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Catalog Checklist
EAB 1.25

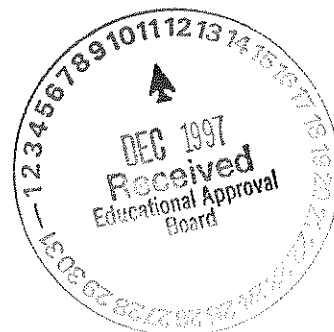
**HYPNOSIS WELLNESS & TRAINING
CENTER
20 S. MAIN STREET, SUITE #24
JANESVILLE, WI 53545
(608)757-0716**

SCHOOL CATALOG

Classes offered:

HYPNOTHERAPY CERTIFICATION

Handwritten:
12/11/97
Jm7



1 Catalog Checklist

2 EAB 1.25

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HYPNOSIS WELLNESS & TRAINING CENTER

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20 S. MAIN STREET, SUITE #24

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JANESVILLE, WI 53545

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(608) 757-0716

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August, 1997

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SCHOOL CATALOG

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INSTRUCTIONS FOR

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HYPNOTHERAPY CERTIFICATION

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Course Includes:

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Hypnosis Training Weeks I, II, III & IV

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Call or write for Calendar of Events

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1 EAB 1.11

2 Section 2D

3 D. Objectives

4 (Catalog, Page 3)

5

6 **A. SCHOOL OBJECTIVES:**

7

8 To thoroughly prepare students for important advancement in their career by studying:

9

10 **HYPNOTHERAPY CERTIFICATION:**

11 First 50 hour section includes:

12 * An overview of the field of Hypnosis, including Medical and Therapeutic uses, Personal
13 Improvement, Educational uses, uses in Law Enforcement.

14 * The rationale for Hypnosis.

15 * The use of suggestibility testing to determine the best hypnotic subjects.

16 * The depth stages of hypnosis.

17 * How and when to use Authoritative and Permissive induction techniques.

18 * The method to formulate and use post-hypnotic suggestions.

19 * The simple 3-minute method of self-hypnosis for self-improvement.

20 * Specific applications for hypnosis and self-hypnosis including proven and tested programs for
21 smoking cessation, weight control, stress management.

22

23 Second 50 hour section includes:

24 *What is Hypnosis?*

25 A complete technical and simple explanation of hypnosis is explored. Concepts of primary and
26 secondary suggestibility are introduced.

27

28 *The First Session With a Client*

29 The timing and structure of the first hypnosis session with a client is outlined and practiced -- how
30 to explain hypnosis to a client; which induction method to use and how to incorporate
31 suggestibility testing and depth testing when appropriate.

32

33 *Assessment - Goal Setting - Reinforcement*

34 This lesson introduces, through interactive discussions and application exercises, the methodology
35 to develop a treatment plan for most presenting problems. Participants will learn the BASIC
36 assessment model and format for developing goal setting skills and a simple technique for creating
37 reinforcement scripts.

38

39 *Image Psychology and Hypnosis*

40 Through case studies, role play activities and illustrations the practical applications of using
41 imagery in conjunction with proven ego-strengthening techniques are explored.

42

43 *Sessions Two, Three and Four With a Client*

44 Participants are taught to structure all additional sessions with clients, including the development
45 of actual advisement plans.

1 *Teaching a 6-Hour Self-Hypnosis Course*

2 A three-step method is demonstrated and participants actually construct their own system for
3 teaching a complete program.

4

5 *Hypnosis Practice - How To Structure It*

6 The varied options open to create a profitable hypnosis practice are explored, including how to
7 start and expand one's private clinical practice, the possibilities of a teaching practice and
8 marketing one's hypnosis expertise to the corporate world.

9

10 *Uncovering Techniques (Regression)*

11 Working with age regression. The rationale for using regression techniques including
12 affect-bridge, automatic writing and other methods.

13

14 *Summary*

15 The fine points of using hypnosis for a variety of problems are detailed. Students will study:

16 * How to use hypnosis in conjunction with Image Psychology utilizing color, visual and
17 kinesthetic imagery.

18 * How to get psychological and medical referrals by becoming expert at a specific hypnotic
19 process such as uncovering techniques, with emphasis placed on how to teach the affect-bridge
20 techniques of age regression

21 * The structural format necessary to run a successful office practice.

22 * A three-phase program for attaining a successful career in Hypnosis. This includes: How to
23 start and expand an office practice including advertising and marketing.

24

25 **B. EMPLOYMENT OPPORTUNITIES:**

26

27 The curriculum is designed to provide a complete classical approach to hypnosis, which enables
28 each student to immediately become a practicing hypnotherapist, specializing in weight control,
29 smoking cessation and stress management for individuals and groups. Upon completion of the
30 Advanced Hypnotherapy course of study, graduates will be eligible for Certification by the
31 National Guild of Hypnotists (NGH).

32 The course of study is designed for those who want a career advancement and/or who want to
33 work with people in a private professional practice of their own. It is also suitable for mental
34 health professionals, including therapists, counselors, social workers, nurses and teachers who
35 want to enhance their skills.

36 Successful completion of this program qualifies students to practice hypnotherapy as an occupa-
37 tion. Hypnotherapy is a recognized occupation by the U.S. Department of Labor and is listed in
38 its Directory of Occupational Titles, code 079.157.010. After passing the NGH examination,
39 students will become certified as hypnotherapists by the National Guild of Hypnotists, and will
40 meet all requirements for admission to the hypnotist union, Local 104, Office and Profess-
41 ional Employees International Union of the AFL-CIO. Mrs. Ackerman is a union instructor, and
42 training offered by her is recognized by Local 104 as meeting all requirements for union
43 membership.

44 The program also qualifies students who are already licensed to practice health care to add
45 hypnotism to their professional practice, within the limitations specified in their regulatory laws.

1 **C. INTRODUCTION:**

2

3 Charlene Ackerman, C. Ht., A.C.I. (Advanced Certified Instructor), is Developer, Owner, Sole
4 Proprietor, Chief School Administrator and Instructor for the HYPNOSIS WELLNESS &
5 TRAINING CENTER. She is recognized as a qualified Instructor by the AFL-CIO Union. The
6 Hypnosis Wellness & Training Center was established in July of 1992.

7 Charlene Ackerman began studying Hypnosis in earnest in 1988 when she became a member of
8 the Association to Advance Ethical Hypnosis, chartered by the state of New Jersey in 1988 upon
9 completion of her first hypnosis training from Sydney Schneider, Niles, IL.

10 After leaving a 17 year career in Real Estate, she began to intensify her studies. In 1991 she
11 began her private practice. She became a Certified Hypno-Anesthesia Therapist, as well as a
12 Member of the National Guild of Hypnotists (NGH).

13 In 1992 she completed the National Guild of Hypnotists, Train The Trainer course, and became
14 an Advanced Certified Instructor with the NGH. The National Guild of Hypnotists is the world's
15 largest hypnosis organization with over 5,000 members in the U.S. and 17 other countries.

16 She was selected to teach Basic Hypnosis Certification & Advanced Hypnosis Certification
17 courses at NGH conventions in New Hampshire.

18 She is a regular speaker at the NGH conventions as well as several other hypnosis conventions.

19 She is best known for her work with GREAT AMERICAN SMOKE OUT FREE STOP
20 SMOKING CLINICS, which won her Member of the Year award with the NGH. Clinics are
21 given in conjunction with the Great American Smoke Out as a fund raiser for the American
22 Cancer Society by collecting donations from participants. Advertising, facilities for the clinics, as
23 well as the presenting hypnotists, are all donated. These clinics have expanded to Canada and
24 Europe. The idea is featured in an upcoming book on Starting a Hypnosis Business.

25 She developed a technique called The Silencer, which is a very effective technique for handling
26 severe trauma (PTSD).

27 She was selected for inclusion in WHO'S WHO In Executives and Professionals. She is also a
28 member of the International Medical and Dental Hypnotherapy Association and International
29 Association of Therapeutic Specialists.

30

31 **D. HOLIDAYS AND VACATION:**

32

33 The **Hypnosis Wellness & Training Center** will be closed on the following days:

34

35 * New Years Day

36 * Easter Sunday

37 * Memorial Day

38 * Independence Day

39 * Labor Day

40 * Thanksgiving

41 * Christmas

42 The Center will be closed on the same day recognized on a National level should any of these
43 holidays fall on a weekend.

44

45

1 E. ADMISSION PROCEDURE:

2

3 >>> Students that are interested may contact the Hypnosis Wellness & Training Center by phone,
4 mail or in person.

5 >>> Receive a school catalogue packet and be put on our mailing list for up coming classes.

6 >>> Students may schedule a time for an interview and tour for a new direction in life.

7 >>> Cost of application is \$100.00, payable prior to first day of class. The remaining balance is
8 due on or before the first day of class.

9 >>> All payments can be paid by Cash, Check, Money Order or Credit Card (Visa or Master
10 Card). Make sure that you receive a receipt if paying cash.

11 >>> For the full amount, students may enroll in the HYPNOSIS WELLNESS & TRAINING
12 CENTER classes up to and including first day of class.

13 >>> Any student who registers late will have to make up the time in future classes, unless
14 personally tutored by Charlene Ackerman.

15

16 F. ENTRANCE ENROLLMENT REQUIREMENTS:

17

18 The student must be at least 18 years of age or older (unless parental consent is obtained).

19 Students must be capable of honoring financial obligations for tuition and materials.

20 The Hypnosis Wellness & Training Center has a clean air and health oriented environment.

21

22

23

24

25 **POSITIVE ATTITUDE:** In public students dress and conduct themselves in a comfortable
26 professional caring image.

27

28 **NO DISCRIMINATION** is made with regard to personal beliefs, religion, creed, race, color, sex,
29 national origin, ancestry, age, marital status, veteran status or handicap.

30 The school is willing to accept people who are willing to accept the challenge without limitations.

31

32 G. GRADING SYSTEM AND STANDARDS OF PROGRESS

33

34 Grades are never posted. Graded tests and assignments are shown to students and then returned
35 to the instructor. Permanent Records are kept in individual files and furnished upon request.

36 Letter grades are based on a percentage.

37

38 (4.0) A = 90 - 100% EXCELLENT

39 (3.0) B = 80 - 89% ABOVE AVERAGE

40 (2.0) C = 70 - 79% AVERAGE & SATISFACTORY

41 (1.0) D = 60 - 69% UNACCEPTABLE, NEEDS TO REPEAT CLASS

42

43 **INCOMPLETE** Anyone who receives an incomplete needs to schedule a time for repeating
44 their grade points. They may do so by repeating classes, or one-on-one tutoring with Charlene
45 Ackerman. When these grading points are completed, the O will be replaced by their new grade.

1 If not completed within the next two scheduled classes, the O will be added in as part of their
2 total grade. There is no grade penalty for makeup work.

3

4 To be in Good Academic Standing, **ALL STUDENTS** must have **all tuition and fees paid and**
5 **maintain a 2.0 (C) or above**, accumulative grade point average to be awarded their Certificate.

6

7 Accumulations of Grade Points are from:

8 * 1/3 from written test,

9 * 1/3 from practical in class practice sessions

10 * 1/3 from class attendance . This third also includes the person's participation and communication
11 of working in harmony and having a pleasant attitude with other people, staff, classmates and
12 clients.

13

14 Class attendance is very important for there are many unscheduled discussions. These discussions
15 may include understanding and knowing the intricacies of hypnosis and hypnotherapy. Actual
16 cases may be discussed, as well as suggestions on handling such limitations of practice and how
17 and when to refer a client out. Explanation of material and Hands On techniques are just as
18 important as the written test. The written test is important for scoring, testing learned
19 information and passing the National Guild of Hypnotists requirements for Certification.

20

21 The minimum grade considered satisfactory is a C, (2.0), 70% or higher for each course. Each
22 student has 6 months to get his/her grades up to 70% or higher. This can be done by attending
23 upcoming scheduled classes, at no additional cost within the 6 month period. Students may
24 choose to be privately tutored by Charlene Ackerman, for an additional fee. The minimum grade
25 considered satisfactory for the whole course is a C, (2.0), 70% or higher.

26

27 Everyone is expected to do their best. Students need to learn to ask for help when needed. No
28 one will be dismissed on poor grades. Instead, they are tutored with One on One Personal
29 Learning. If students feel that this is not the right career for them, they have the right to move on
30 and make their own decision of what they want in life. (See Refund Policy, page 18).

31

32 **H. SCHOOL REGULATIONS:**

33

34 **1. ENROLLMENT DOCUMENT:** Students simply need to submit a Registration form prior
35 to the first day of the class, accompanied by \$100.00 registration fee (check, money order, credit
36 card or cash).

37

38 **2. ATTENDANCE SHEET:** A student should call in when they cannot attend a class (due to
39 illness, weather or emergencies). Most of the classes are Hands On Technique. Therefore, it is
40 wise to fully attend **ALL** of the classes. A student will not be dismissed for unsatisfactory attend-
41 ance; however, missed classes must be made up in future classes within the next two scheduled
42 classes (app. 6 months), or tutored by Charlene Ackerman. This applies to all types of absences.

43

44 **3. TARDINESS:** To prevent any interruptions in the class, students are expected to be on time.
45 This is for all of the classes in the morning, afternoon and evening. Students who are late for any

1 of the classes will need to make up that time by repeating in a future class or private tutoring, or
2 assignments approved by the Hypnosis Wellness & Training Center. Students that miss the whole
3 day must make up the time in a future class.

4

5 **4. LEAVE OF ABSENCE:** Due to the length of the classes, a leave of absence is not applicable.
6 If a student is unable to complete the class due to illness, weather conditions or other important
7 emergencies, the student has the option to complete the classes on future dates or is entitled to a
8 refund, less materials, for the uncompleted portion of the class.

9

10 **5. CERTIFICATE OF COMPLETION:** Upon satisfactory completion of the Basic Hypnosis
11 & Advanced Certification Course, a Certificate of Completion shall be granted through the
12 National Guild of Hypnotists, of Manchester, NH.

13

14 **I. SCHOOL POLICY: (Description of Student Progress Report)**

15

16 There will be an individual student record kept on each student in a confidential file. Information
17 in each of these personal files will be the student's registration, attendance, progress reports,
18 tests, grade results, accumulation of Grades Points and any other records. No records may be
19 released without written authorization from the student. Only staff and the individual student
20 have access to their files (usually only during school hours).

21

22 The school maintains a cumulative academic record consisting of courses completed. At the end
23 of each class the student may request a grade and evaluation for the 50 hour course and an oral
24 evaluation of grades and progress reports will be given at the end of each semester.

25

26 The school will keep the student's records on file for seven (7) years after the student is no longer
27 enrolled. After seven (7) years only the Name, Last Address, Last Phone Number, Grade Points,
28 and any other Important Records will be kept as a permanent record.

29

30 **J. CONDUCT AND ETHICAL ENVIRONMENT:**

31

32 Our classes are directed towards a positive mental attitude, healthy body and safe environment.
33 Mature behavior and conduct, consistent with the highest relaxed (not tense) business standards
34 are expected of each student. Controlled Substance and Mood Altering Chemicals may be illegal
35 and may be a danger to us all. They impair safety and health, promote crime, lower productivity
36 and quality, and undermine public confidence in this institution.

37

38 All employees and students are absolutely prohibited from unlawfully manufacturing, distributing,
39 dispensing, possessing and using controlled substances, or consuming alcoholic beverages and
40 controlled substances. Here is a partial listing.

41

42 * Narcotics (heroin, morphine, etc.)

43 * Cannabis (marijuana, hashish)

44 * Stimulants (cocaine, steroids, diet pills, etc.)

45 * Depressants (tranquilizers)

1 * Hallucinogens (PCP, LSD, "designer drugs", etc.)

2 * Alcohol (liquor, beer, wine, etc.)

3

4 **K. DISMISSAL**

5

6 * The school reserves the right to suspend or dismiss a student who engages in one of the
7 following towards another person's or the school's property: unsatisfactory conduct, physical
8 abuse, verbal abuse, harassment, threats, violence, destruction or theft.

9 * Other rights to suspend or dismiss are: dishonesty, fraud, forgery, lying, cheating, failure to
10 adhere to the school rules and regulations.

11 * Students are asked not to cause a disruption in or during class time or any destruction of the
12 premises.

13 * Any use or possession of ammunition, firearms, guns, or other objects that are dangerous,
14 flammable or explosive is prohibited

15 * This also includes activity that impinges on the rights of others: smoking, the consumption,
16 use, or effects of use or possession or selling or purchasing of hallucinogens or mood and
17 mind altering chemicals in any part of the classroom and administration building at any time.

18 * People need to master their habits and not let any addiction be controlling them .

19

20 The student may be readmitted to the class with a written statement (for their student file) that
21 they will improve their conduct and prevent any reoccurrence of the situation. If there was any
22 damage(s) that was recorded in their student file, the student will take full responsibility to cover
23 all damages (this also will be noted in their student file). If students are involved in any other
24 misconduct they will be expelled permanently. The school and students want to keep the classes
25 flowing to receive more knowledge. The school and students do not want to waste time and
26 energy on those who do not have an open mind or any consideration for other people. (See
27 RE-ENROLLMENT, page 18).

28

29 **Employer Assistance Program (EAP) or Student Assistance Program (SAP)**

30

31 If the student (or an employer) has a problem or situation they will be referred to the appropriate
32 community agency for professional help. If they do not seek professional help, on the second
33 warning they will be dismissed. After they receive help and correction they then can reapply.
34 (See Re-Enrollment Policy)

35

36 **L. EMPLOYMENT PLACEMENT:**

37 At this time the Hypnosis Wellness & Training Center does not have any employment placement.
38

39 **M. TUITION and FEES:** (Prices may change without notice.)

40 Registration Fee: \$100.00

41

42

43 Total tuition for Advanced Hypnosis Certification Course: \$1,190.00

44 Credit may be given for previous hypnosis training. Price to be adjusted accordingly.

45

1 The **ONLY PAYMENT PLAN** is Per Course. Payment is expected in full on or before the first
2 day of class.

3

4 **BOOKS AND SCHOOL SUPPLIES:** Included in the tuition is Student Workbook * Audio &
5 Video Tapes * Business Start-up Portfolio * Scripts * Chevreul's Pendulum & Chart * Book on
6 Hypnosis and its Uses. Plus, upon completion of studies, students will receive a personalized 11X
7 14 Certificate * Embossed Membership Card * 12 Months Membership in the National Guild of
8 Hypnotists * THE JOURNAL OF HYPNOTISM and HYPNO-GRAM subscriptions plus
9 complete new member material and all benefits.

10 Additional books, supplies and scripts may be purchased at the HWTC Resource Center
11 Bookstore or elsewhere.

12

13 To make things convenient, the HWTC will have complimentary prices and student rates.

14 Student rate is a 10% discount for some products.

15

16 **N. COURSE OUTLINE:**

17

18 * Title of Course being taught is: **ADVANCED HYPNOSIS CERTIFICATION COURSE.**

19 * At this time, these classes are set up for people with jobs or working their way through
20 school. There is a 2 to 4 weeks period between classes. This also gives each student time to
21 practice between classes and therefore we are able to address any questions they may have
22 regarding the techniques taught in class.

23 * They will learn additional information for personal and family care, to a new career of helping
24 people being healthier and feeling good about themselves.

25 * There are two 50 hour courses with a total of 100 classroom hours for both. These hours
26 includes regular class time, discussions, theory, demonstrations and hands on practical time.

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Hypnosis Wellness & Training Center Hypnosis Certification Training Week I Schedule of Events

1		
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5		
6	Friday	
7		
8	1:00 p.m.	Introduction & Background
9	2:00 p.m.	Lesson 1: Preliminary Suggestibility Test
10	3:30 p.m.	Break
11	3:45 p.m.	Student practice
12	4:00 p.m.	Progressive Relaxation, Improve Study Skills, Step #1 of Self Hypnosis
13		Do self-evaluation on response
14	5:00 p.m.	Lesson 2: Recognition & Classification of Subjects
15	6:30 p.m.	Dinner Break!
16	7:30 p.m.	Student Practice-Complete Session
17		Progressive Relaxation, Script, Step #1 of Self Hypnosis, Count up
18	9:00 p.m.	Class ends
19	Saturday	
20		
21	9:00 a.m.	Discuss starting your business
22	10:00 a.m.	Lesson 3: Favorable & Unfavorable Influences & Dangers of Hypnosis
23	11:00 a.m.	Break
24	11:15 a.m.	Continue Lesson 3
25	1:00 p.m.	Lunch Break!
26	2:00 p.m.	Lesson 4: How to Hypnotize
27		Dr. Flowers Induction & Practice
28	4:00 p.m.	Break
29	4:15 p.m.	Demonstration of Depth Testing
30		Use of Depth Testing & Explanation
31	6:30 p.m.	Dinner Break!
32	7:30 p.m.	Student Practice
33	9:00 p.m.	Class ends
34	Sunday	
35		
36	10:00 a.m.	Lesson 7: Mechanical Aids
37	11:30 a.m.	Break
38	11:45 a.m.	Lesson 8: Deepening Techniques
39	2:00 p.m.	Lunch Break!
40	3:00 p.m.	Elman Induction, Hypnosis Session, Step 2 of Self-Hypnosis
41	4:45 p.m.	Break
42	5:00 p.m.	Explaining Hypnosis to Clients
43	5:15 p.m.	Student Practice
44	6:15 p.m.	Question and Answer Session
45	7:00 p.m.	Class Ends

Hypnosis Wellness & Training Center Hypnosis Certification Training Week II Schedule of Events

1		
2		
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4		
5		
6	Friday	
7		
8	1:00 p.m.	Review
9	2:00 p.m.	Lesson 6: Suggestion Management, Step 3 of Self-Hypnosis
10	3:30 p.m.	Break
11	3:45 p.m.	Appointment with Clients are scheduled
12	6:30 p.m.	Dinner Break!
13	7:30 p.m.	Blackboard Induction Hypnosis Session
14	9:00 p.m.	Class ends
15		
16	Saturday	
17	9:00 a.m.	Lesson 9: Anesthesia Management
18	11:00 a.m.	Break
19	11:15 a.m.	Rapid & Instant Inductions-Demonstration & Practice
20	1:00 p.m.	Lunch Break!
21	2:00 p.m.	Scheduled appointments with Clients
22	4:00 p.m.	Break
23	4:15 p.m.	Scheduled appointments with Clients
24	6:30 p.m.	Dinner Break!
25	7:30 p.m.	Forest & Stream Induction & Hypnosis Session
26	8:30 p.m.	Question & Answer
27	9:00 p.m.	Class ends
28	Sunday	
29		
30	10:00 a.m.	Lesson 10: Hypnosis Applications
31		Stop Smoking, Weight Control
32	11:30 a.m.	Break
33	11:45 a.m.	Working with Stress
34	2:00 p.m.	Lunch Break!
35	3:00 p.m.	Scheduled appointments with Clients
36	4:30 p.m.	Break
37	4:45 p.m.	Exam
38	6:00 p.m.	Correct Exams & Discussion
39	7:00 p.m.	Class Ends
40		
41		
42		
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44		
45		

Hypnosis Wellness & Training Center

Hypnosis Certification Training Week III

Schedule of Events

1		
2		
3		
4		
5		
6	Friday	
7		
8	1:00 p.m.	Introduction & Background
9	2:00 p.m.	Lesson 1: What is Hypnosis?
10		Lesson 2: The First Session with a Client
11	3:30 p.m.	Break
12	3:45 p.m.	Lesson 3: Behavioral Assessment
13		Goal Setting
14	6:30 p.m.	Suggestion Management
15	7:30 p.m.	Dinner Break!
16		Review Suggestibility Test
17		Hypnosis & Relaxation Training
18	9:00 p.m.	Class ends
19	Saturday	
20		
21	9:00 a.m.	Lesson 4: Image Psychology & Hypnosis
22	10:00 a.m.	Systematic Desensitization
23	11:00 a.m.	Break
24	11:15 a.m.	Continue Systematic Desensitization
25	1:00 p.m.	Lunch Break!
26	2:00 p.m.	Ego Strengthening Induction
27		The Gift Technique
28	4:00 p.m.	Break
29	4:15 p.m.	Demonstration-Age Regression Ideomotor-Volunteer Student
30	5:00 p.m.	Discussion-Review Age Regression Form
31	6:30 p.m.	Dinner Break!
32	7:30 p.m.	Student Practice
33	9:00 p.m.	Class ends
34	Sunday	
35		
36	10:00 a.m.	Lesson 5: Sessions 2, 3, & 4 with Client
37	11:30 a.m.	Break
38	11:45 a.m.	Lesson 6: Designing and Teaching a six-hour Self-Hypnosis Course
39	2:00 p.m.	Lunch Break!
40	3:00 p.m.	Introduce Ideomotor Regression
41		(The Silent Regression Therapy)
42	4:30 p.m.	Break
43	4:45 p.m.	Volunteer Student Demonstrations
44	5:00 p.m.	Student Practice
45	6:30 p.m.	Open Discussion
	7:00 p.m.	Class Ends

Hypnosis Wellness & Training Center Hypnosis Certification Training Week IV Schedule of Events

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4		
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6	Friday	
7		
8	1:00 p.m.	Review/Discussion, Question and Answer Session
9	2:00 p.m.	Lesson 7: Your Hypnosis Practice, How to structure it
10	3:45 p.m.	Break
11	4:00 p.m.	Barber's Mystical Induction
12	5:30 p.m.	Scheduled appointments with Clients
13	6:30 p.m.	Dinner Break!
14	7:30 p.m.	Working with Corporate Programs
15	9:00 p.m.	Class ends
16	Saturday	
17		
18	9:00 a.m.	Open Discussion
19	10:00 a.m.	Age Regression Calendar Method-Demonstration
20	10:30 a.m.	Break
21	10:45 a.m.	Student Practice
22	12:30 p.m.	Lunch Break!
23	1:30 p.m.	Hyperempheria-Induction
24		Age Regression-Student Volunteer
25	4:00 p.m.	Break
26	4:15 p.m.	Further Discussion on Age Regression
27	5:00 p.m.	Scheduled appointments with Clients
28	6:30 p.m.	Dinner Break!
29	7:30 p.m.	Student Practice
30	9:00 p.m.	Class ends
31	Sunday	
32	10:00 a.m.	Automatic Writing
33		(All students experience)
34	11:30 a.m.	Break
35	11:45 a.m.	Age Regression Demonstration-Affect Bridge
36		Student Practice
37	2:00 p.m.	Lunch Break!
38	3:00 p.m.	Age Regression per request for students
39	4:30 p.m.	Break
40	4:45 p.m.	Open Discussions
41		Student Practice
42	7:00 p.m.	Class Ends
43		
44		
45		

1 O. PREVIOUS SCHOOLING AND REQUIREMENTS:

2

3 There are no requirements for previous schooling.

4 Students under the age of 18 and still in High School will be permitted to attend only with signed
5 approval from their parents or guardians.

6 If students have previous Hypnosis training through a recognized organization by the NGH, they
7 may take any portion of the Hypnosis Certification Training Course. The fee will be adjusted
8 accordingly.

9

10 P. SCHEDULE OF CLASSES:

11

12 Classes will be scheduled at different intervals throughout the year. The primary scheduling will
13 begin on Friday afternoon and end Sunday evening for the convenience of people who are in the
14 work force. A total of 12 days are required to meet the 100 hour classroom training, therefore
15 the classes are to be held 2 to 4 weeks after the first 3 days. Occasional classes may be scheduled
16 for week days, depending on the demand of students. A calendar of events giving the dates of the
17 classes will be sent to interested parties.

18 Hypnosis Training Certification course consist of 100 class room hours.

19 Additional guest speakers and presenters in complimentary fields will be offered from time to
20 time. Most of these workshops will qualify attendees for CEU, requirements to renew
21 membership with NGH.

22

23 Q. CLASS FACILITIES:

24

25 The Hypnosis Wellness & Training Center is located at 20 S. Main Street, Suite #24, Janesville,
26 WI. The office is 15.5 X 43, (approximately 680 square feet). For the best personal attention,
27 the average class size is 6 to 12 students. An additional larger meeting room is available on the
28 premises for other sponsored training by the HWTC.

29

30 SCHOOL LOCATION

31

32 Hypnosis Wellness & Training Center is located in downtown Janesville, at 20 S. Main Street,
33 Suite 24, in the OLDE TOWNE MALL. The Olde Towne Mall is a professional building which
34 consists of numerous offices in addition to a Postal Substation. The building is located between
35 Milwaukee Avenue and Court Street. Ample parking is available in the back of the building, as
36 well as in a public parking area across the street from the Olde Towne Mall. These parking lots
37 have all-day parking available.

38 Janesville is easily reached on Interstate I-90.

39 (See maps on next page.)

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Olde Towne Mall

20 S. Main Street, Suite #24

Janesville, WI 53545

Students traveling on I - 90 from the North may use Exit #171-A, S.E. This will bring them into Janesville on Hwy. 26 (or Milton Avenue). Turn right on Centerway and then left onto Main Street.

Traveling from the South on I-90 use Exit #175-A, West, entering Janesville on Racine Street. At the third Stop & Go light, turn right onto Main Street.

1 R. RE-ENROLLMENT POLICY:

2

3 There will be no additional charge or fee for any personal leave with a written excuse, as long as
4 the student reapplies within six (6) months after leaving the first time.

5

6 No one will be dismissed with poor grades or poor attendance. They will need to repeat until
7 they have accomplished their goal.

8

9 * * When students want to improve their grade, or with any other re-enrollment after six (6)
10 months or less, there will be no charge to repeat the class. However, it will be at the
11 discretion of HTWC as to the availability of space. First time students will have priority.

12

13 * * When students want to improve their grade, or with any other re-enrollment within six (6) to
14 twelve (12) months, there will be a 20% charge of the class cost to repeat the class.
15 (Example: Cost of class is \$500.00. The charge is \$100.00).

16

17 * * For any re-enrollment one (1) year or after, there will be a 50% charge of the class cost to
18 repeat the class.

19

20

21 When students have been dismissed, (misconduct, disrupting the school ethical environment, etc.,
22 see School Policy) they may re-enroll for classes under the following conditions:

23

24 * * Contact the Hypnosis Wellness & Training Center administration Office by mail or in person
25 with a written letter requesting re-enrollment; stating, "How I am going to improve."
26 and "Why it is important that I want to retake this class".

27

28 * * After the school receives the written statements the school will review and make a decision
29 within 10 days, and then schedule a time for a second interview.

30

31 * * Another one-time Application Cost of \$30.00 is payable at interview time.

32

33 * * All payments in full can be paid by Cash, Check, Money Order or Credit Card (Visa or
34 Master Card). Make sure that you receive a receipt when paying cash.

35

36 * * Re-enrollment students are encouraged to enroll and pay 2 WEEKS prior to first class.

37

38 * * If the student is accepted back within six (6) months or less there will be no charge to
39 repeat the class.

40

41 * * If the student is accepted back after six (6) to twelve (12) months there will be a 20% charge
42 of the class cost to repeat the class. (Example: Cost of class is \$500.00. The charge is
43 \$100.00)

44

45

1 * * For any re-enrollment one (1) year or after there will be 50% charge of the class cost to
2 repeat the class.

3
4 * * Condition of re-admission will be that the student is participating (or has participated) in a
5 support system. (See Dismissal, EAP & SAP)

6
7 **S. WITHDRAWAL and REFUND POLICY:**

8
9 The number of students is necessary to keep this system flowing. When students withdraw from
10 the school they leave a vacancy that may not be filled in time for the beginning class.

11
12 **FULL REFUND**

13
14 The school will give a student a full refund of all money paid by the student if the student cancels
15 enrollment within 3 business days of receipt of notice of acceptance; the student accepted was
16 unqualified or the school procured the student's enrollment as the result of false representations.

17
18 **AFTER COMMENCEMENT OF CLASSES**

19
20 A student who withdraws or is dismissed after attending at least one class, but before completing
21 60% (7.2 classes) is entitled to a pro rata refund, less any amounts owed by the student for the
22 current enrollment period. The school will retain \$30 of the registration fee.

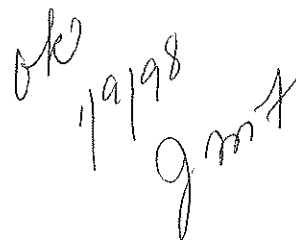
23
24 All efforts will be made to refund prepaid amounts for books, supplies, and other charges unless
25 the student has consumed or used those items and they can no longer be used or sold to new
26 students, or returned by the school to the supplier.

27
28 No refund will be given to any student who withdraws or is dismissed after completing 60% of
29 the program.

30
31 Any student who fails to attend classes for a period of 2 consecutive class days without providing
32 an explanation will be considered withdrawn from the program. If required, the school will make
33 a refund to the student.

34
35 All refunds will be made to the students in 40 calendar days.

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Handwritten signature and date "1/9/98 gmt" in the right margin.