



Clinical Hypnosis Institute

Catalogue & Student Handbook

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1. Catalogue volume, number or date of publication

C.H.I. School Catalogue and Student Handbook, Published March 2022

2. School Name & Address (Teaching locations only)

**Clinical Hypnosis Institute
8200 Old 13 Mile Rd., Suite 110
Warren, MI 48093**

3. Address of central office: Same as the school

4. School website address

www.ClinicalHypnosisInstitute.com

5. Names of governing body, officials and faculty

Clinical Hypnosis Institute is owned & operated exclusively by Cheryl Beshada and Frank Garfield

6. Names of Administrators, Directors, Managers, Instructional Supervisors

Cheryl Beshada, CMHt

7. Instructors and their approved subject matter.

Approved Instructors for all subject matter include: Cheryl Beshada, CMHt _ Karen Webb, MSW, ACSW, CMHt, _ V. Dianne Ulibarri, Ph.D., C.M.Ht._ Cindy Kinney, C.M.Ht. _ Connie Madry, C.M.Ht.

8. School Holidays, vacation periods, and dates of each term including class schedules

Programs are planned so that there are no Holidays encroaching on the school schedule. (See Course Schedule & Syllabus)

9. Enrollment dates and entrance requirements for each program

Enrollment is open anytime prior to the commencement of each program. Candidates for the basic certification (Module I) program must have completed high school and have a reasonable command of reading, writing, and speaking the English language.

The prospective student with previous training may be given credit for all or some of it and must provide proof of that training from a State Licensed School. An instructor will review the training and determine adequacy of training and an appropriate entry level of competency. Students requesting credit for previous education may be required to demonstrate competency.

Prospective candidates for the Medical Hypnosis Certification courses must have received a CHt

certification from an approved State Licensed School with a curriculum of at least 120 hours. Entry into the Medical Hypnosis Certification may begin with any of the programs leading to that certification.

10. Policies relative to absences, leaves, tardiness, make-up work, and suspension for unsatisfactory work or attendance.

Single, one-day absences and tardiness may in certain cases be excused and made up by prior arrangements with the instructor. Each class day builds on the previous one. If a day is missed by excusal in advance, it must be made up one-on-one with an instructor prior to the next regularly scheduled day of class. The fee for that makeup day is \$175.00.

Absences for birthdays, weddings, etc. are simply not permitted. Each module is only 5 days in length so students are expected to establish this as the highest scheduling priority once they are accepted into the program. A “buddy system” is encouraged for note-taking, catch up, and outside study. Classes begin promptly at the scheduled time; tardiness is discouraged and students are responsible to get from other students any information given before their arrival.

Absence of more than one day may mean the student has to re-enroll at the next scheduled continuation of the missed sessions. Fees paid will be honored for continuation provided that not more than one year has passed since the absence. Otherwise, if more than one year has lapsed, new enrollment fees must be paid and the student may be required to repeat some or all of the course. A meeting would be scheduled with the instructor prior to re-enrollment to determine the current competency level for re-entry.

11. Grading system and reentrance conditions.

This course incorporates performance-based grading criteria, which means that all students begin as **NOT YET COMPETENT (NYC)** and work towards becoming **COMPETENT (C)**. These are the only marks given for each category of assessment. Three Categories of assessment are Oral, Written, and Practical. Each student manual begins with a page of objectives to be met in the course as well as the method used to assess each of those objectives.

Reentry conditions are listed in para 10 above.

12. Student conduct and conditions for probation or dismissal.

Dress and conduct must be professional at all times. The dress code for classes excludes "flip-flops" or open toe sandals, shorts, and muscle shirts. For student practicum with actual clients we like to see students dress professionally.

Students are expected to conduct themselves as professionals at all times. If an instructor determines conduct to be unacceptable, one warning will be given. A second infraction is grounds for immediate dismissal.

13. Tuition charges and schedule of fees for student activities, laboratories, rentals, deposits, and other charges and refunds.

There are no other fees or charges to students beyond the tuition and/or the make-up fee that is required for any day missed in each course. CHI will provide all texts, hand-outs, the entire course on computer disk. etc..

A deposit of not less than \$100 is required to reserve a space in the class. That fee is deducted from the total tuition due on day one of module one. Module two and three tuition is due on the first day of each module.

The refund policy is outlined in paragraph 20 below.

14. Course outlines, showing unit of instruction, skills to be learned and approximate clock hours of instruction in each course.

Module I - see Course Schedule & Syllabus

15. Credit allowed for previous education and training

The prospective student with previous training may be given credit for all or some of it and must provide proof of that training from a State Licensed School. An instructor will review the training and determine adequacy of training and an appropriate entry level of competency. Students requesting credit for previous education may be required to demonstrate competency.

16. If equipment to be furnished by the school and essential to the training is located at a place other than the school, it shall be so stated in the catalog.

C.H.I. will furnish the student with a student kit consisting of a notebook, handouts, diagrams, graphics, hypnotic induction scripts and pens for note taking. All written material is also furnished electronically or on CD for direct use or personal adaptation in the student's own computer (PC format).

The student practicum is held with actual clients at the professional offices of Clinical Care Network, 8200 Old Thirteen Mile Rd., Suite 110, Warren, MI 48093.. CDs and information folders for the client are also furnished.

17. Whether specific placement assistance is available for enrolled students.

Placement assistance is not available for enrolled students as this course is designed for part-time or full-time self-employment.

18. Graduation requirements

Students must attend all days scheduled or make them up and become Competent in all areas of assessment in each of the three modules of the course.

19. That a certificate of achievement or diploma is awarded to graduates.

A Diploma is issued upon successful completion of Module I, Module II and Module III. Upon successful completion, a Diploma will be issued certifying that the named person is a Certified Hypnotherapist and entitled to use the initials C.Ht. (Certified Hypnotherapist) following their name.

20. Refund Policy: A refund policy shall be described in clear, concise language in the contract, enrollment and application, and school catalogue. The enrollment contract shall outline the obligations of both the school and the student.

No refunds will be made after the first day the course begins. A cancellation notice of less than 7 days prior to class commencement will incur a cancellation fee of \$50. At the discretion of the instructor, a student who leaves mid-course for personal reasons may be reinstated where s/he left off during the next term of classes at that level provided not more than one year has passed.

"All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee for not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with the school. All refunds shall be returned within 30 days."

21. Complaints: Should a complaint or grievance arise concerning this course, students are

requested to detail their concerns in writing to either Cheryl Beshada or Frank Garfield. An attempt to resolve the issue will ensue and a written reply will be given to the student within two weeks. If the student is still not satisfied with the answer, a formal complaint form is available at:

www.michiganps.net

This form should be returned to the State of Michigan at the address listed on top of the form.