**THE LABYRINTH CENTER**

**School Catalog**

**January, 2024**

**GENERAL INFORMATION**

Mission Statement: The Labyrinth Center is committed to providing the best education in hypnosis in order that you may begin to practice immediately upon completion of the required coursework. Consulting Hypnotists certified by the NGH are helping ordinary, everyday people with ordinary, everyday problems using individual hypnotic techniques.

Discrimination: The Labyrinth Center does not discriminate on the basis of age, gender, physical ability, marital status, sexual orientation, race or religion.

Location: The Labyrinth Center operates at Synergy Coworking, 6709 Raymond Road, Madison, WI 53719 This facility provides various conference rooms for teaching and space for practicing.

Owner: The Labyrinth Center is owned and administered by Sue Joy-Sobota

Course Offering: National Guild of Hypnotists Certification Training

The Labyrinth Center’s NGH certification courses are held either on four weekends or the intensive session is held over ten straight 8-hour days. Classes are not held on National Holidays such as Christmas, Easter, 4th of July.

Sue Joy-Sobota is the instructor and a graduate of the University of Wisconsin-Madison. She received her Hypnosis Teacher Training at the National Guild of Hypnotists in 1996 and has maintained an active hypnosis practice since that time. Sue has received credentials in a variety of supportive modalities such as Neuro-Linguistic Psychology, Intuitive Communication Skills (Instituto di Psycoliogia Analogica, Italy, 1997), Past-Life Training (basic and advanced training) 1998 A.R.E., Ericksonian Hypnosis, Master level certification (NICABM, 2004), Dignity Therapist Certification (University of Winnipeg, 2012), Metaphors, Truisms, and Disguised Suggestions (Mottin & Johnson, 2017), Treating Trauma (NICABM, 2018), Working with Clients who struggle with an inner critic (NICABM, 2018), Michael Newton Institute, Life Between Lives® certified hypnotherapist (MNI, 2020)

Sue maintains regular contact with former students and other hypnotists in the field to ensure the course work and supplemental materials presented are current and valuable to the student. She has continued her education via independent learning to maintain and modernize techniques utilized in the field of hypnosis.

**ADMISSIONS AND ENTRANCE REQUIREMENTS**

Students are expected to have received a High School diploma or equivalent, be 18 years of age by the date of their first class. Students are expected to be of high moral character, conduct themselves in a professional and ethical manner and meet financial obligations to the Labyrinth Center. The Labyrinth Center does not grant advanced standing for prior education and training.

The NGH Certification Training provides a full curriculum consisting of the theory, practice and applications of hypnotism, instruction and supervised practice in hypnotic methodology, the possibilities and limitations of hypnotism, with thorough instruction on the Ethics and Standards of our profession. Students completing this training receive NGH Certification as a Consulting Hypnotist and may practice in the State of Wisconsin. Students are restricted from practicing as a hypnotherapist without the prescription, referral, direction and/or supervision of a medical professional.

No more than eight (8) students will be accepted into the class. Students are accepted after a Registration Fee has accompanied a completed Registration Form. Students are notified of acceptance by e-mail within five (5) working days upon receipt of their application.

Application Deadline is one (1) week prior to first class. Please check on the website ([www.madisonhypnosis.com](http://www.madisonhypnosis.com)) for dates/times of classes.

The beginning and ending dates for each session is listed on the website.

**TUITION AND FEES**

Registration Fee: $100 - must accompany Registration form. Materials Fee: $300 Tuition: $1195. Total Charges: $1595

The Registration Fee must accompany the Registration Form.

The Materials Fee covers your NGH Certification, NGH Membership for one year, access to the Members Page on the NGH Website (NGH.net), access to the Labyrinth Center’s closed Student Alum page, All NGH materials (two Handbooks, CD’s, Marketing Material, Certificate and permanent membership card), the Labyrinth Center Handbook (addenda to the NGH student handbooks) and the Labyrinth Center Binder, a compilation of forms, inductions and scripts. No further materials must be purchased from the school.

Payment of the Registration Fee, Materials Fee and Tuition, or the first payment toward a payment plan, is due within one week of the start of the course. A payment plan can be arranged individually by contacting The Labyrinth Center.

**CANCELLATION POLICY**

The Labyrinth Center has a 3-day cancellation policy after the student receives notification of acceptance into the class. Students must notify The Labyrinth Center in person, by telephone, or electronically by e-mail no later than midnight of the third day following their acceptance into the class. You are entitled to a full refund within ten (10) business days.

**WITHDRAWAL POLICY**

A student may withdraw at any time by notifying the instructor either in person or via telephone of their intent. Students who withdraw within the first two class days will receive a refund of 80% of their Tuition, amounting to $956. Students will receive 80% of the Materials Fee if the materials are returned in perfect condition (without markings), amounting to $240. The Registration Fee is non-refundable. Refunds will be sent within ten (10) business days of withdrawal/dismissal. A student who misses two days of class without notice will be considered as having withdrawn.

Students who withdraw or are dismissed

after the second day of class, students will receive a refund of 70% of their Tuition

after the third day of class, students will receive a refund of 60% of their Tuition

after the fourth day of class students will not receive a refund because they will be

capable of practicing hypnosis.

Students may petition for a Fee Reduction if they apply and are accepted to another class within the following year.

**ATTENDANCE**

If a student must be absent s/he must contact the school no later than one hour prior to the class start time.

Make-Up: A student is allowed to make-up one missed day of class during the timeframe of the course. A student who misses more than one day must petition the school for an allowance to make up any additional classes. There may be a fee for these additional make-up classes.

A student may be dismissed if he/she fails to attend class without a recognized excuse (medical emergency).

A student who misses more than one class without a make-up is unable to complete the required coursework for certification. Readmittance will be at the discretion of the instructor and will be at a future class session. Students who are dismissed for violation of the Code of Conduct: see (page 5) under Code of Conduct.

Make-up work due to absence: students are expected to conduct missed practice sessions with family members or acquaintances outside of class and prepare a written report regarding those sessions.

Students dismissed because of absence are permitted to reapply for a future class, but they may not continue in the current one.

School records for attendance are maintained electronically.

**TARDINESS**

The Labyrinth Center expects students to be on time for each class session. A student is considered tardy for class if s/he arrives fifteen (15) minutes after the scheduled start of class. Any combination of five (5) documented tardiness’ will be considered as one (1) absence. If a student misses more than thirty (30) minutes s/he will be marked absent for an hour, or for the time absent rounded to the next fifteen (15) minute increment if over an hour. Students who have recorded absences are subject to extra homework assignments.

**LEAVE of ABSENCE**

This school does not grant a leave of absence.

**STUDENT PROGRESS**

Students are to complete homework assignments on time, are expected to successfully complete practice assignments and complete a final written examination. Grading is pass/fail and students are continually monitored on their progress during class. Oral feedback is given during class as well as open discussion on expected progress. I continue to work with students until they have reached a sufficient level of expertise.

Students must demonstrate an ability to perform the skills required of a hypnotist (establishing rapport with a client, conducting intake interview, creating a working plan for the client, developing credible suggestions and a plan for the client’s road to success). On the final day of class, successful graduates receive a Certificate of Achievement from the Labyrinth Center and NGH Certification as a hypnotist.

**STUDENT RECORDS**

The Labyrinth Center keeps the registration materials and progress reports for each student. The Registration materials and progress reports are stored electronically. Student registration materials are kept a minimum of six years, their progress reports are stored permanently.

The Labyrinth Center requires a written or electronic request from the student, or someone authorized by the student for records to be released.

**ACADEMIC PROBATION, DISMISSAL AND READMITTANCE**

No probationary period is given for unsatisfactory progress. Students with unsatisfactory progress may petition to attend a future class by contacting the instructor in person, by e-mail or telephone. Readmittance is at the discretion of the instructor.

Every effort is made to allow a student to successfully complete his/her hypnosis training, including increased classroom participation. The instructor is available, by appointment, to consult with the student regarding any lapses in progress in order to permit the student to successfully continue his/her studies. There may be an additional fee for individualized tutoring.

**CODE OF CONDUCT**

* Students are expected to conduct themselves in a respectful manner.
* Students are expected to maintain confidentiality for all others with whom they have practiced their hypnosis skills during class-time.
* Students are expected to be attentive during class and participate in all classroom exercises and homework assignments.
* Students are expected to be punctual (arriving/departing no more than 15 minutes from scheduled class time).
* Students are not to be absent without notice.
* Students are to refrain from any and all cell phone usage during class time.
* Students who violate the above code of conduct will be subject to dismissal
* Students who engage in harassment of any kind towards fellow students or instructors are subject to immediate dismissal.
* Students may appeal their dismissal (for code of conduct violation). Depending upon the majority consent of others in the class, the student may be readmitted to that class. Otherwise, the student will be eligible to enroll in a future class.

**STUDENT CONCERNS / COMPLAINTS**

All student complaints must be in written form and submitted (personally, electronically or by mail) to the director of the Labyrinth Center. The Director will arrange an agreeable time to discuss any complaints and reach a resolution.

If a student’s complaints are not satisfactorily resolved with the school – s/he can escalate the complaint by contacting the Wisconsin Educational Approval Program.

Contact Information:

Department of Safety and Professional Services – Educational Approval Program

P.O. Box 8366

4822 Madison Yards Way

Madison, WI 53705

[www.dsps.wi.gov](http://www.dsps.wi.gov) [dspseap@wisconsin.gov](mailto:dspseap@wisconsin.gov)

All other student concerns may be brought to the instructor in person, by e-mail or telephone.

**PROGRAM CURRICULUM**

The NGH Certification Course includes 80 contact hours and 20 hours of outside homework assignments. The objective is to provide the best educational program to enable each student to work as a hypnotist immediately upon completion of the course.

The time spent on each segment varies depending upon class participation, discussion, demonstration and practice time.

History of Hypnosis (5 credits)

When and where hypnosis is first documented up through the present time

Various Induction Methods

Theory of Hypnosis (5 credits)

What is (and what is not) hypnosis

Suggestibility Testing

Applications of hypnosis (5 credits)

Hypnosis is used to help ordinary people with ordinary problems

Depth Testing

Instruction and supervised practice of hypnotic methodology (50 credits)

How to conduct an intake interview

How to develop rapport

How to do self-hypnosis

How to teach self-hypnosis

How to assess what the client wants/needs

How to develop a goal and action plan for your client

How to create a powerful statement to be used in self-hypnosis

How other techniques can interweave with hypnosis techniques

How to conduct Three Hypnosis Programs

Smoking Cessation

Weight Management

Stress Management

Possibilities and Limitations of hypnotism (5 credits)

How to create your own script (5 credits)

Marketing your practice (5 credits)

**EMPLOYMENT SERVICES**

The Labyrinth Center does not offer any employment services.

The Labyrinth Center does not guarantee an individual who successfully completes the NGH Certification Program will find employment.

Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.