



# ONBOARDING TO LICENCING ADMIN SERVICE

## The Pillar Code 12 Step Program™

The Pillar Code offers an 'Onboarding to Licencing' administration service to Practitioners. This 10-hour admin package supports you and your clients, leaving you to do what you do best.

### INCLUSIONS

- Send invoice when it is a referral from Head Office and on request if it is your own new client (this includes Direct Deposit, Creditcard and ZipMoney - ZipMoney admin fee is usually \$150)
- Provide and post the Journey Journal book (value \$35 within Australia & up to \$55 overseas)
- Send 'Welcome and Onboarding' Emails (Forms, Schedule, Wheel, Socials)
- Send, collect and upload signed Intake & Consent Forms
- Create Client Shared Folders
- Send folder link for all Zoom recordings (downloaded by Practitioner)
- Upload The Pillar Code Program Client File Template, Licencing Rubric, Initial Licencing/Re-Licencing Check List in the Practitioner's Admin Folder
- Upload all Pillar documents to the Clients Shared Folder (Journey Journal, FOGs Template etc)
- Upload all Tools and Sealings to the Client Shared Folder for each Pillar
- Send emails notifying the client of recordings, Tools, Sealings & documents when uploaded
- Answer any admin-related queries from the client
- Crosscheck that the program steps have been completed in order
- Remind both the Practitioner and Clients of Testimonials, Reviews & Referrals
- Following the Practitioner's go-ahead, upload the completed folder for Licencing approval
- Send Survey to the client for feedback
- Send information and book clients into further programs ie The Expansion Code
- Documents sent through our DocuSign account where required

### IT DOES NOT INCLUDE

- Booking the client's appointment times
- Rescheduling appointment times, if required
- Creating a recurring zoom link for the client
- Downloading the recordings following each appointment
- Uploading Client Notes, Case Report, PREP Testing forms & Fix-It-Lists for Licencing Approval

### NOTE

- An additional hourly fee of \$35ph will be charged if more than 10 hours is required
- Practitioners accepting referrals from The Pillar Code or another Practitioner MUST utilise the Client Onboarding Admin Service for all referred clients programs (including TEXP).
- The Practitioner will be copied (cc) into all emails to the client.

### FEES

- Client Onboarding Admin Service - \$350 (AUD) per client (\$318.20 + GST)

