

**PROFESSIONAL ADVOCATE QUESTIONNAIRE**

* How are you qualified to do this work?
* What degrees do you hold?
* Where did you work prior to entering private practice? For how many years?
* How long have you been in business?
* Is this a full-time or a part-time practice?
* Are you certified? Licensed? Bonded?
* What are your hours and availability in an emergency?
* What are your emergency backup plans if you’re unavailable?
* Who supervises your work?
* How much do you charge for an initial assessment?
* What is your hourly fee?
* What can I expect to pay? What is your billing cycle?
* What are the range of services you provide?
* What is your role once a referral is made?
* How, and how often, will you update me?
* May I have the name of three references who have used your service?