



EDUCATIONAL PROGRAM POLICIES

Hello, and welcome to the educational side of my practice! I am happy you have chosen to work with me.

I have a few policies I would like to invite us to share in our work together:

- **Your Role:** This is a educational experience with a mentorship component. It is mainly geared towards special learning, spiritual development, & personal growth, but there may also be a bit of spiritual coaching/mentorship that happens as part of the experience. **This is, however, NOT medical treatment.** If you end up wanting to join my practice for psychotherapy and/or medical evaluations, that may be possible, depending on the state where you reside, but it is a different process (with different entry forms, costs, and procedures), so we will need to discuss.
- **Time & Place:** Sessions generally last 90 minutes, unless another arrangement is made (it is possible to add 30-min extra private mentorship time onto a session \$555 for 8 ½ hour sessions). Currently, my practice is mobile, meaning I do most of my sessions virtually (using Skype, Facetime, or Zoom).
- **Missed Sessions:** Please provide a minimum of 24 hours and ideally 48 hours notice for appointments you wish to cancel/reschedule. Rescheduling is pretty labor-intensive (my schedule is tight), so please try to keep the original appointments you make, if possible. If you are unable to provide 24 hours notice I will need to charge you for the missed session. Extenuating circumstances/emergencies/illness will be considered, of course. I do try to send reminder emails the day or morning prior to appointments, but please do what your can to make notes/set reminders/etc. for appointments, as the ultimate responsibility for remembering rests with you.
- **Confidentiality:** Similar to medical work, our sessions are confidential with the exception being if I think you are at imminent risk to harm yourself or another person. In this case I am obligated to report this information. I do keep brief computerized notes for each session. These are private and visible only to me. **They, however, are not as well-protected by law as medical records, since patient-doctor confidentiality does not apply in non-medical relationships.** I will do my best to inform you if an outside agency requests anything from your records (unless legally prohibited, I will inform you). This has never happened before, but I like to have a policy just in case.
- **Payment:** Paypal, direct Wells Fargo bank transfer, Venmo, and credit card are accepted. Venmo and Paypal use my email: mysticmandala@gmail.com
- **Phone Calls/Email:** If you need to reach me urgently between sessions:

MY PHONE NUMBER IS 808-635-9485.

- For non-urgent messages, including rescheduling appointments more than 48 hours out, please use my email address: mysticmandala@gmail.com. If you email and do not hear from me within about 12-24 hours, please resend. Sometimes I accidentally miss an email.

By signing below you are acknowledging your receipt and understanding of these policies. You are also consenting to learning with me as a teacher/coach/mentor. Please know that your well-being, spiritual growth, and personal/professional success are now priorities in my life, and I will consistently endeavor to offer information, exercises, and suggestions that I think are in your specific, best interest. You, of course, always have the right to choose to accept or reject any information, exercise, or idea I suggest. This is a collaborative process, and I trust and value your wisdom, choices, intuition, and input every step of the way.

Signature

Date