

Additional Terms for Elements of SUCCESS Program

In addition to [Passion to Lead's Terms of Use](#), the following additional terms apply to the Elements of SUCCESS Program (the "SUCCESS Program"):

1. Eligibility

In order to be eligible to become a Certified Elements of SUCCESS Trainer (a "Certified Trainer"), you must meet one or more of the following criteria:

- (a) Currently working for a school as a teacher, counselor, social worker or community coordinator;
- (b) Currently working for a non-profit who's mandate is to support the health, well-being or education of young women and youth; or
- (c) An International Coach Federation trained coach, in good standing, with at least 50 hours of training and 50 hours of coaching experience working with young women.

2. Application Process

Please complete the online application form to become a Certified Trainer on the Site. Incomplete applications will not be considered. Once your complete application has been received by Passion to Lead, Passion to Lead will consider your application to enroll in the SUCCESS Program. Passion to Lead estimates the preliminary review of your application for the SUCCESS Program to take 5-7 business days, and, following such review, a semi-formal interview between you and Passion to Lead's representative will take place at a time agreed upon between you and such representative via phone or Skype.

Passion to Lead may change the application review process at any time or change the process as it applies only to certain applicants or classes of applicants. Applicants will be accepted or rejected in Passion to Lead's sole discretion.

3. Elements of SUCCESS Program

If you are accepted to enrol in the SUCCESS Program, you will receive an email with confirmation and access information to the SUCCESS Program. Your use of the SUCCESS Program will be governed by the following additional terms:

- (a) You must complete the SUCCESS Program with 30 days of being granted access to the SUCCESS Program.
- (b) Upon completion of the SUCCESS Program, you will have an oral review of the SUCCESS Program with one of Passion to Lead's representatives.
- (c) Following the oral review, Passion to Lead will determine if you have successfully completed the SUCCESS Program, such decision is made by Passion to Lead acting in its sole discretion.

4. Certification

If you successfully complete the SUCCESS Program, Passion to Lead will invite you to become a Certified Trainer. In order to become a Certified Trainer, you will be required to complete a licensing agreement ("**License Agreement**") between yourself, your institution, organization or

business and Passion to Lead. In addition to certain terms and conditions, the License Agreement will have an initial term of one year and provides the Certified Trainer with the opportunity to order the workbooks and other pertinent teaching materials. Subject to the terms of the License Agreement, as a Certified Trainer, the following will apply to you:

- (a) You will receive your teacher's training manual with step by step instructions on how to run the SUCCESS Program.
- (b) You are then free to run the SUCCESS Program for an entire year. After one year, the License Agreement will expire if you do not schedule your annual trainers review.
- (c) You may run up to five SUCCESS Programs per contract year with up to 20 participants per program. Should you have more than 20 participants in one program, you will be required to have an Elements of Success trained and licensed co-facilitator with you. This is to ensure the safety within the learning environment and to protect the quality of learning for participants.
- (d) You will be required to complete a program status update after module four, seven and upon completion of the community project. At any point you can contact Passion to Lead for support; however, these three checkpoints are important to ensure Passion to Lead can offer the best support possible to you and your participants.
- (e) Element of SUCCESS workbooks are purchased through Passion to Lead. If your organization or school has funding restrictions, you may complete the [literacy support form \("LSF"\)](#). Depending on funding availability it may be possible to allocate funds to support organizations in need with training materials.
- (f) Passion to Lead has a one-for-one model with Passion to Lead's online training program. For every trainer who pays the full tuition fee, one certification training will be given to a teacher or community worker in a developing nation and those teachers can apply for workbook funding support by completing the LSF.
- (g) At this time the participant workbook only comes in English and Spanish. Passion to Lead is currently reviewing opportunities to translate into Hindi, Punjabi, French, and Swahili. Should this be the dominant language of your students, please contact us for support.
- (h) If at any time you leave the organization, school or business you registered with during the train the trainer program, you must advise us immediately as you cannot use the materials for the SUCCESS Program within another school, institution or organization without Passion to Lead's prior written permission. This is to protect the integrity of the SUCCESS Program and ensure Passion to Lead's funders are up to date on where the SUCCESS Program is being offered.

The obligations set out above are for information purposes only, as your rights and obligations as a Certified Trainer will be set out in the License Agreement (which remains subject to change by Passion to Lead at any time). If you have questions about the SUCCESS Program, please contact Passion to Lead:

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