



SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2018 & 2019

**Coaching Fundamentals (20 Hours, 2.5 Days)**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	512	512	512	100%
2018	458	458	458	100%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

*Initial only after you have had sufficient time to read and understand the information.*

**Job Placement Rates**  
**(includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	512	512	512	100	19%
2018	458	458	458	42	6.17%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list please email [service@coactive.com](mailto:service@coactive.com) or review information provided on the institution's website: <https://coactive.com/about/accreditation-affiliations/>



**Gainfully Employed Categories**  
**(includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

<b>Calendar Year</b>	<b>Graduate Employed in the Field 20-29 Hours Per Week</b>	<b>Graduates Employed in the Field at Least 30 Hours Per Week</b>	<b>Total Graduates Employed in the Field</b>
2019	8	11	100
2018	2	3	42

**Single Position vs. Concurrent Aggregated Position**

<b>Calendar Year</b>	<b>Graduates Employed in the Field in a Single Position</b>	<b>Graduates Employed in the Field in Concurrent Aggregated Positions</b>	<b>Total Graduates Employed in the Field</b>
2019	78	22	100
2018	2	3	42



**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	82	100
2018	33	42

**Institutional Employment**

Calendar Year	Graduates Employed in the Field who are: Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2019	0	100
2018	0	42

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8-hour work day or 40-hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**License Examination Passage Rates**  
**(includes data for the two calendar years prior to reporting)**

<b>First Available Exam Date</b>	<b>Number of Graduates in Calendar Year</b>	<b>Number of Graduates Taking Exams</b>	<b>Number Who Passed First Available Exam</b>	<b>Number Who Failed First Available Exam</b>	<b>Passage Rate</b>
2019					
2018					

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Salary and Wage Information**  
**(includes data for the two calendar years prior to reporting)**

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$25,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	\$50,001+	No Salary Information Reported
2019	512	100	1	2	0	0	54	4
2018	458	42	0	2	0	0	20	4

A list of sources used to substantiate salary disclosures is available from the school. Email [service@coactive.com](mailto:service@coactive.com) to obtain this information.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Cost of Education Program**

Total charges for the program for students completing on-time in 2019: \$1,000.00.  
Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on-time in 2018: \$925.00.  
Total charges may be higher for students that do not complete on time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Student Loan Information**

Students at CTI are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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Student Name – Print

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Student Signature

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Date

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School Official

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Date



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## **Definitions**

1. **“Number of Students Who Began the Program”** means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
2. **“Students available for graduation”** is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty or dropped out.
3. **“Graduates”** is the number of students who completed the program.
4. **“Completion Rate”** is the number of Graduates divided by the Number of Students Available for Graduation.
5. **“Graduates available for employment”** means the number of graduates minus the number of graduates unavailable for employment.
6. **“Graduates employed in the field”** means graduates who are gainfully employed in a position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. Results were reported by the student through a survey. Not all graduates reported employment status or completed the survey.
7. **“Placement Rate Employed in the Field”** is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment. Results were reported by the student through a survey. Not all graduates reported placement status or completed the survey.
8. CTI continuously administers exams. Multiple exams are scheduled each month.
9. **Number Who Passed First Exam Taken** is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.
10. **Number Who Failed First Exam** is the number of students who took and did not pass their first exam.
11. **Passage Rate is 100%** as all students who failed the first exam were able to retake the exam and passed the 2<sup>nd</sup> time.
12. **Graduates Employed in the Field** number was reported by the student through a survey. Not all graduates reported employment status or completed the survey.
13. **Salary Results** were reported by the student through a survey. Not all graduates reported salaries. A list of the employers of the Graduates Employed in the Field can be obtained from Co-Active Training Institute, 899 Northgate Drive, Suite 304 San Rafael, CA 94903, (415) 451-6000.



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## **Student's Right to Cancel**

You have the right to cancel this enrollment agreement and obtain a refund of charges paid. You must exercise your right to cancel or withdraw within seven (7) calendar days of signing this agreement or after completing the first course (Fundamentals), whichever is later, by writing or emailing: Co-Active Training Institute, 899 Northgate Drive, Suite 304 San Rafael, CA 94903 or by emailing [service@coactive.com](mailto:service@coactive.com). Our refund policy is set forth below.

If you have obtained a loan to pay for your course(s), you are responsible to repay the full amount of the loan plus interest, less the amount of any refund. If you received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

If you are eligible for a loan guaranteed by the federal or state government and default on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **Refund Policy**

Students not accepted by CTI and students who cancel this enrollment contract within the later of seven (7) calendar days after enrollment or attendance at the first class session are entitled to a full refund of all tuition and fees paid minus the \$250 non-refundable registration fee. Students may withdraw from a course either by written notice or by conduct, including, but not necessarily limited to a student's lack of attendance as set forth in withdrawal policy in the course catalog.

In the case of students withdrawing after commencement of classes, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, as well as a prorata refund after that point up to and including 60% of the period of attendance. CTI will retain the \$250 registration fee that was paid. If more than 60% of the program was attended no refund will be granted.

All refunds will be made within 45 days of a student's cancellation or withdrawal.





SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2018 & 2019

**Professional Coaching Advanced Curriculum (96 Hours)**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	302	302	302	100%
2018	251	251	251	100%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Job Placement Rates**  
**(includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	302	302	302	33	10.9%
2018	251	251	251	22	11.6%

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**Gainfully Employed Categories**  
**(includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

<b>Calendar Year</b>	<b>Graduate Employed in the Field 20-29 Hours Per Week</b>	<b>Graduates Employed in the Field at Least 30 Hours Per Week</b>	<b>Total Graduates Employed in the Field</b>
2019	2	4	34
2018	3	3	22

**Single Position vs. Concurrent Aggregated Position**

<b>Calendar Year</b>	<b>Graduates Employed in the Field in a Single Position</b>	<b>Graduates Employed in the Field in Concurrent Aggregated Positions</b>	<b>Total Graduates Employed in the Field</b>
2019	23	9	34
2018	3	3	22



**Self-Employed / Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed who are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
2019	28	34
2018	17	22

**Institutional Employment**

<b>Calendar Year</b>	<b>Graduates Employed in the Field who are: Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</b>	<b>Total Graduates Employed in the Field</b>
2019	0	34
2018	0	22

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- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
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- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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**License Examination Passage Rates**  
**(includes data for the two calendar years prior to reporting)**

<b>First Available Exam Date</b>	<b>Number of Graduates in Calendar Year</b>	<b>Number of Graduates Taking Exams</b>	<b>Number Who Passed First Available Exam</b>	<b>Number Who Failed First Available Exam</b>	<b>Passage Rate</b>
2019					
2018					

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Salary and Wage Information**  
**(includes data for the two calendar years prior to reporting)**

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$25,001 \$40,000	\$40,001 \$45,000	\$45,001 \$50,000	\$50,001+	No Salary Information Reported
2019	140	41	1	1	0	1	12	12
2018	251	22	0	0	1	0	10	10

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Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Cost of Education Program**

Total charges for the program for students completing on-time in 2019: \$5,700.00.  
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Total charges for the program for students completing on-time in 2018: \$5,700.00.  
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Student Name – Print

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Student Signature

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Date

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School Official

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If you are eligible for a loan guaranteed by the federal or state government and default on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **Refund Policy**

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In the case of students withdrawing after commencement of classes, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, as well as a prorata refund after that point up to and including 60% of the period of attendance. CTI will retain the \$250 registration fee that was paid. If more than 60% of the program was attended no refund will be granted.

All refunds will be made within 45 days of a student's cancellation or withdrawal.





SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2018 & 2019

**Professional Personal Coaching Certification Program (12 month)**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	173	173	140	80%
2018	149	149	109	73%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Job Placement Rates**  
**(includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	173	140	140	41	29%
2018	149	109	109	18	17%

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**Gainfully Employed Categories**  
**(includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

<b>Calendar Year</b>	<b>Graduate Employed in the Field 20-29 Hours Per Week</b>	<b>Graduates Employed in the Field at Least 30 Hours Per Week</b>	<b>Total Graduates Employed in the Field</b>
2019	8	4	41
2018	1	1	18

**Single Position vs. Concurrent Aggregated Position**

<b>Calendar Year</b>	<b>Graduates Employed in the Field in a Single Position</b>	<b>Graduates Employed in the Field in Concurrent Aggregated Positions</b>	<b>Total Graduates Employed in the Field</b>
2019	30	11	41
2018	12	6	18



### Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	38	41
2018	15	18

### Institutional Employment

Calendar Year	Graduates Employed in the Field who are: Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2019	0	41
2018	0	18

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
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**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**License Examination Passage Rates**  
**(includes data for the two calendar years prior to reporting)**

<b>First Available Exam Date</b>	<b>Number of Graduates in Calendar Year</b>	<b>Number of Graduates Taking Exams</b>	<b>Number Who Passed First Available Exam</b>	<b>Number Who Failed First Available Exam</b>	<b>Passage Rate</b>
2019					
2018					

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Salary and Wage Information**  
**(includes data for the two calendar years prior to reporting)**

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$25,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	\$50,001+	No Salary Information Reported
2019	140	41	3	1	1	1	16	3
2018	109	18	3	1	0	0	8	2

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Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Cost of Education Program**

Total charges for the program for students completing on-time in 2019: \$5,990.00.  
Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on-time in 2018: \$5,990.00.  
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Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Federal Student Loan Debt**

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Student Name – Print

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Student Signature

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Date

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School Official

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Date



## **Definitions**

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You have the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class, or the seventh day after enrollment, whichever is later, by writing or emailing: Co-Active Training Institute, 899 Northgate Drive, Suite 304 San Rafael, CA 94903 or by emailing [service@coactive.com](mailto:service@coactive.com).

Our refund policy is set forth below. If you have obtained a loan to pay for your course(s), you are responsible to repay the full amount of the loan plus interest, less the amount of any refund. If you received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

If you are eligible for a loan guaranteed by the federal or state government and default on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **Refund Policy**

Students not accepted by CTI and students who cancel this enrollment contract within the later of seven (7) calendar days after enrollment or attendance at the first class session are entitled to a full refund of all tuition and fees paid minus the \$250 non-refundable registration fee. Students may withdraw from a course either by written notice or by conduct, including, but not necessarily limited to a student's lack of attendance as set forth in withdrawal policy in the course catalog.

In the case of students withdrawing after commencement of classes, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, as well as a prorata refund after that point up to and including 60% of the period of attendance, which is based on the last date of recorded attendance. CTI will retain the \$250 registration fee that was paid. If more than 60% of the program was attended no refund will be granted.

All refunds will be made within 45 days of a student's cancellation or withdrawal.