

Curriculum

Behavioral Health Coach Certification

8-Week Curriculum			(120 Hours Total)
Week	Topics	Learning Activities	Hours
Week 1	Foundations of Behavioral Health Coaching	Orientation, Ethics, Scope of Practice	15
Week 2	Psychological Theory & Human Development	CBT, Humanistic, Developmental Models; Case study	15
Week 3	Emotional Regulation Strategies	Stress Management, Mindfulness, Resilience Practice, Case study	15
Week 4	Cognitive & Behavioral Interventions	Cognitive restructuring, Motivational interviewing; Case study	15
Week 5	Health Behavior Change	Lifestyle Coaching, Relapse prevention; Applied assignments, Case study	15
Week 6	Clinical Documentation & Communication	Recorded lectures: SOAP notes, HIPAA compliance; Practicum option begins	15
Week 7	Applied Coaching Practice	Optional practicum (face-to-face or online); Role-play- Case study	15
Week 8	Integration & Capstone Project	Capstone case study presentation; certification Final exam	15

Refund Policy

PsycCoach Academy

PsycCoach Academy is committed to transparency and student protection. This Refund Policy outlines the terms under which tuition refunds may be issued for the Behavioral Health Coach Certification Program.

1. Student's Right to Cancel

Students have the right to cancel their enrollment and receive a full refund of all tuition and fees paid (excluding non-refundable registration fees) if cancellation is requested:

- **Before the first day of instruction, or**
- **Within seven (7) calendar days** after enrollment, whichever is later.

Cancellation must be submitted in writing via email or physical mail to the Academy's administrative office. Info@vcattreatmentcenter.com attention PsycCoach Academy. Via mail to 3151 Airway ave suite C3, Coata mesa, CA. 92626.

2. Refund After Instruction Begins

If a student withdraws after instruction begins, tuition refunds will be calculated on a **pro-rata basis**, based on the percentage of the program completed at the time of withdrawal.

Refunds will be issued as follows:

- **Weeks 1–2:** 75% refund of tuition
- **Weeks 3–4:** 50% refund of tuition
- **Weeks 5–6:** 25% refund of tuition
- **Weeks 7–8:** No refund available

No refunds will be issued for students who complete more than 60% of the program.

3. Non-Refundable Fees

- Registration fee: \$[Insert Amount]
- Materials fee (if applicable): \$[Insert Amount] These fees are non-refundable once the student accesses course materials or attends orientation.

4. Refund Processing

All approved refunds will be processed within **30 calendar days** of receiving the written cancellation or withdrawal notice.

5. Cancellation of Program by Academy

If PsycCoach Academy cancels the program before instruction begins, all tuition and fees paid by the student will be refunded in full.