

2015-2016

VOLUME 13

Life Coach Training & Certification



Learning  Journeys

The International Center of Coaching

4020 Reservoir Blvd.
Columbia Heights, Minnesota 55421
763 788 0702 or 612 644 4666

Welcome

Welcome to the International Center of Coaching: Learning Journeys. Selecting your coaching certification professional path is an important decision. As with other professions, developing a certain body of knowledge, competencies, and use of reliable tools is critical to your success in the field. We recognize the importance of having an integrative learning process. As you decide your coaching learning journey, examine and plan out your learning process by determining when sequential courses are offered so you can be assured you have created the best possible opportunities for your coaching experience.

We continue to work diligently to position Learning Journeys as a viable leader in the coaching profession by:

- providing relevant coaching tools and techniques
- conducting and experimenting with new coaching technology and methodologies
- researching and documenting the validity and impact of coaching
- providing continuing education for graduates
- creating a place where coaches can work together as a community

We invite all coaches to come together for rich dialogue and share coaching techniques, tools and coaching experiences. One of our most important practices that we are known for is our continued connection with our graduates. We are committed to ensuring all graduates experience a spirit of community. To do so, we provide a variety of opportunities for all coaches to have a place to connect, continue to learn and share successes.

We are here to support you in your progress and invite you to pose any questions to our staff regarding your coaching developmental plan.

Thank you for exploring the possibility of becoming a coach.

Sincerely,

The Learning Journeys Team



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Required Disclosure

International Center of Coaching, Learning Journeys is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832

Licensure is not an endorsement of the institution. Credits earned at the institution may not directly transfer to all other institutions.

Learning Journeys is an ACTP ICF accredited training program for level one. Please note that accreditation by (ICF) accreditation is not recognized by the U.S. Department of Education or the State of Minnesota for accreditation purposes.

We are also an accredited member of Minnesota Better Business Bureau. The BBB only accredits the business management of a school, not the quality of the curriculum or training programs.

Governing Bodies

Founder and President

Ruth M. Godfrey, MS, MCLC, MCC Founder
Jennie Antolak, MA, MCLC, President

International Center of Coaching: Learning Journeys is governed by two master certified coaches and business leaders. Ruth M. Godfrey, Founder, M.S., Master Certified Life Coach, MCC and Jennie Antolak, President, M.A., Master Certified Life Coach provide governance to the institution. Both Ruth and Jennie have a diverse educational background and are early pioneers in the coaching profession. They are committed to contributing to all students and clients to become their personal best so they can bring coaching to the highest level of professionalism.

Ruth M. Godfrey, MS, MCLC, MCC Founder and Director of Training



Ruth M. Godfrey worked for more than 30 years in the Organizational Development field, where she provided organizational development, consulting services and headed up large-scale strategic initiatives for many businesses. Godfrey is a vision coach and a trailblazer in new and innovative coaching technologies. She is committed to the development of revolutionary coaching technologies, discovery dialogue techniques, transformational learning, creative expression and producing mastery level coaches.

In addition to the school, Godfrey is the co-author of the inspirational book *Delicious Conversations*. The book focuses on having meaningful conversations. She is also the co-creator of inspirational cards, *Committed Ways of Being* ©, that bring forth strong relationships through conversations and greater awareness.

Her educational background consists of a Master's Degree in Adult and Occupational Education and several Mastery Level Coaching Practitioner certifications from a variety of schools, Master Certification Credentialing from the International Coach Federation. Additional certifications include Quality Evaluator, Myers Briggs Certification, Re-engineering and Process Mapping, Applying Benchmarking Practices, Systems Modeling and Scenario Planning.

Governing Bodies

President

Jennie M. Antolak, MA, MCLC, MCC
President



Jennie Antolak is the President and Co-Owner of the International Center of Coaching, Learning Journeys located in Minneapolis, Minnesota—one of the coaching industry's most innovative personal, business and wellbeing learning centers. Through the school, Jennie provides leadership and direction for the center.

Jennie has a degree in Communications and a Master's degree in Organizational Leadership along with a Life Coach Practitioner Certification, Master Life Coach Certification, certification in Narrative Coaching and has her Master of Certification Credential (MCC) from ICF. She has combined her education in communication, leadership and coaching to contribute to others in such a way that it triggers motivation and desire to create and embrace changes they are craving. She works with universities, organizations and cities committed to enhancing individuals' leadership in their personal and professional lives. Through the coaching, people have not only created change they have transformed their existence.

Jennie presents both statewide and nationally about the power of coaching in leadership, healthcare, and non-profits. In addition, she has co-authored the books Coach on the Run and TEN: A Way of Being. Both are coaching resource books for individuals in search of effective and proven coaching tools and techniques to assist others in achieving goals. Jennie believes people are seeking unique methods for generating change—ones where they choose the “how”, “when” and “what” for themselves so it becomes part of who they are not just another task to complete. She is convinced coaching is the answer to their quest.

Faculty and Staff

Ruth Godfrey, MS, MCLC, MCC Director	612-644-4666 ruth@learningjourneys.net
Jennie Antolak, MA, MCLC President	651-402-2975 jennie@learningjourneys.net
Sara Kriser, ACC Assistant Trainer	
Sara Thingvold Assistant Trainer	
Kristin Wermus Assistant Trainer	

Overview

The International Center of Coaching: Learning Journeys is committed to the professional development of coaching skill mastery. Our coaching certification process is provided through coaching courses which include coaching skill building learning opportunities that combine theory, experiential skills practices, feedback and dialogue. The learning environment is enhanced through one-on-one coaching, SKYPE (online) dialogue sessions, learning salons (in person and online), network meetings, and mastery-skills practice reviews.

What is coaching?

Coaching is a distinct partnership relationship that is focused on sourcing the answers from the client as well as championing the client towards his/her high dream. While at the same time, both you and the client are aligning their lifestyle to ensure it honors their highest values, talents and gifts.

The fact that the relationship is a partnership makes the relationship distinct. There are five underlying beliefs that are at the heart of coach - client relationship.

- People prefer to be challenged and stretched.
- People are more accepting of their own decisions.
- People learn best through self-discovery.
- People hunger for an accountability partner.
- People have a calling in life and at a deeper level want to manifest it.

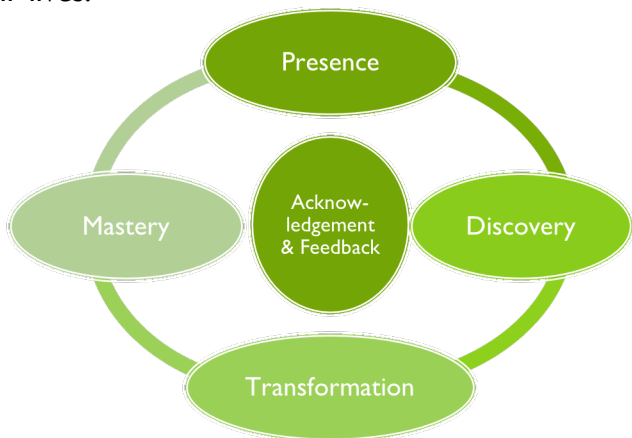
We know that transformation occurs when the client's awareness is heightened, alternative perspectives are explored and a conscious path of action is taken. Yet, in coaching we believe awareness emerges in its own way and own time. It cannot be rushed. Coaching allows the pause in our client's life so that creative ideas can germinate and grow.

Coaching Process: The Creative Ontological Process

Our coaching process has individuals explore how they are “being” in their world and how to creatively respond or shift behavior to get the results they desire. When people are more aware of how they are responding to themselves, others and their environment they are more equipped to make effective and sustainable changes in their lives. The Creative Ontological Process seeks to expand the client’s ability to connect new ideas, diverse perspectives, concepts, or new associations of the creative mind. As coaches, our goal is to ensure that our clients continually expand their insights and belief systems. By utilizing this process it makes it easier for clients to envision, believe and move towards what is possible.

Learning Journeys’ Definition of Coaching

Coaching is a partnership relationship where you the coach continually work with your clients to raise awareness of how they are responding to the world around them. We believe each person is resourceful and they have the capacity to solve their own issues. Because of this belief, they are the sole decider of what to focus on each session. You, the coach, assist in uncovering effective methods for achieving goals without providing advice or telling the clients what they should do. This approach allows clients to choose how and when to take steps that will move them towards what they desire. This process is intended to be creative, inspiring and empowering, equipping clients with the ability to make long-term changes that will benefit them throughout their lives.



Designations

We offer one program: Coaching. Within the Coaching Program are sub units (courses). The program is designed to offer students three levels of advanced skill development, application and agility in using coaching tools, learning models, and competences.

We do this by offering the following courses:

Level One: Life Coach Practitioner



Accredited by the International Coach Federation (ICF) is not recognized by the U.S. Department of Education or the State of Minnesota for accreditation purposes.

Level Two: Master Certified Life Coach Practitioner

Level Three: (Advanced Level) Narrative Life Coach Practitioner

Course Descriptions

Note: Please review the following course descriptions on the following pages so you know what is involved in each course. That way you know what to expect and how to prepare. Direct any questions to Ruth Godfrey at 763 788 0702 or 612 644 4666.

Intended Participants

All courses are designed for:

- Individuals pursuing their coach certification
- Individuals committed to continuing education and learning
- Leaders and health care providers seeking tools and techniques to trigger desire and motivation
- Organizations desiring a culture shift
- People in transition

Level One: Certified Life Coach Practitioner

Level one offers a rigorous coaching skill practices using coaching tools, learning models, and coaching competencies. You will find that our Certified Life Coach Practitioner course provides holistic learning that is designed to expand your knowledge and ability to help others in all aspects of their lives. Students must complete all requirements listed on the next few pages and effectively demonstrate the required skills to be an effective coach. This means achieving a C average or above in all course work and completing all 166 combined hours of in class, documenting coaching recordings on freeconferencing.com, individual sessions with the instructor and outside of class required readings and coaching practices with peers.

Entrance Requirements

All students are required to complete an application and interview with the Learning Journeys to determine readiness, commitment and abilities. (see page 39 for transferred credits)

Areas of focus include:

- Professional background
- Motivation for seeking a certification in coaching
- Previous skills and knowledge that will support your success as a coach
- Desired area of focus within the field of coaching
- Commitment to upholding and elevating the field of coaching

Course Structure

All courses are offered in English in person, online via SKYPE or teleconference. Please contact us to determine the best delivery method for your learning style.

Enrollment Process

- Once approved, complete the enrollment form online or one can be emailed to you.
- Mail the enrollment form with your course fee to Learning Journeys International Center of Coaching at 4020 Reservoir Blvd., Columbia Heights, Minnesota 55421.
- Direct questions to Ruth Godfrey at 763 788 0702 or 612 644 4666.

Level One Fee: \$5,260.00

Certification Vision and Goals: The International Center of Coaching, Learning Journeys' vision is to effectively teach others how to positively influence change by fully being a partner in not leading the process. This means learning how to let go of an agenda, control and outcomes. They must trust the client has the answers and capacity inside him/her to create and sustain the changes he/she desires.

Learning Journeys is committed to the professional development of coaching skill mastery. Our coaching certification process is provided through coaching courses which include skill building opportunities that combine theory, experiential practices, feedback, dialogue and mentor coaching. The learning environment is enhanced through one-on-one coaching, Skype dialogue sessions, coaching circles, and mastery-skills practice learning opportunities.

Life Coach Practitioners Modules/Contact Hour Requirements: Synchronous learning takes place real time in class hours. Asynchronous takes place outside of class & involves homework.

Life Coach Practitioners Modules/Contact Hours:

Module Title	Contact Hours
Power of Possibility One	20 synchronous
Honor Your Interior Self	16 synchronous
Design a Creative Environment	16 synchronous
Integrate Creative Expression	16 synchronous
Source Gifts and Talents	16 synchronous
Power of Possibility Two	20 synchronous
Learning Lab: Discovery Session	4 synchronous
Learning Lab: Ethics and Committed Ways of Being	4 synchronous
Learning Lab: Coaching Models and Competencies	4 synchronous
Learning Lab: Coaching Tools and Competencies	4 synchronous
Mentor Coaching The mentor coaching takes place as a group or individually with a program director. (in class)	1 synchronous
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Mentor Coaching The mentor coaching takes place as a group or individually with a program director. (in class)	1 synchronous
One-on-One Coaching One-This session is with Ruthie or Jennie on any topic.	1 synchronous
One-on-One Coaching Two-This session is with Ruthie or Jennie on any topic.	1 synchronous
One-on-One Coaching Three-This session is with Ruthie or Jennie on any topic.	1 synchronous
Mentor Coaching Lab One-Recording review with Ruthie.	1 synchronous
Mentor Coaching Lab Two-Recording review with Ruthie.	1 synchronous
Mentor Coaching Lab Three-Recording review with Ruthie.	1 synchronous
Sat at the Center/Coaching Circle: Experiential Learning Two	2 synchronous
Sat at the Center/Coaching Circle: Experiential Learning Two	2 synchronous
Sat at the Center/Coaching Circle: Experiential Learning Three	2 synchronous
One-on-one Peer Coaching One-Practice Client Outside of Class-Discovery Session (record)	3 synchronous
One-on-one Peer Coaching Two Practice Client Outside of Class-Coaching Session (record)	1 synchronous
One-on-one Peer Coaching Three Practice Client Outside of Class-Coaching Session (record)	1 synchronous
One-on-one Peer Coaching Four Practice Client Outside of Class-Coaching Session (record)	1 synchronous
One-on-one Peer Coaching Five Practice Client Outside of Class-Coaching Session (record)	1 synchronous
One-on-one Peer Coaching Six Practice Client Outside of Class-Coaching Session (record)	1 synchronous
Note: 3 of the sessions need to be submitted for review with Ruthie. Together we will listen and evaluate the session. Student must show progress. To pass the course two of the 3 sessions submitted have to pass at an MCC level. If not, students can continue to submit for review. Each additional review is \$125.	
4 Book reports: • 3 written book reports from required reading list and 1 oral from book of choice	19 asynchronous
Letter to Self	2 asynchronous
Written Test	4 asynchronous
4 observations of peers reviewing you-in class	4 asynchronous
4 observations of you reviewing peers-in class	4 asynchronous
Totals:	164 hours

Level Two: Master Certified Life Coach Practitioner

Course Purpose

Level Two assists you in refining, researching and reaching your vision as a masterful coach. You will further enhance your skills allowing your clients to achieve goals at a more accelerated rate. You will conduct research to confirm and claim the perfect and needed niche for you and your clients. You will reach beyond your set potential finding new paths and possibilities for yourself, your coaching and your clients.

Mastery is one of the most invigorating challenges you will ever take on.

Course Requirements

Students must have successfully completed Level One: Certified Life Coach Practitioner to be accepted into Level Two or have equivalent Level One training and certificate from another qualified institution. (All students from other institutions applying to be accepted into Learning Journeys Level Two certification must complete the Coaching Foundations Course. This is to ensure all students thoroughly understand our methodology and are able to successfully apply it at the mastery level.)

Includes

- Workbook
- Assessment Tools
- Business Development Consultation
- Coaching Models
- Children's Story Book
- Client Journal
- Master Coach Feedback Review

Course Structure

All courses are offered in person, online via SKYPE or by telephone. Please contact us to determine the best delivery method for your learning style.

Enrollment Process

- Once approved, complete the enrollment form online or one can be emailed to you.
- Mail the enrollment form with your course fee to Learning Journeys International Center of Coaching at 4020 Reservoir Blvd., Columbia Heights, Minnesota 55421.
- Direct questions to Ruth Godfrey at 763 788 0702 or 612 644 4666.

Level Three: Advanced Coach Practitioner: Narrative Coaching

Course Purpose

This course is designed to expand the client's framework of how they relate to their personal life story, to find a way to expand their story that allows for a more fulfilling life. The course is comprised of two intensives and four courses which include Telling Your Story, Unpacking Your Story, Repacking Your Story and Living Your Story.

Course Requirements

Students must have successfully completed Level Two or have equivalent Level Two training and certificate from another qualified institution. (All students from other institutions applying to be accepted into Learning Journeys Level Three certification must complete the Coaching Foundations Course the Power of Possibility. This is to ensure all students thoroughly understand our methodology and are able to successfully apply it at an advanced level.)

Includes

- Workbook
- Narrative Story Cards
- Narrative Journal
- Narrative Coaching Tools
- Canvas and acrylic paints
- A Guide to Narrative Coaching Resource Book

Enrollment Process

- Once approved, complete the enrollment form online or one can be emailed to you.
- Mail the enrollment form with your course fee to Learning Journeys International Center of Coaching at 4020 Reservoir Blvd., Columbia Heights, Minnesota 55421.
- Direct questions to Ruth Godfrey at 763 788 0702 or 612 644 4666.

School Policies: Application/Entrance Requirements

We require a demonstrated commitment to continuous learning. Applicants may come from a variety of professional backgrounds in such fields as education, military, organizational development, safety, psychotherapy, health, science, law enforcement, human resources, social work, clergy, leadership and the creative arts. It is useful for applicants to have a basic understanding of how adults learn and process information.

All students are required to complete an application regardless of what level of certification they are seeking and if needed an interview with the Dean of Coaching to determine readiness, commitment and abilities.

Areas of focus include:

- Professional background
- Motivation for seeking a certification in coaching
- Previous skills and knowledge that will support your success as a coach
- Desired area of focus within the field of coaching
- Commitment to upholding and elevating the field of coaching

Additional pre-requisites for Level Two and Level Three acceptance: Successfully complete the Coach Foundation Course prior to enrolling in the Level Two or Level Three certification. ** Each student will be notified of acceptance/rejection in writing. If student is rejected, all tuition, fees and other charges **will be refunded**.*

Enrollment Information

Students may enroll by completing an enrollment form and including a check for the course they have selected. The same enrollment form is used for all classes. Mail enrollment forms to:

Columbia Heights, Minnesota 55421

Registration can be partially completed online at www.learningjourneys.net to better ensure reservation in a class. However, in addition to online enrollment an enrollment form must be completed, signed and mailed/hand delivered to Learning Journeys International Center of Coaching. Inquiries can be directed to Jennie Antolak at 651 402 2975.

Sample Enrollment & Registration Form:

International Center of Coaching: Learning Journeys

4020 Reservoir Blvd.

Columbia Heights, Minnesota 55421

Registration can be partially completed online at www.learningjourneys.net to better ensure reservation in a class. However, in addition to online enrollment an enrollment form must be completed, signed and mailed/hand delivered to Learning Journeys International Center of Coaching. Inquiries can be directed to Jennie Antolak at 651 402 2975.

Course Registration Enrollment & Invoice Form

Participant Information

Last Name	First Name	Middle
Business Phone	Cell Phone	Home Phone
Fax Number	Email Address	Website
Mailing Address	City	State & Zip code

Course Information

Course Name	Start Date	Total Tuition	Amount Paid
Level One: Life Coach Practitioner			
Level Two: Master Coach Practitioner			
Level Three: Advanced Coach Practitioner (Narrative Coach)			
Total			

Payment Information

Make check payable to: Learning Journeys International Center of Coaching	4020 Reservoir Blvd. Columbia Heights, Minnesota 55421
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Registration and Refund Cancellation Policy – Buyers Right to Cancel (136A.827)

Forward a completed and signed registration form with the appropriate payment for the class you are enrolling in. You will be notified in writing if your application is accepted or rejected. If your application is rejected, you will receive a full refund of all tuition, fees and other charges. You will be entitled to a full refund of tuition, fees and others charges if you give written notice that you are cancelling your contract within five business days after the enrollment agreement is considered effective. The enrollment agreement will be presumed to be effective on the date of when Learning Journeys notifies you that you have been accepted into our institution and you have signed the enrollment agreement. If the notification of acceptance into Learning Journeys is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter. This five day refund police applies regardless of when the program starts. If you give written notice more than five days after you signed the contract, but before the start of the program you will receive a refund of all tuition, fees and other charges minus 15%, up to \$50, of the total cost of the program. You will be provided a prorated tuition, fees, and other charges refund minus a 25% up to \$100 administrative if you provide written notice of your withdrawal after your program has begun, but before 75% of the program has been completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees and other charges. You will receive written notice acknowledging your withdrawal request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees and other charges within 30 business days of receipt of your withdrawal. Written notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to Learning Journeys. If you do not withdraw in writing or contact Learning Journeys about your absence, and you have not attend your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

Thank you for enrolling in an ICC coaching program. Please note, this enrollment agreement is a legally binding instrument upon written acceptance of your participation in the program you are enrolling in unless cancelled pursuant to the Buyer's Right to Cancel.

I have read and agree to the terms of the registration requirements and payment polices. I understand that class space is on a first-come, first-served basis. To reserve space in a particular class, I must make payment in accordance with the above stated registration and refund policy.

Signature: _____

Date: _____

Mail form and payment to: International Center of Coaching: Learning Journeys, 4020 Reservoir Blvd., Minneapolis, Minnesota 55421. Direct questions to Ruth Godfrey at 763 788 0702.

Thank you for enrolling in an ICC coaching program. Please note, this agreement is a legally binding instrument upon written acceptance of your participation in the program you are enrolling in unless cancelled pursuant to the Buyer's Right to Cancel.

Tuition Policy

All students can pay tuition in full at the beginning of the coaching certification or choose to pay as they go. They can pay cash, check or paypal.

Veterans Refund Policy

In the event that a veteran or a veteran's beneficiary enrolls under the provisions of Title 38, US Code and/or Title 10, US Code and discontinues training before completion of the program, the school will retain ten dollars (\$10) as a bona fide registration cost. All other advance payment of tuition, fees and other charges will be refunded to the trainee on a pro rata basis computed to the date of discontinuance of training.

Cancellation Form Example (Form is in the appendix of this catalog)

Notice of Cancellation

Name of course you are enrolled in _____

Date of enrollment _____

If you do not want to participate in the course as described above, you may cancel your purchase/agreement by mailing or delivering a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to:

Learning Journeys

4020 Reservoir Blvd.

Columbia Heights, Minnesota 55421

If you have changed your mind regarding participation in any of the certification program you are in enrolled in, you may cancel your enrollment by mailing or delivering a signed and dated copy of the cancellation notice. Please refer to the appendix for specific information.

Send your notice to:

International Center of Coaching Learning Journeys

4020 Reservoir Blvd.

Columbia Heights, Minnesota 5421

Not later than midnight of the fifth business day following the post-marked date of the school's letter of acceptance. If you cancel any payments made by you under the contract or sale will be returned within 30 days following the postmarked date of the notice of cancellation.

If you cancel, you must make available to the International Center of Coaching Learning Journeys at your residence the course materials in substantially as good condition as when you received any course materials delivered to you under this contract or sale, you may if you wish comply with the written instructions at the Learning Journeys expense and risk

If Learning Journeys does not pick up the course materials within 20 days of the date of your notice of cancellation, you may retain or dispose of the materials without any further obligation.

I HEREBY CANCEL THIS TRANSACTION

Date

Buyers Signature

Our Customer Philosophy

We believe that it is critical to honor and respect all of our coaching student's individual values. It is our responsibility to create a safe, invigorating and inviting environment for our students so that skill mastery and achievement occurs naturally for them and in a fulfilling and respectful manner.

Complaint Procedure

Learning Journeys International Center of Coaching is committed to resolving issues as they occur. Bring your problem or issue to the leadership of our organization as soon as possible. We will work to resolve your issue just as soon as we are made aware of what it is.

Keep records that provide evidence of the issue and your attempt(s) to resolve the issue informally. Focus on the facts that substantiate your issue. For issues that you feel are not resolved to your satisfaction and you feel you have exhausted any internal grievance process you can file a complaint with:

**Research and Program Services
Minnesota Office of Higher Education**

1450 Energy Park Drive, Suite 350
St. Paul, Minnesota 55108
651 642 0584 or 1 800 642 0533

Attendance Policies

Missed Sessions: Students must make up all sessions that are missed. Students may attend another session that covers the same material that was missed or special arrangements can be made with the instructor which can be comprised of one-on-one coaching sessions to review materials that were provided in the class that was missed provided the student has been in contact with the instructor and has let the instructor know that he/she was going to miss a session. When a session is missed and prior notice cannot be given due to unforeseen circumstances the instructor should be notified within the next two days. Additional homework and makeup work may be requested in addition to a demonstrated proficiency in the material either verbally, or written will be provided by the student before any award of course certificate will be offered.

When there is consistent unsatisfactory attendance students with no demonstrated effort to make up the work, the student will be asked to re-enroll in classes missed. Unsatisfactory attendance is: skipping part or all of a session without prior authorization and not setting or scheduling time with the instructor to make up the time and work missed. If an individual misses most of a session or lab we will ask them to repeat that session. If person misses two classes and a lab we will ask them to re-enroll in the entire certification course. (This reflects missing half of the course work.)

Tardiness: We require all people be on time for each session including start up time and breaks. The instructor prior to the day of the course when possible must approve absences. Unforeseen circumstances will be taken into consideration such as, automobile problems, death or family emergency. Consistent tardiness of three consecutive times will be considered unsatisfactory attendance and will require a makeup session.

Leave of Absence: A student may request a leave of absence 6-12 months for any of our course work. If the leave of absence is longer than 12 months and the individual is in Level One Certification they will be required to re-take the Coaching Foundations class as a refresher. (There will be no charge for the re-take.)

Transcript



Student Identification Number:

Name:

Address:

Phone Number

Date:

Designations:

Level One: Life Coach Practitioner

Level Two: Master Coach Practitioner

Level Three: Advanced Coach Practitioner

(Narrative Coach)

Date	Level & Course Title	Instructor	Contact Hours	Grade	Designation

Required Disclosure:

Learning Journeys International Center of Coaching is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 141.21 to 141.32.

Licensure is not an endorsement of the institution. Credits earned at the institution may not directly transfer to all other institutions.

Learning Journeys is an ACTP ICF accredited training program for level one. Please note that accreditation by (ICF) accreditation is not recognized by the U.S. Department of Education or the State of Minnesota for accreditation purposes.

Grading Policies:

Letter Grades and Grade Point Average

Each letter grade corresponds to a numerical grade point equivalent to allow the computation of a grade point average. The letter grades and their grade point equivalents are as follows:

Grading System

Grade	Performance	GPA
A+	Excellent	4.0
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2.0
D+	Passing	1.3
D	Passing	1.0
F	Failure	0.0
I	Incomplete	n/a
S*	Satisfactory Completion	n/a
U*	Unsatisfactory	n/a

Grades are weighted based on how well the student prepares written and oral work, how effectively they demonstrate knowledge and application of coaching tools, models and competencies and how well they honor and follow the coaching process. All feedback is provided immediately so that students have an opportunity to relate to the information and adjust in the moment. Specific methods that support our grading system are detailed in the course requirements for each course.

Learning Journeys keeps all transcripts on file for 50 years. If a copy is needed please send request ruth@learningjourneys.net, call 612 644 4666 or write us at Learning Journeys, 4020 Reservoir Blvd, Columbia Heights, MN 55421.

Standards of Progress for Minimum Grades

In addition to our instructors, we do provide additional support from members of our Leadership Council to work with a student when he/she is clearly not demonstrating the proficiency to earn a C- or above or an S depending on what level the students is working on. Instructors will first meet with the student and develop a learning plan that addresses deficit areas and determine how we can ensure that we are teaching in a way that honors their learning style. The student can also request a member of our Leadership Council to coach on the process areas that are in question. Each student has 12 months to get their unsatisfactory grades up to satisfactory levels. During that time they are considered on probation and to re-enter the program or to complete the certification they have to re-take the final exam, depending on the situation-retake identified classes and gain approval from the Dean of Coaching. (If an individual has to retake a course and they have already paid for the course they will not be charged for the course again.)

Previous Credit

It is possible to transfer credits/hours earned at another licensed coach training school. Consideration will be on an individual basis. Transfer Credits Dependent On

1. Previous training with a licensed school
2. Enrolled within the last two years
3. Coaching demonstration that reflects a basic

Student Conduct and Discipline

Students are expected to comply with all state and federal laws and with Learning Journeys policies and regulations.

The standards of conduct apply to students and they also apply to:

- applicants who become students, for offenses committed as part of the application process;
- applicants who become students, for offenses committed on campus and/or while participating in Learning Journeys-related events or activities that take place following a student's submittal of the application through his or her official enrollment; and former students for offenses committed while a student.

If specified in implementing Learning Journeys regulations, these standards of conduct may apply to conduct that occurs off LJ grounds and that would violate student conduct and discipline policies or regulations if the conduct occurred on campus.

Grounds for Discipline

The Dean or President of Learning Journeys may impose discipline for the commission or attempted commission (including aiding or abetting in the commission or attempted commission) of the following types of violations by students, as well as such other violations as may be specified in Learning Journey's regulations:

All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.

Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to Learning Journeys.

Forgery, alteration, or misuse of any Learning Journeys document, record, key, electronic device, or identification. Theft of, conversion of, destruction of, or damage to any property of Learning Journeys, or any property of others while on Learning Journeys premises, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.

Theft or abuse of Learning Journeys computers and other Learning Journeys electronic resources such as computer and electronic communications facilities, systems, and services.

Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or copyright infringement (for example, the illegal file-sharing of copyrighted materials).

Use of Learning Journeys computer and electronic communications facilities, systems, or services that violates other University policies or campus regulations.

Unauthorized entry to, possession of, receipt of, or use of any Learning Journeys services; equipment; resources; or properties, including the University's name, insignia, or seal.

Violation of policies, regulations, or rules governing Learning Journeys-owned, -operated, or -leased facilities or other property.

Physical abuse including but not limited to sexual assault, sex offenses, and other physical assault; threats of violence; or other conduct that threatens the health or safety of any person.

Harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to Learning Journey's programs or activities that the person is effectively denied equal access to the Learning Journey's resources and opportunities. Harassment includes, but is not limited to, conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identify, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications.

Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the school to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the school to serve no legitimate purpose.

Student Conduct and Discipline

- Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the University to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the University to serve no legitimate purpose.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.
- Disorderly or lewd conduct.
- Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal and state law or regulation.
- Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the Learning Journeys in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these *Policies* whether or not it was the student or someone else who prepared the notes or recordings. Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of Learning Journeys course unless authorized by the Learning Journeys in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).
- Conduct, where the actor means to communicate a serious expression of intent to terrorize, or acts in reckless disregard of the risk of terrorizing, one or more Learning Journeys students, faculty, or staff. 'Terrorize' means to cause a reasonable person to fear bodily harm or death, perpetrated by the actor or those acting under his/her control. 'Reckless disregard' means consciously disregarding a substantial risk. This section applies without regard to whether the conduct is motivated by race, ethnicity, personal animosity, or other reasons. This section does not apply to conduct that constitutes the lawful defense of oneself, of another, or of property.
- Making a video recording, audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- Making a video recording, audio recording, or streaming audio/video of private, non-public conversations and/or meetings, without the knowledge and express consent of all recorded parties. These provisions do not extend to public events or discussions, nor to lawful official law or policy enforcement activities. These provisions may not be utilized to impinge upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly.

Student Discipline Procedures

A written notice, including a brief statement of the factual basis of the charges, Learning Journeys policies or regulations allegedly violated, and the time and place for the review of charges and evidence will be provided to the student. The student shall have the opportunity to present documents and defense for their side of the situation. A record of the hearing; an expeditious written decision based upon the preponderance of evidence, that shall be accompanied by a written summary of the findings of fact and action that will be taken. (Depending on the severity of the conduct, faculty may first choose to talk directly with a student to present charges and hear student's side of the situation. If the behavior continues or progresses written notice will be submitted to the student and the school will move directly to student disciplinary action.)

- The Dean will impose discipline for violations and disciplinary procedures will be carried out

Administration of Student Discipline

The Dean will impose discipline for violations and disciplinary procedures will be carried out through the Dean.

Types of Student Disciplinary Action

When a student is found in violation of Learning Journeys policies or campus regulations, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

Warning/Censure:

Written notice or reprimand to the student that a violation of specified Learning Journeys policies or campus regulations has occurred and that continued or repeated violations of Learning Journeys policies or campus regulations may be cause for further disciplinary action, normally in the form of Disciplinary Probation, and/or Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.

Disciplinary Probation:

A status imposed for a specified period of time during which a student must demonstrate conduct that conforms to Learning Journeys standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of Suspension or Dismissal.

Loss of Privileges and Exclusion from Activities:

Exclusion from participation in designated privileges and activities for a specified period of time. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of Learning Journeys policies or regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Probation, Suspension or Dismissal.

Suspension:

Termination of student status at Learning Journeys for a specified period of time with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the student is otherwise qualified for reinstatement. Violation of the conditions of Suspension or of Learning Journeys policies or regulations during the period of Suspension may be cause for further disciplinary action, normally in the form of Dismissal.

Administration of Student Discipline

The Dean will impose discipline for violations and disciplinary procedures will be carried out through the Dean.

Dismissal:

Termination of student status for an indefinite period. Readmission to Learning Journeys shall require the specific approval of the Dean to which a dismissed student has applied. Readmission after dismissal may be granted only under exceptional circumstances.

Posting Suspension or Dismissal on Academic Transcripts

When, as a result of violations of the Policy on Student Conduct and Discipline, a student is suspended or dismissed, a notation that the discipline was imposed must be posted on the academic transcript for the duration of the suspension or dismissal. Thereafter, notations of Suspension or Dismissal reflected on a student's transcript may be removed as set forth in campus regulations.

Educational Student Support

There are many ways students can obtain support with regard to achievement and skill mastery. Our Project Team Leaders work on a volunteer basis with students who want to practice coaching outside of the classroom. Students may also join the Coaching Mentor Project Initiative for intense coaching and feedback. Every student is expected to be an active participant in his or her own learning and evaluation process. Throughout our courses, we are continually measuring progress through peer and leadership observation feedback reports. With the assistance of our teaching assistants students are given ongoing feedback related to growth and skill mastery.

Greater quality assurance of our process and learning environment is required by our Project Team Leaders which has become increasingly important as Learning Journeys International Center of Coaching positions themselves in a growing industry.

We are committed to provide a creative learning environment and in depth training resulting in coaching techniques and their application, and an understanding of the philosophy behind coaching. Providing in-class instruction is our dominant educational method. We do offer on-line as well as telephone conference sessions as reinforcement to or in place of the in-class instruction. The supervision of our students is designed to be a partnership relationship and is thoughtful, respectful and is designed to stretch and challenge the student's learning.

Facilities and Equipment

We are located in Columbia Heights Minnesota, 4020 Reservoir Blvd. Columbia Heights. We are ten minutes from downtown Minneapolis. We have one large training room and four conference rooms for small group discussion. There are two restrooms and a kitchen facility. Equipment consists of flip chart stands, flip charts, notebooks, CD player, VCR, display tables, coaching tools, markers, water colors, and an array of paper supplies, colored pencils, chalk, journals, wall board, supply cabinets, projectors, computers and free internet access. We have comfortable chairs, sofas and tables so that students are relaxed in the learning environment. Bottled water is always available to students for free. We have an extensive supply of resource books that are on loan to students. All courses include course material, resource guides and "Committed Way of Being" cards. Level Three also provides students with narrative story cards.

Summary Statement

We welcome your inquiries regarding the information in this catalog. We look forward to having the joy of getting to know you in the near future.

At Learning Journeys we are committed to working with you in a way that assures you receive the personal attention aligned with your specific needs and learning goals. This is the surest way to become the kind of coach you want to be while learning how to develop a niche in a coaching specialty that truly is designed around your interests, passion and strengths.

A graduate of ours once said the reason students, graduates and clients continue to stay connected with Learning Journeys is because of our presence. We show up in such a way that others can feel our passion for what we do and see our trustworthiness in on how we do it.

Our proven coaching methodology teaches you to connect to who you are as an individual, who you are in relationship to your community and who you are in relationship to the world – thus in turn, you will learn how to uniquely address the clients you serve in doing so we will each contribute to making a better world.

Enjoy the journey!

Ruth M. Godfrey, Founder
Jennie Antolak, President