

PROFESSIONAL DISCLOSURE STATEMENT AND FEE SCHEDULE

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Following is my *Professional Disclosure Statement*, which is required of all licensees by the Oregon Board of Licensed Professional Counselors and Therapists.

Philosophy and Approach

I am a Licensed Professional Counselor (LPC) whose focus is career management services to help people seeking to choose, change, or advance their careers and reach their professional and personal potential. I specialize in short-term, action-oriented career development solutions. This includes a full range of career consulting services in all areas of career/life transition: personal and career assessment, college and graduate school selection, identification of career options, résumé upgrading, job search skills and strategies, interview training, evaluation and negotiation of job offers, small business development, retirement/second career planning, discernment of life calling, and leadership coaching for advancement and/or work-life decision-making and prioritization.

As a result, I offer an extensive array of career services, am personally connected with a broad scope of industries, work with all ages from high school to retirement, and to assist with related personal growth issues, have additional depth and training as a Licensed Professional Counselor.

Formal Education and Training

I obtained a Masters (M.S.) degree from University of Oregon with a combined emphasis in Counseling, Psychology & Health Education. Prior to that, I received a Bachelors degree in Psychology from Reed College. To maintain my license, I am required to participate in continuing education of at least 20 CEU hours every year, taking classes dealing with subjects relevant to this profession.

My current certifications to administer and interpret various assessments include: Myers-Briggs Type Indicator®, Strong Interest Inventory®, Campbell Interest & Skill Survey® and SkillScan. Also valuable have been the training, materials and mentoring I have received in conducting job search and change management workshops and operating onsite career centers for Motorola, HP and US Bank while an employee of the leading outplacement firm, Lee Hecht Harrison/Drake Beam Morin.

Fees

My fee is \$160 per hour for individual sessions. If services provided go over an hour, the additional time will be billed in tenths of an hour (6-minute increments of \$16.00). The first session includes assessment and detailed email follow-up, for which there is an additional, onetime .3 hr. fee, or \$48.00. Fees for other consulting services provided outside of the session, and for testing will be discussed as needed. For payment, I accept cash, check, credit card or electronic payment such as Square, Chase QuickPay and PayPal.

Your appointment time is reserved just for you. If you are not able to make your appointment, kindly notify me at least 24 hours in advance in order to avoid being charged the full fee for your session. If at any time, for any reason, you are dissatisfied with my services, please let me know.

Confidentiality

I will NOT intentionally release any information about you to any person or agency without your written consent except as noted below, item f. Because I can refer you to personal contacts with various employers, and such contacts can materially advance a job search, I will first obtain your permission to mention you anonymously for purposes of facilitating a referral.

Regarding social media networking sites (Facebook, LinkedIn, etc.), my policy has been not to accept friend or contact requests from current or former clients. While I am a strong proponent of networking and will share my contacts with clients, social networking sites seem like a step that may go too far into our respective private worlds. Similarly, it is NOT a regular part of my practice to search for clients on Google or Facebook or other search engines.

Code of Ethics & Board Contact

As a Licensee of the Oregon Board of Licensed Professional Counselors and Therapists (#CO691), I will abide by its Code of Ethics. You may contact the Board of Licensed Professional Counselors and Therapists at 3218 Pringle Rd SE, Suite 120, Salem, OR 97302-6312. Telephone: (503) 378-5499 or Email: lpct.board@state.or.us; Website: <http://www.oregon.gov/oblpcct>

Client Rights

As a client of an Oregon licensee you have the following rights:

- a. To expect that a licensee has met the minimal qualifications of training and experience required by state law;
- b. To examine public records maintained by the Board and to have the Board confirm credentials of a licensee;
- c. To obtain a copy of the Code of Ethics; (Oregon Administrative Rules 833-100);
- d. To report complaints to the Board;
- e. To be informed of the cost of professional services before receiving the services;
- f. To be assured of privacy and confidentiality while receiving services as defined by rule and law, including the following exceptions: 1) Reporting suspected child abuse; 2) Reporting imminent danger to you or others; 3) Reporting information required in court proceedings or by your insurance company, or other relevant agencies; 4) Providing information concerning licensee case consultation or supervision; and 5) Defending claims brought by you against me;
- g. To be free from discrimination because of age, color, culture, disability, ethnicity, national origin, gender, race, religion, sexual orientation, marital status, or socioeconomic status.

Agreement & Signature

Your signature below indicates that you have read this Disclosure Statement and agree to its terms.

Client's signature

Date

This form has been discussed and a copy made available to the client.

Counselor's signature

Date
