

Live Session Attendance Requirements

We have attendance requirements for live instructor, mentor coach, and teaching assistant sessions. Attendance is via video call. We strive to schedule live sessions at times to accommodate most time zones (even international ones), and although the requirements are flexible enough to fit most schedules, we are unable to guarantee the live session times will work for everyone. Please be sure to read the FAQ below to learn more about the requirements and how to attend sessions.

What are live sessions?

Each week of the course, you'll find the following live events:

- **Instructor Sessions (90 minutes):** These sessions are hosted by course faculty on a number of topics relevant to your training. These sessions are fantastic opportunities to interact with leaders in the field and ask them questions about course content. Instructor sessions are typically required one to two times per week during the Pre-Practicum, and regularly through the Practicum.
- **Mentor Coach (MC) Sessions (90 minutes):** Hosted by our MCs, these sessions focus on reviewing, expanding, and applying the latest Art and Practice of Coaching lessons. MC sessions provide live demonstrations, discussions, and plenty of opportunities for practice with supervision and shaping of skills. MC sessions are offered at various days and times every week of the Pre-Practicum and every other week in the Practicum. All sessions in a given week are the same, but you are required to attend only one. If you are interested in more than one per week, you are welcome to watch the replays, but you are allowed to attend only one live MC session per week.
- **Teaching Assistant (TA) Sessions (90 minutes):** Hosted by our TAs, these sessions focus on review and application of the most recent Functional Health lesson content. TA sessions are offered at various days and times every other week during the Pre-Practicum and Practicum. All sessions in a given week are the same, but you are required to attend only one. If you are interested in more than one per week, you are welcome to watch the replays, but you are allowed to attend only one live TA session per week.

You do not need to stick with the same day/time or same MC or TA from week to week. You can change sessions as needed to accommodate your schedule. In fact, we encourage you to switch it up, as each MC and TA has different strengths, styles, and areas of expertise from which you can benefit.

What are the live session attendance requirements?

The ADAPT Health Coach Training Program has several reasons for requiring live attendance:

- Coaching is a skill that requires active practice and participation for mastery. Imagine learning to play basketball just by reading about it. You can't. The same goes for coaching. You learn by doing and receiving feedback.
- Building relationships with other students is an important part of the course experience, and the connections you make here will benefit you for years to come. Interacting live on video with one another is an important way to build these bonds.
- Last, but certainly not least, our program accreditation by the National Board for Health & Wellness Coaching (NBHWC) requires that our students have a certain number of hours of direct contact with faculty and MCs. We are unable to certify you without it!

Here are the live session program requirements:

- **Instructor Sessions:** 50 percent of the sessions must be attended live.
- **MC Sessions:** 70 percent of the sessions must be attended live.
- **TA Sessions:** 70 percent of the sessions must be attended live.

In order to receive credit for attendance in a Teaching Assistant or Mentor Coach session, your face must be visible on camera and you must participate in the breakout sessions. If you are unable to do this during a particular session, you should let your instructor know by sending a message in the chat. If your instructor has not seen or heard from you during the session, you will not receive credit for the session.

You should plan on attending two to three sessions per week. Your attendance is required. It will be tracked and will be reviewed when you apply for ADAPT Certified Functional Health Coach (A-CFHC) certification at the end of the course. If you have questions or concerns about the requirements, please [contact your Student Advisor](#).

How do I find the live session schedule?

After you log in to the [student portal](#), select "Calendar" from the top navigation menu. You will see a full list of the upcoming events. You can subscribe to the calendar (so the events show up on your personal calendar) by clicking the "Subscribe to the Calendar" button.

How do I register for a live session?

Each event on the Live Session Calendar has a scheduling link that will direct you to Acuity, our scheduling website. To register:

1. When you see a session you would like to attend on the calendar, **click the session link** and you will be directed to a page with all the sessions of this type (i.e., MC sessions).

2. Find the session you want in the list, **click “Sign up,”** and fill out your information. (Note: MC sessions are limited to 24 students and TA sessions are limited to 40 students. These limits ensure that each student gets adequate attention and time to ask questions. Instructor sessions have no registration limits.)
3. After you register for a session, you will be able to view the Zoom link you’ll need to attend the session. You’ll also **receive a confirmation email** with the same information.

Please note: If you register for a TA or MC session, but later find you won’t be able to make it, **please cancel your registration** in Acuity so that another student can take your place.

Acuity offers you the opportunity to register for a free Client Account. **We recommend that you register for this free account**, as it will allow you to check up on your upcoming sessions, will let you cancel or change your sessions, and will also give you access to your Zoom session links. You are not required to register, but it might make things easier as you move through the course.

How do I attend a live session?

Live sessions are held using a service called Zoom, and signing up for an account is a requirement in order to use all the functions of Zoom.

1. Before your first session, go to [Zoom.us](https://zoom.us) and create a free account.
2. Then **download the Zoom app** to your computer and/or mobile device.
3. Be sure to authorize Zoom’s access to your microphone and camera when asked so that people can hear you and see you. You are required to attend TA and MC sessions **with video turned on**. This allows you to interact with other students and participate in coaching practice. It also allows us to verify your attendance.
4. At the time of the session, locate the session description in Acuity, or locate the session’s confirmation email you received, and **click the Zoom link**. This will take you to the live session.
5. Your name and email address are requested every time you join a session. Please make sure that you put your **real first and last name**. If we cannot identify you, then we cannot mark you as present.

Please refer to this Zoom support article “[Joining a Webinar](#)” for detailed instructions. If you have any questions about Zoom, you can [contact Zoom Support](#).

What if I miss a live session? Are sessions recorded?

All live sessions are recorded, and the audio and video files are posted in the student portal on the **Calendar > Live Session Recordings** page. If you miss a session, or want to review one a second time, you can find the recording there. The recorded sessions are also a great way to get additional training by watching demonstrations from all of our MCs. Transcripts are also provided for instructor sessions only. Please note that although we encourage you to watch the

recordings of a live session you may have missed, watching a replay **does not** count toward your Live Attendance requirements.

How can I track my own attendance?

There are several different ways you can track your attendance. One option is to use the **Report Card** in your student portal. To use this tool, find your live session homework items in each week's lesson. If you have successfully attended a session, mark that homework item complete by clicking the "**Mark Complete and Continue**" button. **Do not** mark the session complete if you did not attend.

When you go to your Report Card (located under "Tools" in the navigation menu), you'll see a section for Live Attendance. Click the drop-down arrow and you'll see each session listed there. If you marked the session complete, you'll see a 100 percent, and if you did not, you'll see a 0 percent listed there.

Alternatively, you could use a spreadsheet or a calendar to track your attendance.

What are the technology requirements for attending live sessions?

- We recommend an Internet connection with a speed of at least 1.5Mbps/1.5Mbps (up/down).
- You can use the Zoom application on a Mac or Windows computer, Chromebook, or tablet. Your device must have a camera and microphone.
- We do not recommend attending sessions regularly using a smartphone, as you cannot use the side-by-side Gallery view on phones.
- For recording your PSD#2 and PSA sessions, you will need to use a Mac or Windows computer. Using a phone, tablet, or Chromebook for these two sessions is not allowed, as they do not record in Gallery view.