Assets/Ethics/BCCcodeofethics.pdf>.

For the final 30-contact-hour course in the 60 hour professional coach training program, Coach Candidates may **choose one** of the following course electives:

CHOOSE ONE OF THE FOLLOWING ELECTIVES:

1. Elective Option: *Course 401 Goal Focused Coaching*

Required Materials/References:

Moore, M., (2016). *Coaching Psychology Manual, Second Edition*. Wolters Kluwer Health. Available at: <https://www.amazon.com/Coaching-Psychology-Manual-Margaret-Moore-ebook/dp/B00ZPWQ2RS/> and other online book retailers.

Stoltzfus, T. (2008). *Coaching Questions: A Coach's Guide to Powerful Asking Skills*. Virginia Beach, VA: Stoltzfus. Available at: <https://www.amazon.com/Coaching-Questions-Coachs-Powerful-Asking/dp/0979416361/> and other online book retailers.

OR

2. Elective Option: *Course 401: Coaching from a Christian Perspective*

Required Materials/References:

Collins, G. (2014). *Christian Coaching* (2nd ed). Colorado Springs, CO: NavPress.

Available at: <https://www.amazon.com/Christian-Coaching-Second-Helping-Potential/dp/1600063616/ref> and other online book retailers.

Additional references are available in the course syllabus.

The course structures are online, on-demand. Students work at their own paces. Course learning is achieved through assigned reading, course assignments, discussion forums, experiential and observational learning through videos, peer discussion, and practice coaching/role play assignments. The average total estimated time commitment per week is 5 to 6 hours.

Course Objectives: Upon completion of the course, students should be able to:

1. Conduct screening and orientation through a foundational understanding of client motivation level, powerful questioning, coach and client roles, and general parameters for establishing the coaching process.
2. Understand and perform fundamental coaching skills, such as the coaching alliance, helping skills, identifying smart goals, developing coaching action plans, and other essential elements of the coaching process.
3. Demonstrate awareness of coaching models, assessment, ethical and professional practices, codes of ethics, advocacy, continuing education, and personal barriers to the coaching process.
4. Assess coaching goals, client strengths, and specific issues concerning the coaching process.
5. Facilitate and monitor the individual client's progress toward desired goals, decision making, and use of resources. Understand organizational roles, stakeholders and conflict management related to the coaching process for businesses and organizations.
6. Implement ethical and professional practices through demonstrated understanding of codes of ethics, advocacy, continuing education, and personal barriers to the coaching process.

Required Assignments and Grade Determination:

1. Chapter Reading: Students will complete reading assignments from the required text or select articles assigned as additional reading material.
2. Discussion: Students will participate in online discussion topics. Please refer to the Discussion Requirements (below) to note the criteria for a substantial discussion post.
3. Reflection and Coaching Activities: Students will complete the role play/coaching activities and complete reflection question and answer assignments.
4. Video Assignments: Students will complete all required video assignments.
5. Assessment: There will be an assessment over the assigned reading, online discussions, reflections and practice coaching activities at the end of the course. The assessment will include multiple choice and true/false questions.

The only grade given for this course will be via the end-of-course assessment. It is graded as a “pass/fail” exam. While no other grades will be given, regular attendance and participation are expected by completing all weekly online discussions and learning assignments.

Grading Scale: Grades are calculated on a “points possible” basis. The number of points earned is divided by the number possible. A score of 70% or higher is required to pass.

Attendance Policy: Attendance is established through completion of all assignments in the learning platform, submission of discussion posts for all learning modules in the online discussion forum and completion of all assigned reflection and practice coaching activities. The course is not complete until all assignments have been completed. Records for violations of any policy will be retained by the Institute.

The Institute may withdraw a student from a program for lack of attendance which involves failure to complete any assignments, without explanation, for a period over three months. If extenuating circumstances prevent you from completing any assignments for over three months, please send a written notice and request for an enrollment hold via email to barnabasinstituteofcoacing@gmail.com with “REQUEST FOR EXTENSION/HOLD” in the subject line. Include your full name and the email address under which your account is registered in the email message. Notification of Extension or Hold for timely requests will be provided to your registered email address.

If you are withdrawn from a program for lack of attendance over a three-month period, you may submit a request for reenrollment within twelve months from the date of withdrawal via email to barnabasinstituteofcoacing@gmail.com with “REQUEST FOR REENROLLMENT” in the subject line. Reenrollment requires a \$50 reenrollment fee. Include your full name and the email address under which your account is registered in the email message. An invoice for reenrollment and notification of reenrollment for timely requests will be provided to your registered email address. Requests for reenrollment more than twelve months after withdrawal will not be granted.

Dress Policy: Students attending optional video conferences should wear attire appropriate for a professional coaching session. Appropriate attire for most professional coaching sessions is generally considered to be “business casual”. For a description of business casual attire see this [Guide to Business Casual Attire](#). Wearing inappropriate attire may result in the student being removed from the video conference or the student’s video feature being turned off.

Discussion Forum Requirements and Conduct: Each week students are asked to post substantive comments to the initial discussion topics.

Substantive comments/posts generally:

1. Create a clear connection to the initial topic and/or the post of another student which relates to the topic, or
2. Offer related or new information, or
3. Relate a personal experience to support the discussion topic, or

4. Reference information from the course text to support the discussion, or
5. Lead the reader to a higher level of understanding about the discussion topic.

Please review the conduct expectations for online discussions listed below:

1. Be polite and positive.
2. Be objective and open to new ideas.
3. Acknowledge and accept cultural differences.
4. Consider that your written words should reflect Barnabas Institute values.
5. Use complete-sentence format, which includes capitalizing the first words of sentences and using correct punctuation.

Student/Instructor Communication: Students may communicate with the instructor via email or telephone. Students can expect a returned email response from the instructor within 24 hours, Monday through Friday and as soon as possible on weekends. If a phone conversation is preferred, please email the instructor and provide your phone number and several “best times” for the conversation. The instructor will always confirm the number and time via email before calling you.

Incompletes: If you are unable to complete a course for good cause (lengthy illness, death in the family, serious accident, work conflict etc.), and have regularly participated through course attendance up until the time of submitting the request, a “Request for Extension/Hold” may be submitted via email. The instructor will work with the student to accommodate the change.

The Institute may withdraw a student from a program for incomplete work or lack of attendance which involves failure to complete any assignments, without explanation, for a period over three months. If extenuating circumstances prevent you from completing any assignments for over three months, please send a written notice and request for an enrollment hold via email to barnabasinstituteofcoaching@gmail.com with “REQUEST FOR EXTENSION/HOLD” in the subject line. Include your full name and the email address under which your account is registered in the email message. Notification of Extension or Hold for timely requests will be provided to your registered email address.

If you are withdrawn from a program for incomplete work due to lack of attendance (without notification or explanation) over a three-month period, you may submit a request for reenrollment within twelve months from the date of withdrawal via email to barnabasinstituteofcoaching@gmail.com with “REQUEST FOR REENROLLMENT” in the subject line. Reenrollment requires a \$50 reenrollment fee. Include your full name and the email address under which your account is registered in the email message. An invoice for reenrollment and notification of reenrollment for timely requests will be provided to your registered email address. Requests for reenrollment more than twelve months after withdrawal will not be granted.

How to Succeed in this Program: Read and complete all assignments in all required courses. Read all course announcements carefully. The reflection, practice coaching assignments and online discussion topics are important learning activities in this course so it is important to

participate and respond.

Certificate of Completion: Upon successful completion of the professional coach training program, students will receive a certificate of completion identifying the name of the program and the number of training hours completed.

Certified Professional Coach Credential: Students who successfully complete the 60 hour training program and meet the CPC eligibility requirements may elect to apply as Candidates for the Certified Professional Coach credential and must pass the CPC Examination with a passing score of 70% or higher. The CPC Exam assesses knowledge in the following competency areas: Ethics and Regulatory Guidelines; Coaching Knowledge and Applications; Use of Assessments; Coaching Practice Management. CPC Candidates must also provide a professional endorsement and verification of 30 hours of coaching experience. Application and exam fees apply.

120 Hour Professional Coach Training and Certificate Program

The BARNABAS INSTITUTE 120-hour *Goal Focused Coaching* training program is designed for applicants who currently hold a qualifying degree (see eligibility requirements) and are seeking to (1) apply for the Barnabas Institute Certified Professional Coach (CPC) credential, or (2) fulfill requirements for the Board Certified Coach (BCC) credential through the Center for Credentialing and Education (CCE) (see the CCE requirements at <http://www.cce-global.org/Credentialing/BCC/Requirements>). The training program emphasizes the foundations, skills, strategies, professional practice standards, and potential assessments needed for professional coaches working with individuals, businesses and organizations.

To provide students with core coaching competencies, techniques, and professional and ethical practice standards, the 120-hour professional coach training program requires completion of four 30-contact-hour training courses. The courses focus on the following coaching competencies: Coaching Skills and Knowledge; Ethical Requirements; Practice Management; Coaching Assessments

Course Description:

The 120 hour professional coach training program includes the following required 30 contact hour courses:

Required: *Course 101 Introduction to Coaching and Coaching Skills*

Required Materials/References:

Sternad, D. (2021). *Developing Coaching Skills: A concise Introduction*. Moosburg: Econcise Publishing. Available at <https://www.amazon.com/Developing-Coaching-Skills-Concise-Introduction/dp/3903386006/> and other book retailers.

Required: *Course 201 Professional Ethics and Assessments Used in Coaching*

Required Materials/References:

Bradberry, T. & Greaves, J. (2009). *Emotional Intelligence 2.0*. San Diego, CA: TalentSmartEQ. Available at <https://www.amazon.com/Emotional-Intelligence-2-0-Travis-Bradberry/dp/0974320625/ref=s> and other online book retailers.

Robinson, C. (2017). *Building a High Performance Team with DISC Profiling*. CDR Publishers. Available at <https://www.amazon.com/Building-High-Performance-Team-Profiling-ebook/dp/B075FCW5DS/> and other book retailers.

Required: *Course 301 Coaching Theories, Application and Specialties*

Required Materials/References:

Grant, A. & Greene, J. (2004). **Coach Yourself: Make real changes in your life, 2nd edition**. UK: Pearson Education, Ltd. www.amazon.com/Coach-Yourself-Make-Real-Changes/dp/1843040298/

BCC Code of Ethics. (2010). <http://cce-global.org/Assets/Ethics/BCCcodeofethics.pdf>

For the final 30 contact hour course in the 120 hour professional coach training program, Coach Candidates may **choose one** of the following course electives:

CHOOSE ONE OF THE FOLLOWING ELECTIVES:

3. Elective Option: *Course 401 Goal Focused Coaching*

Required Materials/References:

Moore, M., (2016). *Coaching Psychology Manual, Second Edition*. Wolters Kluwer Health. Available at: <https://www.amazon.com/Coaching-Psychology-Manual-Margaret-Moore-ebook/dp/B00ZPWQ2RS/> and other online book retailers.

Stoltzfus, T. (2008). *Coaching Questions: A Coach's Guide to Powerful Asking Skills*. Virginia Beach, VA: Stoltzfus. Available at: <https://www.amazon.com/Coaching-Questions-Coachs-Powerful-Asking/dp/0979416361/> and other online book retailers.

OR

4. Elective Option: *Course 401: Coaching from a Christian Perspective*

Required Materials/References:

Collins, G. (2014). *Christian Coaching* (2nd ed). Colorado Springs, CO: NavPress. Available at: <https://www.amazon.com/Christian-Coaching-Second-Helping-Potential/dp/1600063616/ref> and other online book retailers.

The course structures are online, on-demand. Students work at their own paces. Course learning is achieved through assigned reading, course assignments, discussion forums, experiential and

observational learning through videos, peer discussion, and practice coaching/role play assignments. The average total estimated time commitment per week is 5 to 6 hours.

Course Objectives: Upon completion of the course, students should be able to:

1. Conduct screening and orientation through a foundational understanding of client motivation level, powerful questioning, coach and client roles, and general parameters for establishing the coaching process.
2. Understand and perform fundamental coaching skills, such as the coaching alliance, helping skills, identifying smart goals, developing coaching action plans, and other essential elements of the coaching process.
3. Demonstrate awareness of coaching models, assessment, ethical and professional practices, codes of ethics, advocacy, continuing education, and personal barriers to the coaching process.
4. Assess coaching goals, client strengths, and specific issues concerning the coaching process.
5. Facilitate and monitor the individual client's progress toward desired goals, decision making, and use of resources. Understand organizational roles, stakeholders and conflict management related to the coaching process for businesses and organizations.
6. Implement ethical and professional practices through demonstrated understanding of codes of ethics, advocacy, continuing education, and personal barriers to the coaching process.

Required Assignments and Grade Determination:

1. Chapter Reading: Students will complete reading assignments from the required text or select articles assigned as additional reading material.
2. Discussion: Students will participate in online discussion topics. Please refer to the Discussion Requirements (below) to note the criteria for a substantial discussion post.
3. Reflection and Coaching Activities: Students will complete the role play/coaching activities and complete reflection question and answer assignments.
4. Video Assignments: Students will complete all required video assignments.
5. Assessment: There will be an assessment over the assigned reading, online discussions, reflections and practice coaching activities at the end of the course. The assessment will include multiple choice and true/false questions.

The only grade given for this course will be via the end-of-course assessment. It is graded as a "pass/fail" exam. While no other grades will be given, regular attendance and participation are expected by completing all weekly online discussions and learning assignments.

Grading Scale: Grades are calculated on a "points possible" basis. The number of points earned is divided by the number possible. A score of 70% or higher is required to pass.

Attendance Policy: Attendance is established through completion of all assignments in the learning platform, submission of discussion posts for all learning modules in the online discussion forum and completion of all assigned reflection and practice coaching activities. The course is not complete until all assignments have been completed. Records for violations of any

policy will be retained by the Institute.

The Institute may withdraw a student from a program for lack of attendance which involves failure to complete any assignments, without explanation, for a period over three months. If extenuating circumstances prevent you from completing any assignments for over three months, please send a written notice and request for an enrollment hold via email to barnabasinstituteofcoaching@gmail.com with “REQUEST FOR EXTENSION/HOLD” in the subject line. Include your full name and the email address under which your account is registered in the email message. Notification of Extension or Hold for timely requests will be provided to your registered email address.

If you are withdrawn from a program for lack of attendance over a three-month period, you may submit a request for reenrollment within twelve months from the date of withdrawal via email to barnabasinstituteofcoaching@gmail.com with “REQUEST FOR REENROLLMENT” in the subject line. Reenrollment requires a \$50 reenrollment fee. Include your full name and the email address under which your account is registered in the email message. An invoice for reenrollment and notification of reenrollment for timely requests will be provided to your registered email address. Requests for reenrollment more than twelve months after withdrawal will not be granted.

Dress Policy: Students attending optional video conferences should wear attire appropriate for a professional coaching session. Appropriate attire for most professional coaching sessions is generally considered to be “business casual”. For a description of business casual attire see this [Guide to Business Casual Attire](#). Wearing inappropriate attire may result in the student being removed from the video conference or the student’s video feature being turned off.

Discussion Forum Requirements and Conduct: Each week students are asked to post substantive comments to the initial discussion topics.

Substantive comments/posts generally:

1. Create a clear connection to the initial topic and/or the post of another student which relates to the topic, or
2. Offer related or new information, or
3. Relate a personal experience to support the discussion topic, or
4. Reference information from the course text to support the discussion, or
5. Lead the reader to a higher level of understanding about the discussion topic.

Please review the conduct expectations for online discussions listed below:

1. Be polite and positive.
2. Be objective and open to new ideas.
3. Acknowledge and accept cultural differences.
4. Consider that your written words should reflect Barnabas Institute values.
5. Use complete-sentence format, which includes capitalizing the first words of sentences and using correct punctuation.

Student/Instructor Communication: Students may communicate with the instructor via email or telephone. Students can expect a returned email response from the instructor within 24 hours, Monday through Friday and as soon as possible on weekends. If a phone conversation is preferred, please email the instructor and provide your phone number and several “best times” for the conversation. The instructor will always confirm the number and time via email before calling you.

Incompletes: If you are unable to complete a course for good cause (lengthy illness, death in the family, serious accident, work conflict etc.), and have regularly participated through course attendance up until the time of submitting the request, a “Request for Extension/Hold” may be submitted via email. The instructor will work with the student to accommodate the change.

The Institute may withdraw a student from a program for incomplete work or lack of attendance which involves failure to complete any assignments, without explanation, for a period over three months. If extenuating circumstances prevent you from completing any assignments for over three months, please send a written notice and request for an enrollment hold via email to barnabasinstituteofcoaching@gmail.com with “REQUEST FOR EXTENSION/HOLD” in the subject line. Include your full name and the email address under which your account is registered in the email message. Notification of Extension or Hold for timely requests will be provided to your registered email address.

If you are withdrawn from a program for incomplete work due to lack of attendance (without notification or explanation) over a three-month period, you may submit a request for reenrollment within twelve months from the date of withdrawal via email to barnabasinstituteofcoaching@gmail.com with “REQUEST FOR REENROLLMENT” in the subject line. Reenrollment requires a \$50 reenrollment fee. Include your full name and the email address under which your account is registered in the email message. An invoice for reenrollment and notification of reenrollment for timely requests will be provided to your registered email address. Requests for reenrollment more than twelve months after withdrawal will not be granted.

How to Succeed in this Program: Read and complete all assignments in all required courses. Read all course announcements carefully. The reflection, practice coaching assignments and online discussion topics are important learning activities in this course so it is important to participate and respond.

Certificate of Completion: Upon successful completion of the professional coach training program, students will receive a certificate of completion identifying the name of the program and the number of training hours completed.

Certified Professional Coach Credential: Students who successfully complete the 120 hour training program and meet the CPC eligibility requirements may elect to apply as Candidates for the Certified Professional Coach credential and must pass the CPC Examination with a passing score of 70% or higher. The CPC Exam assesses knowledge in the following competency areas: Ethics and Regulatory Guidelines; Coaching Knowledge and Applications; Use of Assessments; Coaching Practice Management. CPC Candidates must also provide a professional endorsement

and verification of 30 hours of coaching experience. Application and exam fees apply.