

Atlas Coaching Services Agreement & Informed Consent

Personal Development | Professional Growth | Leadership | Wellness

Client Name: _____

Date: _____

1. Nature and Purpose of Coaching

Atlas Counseling, LLC provides non-clinical coaching services designed to support personal and professional development, leadership, wellness, goal setting, skill building, and accountability.

Coaching is a collaborative, goal-oriented process that may involve education, guided reflection, practical exercises, action planning, and discussion of strategies to support personal and professional growth.

Coaching topics may include leadership development, professional communication, career transitions, personal wellness, resilience, work-life balance, occupational stress education, and other non-clinical developmental goals. The client maintains responsibility for personal decisions, actions, and outcomes throughout the coaching process.

2. Distinction Between Coaching and Mental Health Counseling

Coaching is not psychotherapy, mental health counseling, psychological assessment, or clinical treatment.

Although Atlas Counseling, LLC also provides licensed mental health counseling services, coaching is offered as a separate, non-clinical service.

Mental Health Counseling is a clinical healthcare service that may include mental health assessment, diagnosis, treatment planning, and therapeutic interventions addressing psychological symptoms, emotional distress, trauma, and mental health disorders.

Coaching focuses on education, personal and professional growth, practical skill development, future-oriented goals, and accountability. Coaching does not include diagnosis, psychotherapy, clinical treatment planning, or treatment of mental health conditions.

Participation in coaching does not establish a clinical therapist-client relationship, even when the coach is independently licensed as a mental health professional.

A client's participation in coaching does not prevent them from independently seeking or receiving psychotherapy or other healthcare services.

The professional qualifications of the coach do not change the non-clinical scope of the coaching services agreed upon here. Applicable professional and legal obligations continue to apply.

3. Scope and Limitations of Coaching

Coaching services may include:

- Personal and professional goal development
- Leadership and supervisory skill building
- Communication and conflict management skills
- Career development and professional transitions
- Wellness education and stress management strategies
- Resilience and burnout prevention education
- Time management, organization, and accountability
- Strengths identification and personal development
- Occupational wellness and career sustainability

Coaching services do not include:

- Mental health diagnosis or clinical assessment
- Psychotherapy or treatment of mental health disorders
- Trauma processing or clinical trauma interventions
- Clinical suicide or violence risk assessment
- Crisis intervention or emergency mental health services
- Medical, psychiatric, legal, or financial treatment or advice

If concerns arise that extend beyond the scope of coaching, the coach may discuss appropriate resources, recommend professional evaluation, or determine that coaching should be paused or discontinued.

4. Coaching Relationship and Responsibilities

Coach Responsibilities

The coach agrees to:

- Provide professional, respectful, and goal-oriented coaching services.
- Maintain clear boundaries between coaching and clinical mental health services.
- Collaborate with the client to identify realistic and measurable goals.
- Provide education, feedback, and practical strategies relevant to agreed-upon coaching objectives.
- Respect the client's autonomy, personal values, and decision-making.
- Communicate when concerns or requested services fall outside the scope of coaching.
- Maintain records and handle client information consistent with applicable legal and professional requirements.

Client Responsibilities

The client agrees to:

- Participate voluntarily and actively in the coaching process.
- Identify goals, priorities, and desired outcomes.
- Communicate openly regarding coaching needs and expectations.
- Take responsibility for decisions, actions, and implementation of coaching strategies.

- Respect scheduled appointments and applicable administrative policies.
- Inform the coach when coaching goals or service needs change.

5. Coaching Goals and Progress

Coaching goals will be established collaboratively and may be documented in a separate Coaching Goals and Action Plan.

Progress may be reviewed periodically to evaluate identified objectives, barriers, accomplishments, and next steps.

Coaching does not guarantee specific personal, professional, financial, relational, or organizational outcomes.

The client understands that meaningful progress may require participation and action outside scheduled coaching sessions.

6. Confidentiality and Privacy

Atlas Counseling, LLC recognizes the importance of privacy and professional discretion in coaching relationships.

Information shared during coaching will be handled in accordance with applicable laws, professional obligations, organizational policies, and the terms of this agreement.

Coaching confidentiality is not automatically equivalent to the confidentiality or legal privilege associated with psychotherapy or other healthcare services.

Depending on the circumstances, information may be disclosed when:

- Required by applicable law, court order, or other legally enforceable process.
- Necessary to fulfill applicable mandatory reporting obligations.
- Required or permitted under applicable law to address a serious or imminent safety concern.
- Authorized by the client through an appropriate written release.
- Otherwise permitted or required by applicable privacy laws.

Coaching records may be subject to different legal protections and requirements than clinical treatment records. Whether HIPAA or other healthcare privacy laws apply depends on the services, records, provider operations, and applicable law.

When coaching services are funded or requested by an employer or organization, any authorized reporting or information-sharing arrangements will be explained and documented separately before services begin.

7. Coaching Sessions, Scheduling, and Communication

Session Format: ☐ In Person ☐ Virtual ☐ Both

Sessions will be scheduled based on availability and mutually agreed-upon coaching goals.

Virtual coaching may involve technology-related risks, including interruptions, connectivity problems, and limitations to privacy. Both parties agree to make reasonable efforts to participate from a private and appropriate setting.

Communication outside sessions is intended primarily for scheduling, administrative questions, and agreed-upon coaching activities.

Coaching does not include continuous access, emergency support, or guaranteed immediate responses.

8. Fees, Payment, and Cancellation

Coaching Fee: \$_____ per session/hour

Session Length: 1 Hour

Payment Due: Within 30 days of session **Accepted Payment Methods:** self-pay, cash, credit card

Cancellation Notice Required: 24 Hours **Late Cancellation / No-Show Fee:** \$50

Fees, payment arrangements, cancellation requirements, and any additional costs will be reviewed before services begin.

Coaching is a self-pay service and is not represented as medically necessary psychotherapy or billed as clinical mental health treatment.

Any employer-sponsored or organizational payment arrangement must be established separately.

9. Employer-Sponsored or Organizational Coaching

When coaching is requested or funded by an employer, agency, or organization, the client and coach will clarify the purpose of the services, the parties involved, and expectations regarding information sharing.

Unless otherwise authorized or legally required, the coach will not routinely provide the sponsoring organization with detailed information about the client's personal discussions or coaching activities.

Any agreement to share attendance, participation status, progress toward organizational goals, or other information will be identified in a separate written authorization or organizational coaching agreement.

Employer sponsorship does not automatically authorize access to individual coaching records.

10. Coaching and Clinical Service Boundaries

Atlas Counseling, LLC maintains a distinction between coaching and clinical mental health services.

Coaching sessions will not be used to provide psychotherapy or other clinical interventions under a non-clinical service agreement.

If the client's needs shift toward clinical mental health assessment or treatment, the coach will discuss appropriate options, which may include referral to another qualified professional.

Any transition from coaching to clinical counseling requires a separate clinical intake process, appropriate informed consent, and consideration of professional boundaries and applicable licensing requirements.

Coaching will not be represented as clinical care solely because the coach holds a mental health license.

11. Crisis and Emergency Situations

Coaching is not an emergency or crisis response service.

The coach does not provide on-call emergency services through this coaching agreement.

Individuals experiencing a mental health crisis should seek assistance through appropriate emergency or crisis resources.

In the United States, individuals may call or text **988** for suicide and crisis support. For immediate danger or a medical emergency, call **911** or seek emergency medical assistance.

12. Voluntary Participation and Termination

Participation in coaching is voluntary.

The client may discontinue coaching at any time, subject to any outstanding financial obligations and applicable cancellation policies.

The coach may recommend pausing, referring, or discontinuing services when:

- Coaching goals have been achieved.
- Requested services exceed the scope of non-clinical coaching.
- Clinical mental health services appear more appropriate.
- Professional boundaries or conflicts of interest interfere with effective coaching.
- Continued coaching is otherwise inappropriate under applicable professional standards.

Whenever reasonably appropriate, the coach will discuss termination and provide information about alternative resources.

13. Informed Consent and Acknowledgment

_____ By signing below, I acknowledge and understand that:

_____ I have reviewed the nature and purpose of coaching services.

_____ Coaching is a non-clinical service and is separate from psychotherapy and mental health counseling.

_____ Coaching does not include clinical assessment, diagnosis, psychotherapy, or mental health treatment.

_____ Participation in coaching does not establish a clinical therapist-client relationship.

_____ Coaching is not a substitute for professional mental health or medical care.

_____ I understand the scope, limitations, responsibilities, and expectations associated with coaching.

_____ I understand that coaching confidentiality and legal privilege may differ from those associated with clinical mental health services.

_____ I have been informed of the applicable fees, scheduling arrangements, and cancellation policies.

_____ I understand that coaching does not guarantee specific outcomes.

_____ I have had an opportunity to ask questions and receive clarification before agreeing to participate.

_____ I voluntarily consent to receive non-clinical coaching services through Atlas Counseling, LLC.

Client Signature: _____

Date: _____