

The Ultimate Checklist to Start a Private Practice in Counseling

- Is private practice right for you?
- Create a business plan
- Build your website
- Find your niche
- Choose a business entity
- Buy liability insurance
- Find a Therapy Office
- Get a city business license
- Set up a business bank account
- Get great headshots
- Email and phone setup
- Set your rate
- Decide if you'll offer teletherapy services
- Informed consent and basic paperwork
- Charting: paper or electronic?
- Insurance or cash pay?
- Expense tracking
- Accepted Forms of payment
- NPI and EIN
- Screening process
- Confirmation sequence
- Online directories
- Marketing and beyond



**PRIVATE
PRACTICE
SKILLS**