

LIFE PURPOSE



COACHING CENTERS INTERNATIONAL®

Coaching You to Discover and Fulfill Your Life Purpose

Student Orientation Manual



2008



A Letter From LPC Institute Founder

Dear Student,

I'm very excited to open wide the doors to the first International Christian-based Coach Training program! Life Purpose Coaching Centers International® was created with the sole purpose of providing training to men and women who are passionate about learning and growing in God themselves. These students have a strong desire to help others discover their unique life purpose - and thrive in it.

We are now able to make this training available onsite and online, so all interested, motivated coaches-in-training can "study to show themselves approved unto God" - at least in-part through our coaching curriculum.

As a student of LPCCI, you will be able to earn Continuing Education Units (CEU's) while:

- Attending onsite or tele-conference classes,
- Studying and applying Life Purpose Coach® principles through the E-Workbooks and other resource materials found in the Virtual Classrooms.
- Interacting with dynamic Instructors
- Networking with other student-coaches and graduates

As you begin Life Purpose Coach® training, you are embarking on a very special journey - one that will help you:

- Grow as a person and as a child of God, as you listen, learn, and then coach.
- Assist others to find their own purpose for life and deepen their own lives in a meaningful way.

I want to ask you to approach this training commitment with a prayerful attitude. God will help you as you make good choices regarding your coach training.

Being prepared for class is another key commitment. In order to maximize this learning format, you will want to be sure that you have taken time to read through all the material prior to class and have thought through and answered all the questions.

Just as in other classroom situations, you will be called on to ask and answer questions. Often, having the opportunity to respond in a group setting can help you organize your own thoughts and understand the material even better. You will also learn as you listen to others respond to Instructor questions.

Before we begin, read through the instructions for all students. (Note that some instructions apply to tele-conference students only.) The two-column E-Workbook format offers room to include your observations, insights, and class notes right next to the text information. I encourage you to make this workbook your own discovery journal on how to spark passion in yourself and in others, as you help them find and follow their own life purpose.

The training you are about to embark on can be life-changing for you and for those with whom you work. I pray God will bless your efforts as you proceed through this course of studies.



Dr. Katherine F. Brazelton

Founder, Life Purpose Coaching Centers International®

Table of Contents

Description	Page
Mission Statement and LPCCI-IACET Goal Statement	5
Accessibility of Facilities, Equipment, Learning Experiences, and Resources Materials Policy	6
Persons with Disabilities and Special Needs	6
Anti-Discrimination Policy	6
Educational Credit Policy (CEU)	6
Educational Services and Technical Support For Learners	6
Student Record Confidentiality	7
Privacy Policy-Student Records	7
Retention and Release Policy-Permanent Records	8
Record Maintenance	8
Course Requirements	8
Official Notification at Course Completion	11
Course Catalog Descriptions	11
Appendix A: Instructional Team	12
Appendix B: Student Forms	16
Sample Class Evaluation	
Official Transcript Request Form	

Life Purpose Coaching Centers International®

Mission Statement

Life Purpose Coaching Centers Intl (LPCCI) is founded on the belief that individuals can discover their unique life purpose through inter-acting with modern-day discipleship processes. The LPCCI Founder and International Association of Continuing Education (IACET) Curriculum Development Team, design Life Purpose Coach® facilitations and other processes which assist men and women in identifying and living out their God-given purpose. LPCCI offers structured educational trainings on the facilitation of these processes and related curricula to coaches, coach-facilitators, and LPCCI staff which are founded on Christian values and presented in accordance with IACET criteria. Consistent and on-going assessment and evaluation of the curriculum and learning activities offered by LPCCI through the Regulatory Board ensures academic excellence, offered by qualified instructors, who adhere to IACET standards, to further the mission of the organization as a whole.

LPCCI's Primary Goal

As an Authorized IACET-Provider of CEU's

LPCCI trains men and women as effective practitioners, exemplary leaders, and lifelong learners, for excellence in facilitating life coaching processes which equip clients to discover and fulfill their life purpose.

**Accessibility of Facilities, Equipment,
Learning Experiences,
and Resources Materials Policy**

General Policy: LPCCI is committed to ensuring that all Learners have equal access to opportunities for learning. The CEU course registration materials give Learners the ability to disclose any special learning needs or concerns they may have, which may include but not be limited to, hearing or visual impairments, or physical handicaps or disabilities. Every attempt is made by LPCCI to limit or remove potential and actual obstacles to learning.

Persons with Disabilities and Special Needs

Special arrangements due to disabilities and/or special needs can be made by contacting the LPCCI Executive Director at at least 7 days prior to beginning of the program of study. Requests for accommodations less than a week prior to the beginning of the class will not be honored.

Anti-Discrimination Policy

LPCCI will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, familial status, height, weight, disability, or political beliefs.

Educational Credit Policy (CEU)

If a learner arrives late for a program or has to leave early, the learner will not earn partial educational credit. If a learner does not successfully complete all course requirements, he/she will not earn educational credit or partial credit.

Educational Services and Technical Support For Learners

Learners are provided a general LPCCI web forum (<http://pathwaytopurpose.activeboard.com/index.spark?forumID=66217>) to ask technology questions and general questions. Additionally, each class has a learner forum dedicated to address specific issues. Students are expected to utilize these web forums to assist with questions about LPCCI and Specific Classes.

Student Record Confidentiality

Student records are confidential documents accessible to Founder, Executive Director (or their designee), and the Dean of Academic Affairs. Security to maintain confidentiality of records will be enforced. In accordance with this the following policies are established.

- No LPCCI student information will be sold or disseminated to any other source.
- A breach in maintenance of record confidentiality by an employee will be grounds for immediate termination of employment with LPCCI.
- Individual records will not be released except with a written request submitted to the Office of the Registrar.
- LPCCI Office of the Registrar maintains a permanent record of programs for seven years for all classes completed by each Learner.
- Support documents for the academic record are kept in LPCCI records for a period of one year. After one year, it is assumed that the Learner accepts the accuracy of his/her record, and supporting source documents are destroyed.
- Learner copies of completed Learner records will be available from the Office of the Registrar no later than five (5) business days after the close of each program. Any discrepancies noted in the Learner record should be reported within two weeks to the Registrar.

Privacy Policy-Student Records

The disclosure of information from student records is governed in large measure by the Federal Family Educational Rights and Privacy Act of 1974, by the State of California Education Code, and by LPCCI policy and procedures implementing these laws, which protect the student's right of privacy, provide safeguards for the confidentiality of student records, and permit students access to their own records.

Pursuant to the Federal Family Educational Rights and Privacy Act of 1974, and the LPCCI Policies Applying to the Disclosure of Information from Student Records, students have the following rights:

1. to inspect and review records pertaining to themselves in their capacity as students;

2. to inspect records maintained by LPCCI for disclosure of personally identifiable information from their student records;
3. to seek correction of their student records through a request to amend the records or a request for a hearing;

Retention and Release Policy - Permanent Records

- The official transcript of a Learner's academic record is released only upon receipt of a written request from the Learner authorizing the release. No other transcripts request is honored.
- All outstanding debts to LPC Institute, must be paid in full before a transcript is released. There is a \$10.00 fee for each official transcript.
- At the end of each calendar year, any records that are seven years old are removed from the current data base file and stored electronically on a DVD or other storage device.

Record Maintenance

The Executive Director is responsible for the maintenance of the permanent records. General LPCCI policies include:

- All Learners registering for a class are entered into the data base within 72 hours.
- Instructors are required to turn in all grades within 72 hours of course completion.
- Request for transcripts are processed on Thursday of each week.
- All grades are entered into the database within 72 hours of receipt. An official notification record of course completion (including a transcript, if one has been ordered by the student) is sent to the Learner within five (5) business days.
- Learners are informed that any incorrect information must be corrected within four weeks.

Course Requirements

Attendance

Attendance at all classes is mandatory. **No CEU is awarded for partial attendance.** At the beginning of each class period taught on-line (Distance Learning Program), the Instructor utilizes one of several methods for class

attendance: a computer “log-in,” a verbal roll call, and/or the www.FreeConferencePro.com phone log. For On-site Learning Programs, Learners sign an attendance sheet and their attendance is monitored by the Instructor team throughout the program.

CEU Credit Policy

If a Learner arrives late for a program or has to leave early, the Learner will not earn partial CEU credit. If a Learner does not successfully complete all course requirements, he/she will not earn CEU credit or partial credit.

Additional Course Requirements

In addition to attendance being taken by staff, each learning program has a list of requirements that must be completed to earn CEU credit. For each planned learning program, a Learner must demonstrate proficiency in and knowledge of the subject matter of the learning program outcome. This is evaluated through one or more of the following:

- One-to-one interaction with Instructor, Field Mentor, and/or Coach
- final culminating test
- completion of class assignments and reflections
- de-brief of practicum experiences.

Notification of Course Requirements

Prior to registration, learners may view on-line or in promotional literature, a detailed course description which includes an overview of all learning program requirements for successful completion. Registered learners have access to the web-based classroom where a complete course syllabus, schedule, assessments, and learning requirements are delineated. Learners are informed in the registration materials that only those who meet the requirements will earn the CEU’s.

Official Notification of Satisfactory/Unsatisfactory Completion of Course

At the end of a scheduled program of study, each Learner is notified of his/her class assignment/requirement status. A checklist is provided which reflects completed assignments, and incomplete or unsatisfactory assignments. If a Learner has completed all requirements, the checklist indicates that the course has been successfully completed and instructs the Learner regarding the process for obtaining an official transcript/certificate of the course. **LPCCI does not award partial credit to Learners who do not attend and/or satisfactorily complete a program.**

LPCCI offers periodic notification to learner's whose course work is unsatisfactory, utilizing the following methods:

- **Telephone Calls** – The primary method for discussing topics in-depth with Learners who need more personalized attention related to completion requirements is through pre-arranged Instructor/Learner telephone conferences.
- **Reflection Questions** – This method is used to focus the Learner on the main objection and teaching points of the session. A Learner is required to respond in advance of the next formal teaching session by posting his/her reflection on the class web-based forum. The Instructor responds to reflections generally on the website, but more specifically through private emails to Learners who are not demonstrating mastery of the material.
- **Email (Personal)** – Each Instructor utilizes individual or private email as a major vehicle for informing Learner of pass/fail (p/f) grades on tests, assignments, practicum, or other evaluations.
- **Official Notification at Course Completion** – At the end of a learning program, each Learner is notified of their course requirement status by the Instructor. A checklist is provided for completed assignments and incomplete or unsatisfactory assignments. For those assignments that have not been successfully completed, a timeline for completion is outlined. **Learners are reminded that only those who meet the requirements will earn CEU's.** The LPCCI Executive Director monitors and verifies successful and unsatisfactory completion of all CEU courses.

Official Notification at Course Completion

At the end of a scheduled program of study, Learners are individually notified of their class assignment/requirement status. A checklist is provided which reflects completed assignments, and incomplete or unsatisfactory assignments. If a Learner has completed all requirements, the checklist indicates that the course has been successfully completed and instructs the Learner regarding the process for obtaining an official transcript of the course.

Course Catalog Descriptions

(See separate, extensive Course Catalog – updated regularly online at

<http://www.lifepurposecoachingcenters.com/IACETIntlAssocContEdUnits/tabid/325/>

[Default.aspx.](#))

- **101: Life Purpose Coach®** (1 CEU)
- **201: Setting Up and Marketing Your Life Purpose Coach® Business** (1 CEU)
- **301: Life Purpose Coach® 2Day-BreakThru Facilitation** (2 CEU's)
- **401: Life Purpose Coach® Advanced Electives** (0.5 CEU each elective)

Appendix A: Instructional Team

Katie Brazelton, Ph.D.

Founder, Life Purpose Coaching Centers International® and Regulatory Board Chair



Katie Brazelton, Ph.D., M.Div., M.A. (with a secondary teaching credential and principal's credential) is the author of the runaway-selling series, *Pathway to Purpose for Women*, with her recent, bestselling anchor book being translated into ten languages. Her newest book, *Character Makeover: 40 Days with a Life Coach to Create the Best You*, will be (released 12/7/07) with an extensive PR and Marketing Campaign by Zondervan Publishing. Katie is the Founder of Life Purpose Coaching Centers, International®, which trains Christian men and women internationally (online and in conferences) to become Life Purpose Coaches and two-day-intensive Life Plan Facilitators.

For years prior to Katie's book series' launch in 2005, she was Director of Women's Bible Studies, Director of Golden Gate Theological Seminary, and a Licensed Minister, all at the purpose driven Saddleback Church. Now, she has begun the process of fulfilling her 1995 God-given dream of opening 200 Life Purpose Coaching Centers around the world.

Katie is adjunct faculty for Rockbridge Seminary, teaching a course about God's call on our lives. She has been a featured guest for such radio shows as Jim Burn's *Homeward* and Moody's *Midday Connection*. She has been interviewed for publications like *Today's Christian Woman* and www.pastors.com as well as television broadcasts like Canada's *100 Huntley Street*. She has been honored to do a staff devotional at Focus on the Family.

Katie now spends a great many of her days talking with women about their God-given dreams, passions, and purposes. She is particularly drawn to "broken," authentic women who are ready to lead surrendered lives. Her calling to help women discover their life purposes led her to Calcutta to talk to Mother Teresa about joy; to Belfast as a guest of Ireland's Nobel Peace Laureate to discuss inner peace; and to the tiny island of Malta to study St. Paul's time of shipwreck. And, does she have stories to tell her audiences! Katie is represented by Ambassador Speakers Bureau for national and international speaking engagements.

Kathryn McColskey, Ph.D.
Dean of Academic Affairs, Life Purpose Coaching Centers International®



Kathryn McColskey, PhD (Elementary Education), SpEd (Early Childhood Education), MRE (Religious Education) is the Chair of Elementary Education Department, Full Professor at North Greenville University

Kathryn believes her life purpose is to make an eternal difference in the lives of children, through the empowering of the significant adults who “coach” children, to identify God’s purpose for their lives. Kathryn enjoys teaching, coaching, challenging, and motivating college students, mothers, teachers, children’s ministry leaders, and others who have the potential to have a positive impact on a child’s life. The passions in her life include helping college students find their life purpose, working with individuals who are grieving, and coaching women who desire a deeper more intimate relationship with God.

Kathryn has taught at the college level for the last eight years, was a public school teacher for 13 years, and served as a children’s minister for five years. Kathryn is a co-founder of Go Fish! SM (www.GoFishNow.com) a Christian coaching organization for Funny, Imaginative, Smart, and Holy SM women seeking to know and live out God’s purpose for their lives. Through Go Fish! SM Kathryn has co-developed a grief facilitation for individuals who have experienced the death of a loved one and desire to find renewed purpose and hope for the future.

Kathryn is a founder and co-president of the International Fellowship of Educators (www.ifedu.org), a nonprofit organization that exists to unite public school educators around the world to share culture and teaching ideas. Through MKM Adoption Services (www.MKMAdoption.org), Kathryn provides home studies for South Carolina families adopting domestically or internationally.

Susan Singleton, JD.
Executive Director, Life Purpose Coaching Centers International®



Susan Singleton, JD (Juris Doctor, Mercer University), BA (Furman University) is a former Probate Court Judge and Elder Law attorney who practices law in South Carolina. As a lawyer, she realizes the growing need for caring, compassionate advocates to assist families in preparing for life's major events. Susan is a certified mediator who has participated in numerous mediation training events and developed the Family Mediation Program for the state of South Carolina.

Susan's life purpose is to bring hope and healing to Christian women who have experienced difficult events in their lives. Drawing from her personal and professional experiences, Susan encourages women to seek creative solutions to complex problems. She has a passion for teaching, mentoring, and motivating women to seek God's purpose for their lives and develop a more intimate relationship with God. Laughter and optimism are characteristic of Susan's approach to coaching as she assists women in finding balance and a Christ-like life perspective. Susan places great emphasis on her relationship with her teenage daughter who excels in music (violin and voice).

Susan is a co-founder of Go Fish! SM (www.GoFishNow.com) a Christian coaching organization for Funny, Imaginative, Smart, and Holy SM women seeking to know and live out God's purpose for their lives. Through Go Fish! SM Susan has co-developed a grief facilitation for individuals who have experienced the death of a loved one and desire to find renewed purpose and hope for the future.

Susan is a frequent community speaker and has held several community leadership positions including membership on the Greenville Mental Health Board and the Board of Senior Action. She was also a member of the American Women's Economic Development Corporation, (AWED) and has taught law-related classes for CEUs. Susan was the first recipient of the Richard W. Riley, Pro Bono Attorney of the Year Award (for service to indigent clients). She is actively involved in her church serving as an Assistant Lay Leader, Certified Lay Speaker, Bible study facilitator, and Stephen Minister.

Lendell L. Nolan, Ph.D.



Dr. Lendell Nolan is a partner to his wife, Patty; a parent to his three girls; a pastor of ministry at Grace Community Church in Roswell, NM; a professor at Rockbridge Seminary; and a Life Purpose Coach® and BreakThru Coach-Facilitator with Life Purpose Coaching Centers International®.

Dr. Nolan's life purpose centers around two key words—"Focus Unleashed." By guiding men in the focusing of their lives and purpose, he seeks to unleash the power of purpose in their personal lives, families, vocations, and avocations. Specifically, Lendell has a passion for mentoring young emerging leaders. He also has a heart for helping men refocus during the "half-time" of life so that they may finish well.

Lendell holds degrees from Southwest Baptist University (BA) and Southwestern Baptist Theological Seminary (MDivBL, PhD). Along with serving on the pastoral staff of churches in Texas, Oklahoma, and New Mexico, Lendell has taught on a master's level at Southwestern Baptist Theological Seminary and Rockbridge Seminary (www.RockbridgeSeminary.org).

Ellie Nieves, JD



Ellie Nieves is a Certified Life-Time Instructor, Life Purpose Coach®, BreakThru Coach-Facilitator, Speaker and Ministry Consultant with Life Purpose Coaching Centers International®. Ellie's passion is to inspire, motivate, and challenge women to tap into their unlimited potential.

Ellie worked in New York City politics for several years before entering corporate America. Early in her career, Ellie also served as an adjunct professor in Race and Ethnic Studies at John Jay College of Criminal Justice, one of the top colleges in the City University of New York system.

Ellie is an experienced public speaker and has presented keynote speeches, inspirational talks, lectures, workshops, and Bible studies at leadership conferences, college seminars, high schools, and various other venues. As a member of the Life Purpose Coaching Centers International Speakers Bureau, Ellie speaks candidly about her own journey to discovering a purposeful life.

Ellie is fluent in Spanish. She holds a Bachelor's degree in Communications from Fordham University and a Juris Doctorate from Pace University School of Law where she served as a Research and Writing Editor for the Pace International Law Review. Currently, she is Chief of Staff for a major Fortune 500 company. Ellie and her husband, Juan, live in New York.

Appendix B: Student Forms

Course #101 - Class & Instructor Evaluation

Name: _____ Ending Date of Class: _____

PART A: Please indicate a numeric answer: **1**=Strongly Disagree, **2**=Disagree, **3**=Neutral, **4**=Agree, **5**=Strongly Agree

Course Materials		
1	5	The course materials used are well suited for the training.
2	5	The course outline was clear and was carefully followed.
3	5	The Learning Outcomes (E-Book 1 Intro) were met by the class.
4	5	The assignments were relevant to the development of a skill set.
5	5	The course covered an appropriate amount of material.
6	5	Tests deal with the material covered in class.
7	5	The amount of work required in this course is appropriate for the teaching content.
8	5	The technology was effective for the achievement of the learning outcomes.
9	5	I am able to differentiate between Christian Life Purpose Coaching and related disciplines, such as counseling.
10	5	I am now more able to determine client suitability for coaching.
11	5	I can spot good coaching questions.
12	5	I am more able to guide a coaching conversation.
13	5	I am able to predict possible ways to field tough client questions.
14	5	I know how to use a simple framework to help a client identify and draft a life purpose statement (Seminar 5).
15	5	I am able to identify characteristics of good listening skills in coaching.
16	5	I am able to state specific methods a coach can utilize to affirm and celebrate a client's achievements.
Instructor-Class Management		
17	5	Instructor begins the class on time.
18	5	Instructor is available before/after class (or by appt).
19	5	The Instructor is well prepared for class.
20	5	The E-Workbooks were used adequately during the course.
21	5	The Instructor's use of demos was timely.

Learner/Instructor Interaction		
22	5	The Instructor encourages questions before, during, and after class.
23	5	The Instructor's responses to questions are clear and relevant.
24	5	The Instructor stimulates learning.
25	5	The Instructor is enthusiastic about the subject.
Instructor's subject expertise		
26	5	The Instructor has command of the subject.
27	5	The Instructor's depth of knowledge fulfilled the objectives of the course.
28	5	The Instructor was able to communicate ideas/skills adequately.
Recommendations		
29	5	I would recommend this course to another student.
30	5	This is the right instructor for this course.

PART B: Please give an anecdotal evaluation below:

- ▶ What was effective?

- ▶ What were two highlights for you?

- ▶ What would you change?

PART C: Help us serve you better by responding below:

LPCCI seeks to help you to become an Effective Practitioner, an Exemplary Leader, and a Lifelong Learner. What would assist you in becoming a more...

- ▶ Effective Practitioner?

- ▶ Exemplary Leader?

- ▶ Lifelong Learner?



REQUEST FOR OFFICIAL TRANSCRIPT
OFFICE OF THE REGISTRAR - PO Box 80550 Rancho Santa Margarita, CA

Student's Name and Address:

- ← Mail ____ transcript(s) to my address.
- ↓ Mail ____ transcript(s) to 3rd party address listed below.
- HOLD** for CEU Credit.

INFORMATION ABOUT PROCESSING YOUR TRANSCRIPT

- Transcripts are released only by a request **SIGNED** by the student.
- Your accounts with LPCCI **MUST** be current or your transcript will be **WITHHELD**.
- Allow **FIVE** working days for processing. Requests will be honored as quickly as possible in the order of receipt. During peak periods (commencement, registration) there will be some delay.
- **TRANSCRIPTS CANNOT BE DUPLICATED**. You must contact us directly for transcripts.
- All of your work at LPCCI is considered one transcript. **The cost is \$10.00 each. *IMMEDIATE SERVICE IS \$25.00** for the first copy, plus \$5.00 for each additional copy.

INFORMATION NEEDED TO EFFICIENTLY PROCESS YOUR TRANSCRIPT

DATES ATTENDED: _____

INSTITUTE ID NUMBER (if known): _____

SPECIFY ALL CEU(S) seeking or earned: _____

PHONE NUMBER: _____

E-MAIL ADDRESS (Please add us to your list of safe senders): _____

MAIDEN NAME (if applicable): _____

SIGNATURE (required): _____

Third Party Mailing Address:

Office Use Only	
Date Mailed:	_____
Amount Received: \$	_____