

**Traci Hagie
Indigo Moon Healing Arts
80 Garden Center Suite 156
Broomfield, CO 80020**

Welcome to my energy based life coaching practice. This document and attachments constitute a contract between us and you should read it carefully and raise any questions and concerns that you have before you sign it.

The services to be provided by Traci Hagie are **coaching or tele-coaching as** designed jointly with the client. The fee for coaching sessions will be charged at the rate of **\$140.00 per hour**. Professional time (exceeding 15 minutes), spent outside of coaching sessions, including, but not limited to, between-session phone calls or email exchanges, report writing, and reading or reviewing documents, will be billed on a prorated basis rounded up to the nearest quarter of an hour. If I am required to attend meetings outside of my offices, you will pay for all time I spend traveling to the location of such meetings. Fees for coaching sessions must be paid in advance by cash, check, or PayPal unless an alternative arrangement is agreed to in writing. You must also pay for collateral services within 30 days of billing. You are required to give 24 hours notice if you need to cancel or change the time of an appointment. Otherwise, you will be charged for the session in full. Traci Hagie agrees that every effort will be made to reschedule sessions which are cancelled in a timely manner.

If you become involved in legal proceedings that require my participation, you will be required to pay for my services prior to the proceedings. Due to the difficulty of legal involvement, I charge \$500 per hour for the first 2 hours of service (including travel time) and \$300 per hour for each additional hour, any preparation involved, and attendance at the legal proceeding.

Coaching & Psychotherapy

In addition to being a coach, I am also a licensed professional counselor in the state of Colorado with training and experience in diagnosing and treating emotional problems. While there are some similarities between coaching and psychotherapy, they are very 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. Both coaching and psychotherapy utilize knowledge of human behavior, motivation and behavioral change, and interactive communication techniques. The major differences are in the goals, focus, and level of professional responsibility.

The focus of coaching is development and implementation of strategies to reach client-identified goals of enhanced performance and personal satisfaction. Coaching may address specific personal projects, life balance, job/school performance and satisfaction, or general conditions in the client's life, business, or profession. Coaching utilizes personal strategic planning, values clarification, brainstorming, motivational interviewing, strengths based methods, emotional freedom technique (EFT), Eden Energy Medicine, and other energy based techniques.

The primary foci of psychotherapy are identification, diagnosis, and treatment of mental and nervous disorders. The goals of psychotherapy include alleviating symptoms, understanding the underlying dynamics which create symptoms, changing dysfunctional behaviors which are the result of these disorders, and developing new strategies for successfully coping with the psychological challenges which we all face. Most research on psychotherapy outcomes indicates that the quality of the relationship is most closely correlated with therapeutic progress. Psychotherapy patients are often emotionally vulnerable. This vulnerability is increased by the expectation that they will discuss very intimate personal data and expose feelings about themselves about which they are understandably sensitive. The past life experiences of psychotherapy patients have often made trust difficult to achieve. These factors give psychotherapists disproportionate power that creates a fiduciary responsibility to protect the safety of their clients and to "above all else, do no harm."

The relationship between the coach and client is specifically designed to avoid the power differentials that occur in the psychotherapy relationship. The client sets the agenda and the success of the enterprise depends on the client's willingness to take risks and try new approaches. The relationship is designed to be more direct and challenging. You can count on your coach to be honest and straightforward, asking powerful questions and using challenging techniques to move you forward. You are expected to evaluate progress and when coaching is not working as you wish, you should immediately inform me so we can both take steps to correct the problem.

If at any time either of us recognizes that you have a problem that would benefit from psychotherapeutic intervention, I will refer you to appropriate resources. In some situations, I may insist that you initiate psychotherapy and that I have access to your psychotherapist as a condition of my continuing as your coach.

It is also important to understand that coaching is a professional relationship. While it may often feel like a close personal relationship, it is not one that can extend beyond professional boundaries both during and after our work together. Considerable experience shows that when boundaries blur, the hard won benefits gained from the coaching relationship are endangered.

Confidentiality

As a licensed professional counselor in the state of Colorado I am ethically and legally bound to protect the confidentiality of our communications. I will only release information about our work to others with your written permission or in response to a court order. There are some situations in which I am legally obligated to breach confidentiality in order to protect you or others from harm. If I have information that indicates that a child or elderly or disabled person is being abused, I must report that to the appropriate state agency. If a client is an imminent risk to him/herself or makes threats of imminent violence against another, I am required to take protective actions. These situations are quite rare in coaching practices. If such a situation occurs in our relationship, I will make every effort to discuss it with you before taking any action.

As you are no doubt aware, it is impossible to protect the confidentiality of information that is transmitted electronically. This is particularly true of e-mail, text messages, Skype communication, and information stored on computers that are connected to the internet, which do not utilize encryption and other forms of security protection. I am making you aware of these issues so that you can make an informed decision about utilizing these methods of electronic communication or engaging in tele-coaching via Skype.

Contact Information

I do not always available by phone and do not provide 24 hour emergency assistance but I do check my messages regularly during the work week. Your needs are important and I will return your call as soon as possible. Unless other arrangements have been made I do not charge for calls lasting under 15 minutes.

In case of an emergency please go to your nearest emergency room or call 911.

If you have any questions or would like additional information, please feel free to ask me.

By signing this form I understand and agree that I am responsible for keeping my life coach informed of any changes in my physical and emotional conditions. I agree to seek the help of a psychiatrist or psychotherapist if it is recommended by my coach. I have read the preceding information, it has been provided verbally, and I understand my rights as a client or as the client's responsible party.

Client's Name (printed) _____

Client Signature

Date _____

Parent/ Guardian signature (if minor client)

Date _____

Traci Hagie, life coach

Date _____

***The following are additions and exceptions to the above policies:** _____
