

NH Student Protection and Disclosure Pursuant to Hedc 304.01

Admission Requirements:

To be admitted into the basic certification course of hypnosis, the student must possess a high school diploma or certificate of high school equivalency or demonstrate the ability to understand the concepts of hypnosis. To be admitted to the advanced regression course, the student must demonstrate that he/she has been practicing hypnosis on clients for a minimum of 6 months, unless the student is a mental health counselor (e.g., psychiatrist, psychologist, social worker, licensed mental health counselor).

Schedule of Dates:

2019 End of Year Schedule:

Oct 6 – Nov 24, 8 Consecutive Sundays from 9 to 5 pm. Final training for the 2019 year

Dec 7-8, 2019 – Advance Regression Training. This class is for those who are already certified hypnotists/hypnotherapists

Transfer of Credit:

The school will review all experience and education in hypnosis that a student has prior to enrolling. Credit for training will be given as applicable.

Curriculum:

Basic Hypnosis Certification Course (75 clock hours classroom + 25 hours homework = 100 hours): This course teaches students the basics of hypnosis for a clinical hypnosis practice. It includes lecture, discussion, demonstrations and student practice. The homework assigned allows the student to learn the language of hypnosis and to develop his/her own style of delivering hypnotic suggestions. The course includes National Guild of Hypnosis course materials, as well as, materials developed by the school to enhance the learning experience. The course, though a basic hypnosis certification course, includes topics of advance hypnosis to allow the student a better understanding of the applications of hypnosis and what advanced training is available to the student for his/her interest. The course is developed to provide steps in hypnosis that can easily be utilized and built upon as the student progresses through the course. Included are induction

techniques, script writing and delivery, and setting up your own practice. At the end of the course, the student will have the knowledge necessary to begin his/her own practice or incorporate the techniques into other modalities. There are 2 exams that must be passed to receive certification. The course is a pass/fail grading system. Requirements include completion of homework assignments, attendance (no more than 2 absences allowed), minimum grade of 70 on the exams, short presentation, and payment in full.

Auditing the Basic Hypnosis Certification Course: Any student who is currently certified in hypnosis by the National Guild of Hypnotists or another comparable certification may audit the certification course. To audit the course, proof of certification is required. Additional assignments will be presented to a student auditing to allow the student to refresh his/her hypnosis skills and to stretch the student's knowledge and skill level in hypnosis. A separate exam involving case studies will be part of the audit. This is not mandatory, but available for feedback from the instructor for those desiring to test their knowledge and skills.

Regression Hypnosis (16 hours classroom). The student will briefly review basic hypnosis techniques. From there, the student will learn various age regression techniques and how to properly and safely guide the client into and out of the hypnotic state. The student will learn how to create a safe place for the client and how to handle abreactions in the session. Past life regression will be included in this class, as well. However, the class is not devoted solely to past life regression work. A workbook will be provided for the course. Hypnosis Certification is required to take this course.

Spiritual Hypnosis (16 hours Classroom). This is an advanced hypnosis course to develop intuitive skills to work with the client without utilizing written scripts. Utilizing intuitive exercises, discussion, demonstration and practice, the student will begin to expand his/her practice in hypnosis and become comfortable in using the client's information to integrate a spiritual hypnosis practice into the student's current practice. A workbook will be provided for the course. Hypnosis Certification is required to take this course.

Individual Training. At times, a student will ask to take a course outside the scope of the normal course offerings. One-on-one training may be available, depending on the availability of the instructor.

Tuition:

Basic Hypnosis Certification. Tuition is \$2,250.00 for the eight-day Basic Certification class. Tuition is subject to change. All students, with the exception of Vocational Rehab, will make a \$500.00 deposit. Balance is due on or before the first day of class. The school no longer offers a payment plan. If the student is attending Thomas Institute of Hypnosis with funding from an approved agency, lending institution, or any other means of financial aid, and that financial means is denied, the student is responsible for the cost of materials and class tuition.

Auditing the Basic Hypnosis Training. Tuition to audit the training program is \$1,500 which includes the cost of the workbook. If National Guild of Hypnotists materials are required, the fee

for those materials is \$250. Please note that early registration discounts do not apply to students auditing the course.

Additional person. If an individual registers with another individual to take the Basic Hypnosis Certification Training, each person shall receive a \$100 discount. Should one of the students not attend the training for any reason, the \$100 becomes due and payable on the first day of class.

Regression Hypnosis. Tuition is \$390 for the two-day Regression Hypnosis course. Tuition is subject to change. All students will make a \$130.00 deposit. Balance is due on the first day of class.

Spiritual Hypnosis. Tuition is \$390 for the two-day Spiritual Hypnosis course. Tuition is subject to change. All students will make a \$130.00 deposit. Balance is due on the first day of class.

One-on-One Training. An additional fee for all one-on-one training is required. The fee is in addition to those outlined above. The additional fee for the Basic Certification Course is \$500. For all other classes, the additional fee is \$100.

Fees:

Program	Fee	Early Registration Discount if enrolled at least 3 weeks in advance of course date
Basic Hypnosis Certification	\$2,250	\$200
Advanced Regression Hypnosis	\$ 390	\$ 30
Audit Basic Hypnosis Certification	\$1,500	\$200
One-on-one Training Basic Course	\$500 (additional)	
One-on-one Training other courses	\$100 (additional)	
Discount for two students signing up together for Basic Hypnosis Certification		\$100 each

Completion requirement:

No student shall miss more than two days of class in any class that meets at least 8 times. For those classes meeting less than 8 times, no student shall miss more than 0 days of class. The instructor will work with any student who must miss a class to review class activities. At times, classes may be videotaped, as needed. Students must complete all class and homework assignments. The instructor will work with any student who needs additional help. Grades in all classes shall be on a pass/fail system. At the conclusion of the Basic Certification Course in Hypnosis, students will receive certification with Thomas Institute of Hypnosis and a one-year membership with certification from the National Guild of Hypnotists at the satisfactory completion of the class. To satisfactorily complete the course, the student must have passed both exams, completed the homework assignments and passed in

those required to be passed in, completed payment of the class in full and have returned any borrowed materials from the school. Any other courses offered shall include a certificate of completion. Graduation is based on a pass or fail system. Students taking the basic hypnosis certification course must pass two written exams - passing is 80%. If student does not pass, the student may come back to retake the test at any time by appointment in at the school. If student is attending class from outside of the area and cannot come back to retest, the NGH test may be taken at an approved NGH facility near your home. The other exam will be done orally over the phone. Normally, we do not have a reason to *dismiss* a student for unsatisfactory academic progress. If a student is doing poorly, we will work with the student to bring him or her up to acceptable standards. If the student is taking an exam for another class offered at the school, other than the basic hypnosis certification course and the student fails the exam, a make-up exam will be available.

Refunds:

Basic Hypnosis Certification and Audit of Basic Certification Program. Students who withdraw from the Basic Hypnosis Certification program at least 7 days prior to the first day of instruction shall be entitled to a full refund, less an administrative fee of \$150. Students who withdraw within 7 days of the program shall be entitled to a full refund, less an administrative fee of \$350. For the basic hypnosis certification course, if you are not satisfied with the content of the course at the lunch break of the first day, return your course materials and receive a refund less an administrative fee of \$350. Students who withdraw or are dismissed after the lunch break of the first day shall receive no refund.

Two Day Advanced Courses. Students who withdraw from any 2 day advanced course at least 7 days prior to the first day of instruction shall be entitled to a full refund, less an administrative fee of \$100. Students who withdraw within 7 days of the program shall be entitled to a full refund, less an administrative fee of \$125. Students who withdraw or are dismissed on or after the the first day shall receive no refund.

Pursuant to Hedc 304.1, all refunds shall be paid within 30 days upon written notification from the student of cancellation or withdrawal. Students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulations.

If a course is cancelled due to low enrollment, a full refund of the tuition or deposit paid will be issued.

Complaint Process:

Any student that has a complaint with the school should follow the following steps/protocol to resolve the issues:

1. Contact the direction of the school to discuss the issue and propose resolution. If resolution is not forthcoming to the student's satisfaction, then the student may contact the National Guild of Hypnotists at PO Box 308, Merrimack, NH 03054-0308 (Telephone: (603) 429-9438).
2. If a solution cannot be reached between the student and the school, the student may file a written complaint with the office of career school licensing. The address is Office of Career School Licensing, Department of Education, 101 Pleasant Street, Concord, NH 03303. Telephone number is (603) 271-6443. The complaint shall include any evidence on the issues, and documentation that a reasonable effort was made to resolve the complaint directly with the school.

For additional information, please contact us for a complete catalog with additional information.