

WELCOME

Terms & Conditions

The magic of botanicals

Information about my services, policies, and scope of my practice

Welcome! This document contains important information about my services, business policies, training, and experience. This will provide you with a framework for understanding the scope of our work together and information necessary for you to make a decision about whether to use my services.

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Please read the document completely and ask any questions you have before signing. Once you have all of your questions answered, please sign the document and initial where indicated. I am happy to provide you with a copy.

1. Information about my services

Nature of my services:

I am offering services as an EFT Practitioner & HD Specialist.

EFT Services

My chosen style is to create a supportive, collaborative environment where we work together to identify fears, limiting thoughts, and other barriers to achieving your goals. My special interest is in facilitating in the area of confidence and self esteem & productivity in the work environment. I will teach you certain stress reduction techniques that we will use to address these barriers. These may include, but are not limited to, Emotional Freedom Techniques ("EFT") (discussed further below), breathing and grounding exercises, journaling exercises and the use of flower essences and essential oils.

As an EFT Practitioner, I will attempt to help you optimise your overall vitality and mental well-being, and assist you in developing functional and empowering beliefs. In the process of using EFT to work toward your goals and shift negative thinking, you may experience emotional reactivity. You will find a discussion of possible side effects below.

EFT assumes the mental health of the client. It is a collaborative process that is present and future oriented. It is also action oriented, with a focus on solutions and change. As the client, you set the agenda for these sessions and your success will largely depend upon your willingness to define goals and try new approaches. You can expect me, as your practitioner, to be honest and direct, asking straightforward questions and offering techniques to help you keep moving forward

HD Services

In a Quantum Human Design reading you're going to learn how your personal energy works in the world.

A Human Design Reading is a partnership (defined as an alliance, not a legal business partnership) between the Specialist and the Client in a thought-provoking, educational, informative process that inspires the Client to maximize and expand personal and professional potential.

2. Information about EFT & HD and what you can expect in my services

EFT

EFT, also known as "Tapping" and Emotional Freedom Technique, was created by engineer, Gary Craig, as a simple self-help, stress reduction tool that can be used by everyone. We will use EFT during our sessions and I will also instruct you how to use EFT on your own between sessions.

EFT has a significant body of research supporting its efficacy. References to this research are given below. It involves tapping on acupressure points while thinking of a problem as a way to rapidly reduce the emotional impact of memories and incidents that trigger emotional distress. During our sessions, you will tap on certain acupressure points on your hands, face, head, and torso and the coach will generally tap along on similar points in a supportive and guiding role. Successful EFT can be performed by an individual and does not require a practitioner. You can learn EFT easily on the internet or by reading one of the many books available on the subject.

You can read more about EFT at the following websites: EFTInternational.org, EFTUniverse.com, EnergyPsych.org and TheTappingSolution.com. Several recommended books include: *The EFT Manual*, Dawson Church; *EFT Level 1 Comprehensive Training Resource*, Ann Adams, Karin Davidson, *The Tapping Solution*, Nick Ortner. Research information can be found at EFTUniverse.com/research and energypsych.org.

EFT has been used since at least the mid 1990s. While there is a body of research on the technique and it has been used by millions of people, it is still considered by some as an alternative, and/or experimental, modality. SAMSHA, an agency within the U.S. Department of HHS, maintains a registry of evidence-based practices: National Registry for Evidence Based Programs and Practices (“NREPP”). Thought Field Therapy (“TFT”), on which EFT is based, is now included in this registry as an evidence-based practice, and this designation for EFT is expected to follow shortly.

It is possible that not all of the risks and benefits of using EFT are known. The following are common in Tapping sessions: emotional reactivity may increase and/or decrease; unexpected physical sensations may come and go; previously forgotten memories may surface; memories may become clear. EFT practitioners have generally agreed that the technique is gentle and effective at reducing emotional reactivity quickly. Once emotional reactivity is reduced, there is a corresponding shift in mental perspective.

This shift in mental perspective, also called a “cognitive shift,” is the reason why EFT is a powerful tool for practitioners who seek to support their clients in working toward a goal. With a cognitive shift, clients generally change a limiting belief, such as “I am powerless,” to a more empowered belief, such as, “I am capable and I have options.” These changes help clear the way to attaining goals which is the purpose of our EFT work.

My role in our work together will be to facilitate this process of perspective shifts by using stress reduction tools. Once the stress is alleviated around your goals and limiting beliefs, you will have better access to your own strength and wisdom. I will be fully present and provide objective feedback during our sessions. I am not an expert and I will not tell you what to do. You alone are responsible for any success that results from our work together.

Since EFT is intended for clients in good mental health, brief periods of emotion are generally tolerated easily. Clients often experience quick relief. If the emotions are not tolerated well, we will bring our work to a completion and I will do my best to provide references for mental health professionals.

Human Design

In a Quantum Human Design reading you’re going to learn how your personal energy works in the world. You’ll discover your best way to make decisions, how you can tap into your right work, live your life purpose, create healthy relationships that honor who you are, how to activate greater vitality and well-being, and what you can do today to start living a life that is aligned with the truth of Who You Are.

Everything that is on your Quantum Human Design Chart represents an archetypal energy that you can express in an infinite number of ways. The expression of each element in your chart is operating on a “spectrum” or a sliding scale. It has a high end, a low end, and the space between the high and low end.

Once you understand your Definition, you gain more control over where on the “spectrum” you want to choose to express yourself and how you can start living out the Highest expression of your potential and your Authentic Self. When you understand your energy, it helps you break old patterns and truly live an authentic, fulfilling life as your Magnificent Self.

After the reading I provide you with:

- The video and audio recording of your reading
- All of the notes I prepared and we discussed in your reading
- * including intake form questions w/your answers

**NB *The cost of a reading includes all of the pre-reading prep time and post-reading processing.*

3. Differences between working with a non-licensed coach and a licensed psychotherapist

Our work together is not intended to replace or interfere with your use of licensed professionals. The differences between EFT and psychotherapy from a licensed professional are explained here.

Your coaching sessions are not a substitute for counseling, psychotherapy, mental health care, or substance abuse treatment. Psychotherapy is a healthcare service and its primary focus is to identify, diagnose, and treat nervous and mental disorders. EFT Coaching is a relationship that helps people move forward from where they are to where they want to be. Coaching does not address psychological issues. David Feinstein, PhD. identifies the differences between coaching and psychotherapy, which is provided by licensed professionals, as the following:

1. Psychotherapists can provide a diagnosis. A primary focus of psychotherapy is the identification and diagnosis of mental disorders. Coaching does not diagnose.

2. Psychotherapy can provide diagnosis independent of the client's self-assessment. This function is recognized by third parties such as the courts and insurance carriers, which often call up on psychotherapists to make diagnoses independent of the client's self-assessment. Coaching, on the other hand, relies on the client's self-assessment.

3. Psychotherapy can use its diagnoses to treat clinical disorders. Coaching makes no claims of efficacy in treating clinical disorders.
4. Psychotherapy is often reimbursable by health insurance since diagnosis and treatment is recognised as being part of health care. Coaching is not usually reimbursable since it does not involve diagnosis or treatment.
5. Goals in psychotherapy may be set by the therapist after diagnosis. Goals in coaching are typically self-identified by the client.
6. Psychotherapy goals typically involve treatment of a mental disorder by the therapist. Coaching goals typically focus on quality of life and achieving client set goals.
7. Psychotherapy typically involves recognised power differentials between client and therapist. This vulnerability of clients gives psychotherapists legal and ethical responsibilities. Coaching is in the nature of a supportive peer-to-peer relationship, with the results evaluated by the client.
8. Psychotherapy may be provided by primary caregivers such as hospitals and may be considered an aspect of primary care. Coaching is not associated with primary care.
9. Coaches will attempt to provide referrals to clients to psychotherapists or psychiatrists if the client's problem is outside their scope of practice.

4. Scope and limitations of our coaching work together

By booking my services you are indicating your understanding and full agreement of the following:

I understand that Katie Lees is not a licensed health care provider and Katie Lees does not diagnose, treat, heal, cure, or prescribe medications.

I understand that Katie Lees does not treat or prescribe medications for any condition. At times, we may use techniques, like Tapping, to address emotional stress around physical conditions. These techniques are not meant to be a substitute for medical consultation and treatment.

I understand that Katie Lees recommends that I inform my existing professionals that I am receiving coaching in Tapping for stress reduction.

I represent that I will not use these any of Katie Lees services in the place of medical or mental health services by a licensed practitioner and I understand that Katie Lees recommends that I inform my licensed professional providers that I am receiving these services, and furthermore that nothing in the services is intended to interfere with professional provider treatment and advice. I agree that I will not make any changes in treatment I am receiving without first consulting the doctor or other prescribing professional.

I understand the risks described in this form of using EFT for personal growth and change.

I agree that I, the client am responsible for creating and implementing my own physical, mental and emotional well-being, decisions, choices, actions and results. As such, I agree that Katie Lees is not and will not be liable for any actions or inaction, or for any direct or indirect result of any services provided by the Katie Lees.

I, the client understand that an HD reading is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease. Client understands that an HD reading is not to be used as a substitute for professional advice by legal, mental, medical or other qualified health professionals and will seek independent professional guidance for such matters.

I, the client agree to communicate honestly and be open to feedback and assistance.

5. My background, education and training

EFT Practitioner Education and Training

Katie Spicer is an Accredited, Certified EFT Practitioner with EFT International

I have training and supervision in a technique called EFT, also known as “Tapping” and I have completed the training requirements to become certified by EFT International. To receive this certification, I completed workshops, supervised practice, practice hours, proficiency exams in the technique. I also abide by a code of ethics for Tapping practitioners.

<https://eftinternational.org/about-us/efti-policies-and-procedures/code-of-conduct-and-ethics/>

Human Design Training

Quantum Human Design Level 2 with Karen Curry Parker

Other Education and Training

I am also qualified in the following:

Quantum Alignment System Certified Practitioner Level 1

Bach Flower Remedies Level 2

BSC Hons Plant Sciences

6. Confidentiality

Please see [Privacy Policy](#).

7. Technology

Anonymity, Computers, and the Internet. Although the internet provides the appearance of anonymity and privacy in coaching, privacy is more of an issue online than in person. You, as a client, are responsible for understanding the potential risks of confidentiality being breached if you use unencrypted email, fail to adequately protect your accounts, or leave information on a public access computer.

Also, please be aware that email is not completely confidential. All emails are retained in the logs of your or my internet service provider. While under normal circumstances no one looks at these logs, they are, in theory, available to be read by the system administrators of the internet service provider. It is best to avoid sharing confidential information by email.

I, as your EFT Practitioner have a right to my privacy and may restrict the use of any copies or recordings I make of my communications. Clients must seek the permission of the EFT practitioner before recording any portion of a session and/or posting any portion of a session on internet websites such as Instagram, Facebook, YouTube or others.

8. Office policies

Professional Records

I keep brief records of each session, primarily noting the date of the session, the topics discussed, and progress or obstacles observed as they relate to your goals in working with me.

Minors

If you are under eighteen years of age, I will need your parent's approval before we begin our work. I will come to an understanding with you and your parents about what will be held confidential. If they agree, I will provide them only with general information about our work together. In any case, confidentiality does not apply if I feel there is a high risk that you will seriously harm yourself or someone else. In this case, I will notify them of my concern. Before giving them any information, I will discuss the matter with you, if possible, and do my best to handle any objections you may have with what I am prepared to discuss.

Fees

My fee for a session varies, depending on service booked. You will be expected to pay for each session before the time it is held, on booking it.

Once an appointment is scheduled, you will be expected to pay for it unless you provide at least 24 hours advance notice of cancellation. If you are late, we will still end on time and not run over into the next person's session. If you miss a session without canceling, or cancel with less than twenty-four hours notice there will be no refunds. Sessions can always be transferred to a new date with more than 24 hours notice.

Contacting me

Please note that as an EFT practitioner, I am not available for 24-hour emergency contact. If you believe that your situation will require a licensed professional with 24-hour emergency support, please discuss this with me as soon as possible because my services may not be appropriate for you.

Termination and Other

You are free to terminate our work together at any time.

If I determine that I am unable, for any reason, to provide you with the services you are requesting at a high professional standard, I will inform you of this decision and suggest that you find another professional who may better meet your needs.

If you are involved in legal proceedings based on your having been traumatised, please understand that, through our work together, memories may lose their emotional charge, and this could adversely affect your ability to provide emotionally-charged legal testimony. Please discuss this with your mental health professional and your legal team.

By signing up for my services it indicates that you have read the information in this document, understand it fully, have discussed any questions or concerns with me and/or others, and agree to abide by its terms during our professional relationship.

As explained above, these services are not to be used in the place of appropriate care from a licensed mental health professional. I understand that my practitioner is not a doctor, psychologist, psychiatrist, social worker, counselor, or therapist, and does not practice as a professional in these, or in any other professions, that require a license. As such, I understand that my practitioner does not diagnose, heal, cure, treat, or prescribe medications. I understand that our work together will not be psychotherapy, nor is it a substitute for the diagnosis and/or treatment of mental or physical health conditions by a psychologist, psychiatrist, or other licensed mental health professional.