



Certified Virtual Assistance Referral Program

Overview & Expectations

Program Overview

Each Coaches Console Certified Virtual Assistant (CVA) listed on The Coaches Console Marketplace is an independent contractor and has been trained and certified by The Coaches Console's Program Director through our Certified VA Boot Camp Program. They have been trained in delivering six, 60-Day Projects to deliver business-building outcomes for your business using The Coaches Console (TCC) technology. Each CVA also uses The Coaches Console System in managing their own business.

The Coaches Console CVA Referral Program makes it easy for you to locate highly skilled and professional Virtual Assistants that are knowledgeable and skilled in using The Coaches Console technology. These are preferred partners of The Coaches Console.

Program Benefits

Listed below are the benefits of participating in The Coaches Console CVA Referral Program.

1. **The Choice is All Yours.** The Coaches Console CVA Referral Program (The Program) is provided as a choice for Coaches Console Members who want assistance with the setup, maintenance, and management of their Coaches Console system from a CVA that knows The Coaches Console and can leverage its functionality.
2. **Predefined Projects.** The predefined Projects are designed to fit inside a 60-Day Window. Whether a new coach just getting started or an experienced coach looking to expand, members of the CVA Team are available to help with these projects to meet a variety of needs in building and maintaining the back end of a coaching business.
3. **No Worries about Competing Pricing.** The TCC predefined 60-day Projects have the same pricing and payment options no matter which CVA you choose to work with, which makes it easier to manage your budget and hire the CVA that is a best fit for your style. You have the option for any of the six projects to save money with the pay in full option or watch your cash-flow with a two-payment option. Each CVA offers the same options and pricing.
4. **The Process Is Easy Breezy.** All you have to do is visit the Support Center and click on Certified VA Referral Program. You will land on our Marketplace page where all the Certified VAs will be listed. You will be able to filter the listing based on some basic criteria, listen in on each CVA's recorded personal message, and visit their site to view the project options. Once you make your choice and process your payment, the CVA will send you the Project Agreement to approve and get started with your free diagnostic session. Easy Breezy!



Expectations of The Coaches Console Member

Every TCC Member that participates in our CVA Referral Program is asked to participate and perform according to the general standards listed below in order to achieve a favorable outcome from each 60-day project:

1. The Coaches Console Member must be willing to share their TCC account username and password with the selected CVA in order to conduct the free diagnostic and perform the project work, upon signing the Project Agreement; knowing that each CVA operates under a code of ethics to keep and maintain information as secure and confidential.
2. The Coaches Console Member must provide the CVA with content and perform the work required to complete a project within a 60-day window. *For example, Project #1: Set Up My Free Offer System and Project #6: Set Up My Coaching Program/Product require that you already have the free offer and coaching program prepared. These projects are for setting up the already prepared content, not preparing or writing the content.*
3. If there is a need for assistance beyond of the scope of one of the six 60-Day Projects, The Coaches Console Member will need to seek support from either their hired CVA or other outside vendors to perform the work and pay their respective fee. *For example, if the CVA has been hired to complete a project where marketing content is needed and The Coaches Console Member needs assistance with copywriting and creating content before the 60-day project can be completed, those additional services are beyond the scope of the 60-day project.*
4. The Coaches Console Member must be willing to focus on one specific project outcome within a 60-day project window, as outlined by the CVA and indicated in the Project Agreement.
5. The Coaches Console Member will have the opportunity to attend up to five, 45-minute, meetings to collaborate with your CVA in getting the project work done, providing updates, and planning subsequent projects within the 60-day project window.
6. You must be willing to abide by the standards and guidelines established in the CVA's Project Agreement.
7. Please remember that when entering into the Project Agreement with the CVA of your choice, that CVA is an independent contractor and not related to your relationship with The Coaches Console or Program Manager. You are responsible for choosing the CVA you want to work with, making payments directly to your CVA for selected projects, maintaining the relationship, and ending it in accordance with the CVA Project Agreement.