

## This PDF includes:

- **Miscellaneous Business Advice**
- **Wrap up** of course:
  - Your goals
  - PACB Certification
  - Additions to PracticeUP!
  - Loose Ends



Last Lessons, Loose Ends, and Let's Launch!



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## Miscellaneous Business Advice

- **Scope Creep** (when someone asks you to do too much)
- **Volunteerism** – don't do it!
- **Subcontractors** – – for any need that is beyond your capability or capacity

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## Miscellaneous Business Advice

- **Scope Creep** (when someone asks you to do too much)
- **Volunteerism** – don't do it!
- **Subcontractors** – – for any need that is beyond your capability or capacity
- **List yourself in all directories**
  - AdvoConnection
  - NAHAC
  - GNA (GNANow.org )
  - PACBoard
  - Other organizations, certifications, local



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## 3 Big Tasks Today

- Discussion of **WorkFlow**
- Review of **Best Practices**
- **Miscellaneous** Business Advice
- **Wrap up of course:**
  - Your goals
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## Let's Talk about Your Goal Evaluation

- Do you think you have made progress?
- Have you figured out your gaps?
- Are your goals SMART?
  - (Specific, Measurable, Attainable, Relevant, Time-Based)



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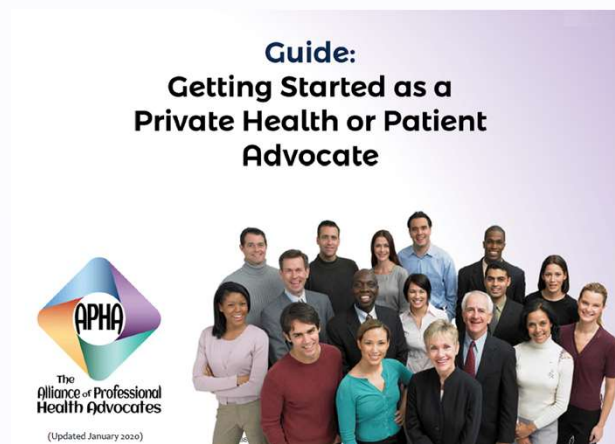


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## Getting Started Guide

- "Free Gift"
- Linked from your Last Lesson page or find it listed in your "Free Gifts" linked from your Premium / +ADL Dashboard



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## Certification: BCPA (not certified yet?)

- **Course: PracticeUP!**  
Is Certification Right for You?
- **Preparation program:**
  - Care Excellence Institute
  - Find the discount code on your Last Lesson page



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## Certification: BCPA (already certified?)

- **Earning CEs**
- This program = **total of 19.5 CEs**
  - **11.5** earned thru PracticeUP!
  - **8** more from the evaluation of this course (find on Lesson 25 page)
    - If you are already certified
    - If you are not yet certified – wait! (but let me know)...



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## Speaking of PracticeUP!

- Two new courses are now on your Dashboard:
  - Best Practices In Independent Advocacy and Care Management
  - (Pandemic: Service Clients, Serve Clients, Preserve and Grow Your Practice)
- All courses and certificates will stay there for three years – but don't delay!



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## Course Loose Ends

Did you fall behind?

- We cannot move you to an upcoming cohort

**However! You don't need that anyway.**

- **The program was built to be self-guided:**
  - All lessons, including live lesson videos, are available to you as long as you remain a member of APHA.
  - PracticeUP! CEs are available to you for 3 years.
  - The Discussion Forum will remain available as long as there are conversations ongoing. Before we dismantle it, we'll check in with all of you by email.



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## And Some Last Words about Launching...

- I want to help you get past your fear 😊
- Two big thought processes that create procrastination
  - Paralysis of Analysis (Atychiphobia! Fear of Failure)
  - Imposter Syndrome



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## Your Last Assignment!

### Evaluate Your Course, Knowledge, and Experience

#### Two aspects:

1. Your **experience** – linked from your cohort page
2. Your **knowledge** – to earn your CEs (OK to wait if you don't already have your BCPA)

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See you in the  
Connect!  
Discussion Forum!

