

**PRIVATE PRACTICE INTENSIVE: ETHICAL & LEGAL MANAGEMENT  
SATURDAY, AUGUST 15, 2026 9AM-4PM ONLINE**

Email [bmelton@homesc.com](mailto:bmelton@homesc.com) or text (843) 834-7859 to be sure there is still room

**WORKSHOP CONDUCTED VIRTUALLY ON ZOOM**

*Especially designed to help establish or enhance a private practice*

6 HRS  
OF CE  
CREDIT

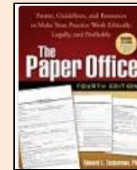
LIMITED  
to 20  
ATTENDEES



**Speaker:** Barbara Melton, M.Ed., LPC, LPCS, LAC, NCC, MAC, CS has been in private practice in the Charleston area since 1991. In her previous life she was a paralegal for a law firm, as well as a family court mediator. She is a seasoned clinician and businesswoman and is adjunct professor, national trainer, and published author with Random House/Doubleday books. She has also appeared as an expert witness in a number of court cases and often consults with clinicians and supervises clinicians seeking licensure as LPCs and certification in various jurisdictions. She will take you through the nuts and bolts of opening or enhancing a private practice and discuss how to thrive in today's market!

IN ADDITION TO EARNING 6 HRS OF CE CREDIT, YOUR PAID REGISTRATION INCLUDES:

- A [used] hard copy of "THE PAPER OFFICE" which has hundreds of forms you can use in your practice (all forms are also on flashdrive which is included with this workshop\*)
- 6 hrs. specifically geared towards Ethics to satisfy licensure/certification requirements
- Flashdrive with over 150 pages of practice management forms, over 70 DSM-5 Assessment instruments, articles, sample letters, a managed care list, and tools for your private practice\*
- Maximum coverage of topics YOU want – size limited to only 20 participants



THE  
BASICS  
&  
MORE!

\* These items will be mailed to you prior to the workshop. Fee includes postage/handling

Limited  
Seats

**ENROLLMENT LIMITED TO 20 PERSONS!  
REGISTER TODAY TO ENSURE YOUR SPOT!**

Register  
NOW!

**WHAT YOU WILL LEARN:**

- Tips on Establishing, Maintaining and Growing an Ethical and Innovative Practice in the field of Counseling
- How to handle "tricky situations" in practice through discussion of case scenarios
- About abuse and criminal issues, including mandated reporting, and duty to warn requirements
- The limits of confidentiality and related issues, dual relationships and boundary crossings or violations
- Latest on legislation as it affects Clinicians in South Carolina, including AI policies
- How to avoid disciplinary actions (through review of LLR Board action taken where grievances have been filed)
- The court experience and how to respond to record requests and subpoenas
- How to ensure your practice has the necessary forms to run efficiently and legally
- How to diversify your practice to maximize your income, including tele-mental health tips
- How to apply to managed care panels, and issues regarding diagnosis and billing practice information
- Risk management tips, including safety issues and tips on how to handle yourself in a crisis
- An ethical Decision-Making Model (helpful in cases where your judgment is questioned)
- Recommendations for liability coverage, practice location; info re business license, NPI number, & business structure
- Advertising/marketing information – what works and what doesn't work
- Recommended Practice Management books - We will specifically discuss use of books, assessments & various tools to enhance your practice.
- And more! Questions encouraged all day so as to get your money's worth!



**A BARGAIN FOR \$185** if postmarked or registered by 8/8; \$15 add'l fee afterwards

# REGISTRATION FORM

PRIVATE PRACTICE ETHICS WORKSHOP 8/15/26  
ZOOM LINK WILL BE SENT PRIOR TO TRAINING

**BEFORE SENDING, Email [bmelton@homesc.com](mailto:bmelton@homesc.com) or text (843) 834-7859 to be sure there is still room**

Name: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_

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

Registration Fee if postmarked/sent by 8/8/26 \$185.00

Late fee **if postmarked after 8/8/26** 15.00

TOTAL AMOUNT ENCLOSED/DUE: \$ \_\_\_\_\_

Checks should be made payable to "Barbara Melton." All major credit/debit cards, Venmo, Zelle, Apple Pay & Paypal accepted. To pay by credit/debit card go to <https://square.link/u/2kQkIHS1?src=sheet>

To use Paypal, Venmo, Zelle or Apple Pay, provide the email address you wish us to use to bill you:

Registrations can be mailed to Barbara Melton, PO Box 3483 Summerville SC 29484; or scanned/emailed to [bmelton@homesc.com](mailto:bmelton@homesc.com); or faxed to (843) 821-3701 (when answering machine comes on, press SEND)

***Refund Policy: Generally a full refund can be expected with 7 day notice to [bmelton@homesc.com](mailto:bmelton@homesc.com); substitutions are acceptable with telephone notification. This is a strictly limited training and it is unlikely we can get someone to take your place, hence the lengthy time needed for non-attendance. If related to sudden illness of self or family or extreme circumstances, exceptions may be made.***