

**Tutoring Services Contract**

**MFT Exam Tutoring, LLC**

**Elizabeth Mackend, MS, LMFT**

[**www.elizabethmackendmfttutoring.com**](http://www.elizabethmackendmfttutoring.com)

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**206-601-2647**

I believe that each person has their own unique style of learning. I will adjust to what works best for you as we go through the study materials and review the major theories with you in a way that the exam will measure. I am vested in your success. My objective is to help you to gain confidence and that you have a clear understanding of what is required to prepare you for the exam.

**Role of Tutor and Student**

**Role of the Tutor:**

* Instruct and teach
* Create a personalized study schedule
* Provide study materials as needed
* Provide a place to conduct tutoring
* Maintain focus of tutoring session
* Assist in developing strategic skills for test taking and pacing
* Maintain a mindset congruent to what the exam is measuring

**Role of the Student:**

* Participate in the development of your study schedule and to keep up with your study schedule
* Read assigned study materials as well as supplementary reading as needed
* Assume and maintain responsibility for your own success
* Be prepared before for each session.
* Ask for additional help if needed (i.e. study materials, resources)
* Maintain a mindset congruent to what the exam is measuring

It is possible to pass the exam with due diligence. I recommend that you put aside **10 to 20 hours** of focused studying time per week.

If you are repeating the exam, I will work with you on those areas that require greater focus and comprehension based your previous exam results.

Sometimes during the course of tutoring issues may arise that are best addressed outside of the tutoring contract / relationship. In this event I will recommend you seek appropriate support and I am happy to provide you a referral if needed.



**Study Materials Provided and Topics to be Covered**

* Major Models of Marriage and Family Therapy, Practice of Systemic Therapy
* Assessing and Diagnosing
* Designing and Conducting Course of Treatment
* Evaluating Ongoing Process and Termination
* Ethical, Legal and Professional Standards
* Crisis Management
* Practice test questions for in-depth knowledge
* Discuss Self-Care in preparing for and taking the test
* Knowledge Statements (not part of the six domains) resources available upon request

**My tutoring services are payable by the hour. Or you can also purchase a bundle of 6 hours at a discount.**

**Fee Per Hour \*6 One-Hour Session Bundle**

$55.00 $260.00

One-on-one private tutoring OR One-on-One private tutoring

Study materials provided Study materials provided

Location: TBD Location: TBD

\*I will I accept installments, but only for the **6 One-Hour Session Bundle**. **If you decide to choose this option, I will provide you with a** **Payment Installment Contract Agreement for both of us to sign.**

**Note:** For the 6 One-Hour Session Bundle, if you should choose additional tutoring sessions, the charge will be $55.00 per hour. In the event you choose more than one hour of tutoring, you can either pay for all of your additional hours upfront or minimally I require a payment of $55.00 before each session commences. Non-payment will result in cancellation in your tutoring lesson/s.

You can also purchase a second **6 One-Hour Session Bundle.** If you decide to choose this option, I will provide you with a new Payment Installment Contract Agreement for both of us to sign.



**Cancellations**

Please let me know within **24 hours** if you need to cancel for any reason, otherwise that session will be forfeited, expect for emergency situations.

**Contract Agreement**

I understand that Elizabeth Mackend’s tutoring services cannot guarantee my success nor guarantee that I will pass the National MFT license exam. By signing below, I have read and agree to the terms of this contract.

I agree that all study materials provided will be used solely for the purpose of my personal tutoring and are not to be distributed*. Initial her*e \_\_\_\_\_\_\_\_\_\_\_

Any type of recording is strictly prohibited. *Initial here \_\_\_\_\_\_\_\_\_\_*

No refunds. *Initial her*e \_\_\_\_\_\_\_\_\_\_\_

Student Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tutor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Elizabeth Mackend, MS, LMFT)