



Tampa Campus at One Tampa City Center – 34th Floor

Institute of Interpersonal Hypnotherapy

*Raising the Standards of Hypnotherapy Training
School Catalog - Volume Number XXXIII
January 2018*

One Tampa City Center, 201 North Franklin Street, Suite #3415, Tampa, Florida, 33602. Tel.: (813) 463-0264



Table of Contents

Welcome	4
Licensed by	5
Board of Directors/Corporate Owners-Shareholders	5
Statement of Ownership	5
Governing Body	5
Mission Statement	5
Philosophy and Objective	6
Facilities and Equipment	6
Externship Locations	6
Office Hours	6
Family Educational Rights and Privacy Act	7
Special Note	7
Policy Statement	7
Financial Obligations	7
Reduction of Tuition or Fees	8
Admission Procedures	8
Admission Requirements	8
Academic Information	9
Credit for Prior Education	9
Class Schedule	9
Live Online Class Schedule	9
Online Interactive Tutorials	9
Supervised Clinical Hours	9
Student Support – Instructor Interactivity	9
Class Size	9
Attendance	10
Tardiness	10
Leave of Absence	10
Grading Systems	10
Satisfactory Academic Progress Policy	10
Qualitative Measure	10
Quantitative Measure	11
Increments for Evaluation	11
Additional Elements	11
Incomplete Grades	11
Program Withdrawals	11
Program Repetitions	11
Non-Credit Remedial Course Work	11

Probation	12
Failure to Meet Satisfactory Academic Policy, Appeals and Reinstatement.....	12
Failure to Meet Satisfactory Academic Policy.....	12
Appeals.....	12
Reinstatement.....	12
Other Policy Consideration	12
Curriculum Changes.....	12
Graduation Requirements.....	12
Transcripts.....	13
Student Services.....	13
Placement Assistance.....	13
Financial Assistance.....	13
Student Advisement	13
Housing	13
Lost and Found.....	13
Personal Property	13
Campus Security	14
Library.....	14
Institute Rules and Regulations.....	14
Drugs, Alcohol, Weapons and Inappropriate Behavior/Conduct – Dismissal Policy.....	14
Grievance Policy	14
Probation	14
Voluntary Withdrawal/Re-Entry	14
Health and Safety	15
Adverse Weather and Emergency Closing	15
Emergency Evacuation Plan	15
Evacuation Plan.....	15
Incidents/Accidents	15
Dress Code	15
Smoking and Beverages.....	15
Students Rights	16
Student Responsibilities	16
Cancellation and Refund Policy.....	16
Withdraw Policy.....	16
Method for Collecting Delinquent Tuition and/or Other Monies Owed	17
Financial Probation	17
Policy for Course or Program Cancellation	17
Course Numbering System	17
IAIH Standards for Certification.....	18
Program of Study – Hypnotherapist.....	18
Section 1 – Fundamentals of Hypnotism	19
Section 2 – Advanced Hypnotism.....	21
Section 3 – Hypnotherapist.....	23
Program of Study – Clinical Hypnotherapist.....	25
Program of Study – Transpersonal Hypnotherapist.....	28
Tuition and Fees.....	31
Financial Aid/Student Loans.....	32
Administrative Staff and Faculty	32
January 2018 Training Schedule	34

WELCOME

Dear Student,

The Institute of Interpersonal Hypnotherapy welcomes you to our school and congratulates you for having selected an exceptionally exciting path for your future education. Our common efforts will allow you to develop skills and practical knowledge that will enhance your life as well as the lives of the many people you will help to facilitate change in.

Our school offers a variety of programs ranging from introductory to advanced training in the most up-to-date hypnotherapeutic techniques and protocols. At the Institute, you will find a professional and personalized style of instruction that will assist you in becoming a very well trained hypnotherapist who can graduate with confidence in your training and with the skills you need to conduct a successful, professional hypnotherapy practice.

You have made a commitment to your future, and today we offer you our support to see you walk forward with one of the most powerful tools you will ever hold in your hands — an education.

Sincerely,



Matthew Brownstein, CIHt

CEO – Anahat Education Group, Inc.

President – International Association of Interpersonal Hypnotherapists

Executive Director – Institute of Interpersonal Hypnotherapy

Florida Department of Education – Commission for Independent Education – License #3448



Licensed by

The Commission for Independent Education
Florida Department of Education
Tampa License No. 3448

Additional information regarding this institution 0 be obtained by contacting the Commission at:
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Toll free telephone number (888) 224-6684 / Fax (850) 245-3238
<http://www.fldoe.org/cie>

Board of Directors/Corporate Owners-Shareholders

Matthew Brownstein, CCHT...100%

Statement of Ownership

The Institute of Interpersonal Hypnotherapy is formed under the laws of the State of Florida. The Institute of Interpersonal Hypnotherapy is owned and operated by Anahat Education Group, Inc. and its CEO Matthew Brownstein. Matthew Brownstein can be contacted at One Tampa City Center, 201 North Franklin Street, Suite #3415, Tampa, Florida, 33602. Tel.: (813) 463-0264 – Email: matthew@tfioh.com
– Websites: www.tfioh.com, www.instituteofhypnotherapy.com

Governing Body

THE ACCREDITING AGENCY(S) OR ASSOCIATION(S) LISTED BELOW IS/ARE NOT RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION AS AN APPROVED ACCREDITING AGENCY. THEREFORE, IF YOU ENROLL IN THIS INSTITUTION, YOU MAY NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION, AND MAY NOT BE RECOGNIZED BY EMPLOYERS.

International Association of Interpersonal Hypnotherapists
Matthew Brownstein, President
One Tampa City Center, 201 North Franklin Street, Suite #3415
Tampa, FL 33602
Phone: (813) 463-0264 - Fax: (866) 611-0692
Email: info@interpersonalthypnotherapy.com – Website: www.interpersonalthypnotherapy.com

Mission Statement

The purpose of the Institute of Interpersonal Hypnotherapy is to train students as certified hypnotherapists, certified clinical hypnotherapists, and transpersonal hypnotherapists through the International Association of Interpersonal Hypnotherapists by offering a high quality education in the field of hypnotism while creating professional, ethical, and exceptionally well-trained hypnotherapists.

Philosophy and Objective

The Institute of Interpersonal Hypnotherapy is dedicated to providing the highest quality education possible in the fields of hypnotherapy and its related modalities. The Institute of Interpersonal Hypnotherapy's educational aim is to train, guide, and help motivate students to effectively make their way into a professional hypnotherapy practice, and create for themselves a fulfilling career that aims to be of service to others. In addition to helping students acquire the necessary knowledge and skills, the Institute also places great emphasis on the student's personal development.

Facilities and Equipment

The Institute of Interpersonal Hypnotherapy operates out of Anahat Education Group's corporate offices in a 1,159 sq. ft. space, which is located at One Tampa City Center, 201 North Franklin Street, Suite #3415, Tampa, Florida, 33602. The Institute has one large classroom, two offices, a student lounge, a waiting area and a reference library. The classroom is well lit and contains teaching aids including audio/visual equipment. Note: The Institute of Interpersonal Hypnotherapy is equipped to serve students with physical handicaps (i.e. handicap parking, access ramps and handicap restrooms available.) NOTE: Our Orlando area externship location (Address below) is located on the second floor without elevator access.

Externship Locations

The Institute of Interpersonal Hypnotherapy is approved by the Florida Department of Education's Commission for Independent Education to offer distance learning in Hypnotherapy through our Tampa Location. Students are required to have clinical hours as well. These occur through our externship locations which are successfully operating hypnotherapy clinics, where qualified directors, teachers, supervisors and examiners monitor in-house training. These externship locations include:

Hollywood, FL – Director, Renukha Arjoon, CIHt
3475 Sheridan St. #216, Hollywood, FL 33021

Charlotte, NC – Director, Patricia F. Malecki, CCHt
10800 Sikes Place, Suite 300, Office #10, Charlotte, NC 28277

Dallas/Fort Worth, TX – Director Julie Matthews, CIHt
Externship Location to Be Announced

Santa Barbara, CA – Director Matthew Brownstein, CIHt
16 West Mission Street, Suite M, Santa Barbara, CA 93101

Boulder, CO - Director Matthew Brownstein, CIHt
Externship Location to be announced

Students may be required to travel up to 300 miles for required clinical agreements depending on the externship site chosen (or available). Students will be responsible for all travel costs and arrangements for the site chosen.

Office Hours

Monday through Friday 9:00am – 5:30pm
(For class schedule, please refer to pages 36-37 of this catalog.)

Family Educational Rights and Privacy Act

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, a student or former student has the right to inspect his or her educational record maintained by the school. Students who wish to inspect their training records must schedule an appointment with the School Director. All record inspections will be done under the supervision of a member of the administrative staff. The Institute will not release any information about a student, unless authorized by the student in writing.

Special Note

Information in this catalog is accurate as of the time of publication. The Institute reserves the right to change courses of study, course content, fees, program requirements, class schedules, and the academic calendar, or to make other changes deemed necessary or desirable, giving advanced notice of the change whenever possible. Students currently enrolled will not be affected by tuition increases.

Policy Statement

The Institute of Interpersonal Hypnotherapy admits qualified students without regard to their race, religion, color, age, sex, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law to the rights and privileges, programs, and other activities generally accorded or made available to students of the school.

Financial Obligations

Tuition must be paid on time according to the terms on the Enrollment Agreement. These terms include the following:

Each clock hour equals 50 minutes of classroom instruction and is \$17.50

Additional expenses:

- Up to \$144.64 + tax for textbooks (prices of books may vary slightly)

Optional expenses:

- \$175 for International Association of Interpersonal Hypnotherapists certifications
- Additional Mentoring/Tutoring at \$45/hr
- Graduation Dinner no more than \$50 per attendee
- Tampa Garage Parking is approximately \$10 per day

To apply for a seat in the class, students must submit a minimum \$300 deposit, plus any additional tuition payment and tax. \$100.00 of this is a non-refundable registration fee. This deposit is then applied toward a student's tuition. Payment may be made in the form of cash, check, cashier's check or major credit card.

Financial Aid is available in the form of student loans for those who qualify. Programs can be paid individually or all at once.

The initial fee for registration and certification through the International Association of Interpersonal Hypnotherapists is \$125.00 for the certification for Hypnotherapist. The additional certification of Clinical Hypnotherapist is \$25.00 and certification for Transpersonal Hypnotherapist is \$25.00. All three certifications cost \$175.00 every two years.

Students are not required by Florida Hypnosis Statutes to be certified to practice hypnosis or hypnotherapy. Certification through the International Association of Interpersonal Hypnotherapists is optional upon graduation. While other States or Counties may operate under different laws, the student is advised to speak with our Director of Admissions to discuss specific needs and requirements. Students wishing to practice hypnosis or hypnotherapy outside of the state of Florida are responsible to check with the City, County and State where they plan to practice and to educate themselves on the different laws or requirements of hypnotherapy for the City, County or State in which they practice. The Institute does its best to educate students about applicable hypnosis laws, yet cannot be responsible for changes in law, interpretation of law or laws that are unknown to us.

In case of extenuating circumstances, the student should consult the Director of Admissions.

Reduction of Tuition or Fees

A reduction in tuition, fees, or other charges may be implemented when there are specific criteria for student eligibility and selection procedures precisely disclosed within a policy at the institution. All students within the enrollment period that the reduction is offered must be eligible to apply for this reduction under the same circumstance; however, there shall be no reduction based upon the timing or method of payment. The institution must maintain verifiable records including detailed and complete data when students are granted a bona fide reduction in tuition or fees. This must include copies of all application records, notes of selection committee meetings, and copies of notices to the student who received the reduction. This information is kept on file at the institution for onsite review by CIE.

Institute of Interpersonal Hypnotherapy policies abide by a strict scholarship protocol for a reduction in tuition if students meet certain enrollment criteria based upon an initial interview and approval process. Ask an Admission's Representative for more details.

Admission Procedures

Persons interested in applying for admission to The Institute of Interpersonal Hypnotherapy should contact the Institution's Admissions Office and an Admissions Officer will guide you through the following admission procedures:

- Step One – Be interviewed by an Institute of Interpersonal Hypnotherapy Admissions Officer
- Step Two – Complete The Institute of Interpersonal Hypnotherapy's Enrollment Agreement
- Step Three – Provide the required deposit as found on the Enrollment Agreement or pay for programs in advance.

The Institute of Interpersonal Hypnotherapy's procedure for admitting students with mental or physical handicaps is to carefully screen them at the time of the admission interview to determine any special needs that may be required.

Admission Requirements

All students must be 18 years of age or older, must be financially capable of paying for their own tuition and show a strong desire to become an ethical and certified hypnotherapist according to the standards of the International Association of Interpersonal Hypnotherapists. Credits from other institutions are not transferable towards an education at The Institute of Interpersonal Hypnotherapy.

Academic Information

Credit for Prior Education

The Institute of Interpersonal Hypnotherapy does not accept transfer credits from other organizations towards a student's training at the Institute. If a student wishes to transfer credits achieved at The Institute of Interpersonal Hypnotherapy to another school, then it is at the sole discretion of that other school whether or not The Institute of Interpersonal Hypnotherapy credits will be accepted. The Institute of Interpersonal Hypnotherapy cannot guarantee transferability of credits between schools.

Class Schedule

Institute of Interpersonal Hypnotherapy training consists of three major components, each with its own schedule. These components consist of:

- Live Online Classes with Certified Instructors
- Online Interactive Tutorials consisting of videos, training manuals and student resources
- Supervised Clinical Hours

Live Online Class Schedule

Students attend live online classes with a Certified Instructor on Tuesdays at 2:00pm as posted in the schedule on pages 36-37. These classes occur for 2 to 3 hours approximately every 2 weeks.

Online Interactive Tutorials

Each week students are required to engage in our interactive learning system where specific videos are watched in coordination with training manuals and the school's comprehensive online resource library of audio, video, power point and print media. These hours consist on average of approximately fifteen (15) clock hours per week.

Supervised Clinical Hours

Approximately once every six to seven (6-7) weeks, students are required to attend clinical hours at an Externship Location for direct supervision of Hypnotherapy techniques. These hours are from 8:30am to 6:30pm - Fridays, Saturdays and Sundays. See the school schedule on pages 36-37 for exact days and dates.

All students are enrolled through the Tampa school location and take approximately 70% of their training online. 30% of a student's training must be done in-house at an Externship Location of their choice. Please see pages 36-37 for the exact schedule for online and in-house training.

Student Support – Instructor Interactivity

Aside from live interactions during Live Online Classes and Supervised Clinical Hours, students always have the support of an Institute of Interpersonal Hypnotherapy and International Association of Interpersonal Hypnotherapists Certified Instructor through any one of the following methods:

- Through online website forums
- Through comment boxes in the attendance tracking systems
- Through emails
- Through phone calls
- Through additional mentored hours with an IAIH Certified Mentor

Class Size

Each Externship Location's average number of students in a typical class is 5 to 25 students. Each location attempts to maintain a 5-to-1 supervisor-to-student ratio, where for every five (5) students the Institute does its best to provide one (1) supervisor.

Attendance

Students can achieve the best results only by regularly attending class. The attendance record is part of each student's permanent record in addition to grades; it is used to determine eligibility for having the sufficient classroom hours for taking the International Association of Interpersonal Hypnotherapists qualifying examinations for certification. If a student is ill or an emergency arises, the Institute must be notified in advance, if possible, for the student's absence to be excused. Unsatisfactory attendance is grounds for dismissal. Unsatisfactory attendance is defined as: 1: Three (3) absences in any given program without prior notification to the teacher, and 2: Acquiring more than four (4) tardies.

Students must arrange for make-up hours with the Student Services Department for class hours that were missed. Make-up hours must be completed by the end of the current term in which the time and class work was missed. The deadline for make-up hours may be extended by the School Director.

Tardiness

Punctuality is an important factor in business and education. If a student is more than 15 minutes late for a class, it constitutes being tardy.

Leave of Absence

A student will be granted one leave of absence per program. A leave of absence may be requested for a valid reason. The return date will be coordinated by the Student Services Department to ensure that the returned date will fall at the beginning of a new course. A leave of absence must be requested in writing by the student and be approved by the School Director or the Student Services Director. If a student does not return when scheduled, he or she will be terminated. The last day of actual attendance will be used for refund purposes.

Grading Systems

A	90 – 100%	Excellent	4.0 points
B	80 – 89%	Good	3.0 points
C	70 – 79%	Average	2.0 points
D	60 – 69%	Passing	1.0 points
F	59 – 0%	Failed	No points
I	Incomplete		
W	Withdraw		
X	Transfer		
S	Satisfactory		
U	Unsatisfactory		
R	Repeat		

Students will be given a copy of their progress report at the end of each program completed.

Satisfactory Academic Progress Policy

Qualitative Measure

Students must achieve a minimum 1.0 Grade point Average (hereafter referred to as G.P.A.) at the end of the first 25% of each registered course, 1.5 G.P.A. by 50% of the course and a 2.0 G.P.A. required in each course for graduation. A student that does not achieve the required G.P.A. will be placed on probation for the next course and is considered to be in Satisfactory Progress. If at the end of the probation period he/she has not achieved the required G.P.A., his/her training will be terminated.

With the completion of 300 hours of total training, a student is required to take the International Association of Interpersonal Hypnotherapists (I.A.I.H.) test for certification. Satisfactory passing of this

test is required for I.A.I.H. certification as a Hypnotherapist and is a requirement for graduation from The Institute of Interpersonal Hypnotherapy. In the event that a student does not pass either of these exams on the first attempt, then that student is allowed three (3) more chances to pass the exam within a six (6) month period, which begins on the date that the first attempt occurred. Failure to achieve satisfactory marks within this time period shall make the student ineligible to take this exam through Institute of Interpersonal Hypnotherapy.

Quantitative Measure

The maximum time limit given to a student to complete his/her training is one (1) month past the ending of the last registered program. A student not meeting these criteria will be terminated for not making satisfactory academic progress.

Increments for Evaluation

To ensure that a student is making quantitative progress throughout their program of study, The Institute of Interpersonal Hypnotherapy will evaluate the student's progress at 50% of the maximum timeframe.

For instance, a student taking a 300 clock hour program that normally takes 6 months to complete has a maximum timeframe of seven (7) months. The student would have to complete the first 150 clock hours of the program within three and one half months (3.5) months to be making satisfactory academic progress.

Additional Elements

Incomplete Grades

A grade of "I" must be completed by the second week after the exam date or the grade will be changed to an "F" (G.P.A. will be recalculated accordingly.) If not completed, the course must be taken at a later date, which will delay the student's graduation date. The student will be charged for the repeated course(s) at the prevailing tuition rate.

Failure to take appropriate action to complete a course and eliminate a grade of "I" may affect a student's satisfactory progress when the grade is converted to an "F".

If a student demonstrates mitigating circumstances (such as illness, death in the family, etc.), an exception may be made upon appeal to, and with the approval of the School Director.

Program Withdrawals

A grade of "W" will not be considered as clock hours successfully completed, but will be counted as clock hours attempted. "W" grades are not calculated into the G.P.A.

Program Repetitions

Students may repeat programs in which they earn a grade of "D" or below. Both the original and repeated programs are counted as clock hours attempted. In computing the G.P.A., the clock hours for the program with the higher grade will be counted. The student will be charged the repeated program(s) at the prevailing tuition rate. Students may repeat a program as many times as needed to satisfactorily pass the course as long as these course repetitions do not affect the student in regard to the Satisfactory Academic Progress Policy.

Non-Credit Remedial Course Work

The Institute of Interpersonal Hypnotherapy does not offer any non-credit remedial courses.

Probation

Students not meeting satisfactory academic progress standards at the first checkpoint are automatically placed on a 30-day probation period. During probation, the student is considered to be making satisfactory progress. The student will be notified of the probation and must meet the terms of his/her probation as outlined in the notification or be terminated.

Failure to Meet Satisfactory Academic Policy, Appeals and Reinstatement

Failure to Meet Satisfactory Academic Policy

A student failing to meet the Satisfactory Academic Policy standards will be terminated from the Institute and will be notified by certified mail of his or her failure to meet the standards.

Appeals

Students not meeting the satisfactory academic progress standards are notified by means of a letter from the Student Services Office. Students wishing to appeal the unsatisfactory academic progress determination must do so in writing, within 10 calendar days of receipt of the Student Services letter. Appeals should be directed to the Academic Progress Committee, which is composed of the School Director, the Student Services Director and an instructor, on a rotating basis. If the student is appealing the unsatisfactory progress determination on the basis of mitigating circumstances, appropriate documentation might include a physician's statement, accident report, or other statements. The Appeals Committee will notify the student of their decision within 10 days of receiving the student's appeal. The Appeals Committee's decision is final.

Reinstatement

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted to the Institution after waiting a period of 4 weeks. Such students will be enrolled for a probationary period upon re-entry. Students who have not maintained satisfactory progress can reestablish eligibility by successfully completing sufficient clock hours and/or attaining the overall G.P.A. required by the end of the next incremental review period.

Other Policy Consideration

The Satisfactory Academic Progress Policy will include all periods of attendance and will be counted toward the maximum time frame and the qualitative component.

The Satisfactory Academic Progress Policy must be applied consistently to all students.

Curriculum Changes

A student must obtain permission from the Student Services Director in order to change his/her class schedule, and from the School Director if he/she wishes to change the program of study in which he/she is enrolled.

Graduation Requirements

1. The satisfactory completion of all prescribed courses of instruction with a cumulative G.P.A. of 2.0 (C average) or better.
2. Satisfactory completion of I.A.I.H. exams for hypnotherapist certification.
3. Satisfaction of all financial obligations to the Institute.

Transcripts

A complete transcript of each student's grades is kept in the student's permanent file. Students must request transcripts in writing. One copy is provided free at graduation (additional copies are available for a cost of \$2.00 each). Transcripts will not be issued unless the student's financial obligations to the Institute are current at the time of the request.

Student Services

Placement Assistance

The Institute of Interpersonal Hypnotherapy makes every effort to assist students/graduates in finding full or part time employment. From the day a student enters the school, the student is responsible for the recommendation that the school will submit to a potential employer. A student's academic record, attendance, personal characteristics, attitude, and personal demeanor will all contribute to the Institute's overall evaluation.

How a student thinks and feels, and the quality of work the student produces in school, may to a great degree reflect how the student will perform in his/her own career.

While The Institute of Interpersonal Hypnotherapy gladly assists students in obtaining suitable employment at no additional charge, it is understood that The Institute of Interpersonal Hypnotherapy **does NOT promise or guarantee placement for its students/graduates.** As most Institute of Interpersonal Hypnotherapy graduates will be self-employed, it is the sole responsibility of the student to build and maintain his/her own private hypnotherapy practice.

Financial Assistance

Financial assistance in the form of student loans is available for attending The Institute of Interpersonal Hypnotherapy for those who qualify. The Institute of Interpersonal Hypnotherapy offers financial assistance for all of its programs. Students interested in financial assistance may contact our Admissions Office at (813) 463-0264. Students not utilizing financial assistance may pay for programs in advance or they may pay on a per course basis. See page 32 of this catalog for more information.

Student Advisement

Advisement and guidance begin with the admission's interview and continue throughout the student's course of study. Faculty consultation is possible for academic issues. An appointment may be required with the Student Services Director.

Housing

The Institute does not provide housing for its students. A list of reliable hotels in close proximity to the school, and externship locations, will be provided to students who request housing assistance at the time of enrollment.

Lost and Found

Students may check the administrative office for any lost and found items. Any items found on school premises should be turned into the administrative office. These items are kept for 30 days and then disposed of properly.

Personal Property

The Institute cannot be responsible for the students' books, materials or any other personal belongings. Students are thus responsible for their belongings while in school.

Campus Security

Crimes may be reported to the School Director in person or by calling (813) 463-0264.

Library

The library is accessible to all students. It is open during normal school hours and whenever the doors to the Institute are unlocked. The Library Resources include: Books, CDs, Videos/DVDs, Audio Tapes, Magazines and other periodicals. All materials must remain on campus, as lending is currently not available. All food and liquids are prohibited near library materials. Online audio and video resources are also available for students in good standing.

Institute Rules and Regulations

Drugs, Alcohol, Weapons and Inappropriate Behavior/Conduct – Dismissal Policy

At the discretion of the School Director, a student may be dismissed from school for an intoxicated or drugged appearing state of behavior; possession of illegal substances, alcohol, or weapons on school premises; behavior creating a safety hazard to other persons at school; or disrespectful behavior to those at school, as determined by the School Director; or any other reason stated or determined inappropriate action or behavior by a student of The Institute of Interpersonal Hypnotherapy, by the School Director.

Grievance Policy

The school is committed to providing a sound and positive educational environment. Understanding that there may be times when students want to express concerns or feel the need to file an official grievance, the school has adopted the following procedure:

1. File the complaint in writing by means of a letter to the School Director outlining the allegation or nature of the complaint.
2. Within 10 days of receipt of complaint, a school representative will meet with the complainant.
3. If the problem is not resolved through discussion, the complainant will be referred to the school's grievance committee.
4. The school's grievance committee will meet within 21 calendar days of receipt of the complaint and review allegations. The complainant must bring a copy of the written record of the prior meeting with the school representative.
5. If more information is needed, a letter will be written outlining the additional information requested.
6. If no other information is needed, the grievance committee will act on the allegations and a letter will be sent to the complainant within fifteen calendar days stating the steps taken to resolve the concern or information showing that the allegations were not warranted or based on fact.

Students who feel their grievance is unresolved may refer their grievance to the following address:
Commission for Independent Education, Florida Department of Education, 325 W. Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, (850) 245-3200 or toll free (888) 224-6684.

Probation

A student may be placed on probation for any of the following reasons:

1. Not maintaining satisfactory progress.
2. Excessive absenteeism.
3. Inappropriate behavior.

Voluntary Withdrawal/Re-Entry

A student may withdraw from his/her program of study by requesting and completing a form supplied by the Admissions office. All refunds, if applicable, will be made within 30 days from the last date of

attendance or date written cancellation notification is received. It is understood that a student may request re-entry at a later date.

Health and Safety

The Institute of Interpersonal Hypnotherapy complies with requirements and regulations of state and local building codes, the Board of Health and the Fire Department.

Adverse Weather and Emergency Closing

At times, emergencies such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school.

When the decision to close the Institute is made after the workday has begun, employees will receive official notification from the School Director and students will be informed appropriately.

Emergency Evacuation Plan

In case of fire or any other disaster, please listen to the School Director or the school officials in charge for instructions. All instructors are in charge of their class. Follow the evacuation plan to evacuate the building immediately in an organized and orderly manner. Do not take time to gather books or other belongings. The instructor of each class is the evacuation coordinator, and shall maintain their class calm. The evacuation coordinator for the main office is the school official in charge.

In the event of fire, do not try to extinguish the fire. The evacuation coordinator or other school official will handle contacting the appropriate fire and rescue departments.

In case of a security problem, listen to the School Director or other school officials for security directions. In all instances, you must remain calm.

The security person will coordinate with the Police Department the proper actions necessary to assure Student and School Personnel Safety.

Evacuation Plan

There are exits at the front of The Institute of Interpersonal Hypnotherapy. In the event of an emergency, calmly head to the nearest exit.

Incidents/Accidents

In case of an incident or accident, please inform the School Director or the Instructor of your program so the appropriate forms and measures can be taken. In case of an emergency during school hours, the school will take appropriate action to obtain medical assistance.

Dress Code

The Institute expects students to come to school dressed in a manner that is appropriate for the profession in which they are training. Casual dress is acceptable yet should not be a distraction to one's fellow students.

Smoking and Beverages

Smoking is prohibited everywhere within the building and within 50 feet of building entrances. Food and beverages are not permitted in the classroom or offices. Only sealable bottles of water are allowed in the classroom.

Students Rights

The following information is made available to all current students and to any prospective student upon request.

1. The cost of attending the Institute, including: (I) tuition and fees, (II) books and supplies, (III) any additional cost of the program in which the student is enrolled or expresses a specific interest.
2. A copy of the refund policy.
3. The academic program of the Institution including: (I) educational and training programs, (II) the instructional laboratory and other facilities which relate to the academic program, and (III) faculty and other instructional personnel.
4. The methods by which, and locations in which students and prospective students may obtain the information concerning their rights.
5. The name of the associations, agencies, and/or governmental bodies which license the Institute and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the documents describing the Institute's licensing.

Student Responsibilities

1. Promptly providing any information requested by the Institute.
2. Keeping the Institute informed of any change in name, address, marital status, financial situation, or change in their student status.
3. Notifying the Institute if they need to withdraw from the school or wish to request a leave of absence.

Cancellation and Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail, or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance, which is determined through the last time the student accessed the school's online distance learning system, is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

Withdraw Policy

The Institute recognizes conditions may arise which can cause changes in plans of students; and that under such circumstances, provisions for cancellation should be made. **If cancellation is effected (under this clause), the student reserves the right to apply for reinstatement within one year of the date of enrollment.** Refunds shall be made within thirty days from the date of withdrawal.

Students leaving the Institute and having an outstanding balance will be required to pay the amount in full within thirty days. Delinquent accounts can and will be turned over to collections. Any costs related to the collection of the amount owed will be charged to the students account.

Method for Collecting Delinquent Tuition and/or Other Monies Owed

1. Notification in writing stating outstanding balance.
2. Follow-up phone call one week after written notification.
3. Second written notification 30 days after first written notification.
4. Follow-up phone call one week after second written notification.
5. Third written notification 30 days after second written notification.
6. Follow-up phone call one week after third written notification.
7. Fourth written notification 30 days after third written notification.
8. Final courtesy follow-up call.
9. If satisfactory payment arrangements are not made, the student's balance will be reported to the Credit Bureaus.

Financial Probation

Students who fall behind more than 30 days on payments will receive notice as outlined in the school's catalog. In the event that a student is delinquent with tuition for more than 60 days, then the Institute reserves the right to suspend access to all online training and to all in-house practical hours until the balance of tuition monies owed from the time of enrollment until the time the student requests full access again are paid in full. The Institute reserves the right to make exceptions on a case-by-case basis. Students who are on financial probation may need to pay for additional mentoring hours to catch up with their class or they may need to move to the next class.

Policy for Course or Program Cancellation

The Institute of Interpersonal Hypnotherapy reserves the right to cancel a course or program if a minimum of 10 students is not met. Students enrolled in a course/program that is canceled will be notified and automatically transferred to the next start date. In the event of an unforeseeable cancellation of courses students will receive 100% of their tuition returned to them within 30 days of any official declaration of closure.

Course Numbering System

The following is an explanation of the course numbering system for programs offered at The Institute of Interpersonal Hypnotherapy. The course numbers are made up of numbers and letters that symbolize the name of the program and the sequence of the courses.

Program Hypnotherapist is required to take programs Clinical Hypnotherapist and Transpersonal Hypnotherapist. The student who has successfully completed program Hypnotherapist may take program Clinical Hypnotherapist and/or program Transpersonal Hypnotherapist.

Program - Hypnotherapist – 300 Hours Total

HT – Hypnotherapist – 300 Hours

Program - Clinical Hypnotherapist – 400 Hours Total (Including program Hypnotherapist)

CH – Clinical Hypnotherapist – 100 Hours

Program – Transpersonal Hypnotherapist – 500 Hours Total (Including programs Hypnotherapist and Clinical Hypnotherapist)

TP – Transpersonal Hypnotherapist – 100 Hours

IAIH Standards for Certification

IAIH Certified Hypnotherapist

Has completed at least three hundred (300) hours of instruction from an I.A.I.H. approved hypnotherapy school that is licensed by their State Board of Education. The Hypnotherapist must also pass the I.A.I.H. written and practical skills exam and all online exams and attendance. Exceptions are considered on a non-discriminatory basis and may be granted by the Qualifying Board. (The Institute of Interpersonal Hypnotherapy program Hypnotherapist - HT)

IAIH Certified Clinical Hypnotherapist

Has completed at least four hundred (400) hours of instruction from an I.A.I.H. approved hypnotherapy school that is licensed by their State Board of Education. The Hypnotherapist must also pass the I.A.I.H. written and practical skills exam and all online exams and attendance. Exceptions are considered on a non-discriminatory basis and may be granted by the Qualifying Board (The Institute of Interpersonal Hypnotherapy programs Clinical Hypnotherapist including HT and CH)

IAIH Certified Transpersonal Hypnotherapist

Has completed at least five hundred (500) hours of instruction from an I.A.I.H. approved hypnotherapy school that is licensed by their State Board of Education. The Hypnotherapist must also pass the I.A.I.H. written and practical skills exam and all online exams and attendance. Exceptions are considered on a non-discriminatory basis and may be granted by the Qualifying Board. (The Institute of Interpersonal Hypnotherapy programs Clinical Hypnotherapist and Transpersonal Hypnotherapist including HT, CH, and TP)

Program of Study – Hypnotherapist

Program Objective

To study and learn the concepts that relate to the field of Hypnotism. To achieve fundamental skills in the use of hypnotic induction and the effective delivery of suggestions. To educate students about the safe and effective use of hypnosis and its legal and ethical practice. To study and learn the concepts that relate to more advanced hypnotism practices which utilize the hypnotic state to promote positive change, while preparing the student to enter into a professional hypnotherapy practice with the required tools for successful business operations. To study and learn the concepts that relate to the field of regressive hypnotherapy, including the use of the Institute's 16-step Regression Therapy Protocol, Basic Transactional Analysis, Modified Gestalt Dialogues and Forgiveness and Compassion Formulas. To prepare the student to successfully complete a 16-Step Regression Therapy Protocol.

Program Description

A comprehensive 300 clock hour series of courses to teach the theory and practice of the fundamentals of hypnotism, advanced hypnotism and regression hypnotherapy training.

Length of Time: 18 weeks

Graduation Requirements: Must have a minimum of 2.0 G.P.A. and must complete the program within the acceptable time frame.

This program consists of 3 sections, each with 7 weeks of training, each containing approximately 15 clock hours of class weekly, and 3 days of In-House Practical Training, amounting to 30 clock hours per section. No entrance exam is required.

In order to complete this program the student is required to take and pass the I.A.I.H.'s examination for certification as a hypnotherapist, and is therefore prepared accordingly.

Upon completion of this program, the Institute will award a diploma entitled: Hypnotherapist.

Section 1 – Fundamentals of Hypnotism

Class Code	Description	Clock Hours
HT101	Introduction	15
HT102	Building Rapport	2.5
HT103	Depth of Hypnotic State	2.5
HT104	Understanding the Subconscious Mind	5
HT105	The Structure of a Hypnotic Session	5
HT106	Styles of Trance Induction	5
HT107	Deepening Techniques	5
HT108	Effective Suggestion Delivery	5
HT109	Self-Hypnosis	2.5
HT110	Basic Neuro-Linguistic Programming	10
HT111	Smoking Cessation Protocol	3
HT112	Weight Loss Protocol	5
HT113	Stress Reduction Protocol	2.5
HT114	Practical Hours	30

Course Descriptions

- HT101 Introduction**
(15 clock hours)
Introduces students to the nature of hypnosis, theories of hypnosis, the legal practice of hypnosis and the history of hypnosis. Myths and misconceptions concerning the hypnotic state are dispelled and a solid foundation for the study of hypnotism is established.
- HT102 Building Rapport**
(2.5 clock hours)
Students are introduced to the importance of rapport between the hypnotist and the client, and various skills are learned and practiced to ensure this is well understood.
- HT103 Depth of Hypnotic State**
(2.5 clock hours)
Prepares students for understanding the various levels of hypnosis and their relationship to suggestibility. Various scales are discussed, and a thorough understanding of the full range of hypnotic phenomena is explained.
- HT104 Understanding the Subconscious Mind**
(5 clock hours)
Theories concerning the nature of the mind are discussed where students come to understand the relationship of the conscious mind to the subconscious mind. This course includes the functions of the subconscious mind, ways to access it, and understanding how to utilize its power to create positive change.

- HT105 The Structure of a Hypnotic Session**
(5 clock hours)
Prepares students to successfully complete an entire hypnotic programming session based upon a format of rapport building, education and pre-talk, followed by trance induction, testing and the effective delivery of suggestions, and trance termination.
- HT106 Styles of Trance Induction**
(5 clock hours)
Prepares students to develop the necessary skills to induce hypnotic trance with multiple styles including paternal, maternal, confusion and mechanical styles of hypnosis. Induction methods are also covered from each of these styles.
- HT107 Deepening Techniques**
(5 clock hours)
Prepares students to deepen the hypnotic state after hypnotic inductions have been utilized. Instructs students in multiple styles of deepening, and associates various tests to ensure depth of trance based upon suggestibility.
- HT108 Effective Suggestion Delivery**
(5 clock hours)
Prepares students to deliver suggestions and affirmations to a hypnotized subject. The structure of proper suggestion is taught as well as multiple hypnotic adjuncts to assist in accessing the subconscious mind.
- HT109 Self-Hypnosis**
(2.5 hours)
Prepares the student to enter the hypnotic state for him/herself, as well as how to teach hypnosis to others. This course encourages self-entrancement and teaches that all hypnosis is really self-hypnosis, as it works to encourage the hypnotist to empower his/her client to enter the trance state on his/her own.
- HT110 Basic Neuro-Linguistic Programming**
(10 clock hours)
Prepares the student in the basic practice of Neuro-Linguistic Programming (NLP) in establishing and working with anchors, hypnotic language patterns, and other NLP techniques related to the practice of hypnotism. Also introduces the student to the basic presuppositions of NLP, its origins and its practice within and outside of the fields of hypnosis.
- HT111 Smoking Cessation Protocol**
(5 clock hours)
Prepares the student for an entire treatment strategy in working with a client to stop smoking using hypnosis and NLP. Students learn a powerful three session protocol to assist clients not only stopping smoking, but eliminating the subconscious motivation towards the behavior.
- HT112 Weight Loss Protocol**
(5 clock hours)
Prepares the student for an entire treatment strategy in working with a client to lose weight and to create a healthy lifestyle using hypnosis and NLP. Students learn a

powerful three session protocol to assist clients to not only lose weight, but also to eliminate the subconscious blocks towards achieving their goals.

HT113 **Stress Reduction Protocol**
 (2.5 clock hour)
 Prepares the student to utilize various relaxation methods to bring more peace and calm into their clients’ lives. Techniques include the use of hypnosis, NLP, relaxation and meditation techniques.

HT114 **Practical Hours**
 (30 clock hours)
 Practical (hands-on) hours are interspersed throughout this program to encourage students to practice each and every technique that they have been taught on their fellow students. This allows students to not only practice what they are learning, but also to experience it for themselves.

Section 2 – Advanced Hypnotism

Class Code	Description	Clock Hours
HT201	Practice Management	10
HT202	Advertising and Marketing Strategies	10
HT203	Transforming Subconscious Beliefs	5
HT204	Focusing and Core Transformation	5
HT205	Advanced Neuro-Linguistic Programming	10
HT206	Parts Therapy	15
HT207	Life Mastery Course	5
HT208	Manifesting Prosperity	5
HT209	Ericksonian Hypnotherapy	5
HT210	Practical Hours	30

Course Descriptions

HT201 **Practice Management**
 (10 clock hours)
 To prepare the student upon successful graduation to enter into the field of professional hypnotherapy with the skills to operate a successful business. This includes note taking, scheduling appointments, file management, referrals, office and equipment set-up, accounting principles, and other components of operating a business and hypnotherapy practice.

HT202 **Advertising and Marketing Strategies**
 (10 clock hours)
 To prepare the student upon successful graduation to have the necessary skills to promote a professional hypnotherapy practice and to ensure a healthy client base. This class focuses on creative tools to build one’s business as well as the legal and ethical parameters of promoting one’s self as a hypnotherapist with the State of Florida.

HT203 **Transforming Subconscious Beliefs**
 (5 clock hours)

This course empowers the student with skills for uncovering the underlying belief systems which generate negative emotions and which motivate unwanted behaviors. Techniques are taught to uncover these beliefs as well as to change them into positive and constructive models from which to live one's life.

HT204 Focusing and Core Transformation

(5 clock hours)

This course covers the fundamental practice of the Focusing method of Dr. Eugene Glendlin and the Core Transformation method of Connie Rae Andreas as a means of uncovering and transforming the cause of one's problems. Special attention is given to the theme of opening the heart and working with the shadow side of the mind.

HT205 Advanced Neuro-Linguistic Programming

(10 clock hours)

Covers more advanced NLP techniques and language patterns including; expanded uses of anchors, meta-models, visual swish patterns, visual squash patterns, new behavior generators, and many others.

HT206 Parts Therapy

(15 clock hours)

Prepares the student to utilize the hypnotic state to align sub-personalities towards a client's goals. The basics of Transactional Analysis are taught as well as archetypal models for working with the subconscious mind. Extra time is given to this modality, as it lays the foundations for the regressive hypnosis models to follow in future programs.

HT207 Life Mastery Course

(5 clock hours)

Assists the student to empower him/herself and his or her clients to set goals, write mission statements, define life values, visual outcomes and use the power of the mind to achieve these goals. Incorporates the Getting Organized Process and the Creating and Manifesting Formulas as taught through Anahat Meditation Center.

HT208 Manifesting Prosperity

(5 clock hours)

Empowers the student with teachings and skills to develop a "success mind-set." Based upon Anahat Meditation Center's Manifesting Prosperity Workbook. This course helps students to empower themselves and their clients to increase abundance in their lives in all ways, beyond just financial.

HT209 Ericksonian Hypnotherapy

(5 clock hours)

An in-depth exploration of the therapeutic style of Milton H. Erickson and his contributions to the fields of hypnosis and NLP. This course teaches the basics of Ericksonian Hypnotherapy, metaphor therapy and advances the student's use of indirect/inferred induction styles.

HT210 Practical Hours

(30 clock hours)

Practical (hands-on) hours are interspersed throughout this program to encourage students to practice each and every technique that they have been taught on their

fellow students. This allows students to not only practice what they are learning, but also to experience it for themselves.

Section 3 – Hypnotherapist

Class Code	Description	Clock Hours
HT301	Introduction to Regression	10
HT302	Pre-Hypnosis Interview	8
HT303	Uncovering Techniques	4
HT304	Age Regression	7
HT305	Gestalt Dialogues	5
HT306	Basic Transactional Analysis	4
HT307	Forgiveness and Compassion Formulas	4
HT308	Integrating Core Transformation	7
HT309	Regression Protocol Integration	4
HT310	Hypnoanalysis	4
HT311	Analytical Hypnotherapy	4
HT312	Amnesia Capacity Estimation	3
HT313	Reinventing Yourself	3
HT314	Hypnotic Dreamwork	3
HT315	Practical Hours	30
Total Clock Hours		300

Course Descriptions

- HT301 Introduction to Regression**
(10 clock hours)
Introduces the concept of using the hypnotic state to access memories usually related to childhood. Discusses the indications and contraindications for its use as well as the many types of regression that can be used.
- HT302 Pre-Hypnosis Interview**
(8 clock hours)
Prepares the student to work with clients in a regressive hypnotherapy model through encouraging a more thorough intake process than the fundamentals program. Includes more elaborate information gathering techniques as well as rapport building skills.
- HT303 Uncovering Techniques**
(4 clock hours)
Prepares the student to discover the underlying emotions associated with a client's problems and works to use these emotions as a bridge back to the cause of the problems. Involves a more expanded view of intake, focusing, and uncovering core belief systems.
- HT304 Age Regression**
(7 clock hours)
A course of study detailing the uses of regression, the means of regression and the processing of the information uncovered. The course prepares the student to work

with more advanced techniques by laying the foundation for the confident use of regressive methods.

- HT305** **Gestalt Dialogues**
(5 clock hours)
Prepares the student to facilitate positive change through a modified Gestalt process of dialoging with key figures involved in a regression. Includes training in cathartic emotional release, and advanced methods for healing and resolving sensitizing events.
- HT306** **Basic Transactional Analysis**
(4 clock hours)
An introduction to working with the various ego-states of parent, adult, and child as a means of resolving conflicts held deep within the subconscious mind.
- HT307** **Forgiveness and Compassion Formulas**
(4 clock hours)
Regression therapy requires that the memories that are brought to consciousness are thoroughly resolved, therefore very practical and simple formulas are taught to bring the client to a place of forgiveness and compassion for themselves and others.
- HT308** **Integrating Core Transformation**
(7 clock hours)
The Core Transformation process, as taught in Advanced Hypnotism, is now integrated into the regression therapy protocol to lead a client into the core state where very deep experiences of love, joy, and personal wholeness are experienced.
- HT309** **Regression Protocol Integration**
(4 clock hours)
Hypnotherapist training involves the comprehension and application of a 16-step regression therapy protocol that includes many components. It is here that these components are integrated into an entire session that leads to the culmination of the first 300 hours of training.
- HT310** **Hypnoanalysis**
(4 clock hours)
Students explore some of the pioneering work of Mr. Dave Elman, who founded many of the techniques of hypnotic induction and the processing of memories that are still used to this day. While his methods are now highly modified, this course offers respect for the work of a great man, and helps students to understand how our profession has evolved over the years.
- HT311** **Analytical Hypnotherapy**
(4 clock hours)
Prepares the student to work with the Analytical techniques as found in E.A. Barnett's book Analytical Hypnotherapy. Includes the use of regression and the Transactional Analysis model.
- HT312** **Amnesia Capacity Estimation**
(3 clock hours)

Measuring depth of hypnosis can be done through many methods. The work of E.A. Barnett utilized a style of Amnesia Capacity Estimation to determine depth of trance by levels of amnesia that can be produced. This has proven to be a very valuable model when levels of hypnosis are important in one's work.

HT313 Reinventing Yourself

(3 clock hours)

A course dedicated to the work of Mr. Dick Sutphen who offered what are known as the Critical 15. These are the 15 things that people do that cause their own suffering. The cause of this suffering is addressed and the action to overcome it is taught.

HT314 Hypnotic Dreamwork

(3 clock hours)

This course teaches students how to process dreams using the hypnotic state. Based upon the work of Fritz Perls, dream characters unfold into symbolic messages of what the subconscious mind is truly working to tell us in our dreams.

HT315 Practical Hours

(30 clock hours)

Practical (hands-on) hours are interspersed throughout this program to encourage students to practice each and every technique that they have been taught on their fellow students. This allows students to not only practice what they are learning, but also to experience it for themselves.

Program of Study – Clinical Hypnotherapist

Program Objective

To study and learn the concepts that relate to the use of hypnosis in therapeutic and medical settings, and to establish clear scope of practice assessment guidelines. To offer students practical methods for employing hypnosis in coordination with other health care professionals, such as in the fields of medicine, chiropractic, dentistry and child birthing. To ensure that students operate within the scope of their training and know when issues are medical or psychiatric problems which require referrals, supervision or prescriptions.

Program Description

A comprehensive 100 clock hour program centered upon the therapeutic and medical aspects of hypnosis. Accelerated healing methods, pain management, and working with medical professionals are the primary emphasis of this program. Clinical training also teaches the theory and practice of more advanced regression methods with a strong emphasis on practical hours to ensure successful application of all previously learned methods.

Length of Time: 6 weeks

Graduation Requirements: Must have a minimum of 2.0 G.P.A. and must complete the program within the acceptable time frame.

This program consists of 6 weeks of training each containing approximately 15 clock hours of class weekly, and 3 days of In-House Practical Training, amounting to 30 clock hours. Completion of the Hypnotherapist program is required to attend this program.

A diploma in Clinical Hypnotherapist is granted for the successful completion of this program.

Upon completion of this program, the Institute will award a diploma entitled Clinical Hypnotherapist.

Class Code	Description	Clock Hours
CH401	Natal Regression	7
CH402	Transactional Analysis	4
CH403	Integrating Modalities	5
CH404	Breathwork	8
CH405	Medical Hypnotherapy	7
CH406	Anatomy and Physiology	7
CH407	Hypnosis in Pain Management	7
CH408	Psychoneuroimmunology	3
CH409	Hypnosis in Childbirth	4
CH410	Hypnosis in Dentistry	4
CH411	Hypnosis in Medical Settings	4
CH412	Healing with Hypnosis	10
CH413	Practical Hours	30
Total Clock Hours		100

Course Descriptions

- CH401 Natal Regression**
(7 clock hours)
Instructs the student in the model of Natal Regression and the indications and contraindications. Lays the foundation for regression methods to early memories and the means of processing them thoroughly.
- CH402 Transactional Analysis**
(4 clock hours)
Reviews the basics of Transactional Analysis and deepens the students understanding of working with the three major ego-states. Explores the deeper dynamics of these three states and explains further methods of integration.
- CH403 Integrating Modalities**
(5 clock hours)
This course ensures that students are able to integrate what they have learned thus far into comprehensive treatment protocols that yield powerful results. Works to incorporate the many modalities of all previous courses into personalized strategies aimed at positive and long-lasting change.
- CH404 Breathwork**
(8 clock hours)
Prepares the student to facilitate Breathwork sessions where a client is lead in the primary method of Rebirthing to uncover suppressed emotions and resolve deep seated memories. Works to understand the nature of emotional release and prepares the student to provide a safe space for clients to truly open up and heal.
- CH405 Medical Hypnotherapy**
(7 clock hours)

Helps the student to have a deeper appreciation of the Florida Statutes for the practice of hypnosis for medical conditions in coordination with “Licensed Practitioners of the Healing Arts.” Teaches scope of practice assessment and the importance of integrative and preventative health care, especially in regard to the model of complementary medicine.

- CH406** **Anatomy and Physiology**
(7 clock hours)
An introduction to the human body and its many systems, as well as theories on the mind/body connection and how the brain can control the body’s sensations and healing mechanisms.
- CH407** **Hypnosis in Pain Management**
(7 clock hours)
An introduction to the practice of using hypnosis in managing and/or eliminating pain. A thorough introduction to the limits and scope of the practice of a hypnotist are covered, as well as discussions on the needs for referrals and the ethics of the practice.
- CH408** **Psychoneuroimmunology**
(3 clock hours)
A thorough exploration of the theories and techniques used in healing and pain management. Methods include the use of visualization, suggestions, metaphors, control rooms and other creative tools for controlling sensations and bodily functions.
- CH409** **Hypnosis in Childbirth**
(4 clock hours)
Prepares the student for working with pregnant women to facilitate a more comfortable or even pain-free childbirth. Uses various techniques for relaxation, stress reduction and pain management, while also working to deepen the mother/child bond and eliminate all fear and negativity.
- CH410** **Hypnosis in Dentistry**
(4 clock hours)
Prepares the hypnotist to work one-on-one with a dentist in helping patients to relax, eliminate fear and even undergo dental procedures without analgesia or anesthesia.
- CH411** **Hypnosis in Medical Settings**
(4 clock hours)
Provides students practical ways to integrate their hypnotherapy practice into medical and hospital settings. Instructs the student in the use of hypnosis for medical emergencies to teach first responders enhanced communication skills with those with whom they attend.
- CH412** **Healing with Hypnosis**
(10 clock hours)
A thorough exploration of the healing power of the mind as found within many traditions including; Mesmerism, Hypnotism, Psychoneurophysiology, New Thought Movements, Faith Healing, the Placebo Effect, as well as in depth reviews of the books *The Sutras on Healing and Enlightenment* and *A Course in Miracles*.

CH413**Practical Hours**

(30 clock hours)

Practical (hands-on) hours are interspersed throughout this program to encourage students to practice each and every technique that they have been taught on their fellow students. This allows students to not only practice what they are learning, but also to experience it for themselves.

Program of Study – Transpersonal Hypnotherapist**Program Objective**

To study and learn the concepts that relate to theories of reincarnation and karma, and how to successfully use the hypnotic state to access past-life memories. To provide the student with a metaphysical/transpersonal model of a human being so as to create hypnotherapists who can offer a spiritual component to their work.

Program Description

A comprehensive 100 clock hour program to teach the theory and practice of past-life regression therapy and other more esoteric concepts often associated with hypnotherapy practice.

Length of Time: 6 weeks

Graduation Requirements: Must have a minimum of 2.0 G.P.A. and must complete the program within the acceptable time frame.

This program consists of 6 weeks of training each containing approximately 15 clock hours of class weekly, and 3 days of In-House Practical Training, amounting to 30 clock hours. Completion of the Hypnotherapist program is required to attend this program. Completion of the Clinical Hypnotherapist program is not required to attend this program.

Upon completion of this program, the Institute will award a diploma entitled Transpersonal Hypnotherapist.

Completing this program, including Hypnotherapist and Clinical Hypnotherapist training concludes the 500 hour training through the Institute and awards upon the student all Institute Diplomas and qualifies them for IAIH Certification.

Class Code	Description	Clock Hours
TP601	Macro- and Microcosmology	5
TP602	Theories of Reincarnation and Karma	5
TP603	Eastern Philosophy and Psychology	5
TP604	Past-Life Regression Therapy	20
TP605	Life-Between-Life Regression	10
TP606	Special Instances of Altered State Work	10
TP607	Out-of-Body Experiences and Remote Viewing	5
TP608	Stages of Spiritual Growth	5
TP609	Meditation	5
TP610	Practical Hours	30
Total Clock Hours		100

Course Descriptions

- TP601** **Macro- and Microcosmology**
(5 clock hours)
An in-depth look into a metaphysical model of the universe and its genesis, as well as the human being's place within this macrocosmic order. This course begins the Transpersonal work of the Institute's training, where a human being is seen as having a spiritual side that becomes exceptionally empowering in the healing process.
- TP602** **Theories of Reincarnation and Karma**
(5 clock hours)
Models of multiple lifetimes are covered. Along with the traditional models of reincarnation, we also explore theories of transmigration and the oversoul theory, while looking at how unresolved karma affects current life situations.
- TP603** **Eastern Philosophy and Psychology**
(5 clock hours)
A detailed look into the Yoga Sutras of Patanjali and an Eastern model of the psyche and the Spirit. This course explores the causes of human suffering and a means for eliminating this suffering through the practice of Samadhi meditation.
- TP604** **Past-Life Regression Therapy**
(20 clock hours)
Prepares the student to facilitate a past-life regression session including: pre-talk and education, trance induction and deepening to access past-life memories, processing past-life information, working with the interlife space, working with guides/higher wisdom, processing unresolved karma, and integrating new understandings into the present life situation.
- TP605** **Life-Between-Life Regression**
(10 clock hours)
A deeper look into the use of hypnosis to explore the time known as "life-between-life," where the Transpersonal Hypnotherapist facilitates a thorough review of the events that occur after a past-life and before the next incarnation.
- TP606** **Special Instances of Altered State Work**
(10 clock hours)
Based largely upon the work of Winifred Blake Lucas, PhD and Dr. Edith Fiore, we explore the nature of entity attachment and how such energies effect clients. This course explores ancient and modern theories of possession and the means for releasement. The use of hypnosis for uncovering memories of alien abduction and other esoteric concepts are also covered.
- TP607** **Out-of-Body Experiences and Remote Viewing**
(5 clock hours)
This course helps the student to understand and experience a deeper spiritual component to his or her being. As many clients will have questions in this regard, the student is empowered with this knowledge, as well as the methods of hypnosis used to facilitate experiences outside of the physical body, including the concept of remote viewing to use the altered state to have direct and verifiable experiences of what modern physicists call a non-local universe.

TP608**Stages of Spiritual Growth**

(5 clock hours)

Empowers the student with teachings from many of the world's great wisdom traditions about an individual's progress along the spiritual path. This training helps the student to work with all clients regardless of their religious/spiritual background so as to facilitate progress for all who seek help.

TP609**Meditation**

(5 clock hours)

An introduction and deepening of the Meditation System as taught at Anahat Meditation Center and as found in the books *The Sacred Geometry of Meditation* and *The Journals of Myckal Divane*. These teachings cover universal methods of meditation as well as a concrete system designed to facilitate exceptional meditation teachers and healers.

TP610**Practical Hours**

(30 clock hours)

Practical (hands-on) hours are interspersed throughout this program to encourage students to practice each and every technique that they have been taught on their fellow students. This allows students to not only practice what they are learning, but also to experience it for themselves.

Tuition and Fees

A **Clock Hour** is defined as a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

Each clock hour is \$17.50.

Hypnotherapist Certification – Total 300 Hours

HT – Hypnotherapist – 300 Hours

Tuition	\$5,250.00
Registration Fee	\$100 (included)
Books	<u>\$74.84</u>
TOTAL	\$5,324.84

Total Tuition for 300 Hours = \$4,800

Clinical Hypnotherapist Certification – Total 400 Hours

CH – Clinical Hypnotherapist – 100 hours

Tuition	\$1,750.00
Registration Fee	\$100 (included)
Books	<u>\$ 41.90</u>
TOTAL	\$1,791.90

Total Tuition for 400 Hours = \$6,400

Transpersonal Hypnotherapist – Total 500 Hours

TP – Transpersonal Hypnotherapist – 100 hours

Tuition	\$1,750.00
Registration Fee	\$100 (included)
Books	<u>\$ 27.90</u>
TOTAL	\$1,777.90

Total Tuition for 500 Hours = \$8,750.00

Additional expenses:

\$144.64 + tax for textbooks (prices of books may vary slightly, optional books extra)

Optional expenses:

- (a) The initial fee for registration and certification through the International Association of Interpersonal Hypnotherapists is \$125 for the certification for Hypnotherapist. The additional certification of Clinical Hypnotherapist is \$25 and certification for Transpersonal Hypnotherapist is \$25. All three certifications cost \$175 every two years.
- (b) Parking at the Tampa location usually requires garage parking during the week. Practical hour parking, unless other arrangements are made, averages about \$10.00 per day. Parking at other Externship Locations may require additional parking fees as well.

- (c) The Institute of Interpersonal Hypnotherapy has a network of graduates trained to offer optional additional mentoring or tutoring hours to students. These services generally cost \$45 per hour and are payable to the Mentors directly. Contact our Student Services Department for more information.
- (d) Each Externship Location typically has a Graduation Dinner at the end of the Transpersonal Hypnotherapy in-house practical hours. This optional dinner is open to any graduate of the September 2017 class, and their friends and family. Typically, this dinner is held at a local restaurant (this may vary depending upon location), and all attendees are expected to pay for their own meal which is expected to cost no more than \$50.

To apply for a seat in the class, students must submit a minimum \$300 deposit plus any additional tuition payment and tax. \$100 of this is a non-refundable registration fee. This deposit is then applied toward a student's tuition. Payment may be made in the form of cash, check, cashier's check or major credit card.

Programs and their sections can be paid for individually or all at once.

Financial Aid/Student Loans

The Institute of Interpersonal Hypnotherapy offers financial aid in the form of student loans for those who qualify. This allows qualified borrowers to make monthly payments at an affordable rate. The Institute and the student develop a legally binding agreement using the Institute's financial section of our enrollment agreement.

Eligibility for student loans is dependent upon a credit check and a review of the prospective borrower's current income in relation to current expenses per month. It is at the school's discretion to accept a student for financial assistance based upon an evaluation of credit and financial status.

All refunds concerning student loans automatically default back to the Institute's refund, withdrawal, and dismissal policies as found within this catalog.

Administrative Staff and Faculty

Administration

Matthew Brownstein – President/School Director/Director of Training/Evacuation Coordinator/Student Services

Monica Watermann – Director of Admissions

Faculty

Matthew Brownstein – Lead Instructor and Examiner, Santa Barbara, CA Locations Director

Programs taught: Hypnotherapist, Clinical Hypnotherapist, Transpersonal Hypnotherapist.

- Bachelor of Arts in Religion – University of Florida, Gainesville, 1994
- Clinical Hypnotherapist – Hypnotherapy Academy of America, Santa Fe, New Mexico, 1997
- Master Neuro-Linguistic Programming Practitioner – National Federation of Neuro-Linguistic Psychology, Venice, Florida, 2001
- Approved Hypnotherapy Instructor, 2007
- Designated Hypnotherapy Examiner, 2007
- Approved Hypnotism School, 2007
- Anahat Education Group, Inc., Certified Presenter 2015

Renukha Arjoon – Hollywood, FL Externship Location Director, IAIH Certified Instructor and Examiner

Programs taught: Hypnotherapist, Clinical Hypnotherapist, Transpersonal Hypnotherapist

- Bachelor of Science in Life Sciences – Nova Southeastern University, Davie, Florida, 2002
- Certified Hypnotherapist, Institute of Interpersonal Hypnotherapy, Tampa, Florida, 2011
- Certified Clinical Hypnotherapist, Institute of Interpersonal Hypnotherapy, Tampa, Florida, 2011
- Certified Transpersonal Hypnotherapist, Institute of Interpersonal Hypnotherapy, Tampa, Florida, 2011
- IAIH Approved Hypnotherapy Instructor, 2015
- IAIH Designated Hypnotherapy Examiner, 2015
- Anahat Education Group, Inc., Certified Presenter, 2015
- Certified Interpersonal Hypnotherapist, Institute of Interpersonal Hypnotherapy, 2015

Julie Matthews – Tampa Location Director, IAIH Certified Instructor and Examiner

Programs taught: Hypnotherapist, Clinical Hypnotherapist, Transpersonal Hypnotherapist

- Certified Hypnotherapist, Institute of Interpersonal Hypnotherapy, Tampa, Florida, 2014
- Certified Clinical Hypnotherapist, Institute of Interpersonal Hypnotherapy, Tampa, Florida, 2014
- Certified Transpersonal Hypnotherapist, Institute of Interpersonal Hypnotherapy, Tampa, Florida, 2014
- Anahat Education Group, Inc., Certified Presenter, 2015
- IAIH Approved Hypnotherapy Instructor, 2015
- IAIH Designated Hypnotherapy Examiner, 2015

January 2018 Training Schedule

Program – Hypnotherapist - Start Date 01/31/2018

Section One of Hypnotherapist Training - Fundamentals of Hypnotism

Online Interactive Tutorials

Students are expected to complete approximately fifteen (15) hours of Online Interactive Tutorials per week.

Live Online Classes (*All Live Class times for all sections are EST and are recorded for later viewing.*)

NOTE: All Live ONLINE Classes are recorded for later viewing

01/31/2018 – Wednesday from 2:00pm to 5:00pm

02/14/2018 – Wednesday from 2:00pm to 4:00pm

02/28/2018 - Wednesday from 2:00pm to 4:00pm

Supervised Clinical Hours (*All Supervised Clinical hours for all sections are local time*)

Tampa and Hollywood, FL, Santa Barbara, CA – 03/09/2018 to 03/11/2018 – 8:30am to 6:30pm (Friday through Sunday)

Section Two of Hypnotherapist Training - Advanced Hypnotism

Online Interactive Tutorials

Students are expected to complete approximately fifteen (15) hours of Online Interactive Tutorials per week.

Live Online Classes

03/14/2018 – Wednesday from 2:00pm to 4:00pm

03/28/2018 – Wednesday from 2:00pm to 4:00pm

04/11/2018 - Wednesday from 2:00pm to 4:00pm

Supervised Clinical Hours (*All Supervised Clinical hours for all sections are local time*)

Tampa and Hollywood, FL, Santa Barbara, CA – 04/27/2018 to 04/29/2018 – 8:30am to 6:30pm (Friday through Sunday)

Section Three of Hypnotherapist Training – Hypnotherapist

Online Interactive Tutorials

Students are expected to complete approximately fifteen (15) hours of Online Interactive Tutorials per week.

Live Online Classes

05/09/2018 – Wednesday from 2:00pm to 4:00pm

05/23/2018 – Wednesday from 2:00pm to 4:00pm

06/06/2018 - Wednesday from 2:00pm to 4:00pm

Supervised Clinical Hours (*All Supervised Clinical hours for all sections are local time*)

Tampa and Hollywood, FL, Santa Barbara, CA – 06/15/2018 to 06/17/2018 – 8:30am to 6:30pm (Friday through Sunday)

06/17/2018 – Expected End Date

NOTE: Please note that the school reserves the right to change or add start dates.

Program - Clinical Hypnotherapist

Online Interactive Tutorials

Students are expected to complete approximately fifteen (15) hours of Online Interactive Tutorials per week.

Live Online Classes

06/20/2018 – Wednesday from 2:00pm to 4:00pm

07/05/2018 – **Thursday** from 2:00pm to 4:00pm (Shifted due to 4th of July)

07/18/2018 - Wednesday from 2:00pm to 4:00pm

Supervised Clinical Hours (*All Supervised Clinical hours for all sections are local time*)

Tampa and Hollywood, FL, Santa Barbara, CA – 07/27/2018 to 07/29/2018 – 8:30am to 6:30pm (Friday through Sunday)

07/29/2018 – Expected End Date

NOTE: Please note that the school reserves the right to change or add start dates.

Program - Transpersonal Hypnotherapist

Online Interactive Tutorials

Students are expected to complete approximately fifteen (15) hours of Online Interactive Tutorials per week.

Live Online Classes

08/01/2018 – Wednesday from 2:00pm to 4:00pm

08/15/2018 - Wednesday from 2:00pm to 4:00pm

08/29/2018 - Wednesday from 2:00pm to 4:00pm

Supervised Clinical Hours (*All Supervised Clinical hours for all sections are local time*)

Tampa and Hollywood, FL, Santa Barbara, CA – 09/07/2018 to 09/09/2018 – 8:30am to 6:30pm (Friday through Sunday)

09/09/2018 – Expected End Date

2018 Holidays

New Year's Day – January 1st
Martin Luther King Day – January 15th
Valentine's Day – February 14th
President's Day – February 19th
Easter Sunday – April 1st
Mother's Day – May 13th
Memorial Day – May 28th
Father's Day – June 17th
Independence Day – July 4th
Labor Day – September 3rd
Halloween – October 31st
Veteran's Day – November 11th (observed 11/12)
Thanksgiving – November 22nd
Christmas – December 25th
New Year's Eve – December 31st

Expected start-dates of future classes could occur in January, April, June and September for each calendar year. Please contact the school if you are interested in a start-date not listed in this catalog or would like to begin at a different start-date.