

KEVIN ALBERT, PSY.D., P.C.

GETTING STARTED

Use this document as a guide to help you move efficiently through the Parental Responsibilities Evaluation (PRE) process and check off items as they are completed. All forms can be found under "Forms", and downloaded from Dr. Albert's website: www.kevinalbertpsyd.com

- Carefully read, sign/initial and return your "*PRE Contract/Registration Packet*" - P.R.E. Packet 1, along with your retainer when applicable. This packet initiates the PRE process and is necessary for Dr. Albert to have before scheduling your first meeting.
- Read, sign and return the "*Teleconference Consent and Agreement Form*".
- Complete and return P.R.E. Packet 2 within four weeks of commencing the PRE **and after your first meeting** with Dr. Albert. Packet 2 contains:
 - *Relationship History*
 - *Child Development Inventory*
 - *Personal History Questionnaire*
 - *Autobiography Guidelines*
 - *Personal Reference Questionnaire*
- Schedule psychological testing with Dr. Albert within the next four weeks
- Have your personal references complete the "*Personal Reference Questionnaires*" and return them to Dr. Albert directly within the next six weeks.
- Provide all documents and information in a hard copy format.
- Provide all recordings (audio and/or video) on a CD or thumb drive.
- Provide a list of professional references, and their contact information, within six weeks. Sign their "*Official Release of Information*" forms to allow them to speak to Dr. Albert.
- Have all information you would like to provide for your PRE to Dr. Albert no later than three weeks before your report is due**