

CONTACT INFORMATION
*fields marked with an * are optional*

Today's Date				Client Date of Birth	
Name	(First)	(Middle)	(Last)	(Preferred)	
Street Address					
City		State		Zip	
Home Phone				May we leave message?	Yes / No
Cell Phone				May we leave message?	Yes / No
				May we text you?	Yes / No
Work Phone				May we leave message?	Yes / No
Email				May we email you?	Yes / No
Preferred method of communication?					
Emergency Contact				Phone	Relation
*Race				*Religion / Spirituality	
*Gender				*Pronouns	
*Sexuality				*Learning / Physical Ability Challenges	
*Additional personal / cultural identifiers you would like me to know					

SUPERVISION REQUIREMENTS FOR STUDENTS

Core 3 = 14 groups sessions

Core 4=16 group sessions

SUPERVISION DATES & TIMES

The group typically meets every other week on Wednesday evening from 7pm to 9pm. There are a few weeks where we meet back-to-back to avoid holidays. There are 16 sessions scheduled. Please mark your calendars with the dates below. Core 4 students need to attend all 16 sessions to meet the full supervision requirement. Core 3 students must attend 14.

5 group participants = 2 hours 7pm to 9pm

4 group participants = 1.5 hours 7pm to 8:30pm

3 group participants = 1.25 hours 7pm to 8:15

October 30, 2024	December 18, 2024	February 19, 2025	April 16, 2025
November 13, 2024	January 8, 2025	March 5, 2025	April 30, 2025
November 20, 2024	January 22, 2025	March 19, 2025	May 14, 2025
December 11, 2024	February 5, 2025	April 2, 2025	May 28, 2025

COMMITMENT:

If you arrive after the start of you're the group, you will still be expected to pay for the session in full. 48-hour notification of not attending a group is required to avoid paying for the session. **By enrolling in the group, you are committing to attending a minimum of 10 of the 16 scheduled sessions.** Sessions can be paid by PayPal at d4phillips@aol.com (please select friends & family). If you would prefer to discuss other payment methods let me know. The cost per session is \$65.

PHONE CALLS / EMAILS:

There is no charge for phone calls or emails under 10 minutes as these calls are generally routine calls (i.e. appointments). Phone calls or emails over 10 minutes tend to involve client issues and a fee may be charged. The fee for these services is \$135 per hour for students (prorated per 15 minutes at \$33.75). Please note email is not confidential. Individual supervision sessions can also be scheduled at \$135 per hour.

Print Name			
Signature		Date	

TELL ME ABOUT YOUR PRACTICE

Currently seeing clients?	Yes or No
When did you begin seeing clients?	
Number of clients in your practice?	
How many clients do you see on average weekly?	
How many contact hours do you have with clients on average weekly?	
Please mark all client types you work with today.	Individuals Couples Families
Please list any specific populations or any areas of specialties that exist in your practice (ie. Addiction, Fertility, BIPOC, LGBTQ, musicians, dancers, etc.)	
Please list other licenses or certifications that you have that help to shape the work with your clients.	
Location where you will typically participate in supervision.	Home Office Other (specify)
Any limitations on noise or movement you have in the space where you will typically participate from	Yes No If yes please explain on next line
Previous Core Supervisors (if any)	
Current personal practitioner	
Additional information you would like me to know.	