

Coach Application Form

Coaching for Professional Development Pilot Program

PEI Public Service Commission's Excluded Development and Training Fund

Personal information on this form is collected under Section 31(c) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988 c. F-15.01 as it relates directly to and is necessary for the administration of the Public Service Commission's Coaching for Professional Development Pilot Program with respect to the Public Service Commission's Excluded Development and Training Fund. It will be used to determine client eligibility for coaching services funding under the Excluded Development and Training Fund. If you have questions about the collection of your personal information, you may contact the program administrators at DevelopmentandTrainingFund@gov.pe.ca.

Coach Information

Coach Name: _____

Business Name: _____

Business Address: _____

Phone Number: _____ Email: _____

Client Name: _____

Coach Qualifications and Documentation Checklist

Please select one of two options for one-on-one coach qualification verification:

Option 1:

I am a certified coach as granted by the International Coaching Federation (ICF) or a comparable career or executive coach accrediting institution and have attached Proof of ICF certification.

Proof of ICF certification attached.

I have supplied proof of ICF certification within the previous 12-month period for submission to the PEI Public Service Commission.

Option 2:

I can demonstrate a combination of training and experience in supporting executive, career, or professional development coaching clients working in unionized environments, and have attached the following documentation for consideration of my qualification verification:

A resume or other document outlining:

-Education, training, and professional designations or certificates

-Experience supporting coaching clients in unionized environments

Testimonials or references from two previous clients that the respective individuals have provided express consent in writing for me to share with the PEI Public Service Commission.

Certificate of good standing from Workers Compensation Board or confirmation that a certificate is not required.

Or

I have supplied the above information within the previous 12-month period for submission to the PEI Public Service Commission.

Coach Services and Pricing:

Please attach the following information:

[] A detailed quote specifying fee (e.g. hourly rate, if applicable) and any applicable taxes, number of coaching hours, and number of coaching sessions.

[] A description of coaching service, session structure, activities, and expected coaching outcomes.

Coach Declaration

By submitting this application form, I acknowledge, agree and declare that I:

- understand that this application is to determine my eligibility as a coach under the PEI Public Service Commission's Coaching for Professional Development Pilot Program with respect to the Excluded Development and Training Fund and that, if approved, my participation as a coach is dependent on the client named herein having been approved for coaching program funding under the Excluded Development and Training Fund;
- will adhere to confidentiality and coaching profession standards, ethics, and conduct;
- do not have a relationship with the client that would be in conflict of interest with my professional responsibilities as a coach to the client (e.g. multiple roles with the client that could negatively impact my ability to conduct my professional responsibilities), and that if a conflict of interest arises that I will immediately declare same to the Public Service Commission's Coaching for Professional Development Pilot Program administrators. That I also understand that in the event of an actual or potential conflict of interest, the Public Service Commission, in its sole discretion, may either: (a) allow me to resolve the actual or potential conflict to the satisfaction of the Public Service Commission; or (b) refuse my application or terminate the approval of my application, if my application has already been approved;
- will provide full transparency regarding the coaching services, including but not limited to pricing, session structure, cancellation policies, expected outcomes;
- understand that any coaching services provided prior to approval under the Public Service Commission Coaching for Professional Development Pilot Program will not be reimbursed;
- will supply to the client, following completion of the coaching sessions, with the following: (a) detailed invoice(s) that list the fee (including any applicable taxes), dates and number of hours of individual coaching sessions; and a **Certificate of Completion** confirming that the client has successfully completed the coaching sessions;
- confirm that the information given on this application is to the best of my knowledge complete, true and accurate.

Coach Signature: _____

Date: _____

