Introduction: Prayer, vision, mission statement

What are you passionate about? What do you talk and think about?

Who do you want to serve? What do you want to offer? What’s your story?

1. Form an LLC – Legal Zoom [www.legalzoom.com](http://www.legalzoom.com) Both LLCs and corporations classify your business as separate from you personally, providing personal liability protection and shielding your personal assets from your business liabilities. Under both you can open bank accounts, enter contracts, hire employees, and obtain business licenses and permits. The key differences between the two include management structure, corporate formalities, and tax flexibility .LLCs can be either member-managed or manager-managed, while corporations must have a board of directors, officers, and shareholders.
2. Chose a name – trademark the name www.uspto.gov
3. Hire an accountant
4. Payment: PayPal, check, direct deposit,
5. Contracts: Use or not
6. Commercial Insurance for liability. Talk to your insurance agent.
7. Employees: W-2 or 1099 Payment talk to your accountant
8. What do you call yourself: Educational therapist, consultant, cognitive trainer, brain coach, cognitive training coach, brain trainer, educational specialist,
9. Tell your friends what you are doing. Also, have a website and share on social media ( Facebook, Linkedin, Alignable, Instagram, Twitter, Youtube, Newsletter – Constant Contact is easy to use.
10. Location a) drive to students home, school, library or other location

b) rent office space c) home office

1. Teletherapy is simply providing therapy online over the internet.

Benefits: no office rental needed, no travel for client, many students are comfortable in their own home, allows you to include parents/caregivers

1. Setting up an online meeting:

 Platforms: Zoom, Go to Meeting, Skype and more

1. Parent participation in the sessions and support on days you may not meet

Equipping Minds Cognitive Development Curriculum and ROSES program <https://equippingminds.com/product/roses-2-0-recorded-online-sessions-equipping-students/> They would purchase the $640 option/ 54 a month. You would do the online sessions.

1. Materials Needed for you and the student Equipping Minds Student and Teacher workbook- Purchase from Equipping Minds

Blink, Qwitch, Set, Color Code, Uno, Deck of Cards, Spot It, Yo, Millard Filmore, Stare Jr. 2nd

1. If students do not have access to everything, you can share your screen and you would have the manipulatives
2. How to play the games online- watch the ROSES videos
3. Certification and training in Equipping Minds through online course is available year round.
4. Test or Not test/ Equipping Minds learning screening and intake form are recommended for everyone- watch the session of the conference on evaluations. I can do the Woodcock Johnson IV Cog or KBIT-2 if needed. Call me if you have questions. If you have a client who is out of your comfort zone, you can send them to me.
5. Reread/sign the Equipping Minds Agreement Form
6. Equipping Minds resources:
7. Workbooks need to be ordered from Equipping Minds
8. Roses
9. PD workshop
10. Brochures
11. Images
12. Equipping Minds YouTube channel has been very helpful for parents, schools… to see the program and watch the workshop, example of the games, and testimonies
13. EM success stories are on the website and can be used
14. EM website has options for intervention
15. Sound therapy