

ONLINE WEBINAR



Family & Play Therapy Center
 6811 Quincy Street
 Philadelphia, PA 19119
 Phone: +1 215 844 4321
 Fax: +1 215 844 8877
 Web: www.fptcenter.com



Ethics and Risk Management in Psychotherapy: What You Need to Know NOW!

with Nancy Wheeler, JD

*A VIDEO REPLAY of the seminar originally presented at the center on January 19, 2018.
 Rated by the 39 participants at 4.8 out of 5.*

Friday, January 25, 2019
9:15 AM–2:45 PM ET

**Non-Contact CE Credits
 for PA LSW, LCSW, LMFT, & LPC (5 hr.)**
Meets requirement for LSW, LMFT, & LPC license renewal
*Many insurance companies give a discount
 for taking this type of course.*

This session will provide mental health therapists with real-life examples of malpractice and licensure board complaints and tips for avoiding them. It will focus on important issues not always addressed in graduate counseling ethics courses. The format will combine lecture, discussion and problem solving.

Topics will include:

- Use of a decision-making model to guide practitioners' actions when faced with legal, ethical, or professional dilemmas
- What to include in your personal risk management "tool box"

- Confidentiality, privilege and privacy, including HIPAA and HITECH. This session will highlight the HITECH breach notification provisions that were amended in 2013.
- Constantly changing concerns regarding technology, distance therapy and social media
- New twists on old reporting duties
- Custody issues that frequently lead to a licensure board complaint or lawsuit
- Preparation for anticipated or emergency practice closure (retirement, death, disability, illness, etc.)
- Co-occurring/dual relationships that sneak up on therapists
- Growing litigation risks incurred by educators of graduate mental health students
- Private practice pitfalls, including ADA concerns
- How your records can help or hurt you
- Clinical supervision and colleague consultation
- Avoiding fraud and abuse when seeking third-party reimbursement
- Anticipation of future issues



Anne Marie "Nancy" Wheeler, JD is an attorney licensed in Maryland and the District of Columbia; she has extensive experience with counselors, psychiatrists and the broader field of mental health. For over 30 years, she has managed risk management consultation services for the American Counseling Association and the American Psychiatric Association. On a daily basis, she helps practicing counselors, psychiatrists, and other mental health practitioners think through and understand challenging legal, ethical and regulatory issues ranging from privacy to managed care. Nancy is also an affiliate faculty member of the Graduate Pastoral Counseling Program of Loyola University Maryland, where she teaches ethics and legal issues courses to masters and doctoral-level students. Additionally, she has presented hundreds of seminars, workshops and keynote addresses nationwide on medical and mental health legal and ethical issues.

She has produced newsletters, CDs, video-based programs and podcasts on legal compliance and risk management strategies. Nancy has written or contributed to numerous publications, including the following: Wheeler, A.M. & Bertram, B. (2015). *The counselor and the law: a guide to legal and ethical practice* (Alexandria, VA: American Counseling Association); Reinhardt, R. & Wheeler, A.M. (2014). *Private practice preparedness: the health care professional's guide to closing a practice due to retirement, death or disability*. Publisher: Author; and Wheeler, A.M. (2005). *Top ten legal and risk management areas of concern for psychiatrists*. In J. Lazarus (Ed.), *Entering private practice: a handbook for psychiatrists* Arlington, VA: American Psychiatric Publishing Inc.

TUITION: \$120.00 (\$95.00 with Early Reg. by 12/15)		NON-CONTACT CREDIT HOURS (included in tuition)													
DISCOUNTS	Early Reg. Disc. (by 12/15): \$25 discount		PA Social Work CEs for LSW, LMFT, & LPC*												
	Full-Time Student: 20% discount -- Call for Discount Code		5 hr.												
	Recent Graduate: 15% discount -- Call for Discount Code														
	Full-Time At-Home Parent: 10% discount														
Retirement Discount: 10% discount		*The Family & Play Therapy Center is approved by the Pennsylvania State Board of Social Workers, Marriage and Family Therapists, and Professional Counselors to offer continuing education for social workers, marriage and family therapists, and professional counselors. The Family & Play Therapy Center maintains responsibility for the program. PA Social Work Board CEs transfer to many other states. Check with your state social work board. No fee for PA SW CEs.													
Geographical Discounts: See registration details online!															
iLOC Online Group Discounts															
	<table border="1"> <tr> <td>Number of Participants</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>Discount</td> <td>10%</td> <td>20%</td> <td>30%</td> <td>40%</td> <td>50%</td> </tr> </table>	Number of Participants	2	4	6	8	10	Discount	10%	20%	30%	40%	50%		
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Professional Community Online

The Family & Play Therapy Center hosts a *Professional Community Online* that offers free membership to all mental health professionals from anywhere in the world.

Membership in this community of mental health professionals will allow you to

- Connect with fellow participants and expand your professional network.
- Discuss clinical questions with other mental health professionals.
- Pick up your schedules and readings, and receive course announcements for our trainings.
- Access our Interactive Live Online Classrom (iLOC), if you are joining us for class online.

Please follow these instructions to create a profile. If you are having any difficulty, we are always happy to answer any questions and to help guide you through the process. Please feel free to call us in the office at 215-844-4321 ext. 1. Thank you!

How to Create Your Profile in the Professional Community Online

1. Go to our website: www.fptcenter.com
2. On the navigation bar across the top, click on the "Community" tab.



3. Click on the "Join Us Now! It's Free!" button.



4. Fill in your full name, e-mail address (2 times), and password (2 times). The email address that you enter here is the one where you will receive notices regarding the community site. This email address will not be displayed, and you may choose a different email below for display in the community.



5. Click box to indicate agreement to terms. Click "Terms & Conditions" link to read terms.



6. Click "Next" button.

Family & Play Therapy Center
PROFESSIONAL COMMUNITY ONLINE

Registration: New User

User Information

*Full Name: Jane Sample

*Email Address: jane.sample@domain.com

*Work Email Address: jane.sample@domain.com

*Password: [masked]

*Work Password: [masked]

Fields marked with an asterisk (*) are required.

Terms & Conditions

I have read and agree to the Terms & Conditions.

Next

7. Provide information requested. Fields marked with an asterisk are required. The others are optional. We encourage you to provide enough information to give other community members a sense of your background and practice. Please note that the email address that you enter here will be displayed to other members of the community, and it does not need to match the email address that you entered above.

8. When you have completed this information, click the "Register" button at the bottom of the page.

Family & Play Therapy Center
PROFESSIONAL COMMUNITY ONLINE

Registration: New User

*Email Address (for professional use): jane.sample@domain.com

Website: http://www.janesampleconsulting.com

Telephone (Business): (555) 456-7890

Where is your practice or employer located? Jane Sample Consulting, 123 Main St., Springfield, IL

Fields marked with an asterisk (*) are required.

Register

9. Here's where you upload your photo. You may click on "Skip" at the top and upload your photo later, if you don't have one handy. Please keep in mind that a photo on your profile will really allow others in the community to see you as a human being, rather than just a name on a list. In addition, you will only be eligible for certain perks, such as our free seminar attendance drawings, if you have a photo of yourself in your profile. If you are having any difficulty uploading a photo, please let us know, as we are always happy to help!

10. Click 'Browse'.

11. Find and select your photo on your computer. Click 'Upload'. You will see the photo and a preview of the thumbnail that will show up with your posts on the community site.

12. Click 'Next' to complete your registration.

Family & Play Therapy Center
PROFESSIONAL COMMUNITY ONLINE

Registration: New User

Profile Photos

Upload

Thumbnail

Next

Family & Play Therapy Center
PROFESSIONAL COMMUNITY ONLINE

Registration: New User

Profile Photos

Upload

Thumbnail

Next

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PROFESSIONAL COMMUNITY ONLINE

Registration: New User

Profile Photos

Upload

Thumbnail

Next

13. Within the next couple of minutes, you will receive an email at the email address that you provided with your password in step 4. The email will contain an activation link. Just click on this link, and your profile will be activated. (If you are having trouble clicking on the link, please copy and paste it into the address bar on your browser.) You are now able to log in to the community site with your email address and password!

NOTE: If you have any difficulty in any of these steps, please give us a call in the office at 215-844-4321 ext. 1, and we'll be happy to guide you through the process!

How to Register Online for Courses and Seminars

NOTE: The entire registration process takes place over a secure, encrypted connection in order to ensure the privacy of your information, and we will never share your registration information with anyone else.

1. Create a Profile

In order to register for courses and seminars through our website (www.fptcenter.com), **you must have a profile in our community site** (Professional Community Online). If you already have a profile, go on to step 2. If you do not yet have a profile, please click the help button on our website (www.fptcenter.com) and follow the instructions for creating a profile. It's free and takes only a few minutes!

2. Log in to the Professional Community Online

Go to www.fptcenter.com. On the navigation bar across the top, click on the "Community" tab.

3. Click on the 'REGISTER' Tab

Once you are logged into the community site with your profile, just click directly on the 'REGISTER' tab at the top of the screen (NOT the 'View Registration & Make Payments' drop-down menu item below it) in order to start the registration process.

4. Select a Course and Location

Review the listing of courses and select the course you wish to register for by clicking on the title or the 'Register' button. Each course or seminar includes a separate listing for each available location. Please be sure that you are selecting the appropriate location. See more information about locations below.

5. Provide Contact Information

On the first page of the registration process, you will provide your current contact information. This contact information will be used only by us in order to communicate with you, and we will not share it with anyone else. If you are using a discount code (see more information below), then enter it on this page. When you have completed this page, click the 'Next Step' button.

6. Review Your Registration Information

On the next page, please review the contact information and the listing of amount due with registration. If you wish to make any corrections, use the 'Back' button. Otherwise, click the 'Next Step' button to continue.

7. Select Your Payment Method

On this page, please select which payment method you would like to use. If you would like to pay with a credit card (Visa, MasterCard, Discover, or American Express) right away in order to secure your spot in the course or seminar, then select 'Quickbooks Merchant Services'. Your credit card information will be handled with state-of-the-art security and encryption and will not be saved after being processed. If you prefer to pay later, there are several options: Mail in Payment, Call in Payment, and Payment from Agency. Please select the appropriate option. Once you have made your selection, click the 'Next Step' button.

8. Enter Your Credit Card Information (if applicable)

If you selected payment by Quickbooks Merchant Services, then you will enter your credit card information on this next page. Once you have completed this page, click the 'Submit' button.

9. Registration Complete!

You will receive a message on the screen that your registration has been submitted. You will also receive an email confirmation of your registration and credit card payment (if you made one). If you indicated that you will pay later, please be sure to follow up on that right away in order to be sure that your slot is held.

IMPORTANT: The confirmation email will include an attachment of our Ethical and Privacy Agreement. If you have not previously submitted a signed agreement, please print, sign, and return this agreement to us as soon as possible, as it will be required in order for you to join us either onsite or online. You may return it by fax (+1 215 844 8877) or by email (administration@fptcenter.com).

LOCATIONS

We have several locations available for our courses and seminars. Please see the brochure for the course or seminar you are interested in to check which locations are available for that course or seminar. Be sure that you are selecting the correct site when registering.

Onsite: Our main location in the beautiful Mt. Airy neighborhood of Philadelphia, where the presentation will actually be taking place

Annex: A community space near our 'Onsite' location with a live video connection through our Interactive Live Online Classroom

iLOC @ Home: A live, individual video connection for you from your home or work through our Interactive Live Online Classroom

iLOC Group: A live video connection for you and a group of other therapists ... See the list of current sites attached to the course or seminar brochure on our website or start your own!

iLOC GROUP DISCOUNTS

For those attending a course or seminar in an iLOC Group, the discounts received are described in the table below. The discounts vary by group size, and the maximum discount available is 50%. Therefore, when you register for an iLOC Group, you pay 50% of the tuition, which is the amount you will pay in total if your group grows to include 10 people. Eight days before the start of the course or seminar, the group sizes are finalized and your balance due is calculated based on the table below. We ask that you pay the balance promptly at this time, either on the community site (hover over 'REGISTER' and click on 'Make Payments') or by phone (+1 215 844 4321 ext 1 or ext 4). Please call with any questions!

Number of Participants in iLOC Group	Discount	SAMPLE — Based on a \$165 Seminar			
		With Early Registration		Without Early Registration	
		Due with Registration	Balance Due One Week Prior to Event	Due with Registration	Balance Due One Week Prior to Event
10 or more	50%	\$74.25	\$0.00	\$82.50	\$0.00
9	45%	\$74.25	\$7.43	\$82.50	\$8.25
8	40%	\$74.25	\$14.85	\$82.50	\$16.50
7	35%	\$74.25	\$22.28	\$82.50	\$24.75
6	30%	\$74.25	\$29.70	\$82.50	\$33.00
5	25%	\$74.25	\$37.13	\$82.50	\$41.25
4	20%	\$74.25	\$44.55	\$82.50	\$49.50
3	15%	\$74.25	\$51.98	\$82.50	\$57.75
2	10%	\$74.25	\$59.40	\$82.50	\$66.00

DISCOUNTS

In addition to our Early Registration Discount, which will be automatically calculated in your online registration if it is currently available, we also have several other discounts available. If one of these categories applies to you, then you may enter the appropriate discount code during registration to apply that discount.

Full-Time Student Discount — 10% discount — Code: STUDENT

Full-Time At-Home Parent Discount — 10% discount — Code: PARENT

Retirement Discount — 10% discount — Code: RETIRED

Geographical Discounts and Scholarships (*iLOC @ Home ONLY*): If (1) you are a *full-time resident* of a country that is listed in our Geographical Discount Tables (see below) and (2) you hold a **university degree**, then you are eligible for a Geographical Discount for attending a course or seminar online through our Interactive Live Online Classroom *as an iLOC @ Home participant*. Please see the tables for percentage of discount and discount codes for use in online registration. If your country falls into Group 6 in our Geographical Discount Tables and you are unable to pay the discounted rate, we welcome you to call for information about applying for a need-based full scholarship.

COURSE WITHDRAWAL & PAYMENT POLICIES

- (a) If participant withdraws earlier than four weeks prior to the first day of a course, then participant will receive a full refund of the paid deposit, minus a \$25 withdrawal fee.
- (b) If participant withdraws within four weeks before the first day of a course (but earlier than one week prior to the first day), then participant will receive a full credit in the amount of the paid deposit to be applied to future courses and seminars at the center, minus a \$25 withdrawal fee.
- (c) If participant withdraws within one week before the first day of a course, then the deposit is forfeited.
- (d) Following the first day of a course, all payments are due as scheduled, and participant is responsible for payment of entire course tuition. Tuition is not reduced on account of missed class days.
- (e) A 1% late fee for past-due balances will be assessed at the end of each month, based on the amount past due on the last day of the month.

QUESTIONS?

If you have any questions about online registration, please call us in the office at +1 215 844 4321 ext 1 or send a message to Luke through the Professional Community Online. Thank you!

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Email: workshops@fptcenter.com

Geographical Discount Tables --- *iLOC @ Home ONLY*

To be eligible for these discounts for attending a course or seminar online through our Interactive Live Online Classroom as an *iLOC @ Home participant*, you must (1) be a **full-time resident** of a country that is listed in our Geographical Discount Tables and (2) **hold a university degree**. If your country falls into Group 6 in the tables below and you are unable to pay the discounted rate, we welcome you to call for information about applying for a need-based full scholarship.

GROUP 1 – 20% Discount – Code: GEO1

Andorra	Gibraltar	Monaco
Australia	Greenland	Netherlands
Austria	Guernsey	Norway
Bahamas	Hong Kong	Qatar
Belgium	Iceland	San Marino
Bermuda	Ireland	Singapore
British Virgin Islands	Isle of Man	South Korea
Brunei	Israel	Spain
Canada	Italy	Sweden
Cayman Islands	Japan	Switzerland
Denmark	Jersey	Taiwan
Falkland Islands	Kuwait	United Arab Emirates
Finland	Liechtenstein	United Kingdom
France	Luxembourg	
Germany	Macau	

GROUP 2 – 30% Discount – Code: GEO2

Aruba	Faroe Islands	Poland
Bahrain	Greece	Portugal
Barbados	Hungary	Saudi Arabia
Cyprus	Lithuania	Seychelles
Czech Republic	Malta	Slovakia
Equatorial Guinea	New Zealand	Slovenia
Estonia	Oman	Trinidad and Tobago

GROUP 3 – 40% Discount – Code: GEO3

Antigua and Barbuda	French Polynesia	Mexico
Argentina	Gabon	New Caledonia
Belarus	Guam	Puerto Rico
Botswana	Latvia	Russia
Chile	Lebanon	Saint Kitts and Nevis
Croatia	Malaysia	Saint Maarten
Curaçao	Mauritius	Uruguay

GROUP 4 – 50% Discount – Code: GEO4

Anguilla	Iran	Saint Lucia
Brazil	Kazakhstan	Saint Vincent
Bulgaria	Libya	South Africa
Costa Rica	Montenegro	Turkey
Dominica	Northern Mariana Islands	Turks and Caicos Islands
Grenada	Panama	US Virgin Islands
Grenadines	Romania	Venezuela

GROUP 5 – 60% Discount – Code: GEO5

American Samoa	Cuba	Montserrat
Azerbaijan	Dominican Republic	Palau
Belize	East Timor	Peru
Bosnia and Herzegovina	Ecuador	Serbia
China	Jamaica	Suriname
Colombia	Republic of Macedonia	Thailand
Cook Islands	Maldives	Tunisia

GROUP 6

Option 1: Online Registration Now – 75% Discount – Code: GEO6

Option 2: If your country falls into Group 6 and you are unable to pay the discounted rate, please call us at +1 215 844 4321 to apply for a need-based full scholarship!

Afghanistan	Haiti	Republic of the Congo
Albania	Honduras	Rwanda
Algeria	India	Saint Helena, Ascension and Tristan da Cunha
Angola	Indonesia	Saint Pierre and Miquelon
Armenia	Iraq	Samoa
Bangladesh	Jordan	São Tomé and Príncipe
Benin	Kenya	Senegal
Bhutan	Kiribati	Sierra Leone
Bolivia	Korea, North	Solomon Islands
Burkina Faso	Kosovo	Somalia
Burma	Kyrgyzstan	Sri Lanka
Burundi	Laos	Sudan & South Sudan
Cambodia	Lesotho	Swaziland
Cameroon	Liberia	Syria
Cape Verde	Madagascar	Tajikistan
Central African Republic	Malawi	Tanzania
Chad	Mali	Togo
Comoros	Marshall Islands	Tokelau
Côte d'Ivoire	Mauritania	Tonga
Democratic Rep. of the Congo	Moldova	Turkmenistan
Djibouti	Mongolia	Tuvalu
Egypt	Morocco	Uganda
El Salvador	Mozambique	Ukraine
Eritrea	Namibia	Uzbekistan
Ethiopia	Nauru	Vanuatu
Federated States of Micronesia	Nepal	Vietnam
Fiji	Nicaragua	Wallis and Futuna
Gambia	Niger	West Bank and Gaza
Georgia	Nigeria	Western Sahara
Ghana	Niue	Yemen
Guatemala	Pakistan	Zambia
Guinea	Papua New Guinea	Zimbabwe
Guinea-Bissau	Paraguay	
Guyana	Philippines	

Terms and Conditions

- 1. Enrollment.** Enrollment in a payment plan is accomplished by selecting a payment plan option when you register for a program with Family & Play Therapy Center.
- 2. Budget Amount/Payments.** The total budget amount will be based on the total amount that is due to Family & Play Therapy Center for the program you are taking. The deposit will not be included in the total budget amount as this must be paid directly to Family & Play Therapy Center at the time of registration. If you are receiving a discount through the school, the budget will reflect the total amount due after the discount has been applied.
- 3. Security.** The Pennsylvania Treasury Department of Harrisburg, Pennsylvania is serving as investment administrator for plan payments, assuring that funds are handled with utmost security. Participants may not withdraw any amount from the investment account at any time. Payment of all amounts paid by Budgetor will be made to the School.
- 4. Other Fees.** In addition to the fees outlined on the reverse side of this brochure, HES will impose a service fee of \$35 for any check which is returned for insufficient funds or is not collectible for any reason.
- 5. Failure to Pay.** In the event of failure of a participant to pay any installment within 15 days of the due date, Family & Play Therapy Center will be notified of the failure and enrollment in the Plan may be terminated. In that event, all monies deposited to the participants' account (without income or appreciation thereof or thereon) will be remitted to the School. The standard School policies will apply for refunds or handling past due accounts. HES is not responsible for any action of the School taken for, against, or with respect to the participant or whom amounts are budgeted, including without limitation, suspension, termination or other sanctions.
- 7. Pre-authorized Debit Option.** Participants will have the option of having their payments automatically deducted from their checking or savings account. If you select that option then your payments will be automatically deducted from your account on the due date.
- 8. Credit Card Payments.** Payments can also be made by credit card from the HES website, www.highereducationservices.org. There is a convenience fee assessed on all credit card payments. The amount of this fee is detailed during the credit card payment procedure.
- 9. No Waiver.** Any failure to enforce the terms of this Agreement will not result in the waiver of any other obligation by the participant or right of the School or HES.



Family & Play Therapy Center

Postgraduate Trainings

Installment Payment Plan

Plan Options For Participants

PLEASE READ

- Family & Play Therapy Center partners with Higher Education Services, Inc. (HES) to provide our participants with flexibility in making their tuition payments for year-long courses. Using a tuition management service allows us to provide you with better payment options to accommodate your needs.
- HES will collect all tuition payments for the 4-Pay (Quarterly) and 10-Pay (Monthly) options. Payments for the 1-Pay Plan (Annual) will be collected directly by Family & Play Therapy Center. HES provides participants with payment choices, an increased number of payment methods and also allows participants to view and manage their accounts on-line throughout the year.

Tuition Payment Plan Options For Year-Long Courses

Participants must elect one of the following options:

Plan	Due Dates
1-Pay (Annual)	September 1 (Direct to Center)
4-Pay (Quarterly)	September 1, November 1 February 1, April 1
10-Pay (Monthly)	September 1 through June 1

Deposit

- A deposit is required when you register for a program and is payable directly to Family & Play Therapy Center.

How To Enroll

- Select your payment plan option when you register for a program. You will be automatically enrolled in the payment plan that you choose for the total amount that is due to Family & Play Therapy Center. (If applicable, any discounts will be reflected in the balance that you owe.)
- If you select the 1-Pay (Annual) Plan, the total amount will be payable in full directly to Family & Play Therapy Center by September 1st.
- If you select the 4-Pay (Quarterly) Plan or the 10-Pay (Monthly) Plan, your payments will be payable to HES. HES will bill you directly based on the option you select on your registration form. You will have the option of mailing in your payments, utilizing the pre-authorized debit option or making your payments online through the HES website.

Fees

- There is no application fee to use the 1-Pay Plan. The application fees for the 4-Pay and 10-Pay Plans are noted below. **HES will bill you for the application fee with your first payment.**
- There are late fees associated with each plan. Please review the late fees carefully as these are administered by HES. A late fee will be assessed on all payments not received by the HES due date. **All payments for the 4-Pay and 10-Pay Plans will be paid to HES.**

Plan	Enrollment Fee	Late Fees
4-Pay (Quarterly)	\$20.00	\$20.00
10-Pay	\$50.00	\$20.00

Payment Methods

- Pay by check, money order, bill pay, electronic payment from your checking account or pre-authorized debit from your checking or savings accounts. There are no added fees for any of these options.
- Payment can also be made by credit card payment through the HES website. There is a convenience fee of 3.5% on all credit card payments.

Discounts

- There is an early registration discount – see course brochures.
- The following iLOC discounts apply for online groups at the same location.

iLOC Online Group Discounts									
Participants	2	3	4	5	6	7	8	9	10
Discount	10%	15%	20%	25%	30%	35%	40%	45%	50%

- One of the following discounts may also apply

Discount	Amount
Full-Time Student	10% discount
Full-Time Parent	10% discount
Retirement	10% discount
Disability	10% discount
Geographical - For International Participant	20% to 75% discount see chart at www.fptcenter.com

Questions

- Contact HES toll free at 1-800-422-0010.
- Visit the HES website at www.highereducationservices.org.
- Checks should be made payable to TPP/HES Plan and mailed to PO Box 2653, Harrisburg, Pa 17105