**Stephanie Dueger, PhD**

**www.preparedforparenthood.com**

**info@preparedforparenthood.com**

**Boulder, CO**

**303-519-1046**

**AGREEMENT FOR COACHING SERVICES**

Welcome to my coaching practice. Before we begin, please carefully read this Agreement for Coaching Services (“Agreement”), which includes important information about my business policies, fees, billing practices, and cancellation policy. If you have any questions or would like additional information, please let me know. When you sign and return this document, it will represent an agreement between us regarding coaching services.

**Coaching Information (How coaching is different from psychotherapy)**

You will be receiving coaching services from me in accordance with this agreement. In addition to being a coach, I am also a Licensed Professional Counselor in the state of Colorado with more than a decade of training and experience in diagnosing and treating emotional problems. I have a Doctorate degree in Clinical Psychology, with an emphasis in Prenatal and Perinatal Psychology and Health and Somatic Psychology from the Chicago School of Professional Psychology. I have a Master’s degree in Counseling Psychology from Naropa University and a Master’s Degree in Education from the University of New Hampshire. I have very broad training and experience working with trauma and its effects on attachment and relationships. I have worked extensively with individuals, couples, and families, as well as with expectant and new parents and their babies and young children, and also older children and their families in school settings. I bring my experience and training in the fields of psychotherapy and education to my work as a coach.

As a coach, I guide individuals, couples, and families to identify their life values, goals, and aspirations, to identify problematic relationship or parenting dynamics that are holding them back, and to empower them to create systemic change in their relationships and families, so that they may more freely live lives full of connection, meaning, alignment, and fulfillment. I also offer educational and psychoeducation services as a coach. I am particularly experienced in guiding couples, parents, and families through the various stages of preparing and strengthening their relationship with each other and with their babies prior to parenthood, transitioning into parenthood (the first time and subsequent times), and parenting babies and young children.

While there are some similarities between coaching and psychotherapy, they are different activities, and it is important that you understand the differences between them. Psychotherapy is a health care service and is usually reimbursable through health insurance policies. This is NOT true for coaching. Although both coaching and psychotherapy utilize knowledge of human behavior, motivation, and behavioral change, and both use interactive counseling techniques, the two activities have different purposes, goals, areas of focus and emphasis, and levels of professional responsibility.

Psychotherapy focuses on identifying, diagnosing, and treating mental health issues within a professional relationship designed to help clients alleviate symptoms that may interfere with effective emotional functioning. Psychotherapy generally involves discussion of intimate personal information, frequently focuses on the past, and may lead to feelings of intense vulnerability on the part of the client. This vulnerability often leads to a power differential between the therapist and client, which creates a fiduciary duty on the part of the therapist to protect the safety of the client. However, coaching services are not psychotherapy and differ in important ways from the work of psychotherapy.

Coaching utilizes different counseling techniques. However, in contrast to psychotherapy, coaching does NOT involve diagnosis, testing, assessment, or treatment of mental health disorders. In addition, the relationship between us in the coaching context is specifically designed to avoid the power differentials that occur in the psychotherapy relationship. Instead, the relationship is designed to be a relationship among equals – you provide the information about your goals, needs, and issues to be addressed and we work together to create a plan and actions for achieving those goals and addressing the issues.

During our coaching work, we will approach the human experience from a wellness perspective. Hiring a coach to help assess and guide you to protect your most precious resources in relationship and in your family is a powerful investment for now and the future. As your coach, I will be your guide in the change process. Rather than discussing symptoms and mental health problems, we will look at the etiology of maladaptive patterns in relationship to self and others, understand the purpose of these patterns, and find adaptive, effective solutions. We will look at parenting from a wellness perspective as well as ways you can best connect with and care for your baby or child. Again, in contrast to psychotherapy, my consulting services **will not** involve the diagnosis, testing, assessment, or treatment of mental health disorders.

The roles of coach and psychotherapist may be in potential conflict and I believe that, under most circumstances, it is ethically inappropriate for me to play both roles with a client, whether concurrently or sequentially. Thus, if during the course of our coaching relationship either of us recognizes that you have a problem that would benefit from specific psychotherapeutic

intervention, I will refer you to seek appropriate resources. In some situations, I may ask that you initiate psychotherapy sessions with another professional, as well as ask for your permission to be in contact with that professional, as a condition of my continuing as your coach.

**Professional Fees**

Fee-for-Service and Payments

My coaching is usually offered through packages. Payment is due prior to the session via Venmo (in the USA), or Stripe or PayPal outside of the country. I will send you a request in advance of your session and payment is expected to be completed before the session. Please note that Strip and PayPal charge additional fees that they keep and that will be added on to the cost of the package.

Health Insurance

It is important for you to know that I am NOT able to bill health insurance, nor provide you with a Super Bill, for coaching services, and you will be expected to pay for coaching on a fee-for-service basis.

**Appointment Cancellation Policy**

I uphold a 48-hour cancellation policy for private coaching services. If you cancel or postpone a coaching session with less than 48 hours’ notice, I will ask that you please pay (or forfeit) the full amount of the missed session. Emergency situations excepted. (This does not apply to group coaching found in courses).

**Policy for Non-Payment**

In the event that your outstanding account has not been paid for more than 60 days and arrangements for payment have not been agreed upon, I have the option of hiring an attorney or collection agency to secure payment. The cost of such legal action will be included in the claim.

**Office Hours and Telephone/Email Contact**

I meet with clients by appointment only and my office hours vary from day to day. I periodically check my phone and email messages while I am at the office and try to return calls and emails within two business days. Messages left on Friday may not be returned until the following Monday or Tuesday. I do not check or return phone or email messages regularly on weekends, holidays, after hours, when I am on vacation, or other times when the office is closed.

**Limits on Confidentiality**

Although our work together will not involve psychotherapy, because I am a licensed mental health professional I am ethically and legally bound to protect the confidentiality of our communications. Because I am a mandated reporter, there are some situations in which confidentiality may be breached based on Colorado law. Many of these will not be applicable to our coaching work, but it is important for you to be aware of these situations.

**There are some situations in which I am legally obligated to take actions and I may have to reveal some information about a coaching client:**

* If I have reasonable cause to know or suspect that a child has been subjected to abuse or neglect, the law requires that I file a report with the appropriate governmental agency.
* If I have reasonable cause to believe that an at-risk adult has been or is at imminent risk of being abused, self-neglected, or financially exploited, the law requires that I file a report with the appropriate governmental agency.
* If a client communicates a serious threat of imminent physical violence against a specific person or persons, including a threat of suicide, I must make an effort to notify such person; and/or notify an appropriate law enforcement agency; and/or take other appropriate action including seeking hospitalization of the client.

If such a situation arises, I will make every effort to fully discuss it with you before taking any action and I will limit my disclosure to what is necessary.

\*Additionally, while I am able to keep confidentiality in private coaching sessions (the above exceptions excluded), **in group coaching situations, I am unable to guarantee confidentiality for group members.** Please be aware that while I ask group members not to share others’ shared information outside of the group, I am **not** able to guarantee that sharing outside the group will not happen. Therefore, please only share what you feel comfortable sharing.\*

**PLEASE READ THE FOLLOWING CAREFULLY:**

**I have read and understand the Agreement. I voluntarily consent to the coaching services designated above. I agree to abide by the terms of the service agreement during our professional relationship. I further understand that I am responsible for making my fee payment prior to any appointment. I agree to be responsible for the full payment of all fees for services rendered. I understand there is a 48-hour cancellation policy, emergencies excepted. I hereby authorize Stephanie Dueger, PhD, at Prepared for Parenthood, to contact me via telephone, fax, postal mail, delivery service, and Internet-based services, including email, to communicate information related to my coaching services, billing, or continuity of care.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print coaching client’s name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coaching client’s signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print coaching client’s name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coaching client’s signature Date

Coach’s Signature Date

**Coaching Clients’ Information:**

Street City State Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country

Home Phone(s) Cell Phone(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person to notify in case of emergency Relationship Phone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referral source (Friend, Website, etc.)