



## APPRENTICESHIP POLICIES

Hello, and welcome to my Astrology Apprentice Program! 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 1:1 teacher-student learning experience. It is mainly geared towards education & professional growth, but there may also be a bit of health, spiritual, and wellness coaching 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 medical work, 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 60 minutes but can be longer, depending on our unique plans, goals, and agreements. Currently, my practice is mobile, meaning I do most of my sessions virtually (using video conference and phone). Occasionally, in-person sessions may be possible depending on circumstance.
- **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, so please try to keep the original appointments you make, if at all possible. If you are unable to provide 24 hours notice I will need to bill you for the missed session. 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:** I do keep brief computerized (or paper) notes for each session. These are intended to help me stay organized re: what content we've covered and do not contain a lot of personal information. **Apprentice notes are not as well-protected by law as medical records, since patient-doctor confidentiality does not apply in non-medical relationships.**
- **Payment:** Cash, Paypal, direct bank transfer, Venmo, and credit card are accepted. Direct bank transfer or Venmo is preferred, as there is no fee for this service. Venmo, Paypal, Chase and WellsFargo transfers are facilitated with 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 a work-related email is missed in my inbox.

By signing below you are acknowledging your receipt and understanding of these policies. You are also consenting to apprenticeship/coaching with me as a teacher/coach. Please know that your well-being, spiritual growth, and 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. You may also leave coaching/mentorship at any time. This is a collaborative process, and I trust and value your wisdom, choices, and input every step of the way.

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Signature

Date