

# InCorVa Life Coaching

## Certification Process

### **CERTIFICATION COURSE OVERVIEW:**

Whatever you want to do, the course is the beginning point, it is the Basic Training. Everyone starts with taking the course, and it sets the terminology and the foundation for further instruction. For best results, take it as a student without trying to figure out how to teach others. The next step will be building on the foundation of that course.

To get certified, you start with the course.

After the course, you will do some advanced work to help you understand the importance of certain parts of the material.

There are four parts to the Certification:

Step 1 is Basic Training.

Step 2 is Peer Mentor certification.

Step 3 is Certified Instructor certification.

Step 4 is Certified Coach certification.

The pricing is as follows:

Step 1 \$450.00 (Total \$450.00)

Step 2 \$245.00 (Total \$695.00)

Step 3 \$1300.00 (Total \$1995.00)

Step 4 \$1000.00 (Total \$2995.00)

At the Certified Instructor and Certified Coach level, you will be licensed by us to charge your students if you so choose. I suggest \$450 per student, but that would vary by location. You will set the prices for your classes.

For teaching where you have handouts or student books, all materials must be purchased from us and may not be reproduced. They are Copyright protected. At the Certified Instructor and Certified Coach levels you will get a discount on the materials. You will also be able to order unique certificates for your students that you will sign as instructor. These certificates have embossed gold seals and are on watermarked paper to prevent counterfeiting.

Ask about group discounts. It might be good to go through as a group and build on one another. That was my plan for our classroom certification that got cancelled because of Coronavirus.

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#### **1. BASIC TRAINING**

##### Team Participant Level

Members at InCorVa's Team Participant Level respect the process and believe in the concepts of InCorVa. They will complete training in The Integrity Project® or Castles of Character© curriculum. When they have successfully completed the program, they will be awarded a certificate, which they will sign, saying that they are participants and agree to be held accountable to a higher standard of conduct.

##### Requirements for Team Participant Level

1. Register with name and contact information, including mailing address for ID card.
2. Pay \$450 for membership and registration.
3. Complete the Basic Course online, in person, or by DVD/Student book. Estimated time to complete varies. The Basic Course is 12 sessions that take about an hour apiece to complete. At different stages, InCorVa staff much check the progress before the student may continue.

##### Benefits for Encourager Level

1. Embossed ID card with seal
2. Course completion certificate – color, unique design, watermarked paper, embossed gold seal.
3. (Optional) Name on website (no contact information shared)
4. Ability to purchase DVD and student books for friends and family.

## **2. PEER MENTOR TRAINING**

### Peer Mentor Leader Level

Members at InCorVa's Peer Mentor Leader Level respect the process and believe in the concepts and have had training in The Integrity Project® or Castles of Character® curriculum. They will successfully complete the program requirements and will be awarded a certificate with the Peer Mentor endorsement, which they will sign, saying that they are participants and agree to be held accountable to a higher standard of conduct.

### Requirements for Team Participant Level

1. Register with name and contact information, including mailing address for ID card.
2. Pay \$695.00 for training and membership. Certification is valid for two years and is renewable after that for \$99.00. Renewal will require some basic review of the course content.
3. Training for Peer Mentor level will require participant to take one other student through the DVD and student book set. A member of the InCorVa staff will double check the student's progress at a minimum of two predetermined points. The student and the Peer Mentor will receive certificates simultaneously.

### Benefits for Peer Mentor Leader Level

1. Embossed ID card with seal
2. Course completion certificate – color, unique design, watermarked paper, embossed gold seal and including the Peer Mentor designation. The certification is renewable.
3. (Optional) Name on website (no contact information shared)
4. Ability to purchase DVD and student books for friends and family with the added privilege of purchasing at a discount for classes they facilitate.
  - a. (Part of the membership dues will be used to provide materials to children's homes and youth facilities as no cost or greatly reduced cost. Some facilities may be charged a small nominal fee to provide accountability.)

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5. License to use DVD and student books in a *pro bono* (free) setting. You may not charge for classes.
6. License to order general certificates for your students who complete the course.
7. Limited License to use the InCorVa logo.

### **3. CERTIFIED INSTRUCTOR TRAINING**

#### Certified Instructor Level

Members at InCorVa's Certified Instructor Level respect the process and believe in the concepts AND have had training in The Integrity Project® OR Castles of Character© curriculum. They have successfully completed the program and have a certificate with the Peer Mentor endorsement. In addition to this, they have studied the concepts more intensely and will complete advanced work supervised by the Senior InCorVa staff. Teachers at this level also get a unique Certificate.

#### Requirements for Certified Teacher Level

1. Register with name and contact information, including mailing address for ID card.
2. Pay \$1995.00 for advanced training and membership. Certification is valid for two years and is renewable by meeting recertification requirements and paying a \$450.00 renewal fee.
3. Member will take three to five students through the DVD and student book set. They may go through as a group or as individuals. The books will be double checked by the Senior InCorVa staff. The Member will receive a Certified Instructor certificate and the students will receive certificates that the new Certified Instructor will sign.

#### Benefits for Certified Teacher Level

1. Embossed ID card with seal
2. Course completion certificate – color, unique design, watermarked paper, embossed gold seal and including the Certified Teacher designation. The certification is renewable.
3. (Optional) Name on website with promotional contact information.
4. Ability to purchase DVD and student books for friends and family as well as students with the added privilege of purchasing at a discount (wholesale price) for classes they facilitate.
  - a. You may purchase the materials at a discount and charge your students the full price.

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- b. You may purchase the books at a discount and offer them to your students at no charge if you wish.
5. License to use DVD and student books in a *pro bono* (free) setting. You may also charge for classes. The suggested price for The Integrity Project is \$450 per student.
6. License to order our unique certificates for your students who complete the course. These are printed on our watermarked certificate paper and have an embossed gold seal. Your signature will also appear on the certificate.

#### **4. CERTIFIED COACH TRAINING**

##### Certified Coach Level

Members at InCorVa's Certified Coach Level respect the process and believe in the concepts. They have had training in The Integrity Project® AND Castles of Character® curricula. They will have completed both the Peer Mentor and the Certified Instructor training. When they have successfully completed the program and they will be awarded a certificate with the Certified Coach endorsement, which they will sign, saying that they are participants "and request to be held accountable to a higher standard of conduct." In addition to this, they have studied the concepts more intensely and have had their advanced work supervised by the Senior InCorVa staff. Training for the Coach Level includes the DVD curriculum, the online curriculum, and the in-classroom PowerPoint® and student book format.

##### Requirements for Certified Coach Level

1. Register with name and contact information, including mailing address for ID card.
2. Pay \$2995.00 for advanced training and membership. Certification is good for two years and renewable for \$899.00 renewal fee and completion of updated curricula and standards class.
3. Completion of the Certified Coach Level will include all previous levels plus taking five students through the material in private coaching sessions or the PowerPoint classroom curriculum.
4. Member must read and report on *Cupsie Down*, Terry Cliett's novel.

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#### Benefits for Certified Teacher Level

1. Embossed ID card with seal
2. Course completion certificate – color, unique design, watermarked paper, embossed gold seal and including the Certified Coach designation. The certification is renewable.
3. (Optional) Name on website with promotional contact information and personal endorsement from Terry Cliett.
4. Ability to purchase DVD and student books for friends and family with the added privilege of purchasing at a discount for classes they facilitate.
  - a. You may purchase the materials at a discount (wholesale) and charge your students the full price.
  - b. You may also donate your time and student books at your discretion.
  - c. You may request some customization to the material to make it more suitable to your students.
5. License to use DVD and student books in a *pro bono* setting.
6. You may also charge for classes. The suggested price for The Integrity Project is \$300 per student. You may customize your approach and do speaking engagements as well as teaching classes and individualized coaching.
7. License to order our unique certificates for your students who complete the course. These are printed on our watermarked certificate paper and have an embossed gold seal. Your signature will also appear on the certificate.