## Preview ... Step-by-Step Guide to Private Practice

| <u>Progress</u>   | <u>Task</u>                     | <u>Info</u>   | <u>Timeline</u> | Cost? |
|-------------------|---------------------------------|---|-----------------|-------|
| ○ Need to Start ▼ | Get Independent License         | Details at: AZ Board of Behavioral Health Examiners   | 2+ years        | \$    |
| ○ Need to Start ▼ | Create Budget                   | <ul> <li>Identify your costs of living and future income goals         (Good News! Dana has a custom Template for this! *)</li> </ul>                             | ≤1 day          | FREE  |
| ◯ Need to Start ▼ | Choose Practice Name            | Search Google & <u>AZCC</u> to check availability   | (varies)        | FREE  |
| ○ Need to Start ▼ | Obtain an LLC                   | <ul> <li>Apply online at <u>Arizona Corporate Commission</u><br/>(optional expedited shipping: 10-12 business days for \$35)</li> </ul>                           | ≤1 day          | SA    |
| ○ Need to Start ▼ | Apply for EIN (Business Tax ID) | Apply online via IRS for EIN (Employer Identification Number)   | ≤1 day          | FREE  |
| ○ Need to Start ▼ | Open Business Bank Account(s)   | Open business checking account (and credit card if possible)  Include the name of your LLC in it  Plan for in-person appointment & required deposit (as \$1,000). | ≤1 day          | \$    |