



## **Private Practitioners at People House**

### **Benefits of Participation**

#### **I. Newsletter Privileges**

01. You have the option of an exclusive listing in the People House print newsletter as a Private Practitioner at People House, which includes:
  - Your professional quality headshot
  - 50 word professional bio
02. The paper is published three times a year - in January, May, and September - and can include descriptions of your upcoming workshops, classes, and events for the relevant publication cycle.
  - You may submit up to 3 fee-based listings and 1 Heart of Service listing for inclusion. Descriptions are limited to 50 words and titles are limited to 10 words.
  - Notice for submission is provided one month in advance of printing.
03. The paper is distributed to our mailing list, posted online, and circulated to relevant locations throughout the Metro area. You have the opportunity to distribute the newsletter to any locations you deem appropriate.

#### **II. Website Privileges**

01. You have the option to include a professional profile on the People House website, including:
  - Your professional quality headshot
  - Professional bio, not subject to word limits
  - Links to your own website
  - Option to upload relevant videos promoting your practice/events
02. You may update your information on the website, including your bio and events, at your discretion.
03. Workshops, classes, and events that you hold at People House can be listed on the PH online calendar. Listings submitted for publication in the PH newsletter will be automatically added to the online calendar for you; additional listings can be added at your discretion and are not subject to word limits. Please note: you must take the initiative to add additional listings to the calendar unless you wish

to contract PH Staff to add them for you; Veronica can be contracted for \$8/additional listing.

04. Information for workshops and classes you facilitate that are held offsite can be included on your profile page via a link to you own website or other relevant media. This is an opportunity for you to backlink to your own online sources, which provides increased SEO for your online presence.
05. You have the option to post information about your upcoming events hosted at People House to the People House [Facebook wall](#) and [Meetup page](#). Instructions for how to utilize Facebook and Meetup can be obtained through instruction at the twice-monthly tech support meetings or by contracting either Veronica or Sarah. (See Section III for further information.)
06. You may include a link to your People House profile and/or calendar events on your own professional business website or other appropriate online media. This is a mutual benefit for your own online presence and for People House, aiding in enhancing SEO in both directions.
07. You have the option to include a PayPal button on your profile page, at your discretion. For instructions/help in utilizing this feature, please refer to online sources. YouTube has several [well-done tutorials](#). Please note: PH staff will not add this button for you because you must provide confidential banking information to PayPal in order to have an account with them.

### **III. Technical Support**

01. Support needed in utilizing any of the People House online platforms, including the PH website, Google calendar, and PH social media, will be provided by the PH Staff at twice-monthly complimentary tech support meetings. These meetings will be scheduled on the PH Google calendar and support will be provided on a first-come, first-serve basis. Any support needed outside of these scheduled times can be obtained by contracting either Veronica or Sarah for a fee of \$10/15 minutes.

### **IV. Enews Privileges**

01. The People House Enews is a twice-monthly news bulletin sent to our email subscribers. The second monthly edition, sent on the 15<sup>th</sup> of each month, functions to highlight the Private Practitioners at People House and can include events you facilitate at People House. You may submit one upcoming workshop, class, or event (fee-based or Heart of Service) to be included in each edition. The deadline for submission is the 9<sup>th</sup> of each month.

- Event descriptions are limited to 50 words and titles are limited to 7 words. A link to further information may be included and does not count toward the word limit.

## **V. Writing Opportunities**

01. There are opportunities to write articles for the People House newsletter and/or the People House blog series. Articles are requested by the PH staff as needed and are subject to review. If you are interested in applying to write for either the newsletter or the blog, contact Veronica.

## **VI. Rights to Display**

01. You have the right to display business cards and other pertinent information for your practice in the Private Practitioner Networking Center in the first floor waiting room. Information on workshops and classes you facilitate at People House can be displayed on all PH bulletin boards.

## **VII. Referrals**

01. You may receive referrals from potential clients who call People House as a result of our promotional activities or in conjunction with a People House service program such as the Affordable Counseling Program and/or Veteran's Reintegration Project. Office personnel and interns have detailed information regarding your professional profile and will refer to you based on client requests, issues, and/or needs.
02. You have the opportunity to apply as a support pool practitioner for the People House Affordable Counseling Program (ACP). As a member of the support pool, you agree to receive referrals from the ACP and offer sessions to ACP clients at the ACP sliding scale rates (typically \$15 - \$40, based on client income). The support pool is limited to 10 practitioners and applications are reviewed twice per year, in May and November. If you are interested in applying for the ACP support pool, contact Veronica.

## **VIII. Fee Discounts**

01. The \$25 non-refundable deposit for space rental at People House, typically required in advance of space use, is waived for Private Practitioners at People House.
02. A 20% discount is given to Private Practitioners at People House on full-day weekend workshop space rentals.

## **IX. Networking**

01. You can receive support and networking opportunities at the monthly Coffee with Colleagues (CoC) event hosted by People House for its Professional Community. **CoC is hosted on the first Monday of each month, 8:00am – noon, in the Chapel.** This is an opportunity to network with your peers through personal sharing, explore marketing and promotional prospects, present to the PH Professional Community on a topic of interest, find answers or ask questions on general professional issues, and enjoy good coffee and conversation with wonderful people.
  - Attendance at the monthly Coffee with Colleagues event is not mandatory but is strongly suggested in order to foster a sense of community and aid in the building of your referral network.
02. You have the exclusive right to the People House Professional Community email list.

## **X. Et cetera**

01. A continuing marketing effort will produce new advertising/promotional sources for the Private Practitioners at People House as funds allows.

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## **Participation Agreement**

As a Private Practitioner at People House you are included in a promotional program which provides the opportunity to develop your practice while receiving personal and professional support in a responsive community with similar goals and interests.

We suggest this program in conjunction with a comprehensive marketing plan for your business.

In exchange for inclusion in this program, you agree to abide by the following terms and conditions:

01. If you are leasing space at People House for three or more days per week, you are required to participate in this program. This is an optional opportunity for other

members of the People House Professional Community, who may apply to participate at will.

02. Pay a fee of \$425 per year of participation, with new enrollment occurring in March, July, and November for the January, May, and September trimesters. Payment is due on the first day of the period, determined by People House as the 15<sup>th</sup> of the month of enrollment. For practitioners wishing to begin enrollment prior to the start of an enrollment period, fees are prorated at \$40/month until the enrollment period begins. Non-payment of fees will result in termination from the program.
03. All Private Practitioners at People House are required to maintain a presence at People House for each trimester of activity by *EITHER* scheduling at least one event, workshop, or class at People House *OR* consistently see clients at People House for the duration of the trimester. Trimesters of activity are January-April, May-August, and September-December.
04. You will maintain your role as a healing arts practitioner in general alignment with the concept of mind-body-spirit holism held at People House. Practitioners new to People House will be reviewed and/or interviewed by the Executive Director to ascertain suitability.
05. If you are providing mental health, emotional, or psychological counseling you must register your practice with the Colorado Department of Regulatory Agencies as required by state law. You must also provide us with a copy of your current DORA registration, professional liability insurance, and an up-to-date Mandatory Disclosure Statement. Please refer to the [DORA website](#) for any licensing inquires.
06. In accordance with DORA guidelines, you will use only approved language for describing your professional services in any and all submissions to People House. It is your responsibility to remain up-to-date on approved language for your profession
07. You certify that you are a self-employed, independent practitioner and are not employed by People House.
08. You agree to hold harmless People House from any and all liability, civil or private legal action as a result of your activities or those of your clients/associates while at, or as a result of your activities at People House.
09. You agree to know and uphold all HIPPA, DORA, and ethical standards for your profession. You will be terminated from this program for any behavior in violation of the ethical standards of your profession or deemed unethical or inappropriate by the People House Board of Directors or their representatives.
  - a. [AMHCA Code of Ethics for Mental Health Counselors](#)  
([http://www.amhca.org/assets/content/AMHCA\\_Code\\_of\\_Ethics\\_2010\\_update\\_1-20-13\\_COVER.pdf](http://www.amhca.org/assets/content/AMHCA_Code_of_Ethics_2010_update_1-20-13_COVER.pdf))
  - b. [HIPPA Online](#) (<http://www.hhs.gov/ocr/privacy/>)

- c. [DORA Website](http://cdn.colorado.gov/cs/Satellite/DORA/CBON/DORA/1249686120221)  
(<http://cdn.colorado.gov/cs/Satellite/DORA/CBON/DORA/1249686120221>)

Please return this agreement to People House:  
3035 W. 25<sup>th</sup> Ave., Denver, CO 80211  
[info@peoplehouse.org](mailto:info@peoplehouse.org)

I have read, understood, and agree to these benefits, terms, and conditions.

Practitioner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Cell  Home  Office

Phone 2: \_\_\_\_\_ Cell  Home  Office

### **Staff Contact Information**

**Katie Brown, MNM, Executive Director**  
303-480-5130; [katiebrown@peoplehouse.org](mailto:katiebrown@peoplehouse.org)

**Veronica Dieda, Director of Operations**  
303-480-5130; [veronicadieda@peoplehouse.org](mailto:veronicadieda@peoplehouse.org)

**Sarah Ferrara, Administrative Assistant**  
303-480-5130; [sarahferrara@peoplehouse.org](mailto:sarahferrara@peoplehouse.org)