

ILLNESS POLICY

In order to provide you with the minimum required training hours for certification, it is important that you are present at all course meetings. If you have an emergency or become ill and are not able to attend a coaching session, please contact your instructor and Program and Events Coordinator Kristen Terlitsky (kterlitsky@cappinstitute.com) immediately. You will be expected to complete the session materials, review the session recording, and complete a coaching session outside the live session to make up for the missed session.

If you need to miss more than 8 live course hours of the program, you will have the option to cover the missed material at your own expense or register for another course. If you miss any hours of mentor coaching, you will need to arrange and pay for individual mentor coaching sessions to complete the required 10 hours of mentor coaching to satisfy the International Coaching Federation requirements.

Petitions to this policy are considered on a case-by-case basis and must be submitted in writing to the instructor and the CaPP Institute, 1227 N. Peachtree Pkwy, Suite 166, Peachtree City, GA 30269.

 **Phone**
— (404) 592-5262

 **Email**
— info@cappinstitute.com

 **Address**
— Inspire Inc.
1227 N. Peachtree Pkwy, Suite 166
Peachtree City, GA 30269