



LIFE COACHING AGREEMENT

Life Coaching Agreement

Introduction

This document is intended to provide information to you regarding your coaching. Please read the entire document carefully and be sure to ask your Coach, Marleen Garza, MEd, LPC-Associate, BCC, any questions that you may have regarding its contents.

Information About Your Coach

Marleen holds a Master of Education degree in Counseling and Development (Marriage, Couple, and Family), and a Board Certified Coach credential by the Center for Credentialing and Education (CCE). As a Board Certified Coach, she follows the ethics of the CCE for BCC <https://www.cce-global.org/Assets/Ethics/BCCcodeofethics.pdf>

In order to qualify for BCC credential eligibility, Board Certified Coaches have obtained coach-specific training and are required to hold either a Bachelors or Masters degree. She has also trained as a Psychosynthesis Life Coach and received advanced training and certification as a Grief Recovery Method (GRM) Specialist. Additionally, she is a Certified Emotion Code and Body Code practitioner as well as a TFT practitioner.

Marleen is also a Licensed Professional Counselor-Associate in the state of Texas. As a therapist, she is supervised by Michelle L Jacinto, MA, Psychotherapist, LPC-S.

This agreement is for Coaching, not Therapy. While Coaching can work with issues such as identifying and reaching life goals, and changing the behaviors that aren't working well for you, Coaching cannot deal with issues such as depression and anxiety. For issues like these, you must see a Physician or Licensed Mental Health Professional in your local area. Although you as a client may have a diagnosis, such as Asperger's Disorder or ADHD, Coaching is not intended as a treatment or cure for that condition. By signing this agreement, you are agreeing that you understand the difference in these two functions and you will get appropriate professional help for mental health issues if necessary.

Please feel free to ask questions at any time about your Coach's background, experience and professional orientation.

Fees and Insurance

The regular rate for coaching service is \$100 per individual for a 55 minute telephone or video session; \$140 per individual for 85 minute telephone or video session. Fees are payable through PayPal prior to the time that services are rendered.

Because coaching is not a medical treatment, typically insurance will not cover the cost. Some employers may cover some of the cost of coaching. It is your responsibility to pay for coaching and get reimbursed by your employer if that is the case.

Confidentiality

All information obtained in the course of the professional service is confidential unless there is a compelling professional reason for its disclosure. Your Coach will disclose confidential information without a specific release if it is necessary to prevent foreseeable imminent harm to the client or another. In all circumstances, Coaches will be judicious in the amount of information that is disclosed.

Coaches may disclose confidential information without the consent of the client only as mandated or permitted by law. When possible, Coaches inform clients about the disclosure of confidential information and possible ramifications before the disclosure is made. Coaches will only disclose confidential information to third parties with the appropriate written consent. Coaches must disclose certain confidential information as required by law or if the confidential information may put the client or others at risk of harm or compromise their well-being.

Minors and Confidentiality

Communications between Coaches and Clients who are minors (under the age of 18) are confidential. However, parents and other guardians who provide authorization for their child's coaching are often involved in their sessions. Consequently, your Coach, in the exercise of her professional judgment, may discuss the coaching of a minor Client with the parent or caretaker. Clients who are minors and their parents are urged to discuss any questions or concerns that they have on this topic with their Coach.

Appointment Scheduling and Cancellation Policies

In order to cancel or reschedule an appointment, you are expected to notify your Coach at least 24 hours in advance of your appointment. If you do not provide at least 24 hours notice in advance, you are responsible for a payment of 50% of the scheduled rate for the missed appointment.

Coach Availability

Email contact between sessions is welcome at marleen@easemindbodyspirit.com. However, your Coach will address most issues within the regularly scheduled sessions. Everything possible is done to assure email and webcam confidentiality, but it cannot be guaranteed.

You are welcome to leave a message for your Coach at any time on her confidential voicemail, (210) 699-7079. However, please note that this is a cell phone. If you wish your Coach to return your call, please be sure to leave your name and phone number, along with a brief message regarding the nature of your call.

In the event of a medical emergency or an emergency involving a threat to your safety or the safety of others, please call 911 or 988 or the appropriate emergency service to request assistance. Your Coach is not licensed to handle these matters.

About the Coaching Process

Sessions will be held over the phone or through internet webcams (Zoom or similar). It is your Coach's intention to provide services that will assist you in reaching your goals. Based on the information that you provide to your Coach and the specifics of your situation, your Coach will provide recommendations to you regarding coaching. Coaches and Clients are partners in the coaching process. You have a right to agree or to disagree with your Coach's recommendations.

Your signature indicates that you have read this agreement for services carefully and understand its contents. Please ask your Coach to address any questions or concerns that you have about this information before you sign! Please retain a copy of this agreement and send a signed copy to: marleen@easemindbodyspirit.com via attachment as a PDF and in your email please state "I have read and agree with the terms of coaching as stated in the Coaching Informed Consent and Life Coaching Agreement dated (Month/Date/Year).

I have read and agree to the above.

Client Name (printed): _____

Client Signature: _____ Date: _____