

ZB Transfer of Credit Policy

At Zebra Blue, we recognize the value of prior learning and professional development. The transfer of credit policy is designed to provide participants with an opportunity to leverage their previous coach training or related education, ensuring a fair and efficient process for credit recognition.

- 1. Eligibility for Transfer of Credit:** Participants seeking to transfer credit into our coach training program must meet the following eligibility criteria:
 - o The previous coach training or education must be from a recognized institution or program.
 - o The content of the prior training must align substantially with the curriculum of the Internal Coach Training Program.
 - o Transfer of credit is typically considered for specific modules or components rather than the entire program.
- 2. Credit Transfer Application Process:** Participants interested in transferring credit must submit a formal application to the program coordinator. The application should include the following:
 - o Transcripts or certificates from the prior coach training or education.
 - o A detailed syllabus or curriculum outline of the completed training.
- 3. Evaluation and Approval:** The program coordinator, in consultation with relevant stakeholders, will assess the eligibility and relevance of the prior coach training. Approval will be based on the alignment of learning outcomes, competencies, and the overall quality of the previous training.
- 4. Maximum Credit Transfer:** The maximum amount of credit that can be transferred into the Internal Coach Training Program is subject to review and will be communicated to participants upon approval. This limit is in place to ensure that participants engage sufficiently with the unique aspects of our program.
- 5. Credit Transfer Fee:** A nominal credit transfer fee may be applicable for processing and administrative purposes. This fee will be communicated to participants upon approval of their credit transfer application.
- 6. Notification of Credit Transfer Decision:** Participants will be notified of the credit transfer decision within a reasonable timeframe. Approved credit will be documented and reflected in the participant's official record with Zebra Blue.
- 7. Appeals Process:** Participants have the right to appeal a credit transfer decision. Appeals must be submitted in writing to the program coordinator, providing additional information or clarification regarding the credit transfer request.
- 8. Confidentiality and Transparency:** Zebra Blue is committed to handling credit transfer requests with confidentiality and transparency. Information about prior training will be kept confidential and used solely for the purpose of evaluating credit transfer eligibility.

This transfer of credit policy is intended to facilitate a smooth and fair process for participants who have undertaken relevant coach training or education, recognizing their prior learning within the context of the Internal Coach Training Program.