

THE BEGINNER PRACTICE CHECKLIST

10 Steps to Launch Your Testing Practice



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Let's Build Your Testing Practice

Starting a testing practice is a different journey than starting a therapy practice or another business. There are nuances involved in this process that are specific to testing, and the fact is, most clinicians and private practice coaches aren't doing testing!

This guide will help you take the right steps, at the right time, to open your practice successfully!

These steps are meant to be followed more or less in order so that everything will land at the right time for your practice. There's a little flexibility, of course, so don't worry if you step out of order here or there!



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Step 1 Establish Your Business

Establishing a business entity is the first step to starting a new business. You can register a business on the Secretary of State website relatively quickly and inexpensively for most states.

Some states will take longer and cost more, so make sure to do this step first!



Step 2

Get a bank account

You'll need a separate bank account (and credit card!) for your business. Do NOT mix business and personal finances! Most banks offer simple business checking and savings accounts with no fees.

In considering a credit card, shoot for one with low or no annual fees and some sort of sign-on bonus or spending bonus. You'll likely use it to buy testing materials and can easily take advantage of these bonuses!



Step 3 Find office space

This step occurs early because some markets are highly competitive - it may take 3-6 months to find the right office space.

As you look for space, be sure to consider your needs. You'll need a bigger office or two separate offices to have room for testing. You should also think about where you're going to store testing materials.

This Testing Psychologist podcast episode talks all about furniture and office arrangement for testing folks!



Step 4

Start your website

Everyone needs a website these days. Everyone. But building a website can take significant time, especially if you do it well. Start this step early in the process so that your website will be ready to go when you are.

There are many options for building a website, from Squarespace, to Wix, to Wordpress, to completely custom options. Find the solution that fits for you and go for it!



Step 5 Set your fees

Setting fees will come into play in many of the future steps, so we're doing this relatively early in the process as well. You can set your fees by looking around your market for other testing folks and what they charge. Set your fee in the middle.

If there are no testing clinicians around, take the average hourly rate for therapy and add 10%. Testing is a specialty, after all.



Step 6

Gather your paperwork

There are many examples of paperwork out there. You can look at APA, other practitioners, or the Testing Psychologist paperwork packets.

At the least, you'll need a demographic form and disclosure statement or informed consent. You'll also likely need a notice of privacy practices and authorization to release information.



Step 7

Figure out the testing "flow"

When I say the testing "flow," I mean your process for testing. Do you do the intake and testing on the same day or different days? Does testing happen over multiple days or just one? Report delivered at feedback or after?

The testing "flow" also incorporates when you'll collect payment for your services. Up front, at the end, or throughout?

Having a solid "flow" will guide two upcoming steps: your schedule and your phone script.



Step 8

Set your schedule

This is crucial to do before you start seeing clients. Too many testing clinicians just leap into practice without thinking about how many people they WANT to see or WHEN they want to see them.

Be very deliberate in setting your schedule so that you don't take on too much. Also make sure to build in report-writing time so that it doesn't end up happening on nights and weekends!



Step 9

Practice your phone script

Now we're getting close. You have your fees, your "flow," and your schedule, and you can now write a phone script so that you can explain to people EXACTLY what they can expect when they book with you.

If you need help setting up a phone script, check out [this Testing Psychologist podcast episode](#) for some ideas!



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Step 10

Buy testing materials

Why is this important step last?? Because it's very quick. You can order print materials and have them delivered within 10 days. If you go with Q-interactive, you can sign up and be ready to go within that same time frame.

Make sure to unpack and get everything ready so that you're not scrambling on the morning you have your first client!



Congratulations!

By downloading this guide, you've taken a huge step toward building your testing practice!

If you find yourself wanting more support as you work through these steps, I'd love to help you connect with other clinicians just like you.

The Testing Psychologist Beginner Practice mastermind group is aimed at clinicians who are just getting started, and want the collaboration and accountability that comes with a group of peers.

Interested?

[Learn More About the Group](#)

Happy Testing!



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