



Welcome to eMerge Companies, Inc.™

Our Coaching Philosophy

We believe every person has endless potential and infinite possibilities to be what they choose to be. We see the coaching-client relationship as a co-creating partnership. We empower clients to reconnect with their own inner guidance system, which will help them find their own answers to move forward in their life journey. We believe in coaching the whole person. We respect where the clients are currently in their lives. We believe our coaches and clients deserve the life they want. We believe in celebrating everyone's accomplishments.

The eMerge™ Distance Learning Coach Certification Program encompasses an enjoyable, interactive and comprehensive curriculum specifically designed for those wishing to work as a Certified eMerge™ Life Coach upon completion of all training requirements.

Our introductory rate of \$1,995 includes all course materials and instruction from one of our eMerge™ Master Coaches. Our typical student is an adult with professional and/or family responsibilities, eMerge's™ flexible learning format works within our student's schedules.

Benefits of Distance Learning:

- **Distance education meets the needs of students** who might otherwise be unable to attend on-campus classes due to distance or time constraints.
- **The financial benefits** include lower class cost for our students, saving on transportation, housing and food costs and ability to keep your full or part-time job while you learn.

Benefits of Life Coaching from Your Home:

- Run and own your Coaching home-based business with an **inexpensive entry point and low overhead costs**. Forty percent of all home-based businesses require less than \$5000 for startup.
- ** Certain tax benefits may also be available to you since you will be conducting business from your home. ** Contact your accountant or tax advisor for further clarification.
- **Become part of a growing trend**. Home - based businesses generate 8500 job opportunities on a daily basis. The Small Business Administration states that 53% of small businesses in America are home-based.
- **Life coaching** has been named one of the top home businesses of the century. You can enjoy the financial rewards and personal fulfillment of owning your own business all while making the world a better place.

Benefits of eMerge™ Coaching

- You will **build on the skills** you need to coach in a wide range of situations, and for all types of people.
- You will **explore and develop your own personal strengths and weaknesses** by applying these same skills to both your life and new coaching career.

Are you ready to be a Coach?

On a scale from 1 to 10 (10 being the highest score), rate each of the following statements: (if not applicable, score the item a five).

1	2	3	4	5	6	7	8	9	10
No	-	-	-	-	Maybe	-	-	-	Yes

____ I enjoy helping others to create more balance in their lives.

____ I am willing to help others improve their personal or business relationships.

____ I get excited about helping others make positive changes in their lives.

____ I feel being a coach will achieve my life's purpose.

____ I enjoy helping others to overcome self-limiting beliefs and behavior.

____ I am ready to create plans and empower others to achieve their goals.

____ I feel a sense of fulfillment in helping others move forward.

____ I am ready for a more enjoyable and rewarding career change.

____ I am ready and willing to be a "living" example for others to emulate.

____ I am ready and willing to provide leadership to people and will help them achieve their desired goal.

Now total up your score.

My score: _____

Interpreting Your Score

If you scored under 30 points:

Coaching is not a good career choice for you right now.

If you scored between 31 to 60 points:

Coaching could be a good career choice for you. You would be able to provide others a different viewpoint as well as help them to map out a plan to move forward. If you decide to become a coach now, you will have to decide and commit that you are ready and willing to “live by example” and help others to stay on track.

If you scored over 60 points:

Congratulations! You are ready to be a coach! You are ready and willing to help others and encourage them to create the life they deserve and desire.

If you are ready to be a coach, please complete our Application in its entirety and return to:

**Dr. Kemmy Taylor, VP Coaching Operations,
45070 US Hwy 41 Suite B,
Chassell, MI 49916
Or fax to (906)-482-3080**

Full application includes:

- **Completed and Signed Enrollment Application (3 pages)**
- **Coach Interview Questions**
- **Signed Corporate Policies / Guidelines (2 pages)**
- **Copy of your Resume highlighting your work and educational background**
- **Photocopy of your Driver’s License or official Government issued ID copied at 150%**



DISTANCE LEARNING PROGRAM ENROLLMENT APPLICATION

PERSONAL INFORMATION

Name: _____
(First) (Middle) (Last) (Suffix)

Address _____
(Street) (Apt#) City State Zip

Mailing Address: _____
(If different) (Street) (Apt#) City State Zip

Social Security Number: _____ - _____ - _____ Date of Birth: ____/____/____

CONTACT INFORMATION

Telephone: _____/_____/_____
(Home) (Work) (Cell)

E-mail address: _____ Best time/number to contact you: _____

How did you learn about our company? _____

PAYMENT INFORMATION

Full payment of \$1,995 is due prior to the first class.

Cost includes all course materials and 6 personal coaching sessions with your instructor.

Payment Method: Check (payable to eMerge Coaching Services™) Check #: _____

PayPal (via www.emergecoachingservices.com) Date Processed: _____

COURSE DESCRIPTION: eMerge's™ Distance Learning Program includes 15 Modules held over 15 weeks with 1-3 classes per week. Additional Modules are required for specialty coaching (e.g. Basic II: Coming Home™ has 3 additional modules). Classes are held at predetermined times via conference call while working simultaneously with presentations, audios and videos on your personal computer. Homework and mandatory reading is required in between classes.

You will gain experience during the Distance Learning Course as both a client and a coach. When beginning the course, you will be required to complete 6 coaching sessions with your Master Coach as a client. This will help establish a rapport with your Master Coach, help you gain knowledge and understanding about the eMerge™ program, and allow you to feel the program from a client's standpoint.

Before obtaining your certification, you will be required to complete a 6 week internship. While being guided by your Master Coach through the process, you will coach an unpaid client through 6 coaching sessions. This will help you learn how to establish a rapport with your clients, allow you the opportunity to ask your Master Coach any questions about coaching as they arise, and provide confidence in your coaching abilities. You will complete tracking sheets and self assessments which ultimately will be submitted to your Master Coach for review.

Upon successful completion of your program and financial obligation, you will be awarded your official eMerge™ Certificate of Completion.

ACCEPTANCE POLICY: Application submission does not guarantee acceptance into eMerge Companies, Inc.™ Distance Learning Coach Certification Program.

EQUAL OPPORTUNITY POLICY: eMerge Companies, Inc.™ is committed to a policy of affording equal opportunity to all of its employees, coaches, without regard to race, religion, color, national origin, age, gender, sexual orientation, height, weight, marital status, disabled veteran status, veteran status, or disability. These policies are to be implemented with due regard for the relative qualifications of individuals involved and their ability to perform the essential function of the job.

BACKGROUND CHECK CONSENT: I understand that eMerge Companies, Inc.™ solely for employment and contracting related purposes, reserves the right to conduct a thorough background check from a consumer reporting agency on all coaching applicants, including but not limited to criminal history reporting and sex offender registration. eMerge Companies, Inc.™ reserves the right to determine the scope of the background check. I understand that acceptance into the eMerge™ Distance Learning Coach Certification Program will be contingent upon the receipt and evaluation of the background check report by eMerge™ designees. Failure to provide consent or the required information will result in the denial of any application. I understand that my consent will apply throughout my association with eMerge Companies, Inc.™ to the extent permitted by law. An outside vendor will conduct background checks and report findings will be held in the strictest confidence. This Background Check Consent Statement in original, faxed, photocopied, or electronic form will be valid for any such reports that eMerge Companies, Inc.™ may request.

COURSE WITHDRAWAL POLICY: To withdraw from the eMerge™ Distance Learning Program the student needs to notify eMerge Companies, Inc.™ in writing to:

**Dr. Kemmy Taylor, VP Coaching Operations,
45070 US Hwy 41 Suite B,
Chassell, MI 49916
Or fax to (906)-482-3080**

The postmark date will help eMerge Companies, Inc.TM to determine the amount of refund the student will receive, if any. If the student withdraws within 3 business days prior to the first class, the student will receive a complete refund of the paid tuition, less a \$50 administrative fee. If the student withdraws 3 business days or less before the first class, the student will receive a 90% refund, less a \$50 administrative fee. If the student withdraws after the first class and before the 5th module, the student will receive a 65% refund, less a \$50 administrative fee. After beginning the 5th module, no refund will be issued. Refunds will only be issued after all books and materials have been returned to eMerge Companies, Inc.TM in reusable condition. Shipping costs are non-refundable. If you need to go on sabbatical because of an emergency for an extended period of time no greater than 90 days, notify your Master Coach and arrangements will be made to accommodate your request.

YOUR SIGNATURE: Your signature below indicates that you have read, understood and accept the terms of our Course Description, Acceptance Policy, Equal Opportunity Policy, Background Check Consent and Course Withdrawal Policy.

Name: _____
(First) (Middle) (Last) (Suffix)

Address: _____ Telephone: _____

Signature: _____ Date: _____

**Send completed applications to:
Dr. Kemmy Taylor, VP Coaching Operations
45070 US Hwy 41 Suite B,
Chassell, MI 49916
Or via fax to (906)-482-3080.**

Full application includes:

- **Completed and Signed Enrollment Application (3 pages)**
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- **Signed Corporate Policies / Guidelines (2 pages)**
- **Copy of your Resume highlighting your work and educational background**
- **Photocopy of your Driver's License or official Government issued ID copied at 150%**



COACH INTERVIEW QUESTIONS:
(Use a separate sheet for your answers if necessary)

Did anyone refer you to eMerge™?

Tell us about yourself:

Why do you want to become a Life Coach for eMerge Companies, Inc.™?

What do/did your co-workers say about you?

Explain how you would be an asset to eMerge Companies, Inc.™

Describe a time when you helped someone in your life move forward/solve a problem in their life.



CORPORATE POLICIES / GUIDELINES

[Adopted from ICF Standards of Ethical Conduct]

As a coach:

1. I will conduct myself in a manner that reflects positively upon the coaching profession and I will refrain from engaging in conduct or making statements that may negatively impact the public's understanding or acceptance of coaching as a profession.
2. I will not knowingly make any public statements that are untrue or misleading, or make false claims in any written documents relating to the coaching profession.
3. I will respect different approaches to coaching. I will honor the efforts and contributions of others and not misrepresent them as my own.
4. I will be aware of any issues that may potentially lead to the misuse of my influence by recognizing the nature of coaching and the way in which it may affect the lives of others.
5. I will strive at all times to recognize personal issues that may impair, conflict, or interfere with my coaching performance or my professional relationships. Whenever the facts and circumstances necessitate, I will promptly seek professional assistance and determine the necessary action to be taken, including whether it is appropriate to suspend or terminate my coaching relationship(s).
6. I will accurately create, maintain, store, and dispose of any work records done in relation to the practice of coaching in a way that promotes confidentiality and complies with any applicable laws.

Professional Conduct with Clients:

7. I will be responsible for setting clear, appropriate, and culturally sensitive boundaries that govern any physical contact I may have with my clients.
8. I will not become sexually involved with any of my clients.
9. I will construct clear agreements with my clients, and will honor all agreements made in the context of professional coaching relationships.
10. I will ensure that, prior to, or at the initial session, my coaching client understands the nature of coaching, the bounds of confidentiality, financial arrangements, and other terms of the coaching agreement.
11. I will accurately identify my qualifications, expertise, and experience as a coach.
12. I will not intentionally mislead or make false claims about what my client will receive from the coaching process or from me as their coach.
13. I will not give my clients or prospective clients' information or advice I know or believe to be misleading.

14. I will not knowingly exploit any aspect of the coach-client relationship for my personal, professional or monetary advantage or benefit.
15. I will respect the client's right to terminate coaching at any point during the process. I will be alert to indications that the client is no longer benefiting from our coaching relationship.
16. If I believe the client would be better served by another coach, or by another resource, I will encourage the client to make a change.
17. I will suggest that my clients seek the services of other professionals when deemed appropriate or necessary.
18. I will take all reasonable steps to notify the appropriate authorities in the event a client discloses an intention to endanger self or others.

Confidentiality/Privacy

19. I will respect the confidentiality of my client's information, except as otherwise authorized by my client, or as required by law.
20. I will obtain agreement from my clients before releasing their names as clients or references, or any other client identifying information.
21. I will obtain agreement from the person being coached before releasing information to another person compensating me.

Conflicts of Interest

22. I will seek to avoid conflicts between my interests and the interests of my clients.
23. Whenever any actual conflict of interest or the potential for a conflict of interest arises, I will openly disclose it and fully discuss with my client how to deal with it in whatever way best serves my client.

Disclaimer

24. As life coaches, it is our Mission to enable our clients to move forward providing the inspiration, motivation and direction to accomplish their goals. ***WE DO NOT CLAIM TO EVALUATE, NOR DO WE DIAGNOSE OR TREAT THE CURRENT OR PAST EMOTIONAL ISSUES OF OUR CLIENTS. IF WE DETERMINE OUR CLIENT REQUIRES ASSISTANCE BEYOND THE COACHING RELATIONSHIP, WE SHALL, IN ALL CASES, REFER THE CLIENT TO THE APPROPRIATE PROFESSIONAL.***

YOUR SIGNATURE: Your signature below indicates that you have read, understood and accepted the terms of our Corporate Policies and Guidelines.

Name _____
(First) (Middle) (Last) (Suffix)

Signature _____ Date: _____