



Corvus Peer Coaching Program—Registration, Application, and Agreement (RAA)

Section 1: Personal Information. This information will be used only in providing service for the Peer Coaching Program. This includes, but is not limited to, sending payment, notifying you of your peer coach and client assignments, and informing your peer coach and client how to contact you.

Coach Name:

Mailing Address:

Email Address (required):

Coaching Phone Number:

Training/Certification Level (describe briefly, e.g. “In training” or “MCC”):

Training Program(s)/School(s) Attended:

Section 2: Specialties and Background.

List up to five “specialties” or “concentrations” that you might use to describe your coaching. In other words, fill in the blank: “I am a _____ coach” (for example, “career,” “relationship,” “ADD,” “marketing”).

- 1.
- 2.
- 3.
- 4.
- 5.

List up to five areas where you have experience or background that may be of interest to a client. In other words, fill in the blank: “My background outside of coaching includes _____” (for example, “parenting,” “publishing,” “fine arts,” “real estate”).

- 1.
- 2.
- 3.
- 4.
- 5.

Section 3: Preferences.

Corvus Coaching Enterprises will do our best to pair you up with coaches that match your preferences as often as possible. Be aware that we do not guarantee a match with your preferences every time.

Would you prefer to work exclusively with a coach from a particular specialty or background (i.e., only marketing coaches, or only relationship coaches)? Yes No

If yes, what specialty(ies)/background(s)?

Section 4: Referral Information.

How did you hear about us? Please tell us the name of the person who referred you, or the place you saw a flyer or other materials. Thank you!

Section 5: General Program Information.

Please read the following information about the program. Part of the agreement is that you have read and understood this section.

SCHEDULE

We send out a payment/renewal reminder via email to all current participants on or about the 15th of the month, saying that payment for the next month must be postmarked by the 20th. The reminder will also include information on how a coach and client can opt to remain together for the next rotation (sent monthly to the Monthly program participants, and in the third month of each Quarterly rotation).

Coach mails payment to Corvus Coaching Enterprises postmarked no later than the 20th of the month prior to each month in which coaching will occur (the “coaching month”). Receipt of payment will be considered agreement to continue in the Peer Coaching Program. If we do not *receive* payment by the 25th, the coach will be removed from the Peer Coaching Program for the next rotation.

We will set up assignments and check for repeats, pairings to continue or avoid, record the assignment history for each participant (to avoid repeats if possible), etc.

On or about the 27th of the month prior to the coaching month, all participants will be emailed their peer coach and peer client assignments, and a check for their portion of the coaching fee will be placed in the postal mail. Participants are then responsible for contacting their peer coach and client in a timely manner to schedule sessions.

During the first week of the coaching month, coaching begins between coach and client.

ELECTRONIC PAYMENT

Corvus accepts electronic payment via PayPal. Payments made via PayPal should be addressed to payments@corvuscoaching.com and should be completed on or before the check-payment deadline of the 20th of the month prior to the coaching month. For all participants making payment via PayPal, your peer client’s payment to you will be made by Corvus via PayPal as well.

EVALUATION

The Corvus Peer Coaching Program was designed to be an educational experience for coaches as well as a way to strengthen our community. Participants are encouraged to provide feedback for their peer coaches with the intention of deepening our learning and supporting each other’s growth as coaches. Feedback and evaluation are an important part of the learning process and an integral part of this program. You will be sent blank feedback forms each month for this purpose. You may choose whether to forward your completed feedback to your peer coach, Corvus Coaching Enterprises, both, or neither.

Section 6: General Agreements (both Monthly and Quarterly)

I have read, understand, and agree to the General Program Information in Section 5, above.

In cases where either (1) my payment is postmarked after the 20th of the month prior to the coaching month, or (2) if the payment is not received by Corvus before the date payment checks are issued to participants, I agree to allow Corvus to both:

- (a) delay my payment check until my payment to Corvus is received and deposited, and
- (b) reduce my payment check by \$10 as a late fee (I would receive \$140 if participating in Monthly, or \$190 if participating in Quarterly)

I agree to fully participate as both coach and client, and I agree to be flexible and make myself available for both my coach and client sessions.

As coach, I promise that all information will be kept confidential, and that I agree with the definition of coaching and will follow all guidelines, standards, and ethics of the International Coach Federation (as listed at <http://www.coachfederation.com/abouticf/standards.htm>). I agree to honor my agreements with my assigned peer client, including being on time for sessions, giving notice for cancellations, and other professional courtesies.

As client, I understand and agree that I am fully responsible for my well being, choices, and results during my coaching. I grant my peer coach permission to be direct, probing, and forthright in coaching me. I agree to honor my agreements with my assigned peer coach, including being on time for sessions, giving notice for cancellations, and other professional courtesies.

I understand that Corvus' responsibility is limited to administration of the program, making assignments, and distribution of the fee. I further understand that any disagreements are between the participants involved and that Corvus Coaching Enterprises does not provide arbitration services.

I understand that the coach I am paired with may not have my preferred specialties or background every rotation, and that Corvus Coaching Enterprises does not guarantee matches with any particular kind of coach as part of the Peer Coaching Program.

I understand that I can access this Registration, Application and Agreement ("RAA") at any time at www.corvuscoaching.com/cpcp.shtml. This agreement may be modified from time to time; the date of the most recent revisions will appear on this Web page; in addition, Corvus will make reasonable efforts to inform me of changes. However, I understand that I am responsible for regularly reviewing these agreements. My continued participation Corvus programs by me will constitute my acceptance of any changes or revisions to the RAA.

Section 7: Monthly Program Agreements

I agree to pay \$180 to Corvus Coaching Enterprises, postmarked by the 20th of the month prior to the month in which I will participate in peer coaching (known as the "coaching month"). I understand that \$30 of this amount is an administration fee for Corvus, and the remaining \$150 will be forwarded to my assigned peer coach.

I agree to accept a peer client for \$150 per month, forwarded to me by Corvus with my client assignment, and to provide at least two (2) hours of coaching for that client within five (5) weeks of being assigned.

I attest that I have successfully completed at least one class, seminar, or workshop offered through an ICF-accredited coach training program. Alternatively, I may also qualify to participate by satisfying the minimum requirements listed on the Corvus webpage at www.corvuscoaching.com/exceptions.shtml.

I agree to change coach and client in rotation each calendar month unless both coach and client as a pair request from Corvus to remain paired for one more rotation.

Section 8: Quarterly Program Agreements

I agree to pay \$230 to Corvus Coaching Enterprises, postmarked by the 20th of the month prior to the calendar quarter in which I will begin participating in peer coaching. I also agree to pay \$230 to Corvus, postmarked by the 20th of the month in each of the two subsequent months. I understand that of each of these payments, \$30 of the amount is an administration fee for Corvus, and the remaining \$200 will be forwarded to my assigned peer coach.

I agree to accept a peer client for \$200 per month, forwarded to me by Corvus with my client assignment, and to provide at least two (2) hours of coaching for that client each month of the quarter.

I attest that I have successfully completed a certification program through a coach-training program accredited by the International Coach Federation (ICF) and/or have earned an ICF-recognized credential. Current ICF-accredited programs can be found at www.coachfederation.com/training/programs.asp.

I agree to change coach and client in rotation each calendar quarter unless both coach and client as a pair request from Corvus to remain paired.

Section 9: Signature

I have read this document and agree to all statements listed therein. I understand that if Corvus Coaching Enterprises discovers that any of my statements or actions were false, misleading, or a breach of these agreements, I may be denied participation in this program and that Corvus may take additional action in response.

Signature

Printed name

Date

Revised 11 July 2005