

PROVIDED AS INFORMATION ONLY
NO RECOMMENDATION OR ENDORSEMENT
ALWAYS CONSULT LEGAL ADVICE

**PROFESSIONAL DISCLOSURE STATEMENT
(PDS) SUGGESTED GUIDELINES**

What is it?

- The PDS is a written document that a counselor gives to clients to tell the client information about them

Who must have them?

- Mandatory requirements depend on your state's licensing requirements.
- *However, it is considered "good practice" to have a PDS.*

Contents of a PDS

- Counselor's identifying information
- **IMPORTANT: Philosophy and approach to counseling:** Description of clinician's proposed course of treatment (where known). Sufficient detail to enable the client to make an informed decision about whether (or not) to accept treatment from the specific clinician.

MY COUNSELING APPROACH:

MY PHILOSOPHY IN THE THERAPEUTIC PROCESS:

TRADITIONAL TECHNIQUES I USE:

COMPLEMENTARY/ ALTERNATIVE APPROACHES I USE:

Contents of a PDS (Continued)

- Include the statement that you will abide by the Code of Ethics for Counselors and Therapists adopted by this Board.
- Formal training and education - highest relevant degree, subject, school granting degree, and major coursework.
- Continuing education and supervision requirements -
Licensees: indicate that as a Licensee you are required to participate in continuing education. You are encouraged to indicate if you participate in supervision.
Interns: do **not** include continuing education - explain that as an intern you are under supervision and name your supervisor.
- Fees - What the client will be charged; whether you set the fee, or an agency does. Give a dollar amount or a dollar range unless you state that no fee is charged to the client. Attach a sliding fee policy if relevant, but dollar figures must also appear.