



Clinical Hypnotherapy Certification

2013 Student Catalog

**Combining Science, Mind and Body,
Education & Training Individuals to Become
Clinical Hypnotherapist**

This catalog was prepared in Fall 2012 and revised in June 2013. The material presented is for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of this catalog will ordinarily be applied as stated, Atlanta National Hypnotherapy Institute reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for certification, without actual notice to individual students.

Every effort will be made to keep students advised of any new information and/or changes in provisions listed in this catalog.

It is incumbent on students to keep apprised of the certification requirements for the program they are pursuing.

Students have the responsibility to read this catalog, official announcements, notices posted on bulletin boards and otherwise to be informed completely about the program of study, certification requirements, and other facts relating to life at this Institute. Atlanta National Hypnotherapy Institute will periodically email students with important messages.

In the event that an administrative hearing officer or a court of record determines that “publications” issued by the Institute create a contractual or quasi-contractual relationship with any person, the amount of damages recoverable by the parties shall be limited to the amount of consideration paid by the person for the privilege of admission, enrollment, continued enrollment or other service rendered by the institution to such person.

As used herein, the term “publications” (without limiting the generality of the normal meaning of the term) shall be deemed to include any and all written forms or other documents issued by the institution concerning applications for admission, enrollment or continued enrollment, waivers of liability, consents to medical treatment and any and all other written forms, documents, letters or other materials issued by the university in furtherance of its educational mission.

Equal Opportunity/Affirmative Action

Atlanta National Hypnotherapy Institute is an affirmative action/equal educational opportunity institution and does not discriminate on the basis of race, religion, color, sex, age, disability, national origin, or sexual orientation.

Atlanta National Hypnotherapy InstitutE

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2013 Student Catalog

Welcome from the Director

Dear Students:

Welcome to Atlanta National Hypnotherapy Institute! You are attending one of the best institutes of hypnotherapy education in the country. ANHI's faculty, staff, and administration are committed to excellence in everything we do, and I am sure that you, as a student, are also committed to excellence.

Over the years, Atlanta National has grown from a small school to what it is today - a state authorized nonpublic postsecondary educational institute offering a program of instruction for Clinical Hypnotherapy Certification; the only one of its kind in Georgia. ANHI is an exciting place to become a professional in a growing career in Hypnotherapy or for those students who will use aspects of hypnotherapy in their current professions.

At all levels, ANHI is first and foremost a learning community, a diverse body of people of all ages, and from all walks of life, each of whom is striving to learn and to understand more about himself or herself, the world, and the many activities and endeavors that humans pursue. During your time here at Atlanta National, you will discover many things about yourself and your world, and you will grow in ways you never imagined as you gain new capabilities and skills. I wish you well in your journey of discovery and growth.

ANHI has also long prided itself, and rightfully so, on being a committed learning community. Atlanta National's students, faculty, staff, and administration are engaged with each other, learn from each other, and help each other learn. Members of the ANHI family are also involved with the world beyond the Institute, playing a large and growing role in business and industry, government and public affairs, and the service and support sectors, both as leaders and as active participants.

Again, welcome to Atlanta National! I am pleased that you have chosen ANHI as your certification institute, and we all look forward to helping you learn, and to learning from you.

Sincerely,

Laura LaRain, Ph.D, C.Ht
Director



Dr. Laura LaRain,
Clinical Hypnotherapist
Director and Founder

Dr. LaRain specializes in how we process information in our minds relating to our suggestibility, and how it affects our lives.

She is a Clinical Hypnotherapist who has taught and applied the science of Hypnotherapy for over 36 years. She has helped individuals and families, in both the medical and non-medical professions, and still finds it an exciting and rewarding career.

About ANHI

ANHI - THE ONLY SCHOOL OF ITS KIND IN THE STATE OF GEORGIA

Our Mission



The mission of ANHI is to engender in society an appreciation of, and to provide for, a solid, scientific knowledge base and foundation for the understanding of the human mind, through study, research and teaching, especially in hypnotherapy techniques as an alternative complementary healthcare method utilized to effect positive changes for the good of the individual, the family and the community.

Our Objectives

- Provide an opportunity to study and learn, on a college level, some of the most advanced and scientific information offered in the field of hypnotherapy.
- Provide an opportunity to enjoy financial rewards while helping others in their present career, with other professionals, or start their own business.
- Provide encouragement to continue advanced education (through on-line and in-house classes) taking our students to a higher level of knowledge in the field of hypnotherapy.
- Provide a solid and scientific foundation, including how individual processes information with right/left brain concepts.
- Provide encouragement to contribute to the field of hypnotherapy through educational articles, lectures and research.

Online Course



Distance learning is a fast-growing segment of higher education. Our Online program fits the needs of students with varied lifestyles and learning styles. Learn as you relax in the comfort of your own home.

This is a self-paced program that can be completed in as little as eight months; however, students have up to two years to complete the Clinical Hypnotherapy Certification program. Completion time varies with individual learning styles and available time.

In-house Course



ANHI offers 400 hours of training, as well as specialty classes. The classes are broken down into two Semesters with a mid-term test between them and a final exam at the conclusion.

Your long-term professional credibility is very important. If you want the very best and most competent training possible, then we will be happy to provide you the training you need to start an exciting, and rewarding career as a Clinical Hypnotherapist.

What You Will Learn

Your Autonomic Nervous System connects your mind with every cell in your body. Through your autonomic nervous system, a thought held in your mind may affect hormonal balance, metabolism and blood flow. For every emotion, there is a physiological reaction.

With fear, there is an increased heartbeat, rapid breathing, and butterflies in the stomach. When relaxed, there is a calming of your mind, slowing of heartbeat and breathing. There is a lack of tension in the body.

You will instruct your client how to trigger the relaxation response. When your client starts to feel stressed, they calm down because they now associate and identify with being calm, level headed and in control.

You will learn a wide range of different methods and modalities to affect the subconscious mind. That is where our emotions; imagination, our expectation, our intuition, our dreams, our habits, the way we identify and associate, and all our automatic functioning resides.

There are many forms of hypnosis. Just because people do not call it “hypnosis,” does not mean that it is not. You will learn to recognize hypnosis, whatever form it assumes, and to evaluate it objectively. You will understand how our belief system affects our every-day life.

Under certain circumstances in our life, rational and irrational fears develop. Often the client undergoes various therapies to understand the reason for the problem, but is still plagued with fears. That was the case with Ann. She was afraid to fly or afraid to drive a car over the mountains. After four sessions, she drove up to the Smoky Mountains in comfort. She flew out West to visit relatives. It has changed her life.

HOW MANY CAREERS CAN YOU THINK OF THAT GIVE YOU A REWARDING FEELING LIKE THAT!

You will learn to understand dreams, dream venting, and how to utilize them for your client’s benefit.

Finally, the ANHI Clinical Hypnotherapy Certification program teaches effective business and marketing strategies for developing a successful business in Hypnotherapy.

THESE COURSES ARE VERY VALUABLE TO:

- MEDICAL PROFESSIONALS
- THE CLERGY AND MINISTERIAL PROFESSIONS
- TEACHING PROFESSIONS
- LAW ENFORCEMENT AND FIRST RESPONDERS
- FORENSIC AND INVESTIGATIVE PROFESSIONALS
- CHILD WELFARE SERVICE PROFESSIONALS
- DRUG AND ALCOHOL ABUSE COUNSELORS
- PARENTS
- CURIOUS AND INVESTIGATIVE INDIVIDUALS WISHING TO EXPAND THEIR HORIZONS
- INDIVIDUALS WISHING TO ENHANCE THEIR PERSONAL LIVES & THEIR LOVED-ONES

Faculty and Staff



Laura LaRain, Ph.D., C.Ht

Founder

Director & Chief Instructor

Dr. Laura LaRain founded the Atlanta West Hypnotherapy Clinic and the Atlanta National Hypnotherapy Institute. She has been a student and practitioner of Hypnotherapy for over 36 years.

She studied under Dr.'s Kappas, Hodges, and Sommerman in Georgia. After receiving her certification as a Clinical Hypnotherapist, Laura founded Atlanta West Hypnotherapy Clinic in 1978. She went on to earn her doctorates in Suggestibility of the Brain and Hypnotherapy from LaSalle University. She founded the Atlanta National Hypnotherapy Institute to ensure that the same high quality education she received was available to her local community. Dr. LaRain's work and practice led the hypnotherapy field to recognize her nationally as a leading authority in the field. Today, Dr. LaRain continues to use Hypnosis to enhance her life and the lives of others, and never fails to be amazed at the positive benefits that Hypnotherapy can bring. She is an active Hypnotherapist helping people daily, and tirelessly promoting understanding and education in the field.



Carmen George, C.Ht

Director of Spanish Instruction

Instructor (Spanish and English)

Senior Hypnotherapist

Carmen George was born, raised, and educated in Mexico. She holds a Medical Degree from the National University of Mexico. After graduation, she went to work for two

years at the joint Mexican - American research commission. In 1986, she immigrated to the US and worked extensively in cancer research as a Cryopreservation Specialist at The National Institutes of Health (NIH) in Bethesda, Md. She moved to Atlanta in 1992 and became a fulltime mother.

She became very interested in Alternative Medicine and pursued Certificates in several modalities: Yoga (Mexico and US),

Reflexology (US), Colon hydrotherapy (US), Clinical Hypnosis (US), and Therapeutic Yoga (India). Carmen has been associated with Atlanta West Hypnotherapy Clinic for 10 years and is currently our Senior Hypnotherapist and on the staff of Atlanta National Hypnotherapy Institute as the Director of Spanish Instruction.



Rick Howard, LTC (US Army, Retired)
Administrator

Rick grew up as a military brat moving around the US and Germany until settling in Savannah, GA in 1978. While in Savannah, he graduated from Benedictine Military

School and Armstrong State College.

Both schools prepared him for his own entry into the US Army and becoming a third generation Army officer. While in the Army, he led or commanded at all levels from Platoon to Battalion. Additionally, he held a variety of staff positions including personnel, security and intelligence, operations, logistics, and resource management for either conventional or special operations units up to the Theater Army level. His assignments took him to many states within the US and multiple countries predominately in the middle east.

After retirement, he served as the Senior Vice President for Programming at a local non-profit foundation where he expanded the foundation's educational services and number of locations throughout the metro-Atlanta area. After success in that endeavor, he satisfied his desire to continue to serve the Army at war and became a contractor, first as a Senior Program Analyst with MPRI and later as a Senior Analyst (Site Lead) with CALIBRE Systems, providing operations and management support to the US Army's Installation Management Command – Southeast Region Headquarters. The base closure of Fort McPherson, GA in October 2011 brought him here to the Clinic and Institute in early 2012.

***YOU WILL FIND OUR FACULTY AND STAFF FRIENDLY,
CARING, AND SUPPORTIVE OF YOU AND OF YOUR
STUDIES***

The Power of the Mind

Can you read this? I could not believe that I could actually understand what I was reading. The phenomenal power of the human mind, according to research at Cambridge University, it doesn't matter in what order the letters in a word are, the only important thing is that the first and last letter be in the right place. The rest can be a total mess and you can still read it without a problem. This is because the human mind does not read every letter by itself, but the word as a whole. Amazing huh?

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About Hypnotherapy

The Value of Hypnotherapy

It is estimated that over 70% of all medical complaints in a doctor's office are of a psychosomatic variety. In the U.S. alone, well over a billion dollars per day are spent on healthcare products and affiliated services. People suffer from drug and alcohol addiction, insomnia, overweight, stress, and similar destructive habits. Therefore, it is easy to understand why properly trained, qualified professional hypnotherapists are needed.

Hypnotherapy is a natural, powerful, and effective way to reach your subconscious, 90% of your mind, to overcome problems and negative habits in a shorter time with less expense than many therapies.

Anytime there is a transition or transformation in life, it is a result of a change at the subconscious level. The subconscious is reached by hypnosis, whether it is environmental hypnosis in our day to day life or in a session with a hypnotherapist. **There is nothing supernatural about hypnosis.** It is a natural state of mind that people go into all by themselves much of the time.

Why Hypnotherapy Works

Your mind is composed of the conscious and the subconscious.

Your conscious mind is estimated to be between 1 and 12 percent of your mind. It handles your logic, reason and willpower. The subconscious mind is estimated to be between 88 and 99 percent of your total mind and handles all automatic body functions such as breathing, digestion, etc. It associates and identifies with the past. That is where your imagination and expectations reside.

**DID YOU MAKE ANY NEW YEAR RESOLUTIONS AND DID YOU KEEP THEM ALL?
IF NOT, WHAT HAPPENED?**

1000s of things in your life illustrate the power of your subconscious mind.

Example: You consciously (1 to 12% of your mind) make a decision, using your logic and reason, that you want to be more patient with your family and children, stop smoking, or lose weight.

You do fine for a few days or weeks, but then something happens! You get into a situation that triggers your subconscious (88 to 99%) back into action. Perhaps, a friend of yours was smoking and offered you a cigarette and, before you knew it, you had smoked it. You thought to yourself, "I'll just have a bit of this cake." The next thing you know, a half of the cake is gone. Your children are not listening to you, someone cuts in front of you driving home, things are building up at work, stress levels get higher, and you become very upset and impatient even with those you love. Why? Because your subconscious says, "I associate and identify with that past behavior. I'm comfortable with it because I'm used to it." The next thing you know, you are doing the same old things, again and again. Your subconscious expects the same behavior as in the past. It is like 1 to 12 horses pulling against 88 to 99 horses.

AS A "CLINICAL HYPNOTHERAPIST", YOU CAN UTILIZE THIS NATURAL, POWERFUL AND EFFECTIVE METHOD TO HELP YOUR CLIENTS USE THEIR SUBCONSCIOUS MIND TO WORK FOR THEM INSTEAD OF AGAINST THEM.

John Kappas, Ph.D. is recognized worldwide as one of the foremost authorities in the field of the subconscious mind and hypnotherapy. At one time, it was believed that about 60% of the population could not be hypnotized. That was because the same hypnotic technique was applied to every client. However, since the research of Dr. Kappas, we now know that everyone can be hypnotized. You just need to hypnotize them according to the way they process information.

There are individuals who walk around in a hypnotized state most of the time. They are extremely suggestible to everything. We live in a world of suggestions every day of our lives. These people are in an environmental hypnosis, and you will learn to recognize them and dehypnotize them, so, they will have more control of their lives.

It is important to know how your client learns and processes information in order for him to get the best result from the hypnotherapy sessions. These differences are important so that you

can speak to your client in the way they relate the best and you can form your suggestions in the way they learn.

Almost no one is completely left or right brain dominant, but most people are more dominant one way or the other to some degree. By understanding *left/right brain concepts*, you will be able to tailor your induction and suggestions to fit each individual subject.

Here Are Only a Few of the Many Ways You Can Use Hypnotherapy

- The hundreds of opportunities that exist in the field of Hypnotherapy are unique. ANHI students come from various occupations, professions and careers, and therefore their needs differ.
- More than half of the ANHI students wish to use the knowledge learned at ANHI in their own profession or business.
- Some students may wish to use the skills learned at ANHI to communicate with employees or management in the way they process information thereby enhancing company motivation and rapport.
- Some use hypnotherapy to reduce stress and increase sales motivation; resulting in higher productivity and financial gain and thereby contributing to success in business, significant financial rewards for the company and contributing to the community.
- More and more businesses and industries are interested in employing hypnotherapist for the improvement of their employees' performance and quality of life. Absenteeism, substance abuse and other problems resulting from stress take a heavy financial toll on companies.
- In education, hypnotherapy improves concentration, memory, and study habits.
- There are thousands of medical doctors in the United States that use hypnotherapy in their practice to enhance the comfort level and reduce the pain in cancer patients, reduce stress, lower blood pressure and help to facilitate the healing process.
- Dentists use hypnotherapy successfully with dental surgery.

- Hypnotherapy is extremely effective with sports and athletic training and motivation.
- Some of our students are interested in the knowledge ANHI provides for their own understanding.
- Hypnotherapy is a very fast growing and fascinating career and there is a growing demand for lectures on the subject.

**ANHI'S CLINICAL HYPNOTHERAPY CERTIFICATION COURSE
INVOLVES IN-DEPTH TEACHING**

You can actualize your power to influence the world around you in a positive way. Perhaps, since the beginning of time, people have wondered if there was a power that could help them to take more control in their lives.



There is!

As a Clinical Hypnotherapist, you can take control of your life and teach others to do the same!

About Hypnotherapists

How Would You Feel....

... if you could schedule your own hours?

... if you had a career that was fascinating and rewarding?

... if you could help others feel happier and have more contentment in their lives?

... if you could enjoy financial rewards while helping others live more productive and happier lives?

What is a Hypnotherapist?

Hypnotherapists are recognized as “vocational and self-improvement instructors.” This encompasses the areas of self-improvement not related to medical disorders and their severity is not enough to consider them psychopathologies.

IN THE AREA OF HEALTH SERVICES, THE MAJORITY OF AMERICANS STRUGGLE WITH THESE ISSUES EVERY DAY.

Our program is comprised of many classes and topics designed to give you an in-depth and optimal level of education, training and skill as a hypnotherapist.

What Can I Charge Clients for My Hypnotherapy Sessions?

The Fee for hypnotherapy sessions is often dependent on the socio-economic profile of the area in which you open your office. On the high end of the scale, it might be \$250.00 or more for the initial session and on the low end, it might be \$150.00. Sessions thereafter are less than the initial session.

What Hypnotherapists Do After Graduation?

- You may wish to open your own office, either by yourself, or in association with other professionals.

- If you are a Doctor, Nurse, Medical Professional, Chiropractor, Psychologist, Counselor, Health Care Professional, Teacher or other Professional, you may wish to use hypnotherapy in conjunction with your present profession.
- If you are in a position of directing or managing others, you may wish to use your knowledge of left/right brain concepts and communication (the way individuals receive and process information) to more effectively manage, communicate and direct others.
- You may use the knowledge learned in this course to motivate sales personnel and greatly increase your company sales.
- Perhaps, you have always found the subject interesting and you would like to learn it for your own interest and use.
- Being a Hypnotherapist is a great way to help yourself, your family members, children, friends or volunteer services.

Scientific and Medical Communities Professionally Accept and Respect Hypnotherapists

ANHI strives to maximize our students' professional potential by assisting graduates in networking with other graduates and/or professionals for opportunities to open and share offices, open group practices, or work in association with other professionals. Atlanta National Hypnotherapy Institute, however, cannot and does not "place" or find employment for our graduates.

Hypnotherapy is a rapidly expanding discipline on the cutting-edge of alternative medicine of the future. It is an exciting, fascinating, and rewarding career. You will learn powerful and safe applications of hypnotherapy to bring about positive changes in people's lives.

With each course, you discover a deeper level of understanding and a new way to apply this information to your life and the lives of others. You gain a new insight that will help you live your life more fully as well as helping others do the same.

**LEARN HOW TO MAKE YOUR SUBCONSCIOUS MIND WORK FOR YOU
INSTEAD OF AGAINST YOU, AND INSTRUCT OTHERS TO DO THE SAME.**

Certification Requirements

To complete the requirements for Clinical Hypnotherapy Certification, you must successfully complete all coursework including tests, research projects/papers, and student practicals using other students or family and friends as practice clients. In addition to the self-test within individual classes, the Institute administers a Mid-Term Exam after Semester 1 and a Final Exam after Semester 2.

Semester One

Class # Title

- 110 Introduction to Hypnotherapy
- 111 Theory of the Mind
- 112 What Creates Hypnosis
- 121 Suggestibility
- 122 Laws of Suggestibility
- 123 Somnambulism
- 131 Hypnotic Induction
- 141 Communication
- 142 Progressive (includes a Project)
- 143 Stages of Hypnotherapy
- 151 Blocking Techniques and Self-Hypnosis
- 152 Deepening Techniques (includes a Practice Project)
- 153 Approaches to Hypnotherapy
- 154 Fear of Loss of Control and Resistance
- 161 Hypoglycemia
- 162 The Effect of Stress on the Body
- 163 Research Paper - Stress
- 164 Hypnotherapy for Adult Problems
- 171 Memory, Brain Function, and Regression
- 175 Hypnotherapy for Children
- 178 Modalities
- 181 Visualization Techniques (includes a Project)
- 182 Hypnosis and Religion
- 191 Insomnia & Sleep Problems
- 192 Relationship Dynamics - Outward Behavior

MID-TERM EXAM

SEMESTER TWO

Class #	Title
201	Stress Management
212	Stages of Development
213	Self Improvement
222	Career Motivation
223	Public Speaking
224	Procrastination
232	Interacting with the Client
233	Habit Control
234	Smoking
241	Weight
242	Eating Disorders
251	Various Problems
252	Control of Emotions and Impulsive Behavior
262	Hypnosis and Dentistry
263	Various Health Problems
272	Scripting - Anxiety and Rejection (Includes a Project)
273	Hyper-suggestibility and De-hypnotization
275	Dream Therapy
281	Fears and Phobias
283	Dehypnotization Project
284	Scripting Project
291	Substance Abuse
292	Guilt (How it relates to Substance Abuse)
293	Taking Control of Thought Processes
294	Decision Making Process
295	Defense Mechanisms
301	Systems Approach
303	Hypnotherapy Case Studies Project
304	Handwriting as a Diagnostic Approach
311	Business

FINAL EXAM

MANY PROBLEMS YOU WORK WITH REQUIRE A REFERRAL OR WORKING IN CONJUNCTION WITH PROPER HEALTH CARE PROFESSIONALS.

YOU WILL LEARN HOW TO DO PROGRESS REPORTS FOR YOUR CLIENT'S PHYSICIAN.

Supplemental Courses

Periodically, ANHI and its accompanying Clinic offer free and paid seminars/courses on other topics related to hypnotherapy or that supplement the instruction in the Clinical Hypnotherapy Certification program. When they do offer them, ANHI encourages enrolled students to attend.

Two Samples of Such Additional Offerings



Relationships Strategies

In most relationships, one is heart-ruled and one is head-ruled.

Some of the very traits that attracted you to your partner in the beginning are often the ones that seem to irritate you later.

In each relationship, one partner is more comfortable verbalizing, touching and living by their feelings, while the other feels more comfortable thinking, retaining his or her own counsel, and living by logic and

reason. One is more heart-ruled and the other is more head-ruled. While both are equally capable of thinking and feeling, both possess an ability to act out logically or emotionally, each is more comfortable with one behavior or the other.

In this additional course offering, you will learn how to move forward in your current or new partnership armed with a road map showing you where the pitfalls are and how to avoid stumbling into them. You will learn to look at potential partners with new insights. You will identify and understand your sexual suggestibility. Relationship Strategies go beyond the difference of gender.

IT HAS LITERALLY CHANGED LIVES BY ELIMINATING YEARS OF FRUSTRATION & CONFUSION

WE CONTINUALLY HEAR OUR STUDENTS COMMENT: "THIS HAS GIVEN ME A BETTER UNDERSTANDING OF ALL RELATIONSHIPS: PARTNER, CHILDREN, PARENTS, SIBLINGS, FRIENDS, COWORKERS, BOSS, EVERYONE. IT MAKES SO MUCH SENSE."

We base **Relationship Strategies** on the research of Dr. John Kappas, who practiced over 40 years in the fields of hypnotherapy, sex therapy, and relationship counseling. He wrote extensively on the subject of hypnotherapy and subconscious programming, and he is recognized as a worldwide authority in the field.

His theory of emotional and physical sexuality will forever change how you view your relationships and the behavior of everyone you meet. Dr. Kappas' concepts of sexual suggestibility (this is your outward behavior) have completely revolutionized the field of hypnotherapy in many ways.

THIS COURSE WILL ENHANCE YOUR SKILLS AS A PARENT, MATE, HEALTH CARE PROFESSIONAL BOTH IN YOUR PERSONAL AND PROFESSIONAL LIFE, AND IN EVERY ASPECT OF YOUR LIFE.

Graphoanalysis



Did you know every time you write your name you unconsciously and automatically stamp your individuality in your signature? Your handwriting is as personal as your fingerprints. Handwriting is really brain writing. It reflects and reveals the way a person thinks, his/her mental capabilities, emotional and social reactions, talent and traits. Since no two people think or act alike, so, no two people can have the

same characteristics in their handwriting.

Graphoanalysis is the specific name given to a handwriting system that is approached on a scientific basis. The techniques involved have been thoroughly researched and validated. It is a method, which compares favorably to other psychological testing used to measure personality. It is a branch of applied psychology and is the only worldwide-accepted handwriting analysis system.

In education, it helps teachers understand their students. In the mental health field, it is a useful tool for psychologists, psychiatrists, and physicians. In business and industry, it is a useful tool in an assessment of job applicants, evaluating credit risks, and formulating sales and marketing. It is a valuable tool for other professionals and individuals who work and interact with people. **Graphoanalysis** is fun and exciting to learn.

Admission and Registration

Admissions Policy

The policies and procedures governing admission to Atlanta National Hypnotherapy Institute (ANHI) assure that the Institute is:

1. Nondiscriminatory to any eligible applicant regardless of race, color, national origin, sex, disability, religion, age, or marital status,
2. Increasing prospective students' opportunities,
3. Guiding implementation of all activities related to admission to ANHI, its Clinical Hypnotherapy Certification program, recruitment, placement, and retention of students, and implementing our instructional program.

Admission Is Open To

1. High school graduates from regionally accredited or state approved high schools.
2. Persons holding a General Educational Development (GED) High School Equivalency Diploma.
3. Transfer students from Hypnosis Motivation Institute or any other recognized, comparable school of hypnotherapy with a science-based curriculum.
4. Applicants must 18 years of age or older.

Previous Education

A high school diploma/GED is an entrance requirement for all ANHI programs. The Institute defines a high school graduate for admission purposes as one who has passed the graduation test and received a diploma (does not include a certificate of attendance or special education diploma.). If you do not meet the above requirement, you must have completed a GED. Thus, prior to entrance to an ANHI program, all students must provide documented

graduation from a high school or equivalent, and provide transcripts from all colleges attended and vocational school courses taken.

Admission Procedures

1. Submit a completed application (available at back of this catalog, at our website www.ani.com, or by calling the Admission Office at (770) 928-0394).
2. A **non-refundable** application fee of \$75 must accompany the application.
3. Submit an official copy of your high school/GED transcript and any prior college transcripts. **The school and/or college must send an official copy of the transcript to ANHI in a sealed envelope.**

Transfer Students

Applicants who have previously attended Hypnosis Motivation Institute (HMI) or equivalent may apply for admission as a transfer student. All transfer students must:

1. Be in good standing at HMI or equivalent.
2. Submit official transcripts from HMI or equivalent. *ANHI may grant a waiver so that the student may attend class. However, ANHI must receive the required transcripts within sixty (60) days of the student's start date.*
3. ANHI will award Transfer credit to students who earned a grade of C or higher.
4. You may request transfer of a maximum of seventy-five percent (75%) of program course work from HMI or equivalent.
5. ANHI will evaluate all courses you have taken at HMI or equivalent.

Orientation

ANHI provides students with a *Student Handbook* that introduces students to ANHI rules and policies, work ethics, program of study, and student activities.

Student Records

Georgia State Law requires the Institute to maintain individual files for all students enrolled. You may obtain copies of your student file by making a written, signed request to the Institute and paying the transcript fees, as may apply.

Georgia law also requires that should the Institute cease operations, for whatever reason, the Institute must turn over all student records to the Georgia Nonpublic Postsecondary Education Commission for storage.

PERHAPS, YOU ARE RETIRED OR YOU WILL RETIRE SOON



Over the years, you have acquired knowledge and wisdom that comes only with maturity and experience. You can market your wisdom and knowledge by sharing it with others, empowering them as they overcome life's struggles. You can make a positive impact on the lives of others as a Clinical Hypnotherapist.

Tuition and Fees

In-house Class

Application Fee (non-refundable)*	\$75.00
Tuition (Semester 1)	\$5,975.00
Tuition (Semester 2)	\$5,975.00
Book Fee**	\$75.00
Total	\$12,100.00

* If the candidate has not previously enrolled in a course of study at ANHI.

** ANHI has no control over publishers' price increases and, therefore, reserves the right to adjust book fee as needed.

Online Class

Application Fee (non-refundable)*	\$75.00
Tuition (Semester 1)	\$3,250.00
Tuition (Semester 2)	\$3,250.00
Book Fee**	\$75.00
Total	\$6,650.00

* If the candidate has not previously enrolled in a course of study at ANHI.

** ANHI has no control over publishers' price increases and, therefore, reserves the right to adjust book fee as needed.

Cancellation and Refund Policy

The Institute bases its cancellation and refund policy on the time a student has spent in each semester of the certification program. The reason for a student's withdrawal has no effect on the refund due. A student may withdraw from ANHI at any time by submitting a written request for withdrawal.

1. Policy for Synchronous In-House and Online Course

The program start date for in-house course is the first day of class for each semester. The program start date for the online course is the date the Institute provides the student with their username and password for online access into each semester.

- If the Institute collected tuition and fees prior to the program start date and the Institute cancels the class, the Institute refunds one hundred percent (100%) of the tuition and fees collected. All book(s) must be returned in a reusable condition to ANHI before a refund is issued unless the student elects to retain the book(s).
- If the Institute collected tuition and fees prior to program start date and the student does not begin class or withdraws on the first day of class, the refund is one hundred percent (100%) of the total tuition paid to date. ANHI retains the application fee of \$75.00. All books must be

returned in a reusable condition to ANHI before a book fee refund is issued, unless the student elects to retain the book(s).

- For a notice of withdrawal received on the program start date and through the date equivalent to 5% of instructional time, the refund is ninety-five percent (95%) of total tuition paid to date. ANHI retains the application fee of \$75.00. All books must be returned in a reusable condition to ANHI before a book fee refund is issued unless the student elects to retain the book(s).
- For a notice of withdrawal received after the student completed more than 5% but no more than 10% of instructional time, the refund is ninety percent (90%) of total tuition paid to date. ANHI retains the application fee of \$75.00. All books must be returned in a reusable condition to ANHI before a book fee refund is issued unless the student elects to retain the book(s).
- For a notice of withdrawal received after the student completed more than 10% but no more than 25% of instructional time, the refund is seventy-five percent (75%) of total tuition paid to date. ANHI retains the application fee of \$75.00. All books must be returned in a reusable condition to ANHI before a book fee refund is issued unless the student elects to retain the book(s).
- For a notice of withdrawal received after the student completed more than 25% but less than 50% of instructional time, the refund is fifty percent (50%) of total tuition paid to date. ANHI retains the application fee of \$75.00. All books must be returned in a reusable condition to ANHI before a book fee refund is issued unless the student elects to retain the book(s).
- For a notice of withdrawal received after the student completed more than 50% of instructional time, the refund is zero percent (0%) of total tuition paid to date. ANHI retains the application fee of \$75.00. Student may elect to return the books in a reusable condition to receive a book fee refund.

2. Policy for Asynchronous Online Course (Study at your own pace)

- The Institute will derive the refund amount by the percentage of semester curriculum completed in each semester up to 50%. For Example: If the student completed 10% of the semester curriculum, the refund amount is 90% of tuition paid to date. ANHI retains the application fee of \$75.00. Student may elect to return the books in a reusable condition to receive a book fee refund.
 - Once the student has completed over 50% of the semester curriculum, the student may not receive a tuition refund.

The Institute will issue the refund within thirty (30) days of withdrawal approval. The Institute will consider extenuating circumstances, such as documented injury, prolong illness, etc in calculating refund amount.

Academic Policies

Academic Assistance

If a student needs extra instructional help beyond what the instructor can provide, ANHI can arrange for an approved ANHI graduate or intern to tutor the student at a predetermined hourly fee paid by the student

Failure to Pass an Exam or the Course

Instructors make every effort to offer individual assistance to the student in problem areas. If a student fails the mid-term or final exam, the Institute allows each student to re-take the exam once at no charge. The student can only receive a grade of C on the retest. Should a student fail the retest, the student may retest one more time for a fee of \$100. Should the student fail the second retest, they fail the course. However, should the student fail the course, he/she may repeat that course for \$2,000.00.

Student Complaint Procedures

Hopefully, most complaints/disputes/issues can be resolved through open and frank discussion between the individuals involved. Staff members should make every effort to resolve situations with students. When that is not the case, student may submit written complaints to Dr. Laura LaRain. The written complaint should be specific, list the nature of the complaint, and list possible solution(s). Dr. LaRain will review the concern or complaint and direct it to the appropriate office for further review and resolution. The Institute addresses and processes complaints in the following ways:

1. Dr. LaRain addresses issues with the potential to become very serious matters.
2. Dr. LaRain and the appropriate instructor address complaints involving instructional concerns.

3. Dr. LaRain and Rick Howard address complaints involving fees or requests for refunds.

Administrative/staff members may seek assistance and/or consultation with Dr. LaRain or other designated ANHI personnel in resolution and response to these items. The staff member should contact the student(s) by telephone, direct contact, or email to start the negotiation and resolution process.

After review and resolution, Dr. LaRain will respond to the student within a reasonable time from receipt of the written complaint. The response may include what action she took, future steps the Institute will take, further referral, and/or final disposition of the matter. The appropriate office may keep any necessary documents on file deemed necessary.

Dr. LaRain, Director of Atlanta National Hypnotherapy Institute, makes all final decisions for the Institute. Students have a right to appeal this final decision to the Georgia Nonpublic Postsecondary Education Commission.

By mail: 2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
By Phone: (770) 414-3300
By Fax: (770) 414-3309
By Website: www.gnpec.org



YOU CAN MAKE OTHERS

- ✓ FEEL HAPPIER
- ✓ BECOME MORE CONFIDENT
- ✓ DEAL WITH MANY LIFE PROBLEMS THAT HAVE FAILED TO RESPOND TO OTHER METHODS

Atlanta National Hypnotherapy Institute
Application Form
(Please Print)

What are the steps for admission?

1. Submit a filled-in application form.
2. A representative from ANHI will call and schedule a telephone interview.
3. Submit the non-refundable application fee of \$75.00.
4. Provide copies of all educational records.
5. Establish an official start date

Date: _____

Applicant's Name: _____

Mailing Address: _____

City: _____ St _____ Zip: _____

Home Phone: () ____ - ____ Office Phone: () ____ - ____

Fax No: () ____ - ____ Cell Phone: () ____ - ____

E-Mail: _____ @ _____

Web Site: _____

Occupation: _____

Related Hypnosis/Hypnotherapy Experience:

Degrees (if any): _____

Highest Academic Grade Completed: _____

I am interested in becoming a Professional Hypnotherapist because I would like:

A New Career Use in My Present Career

As Part Time Job General Interest

Supplement Income Volunteer Work

Atlanta National Hypnotherapy Institute

Application Form

(Please Print)

FOR ANHI OFFICE USE

I reviewed this application for admission to ANHI and interviewed the applicant:

In person By telephone

Based upon information stated herein and my evaluation of the applicant during the personal interview, I recommend Admission

Deny Admission

Reason for recommendation or denial:

Date: _____ Signature _____

Printed Name, Admission Officer

ETHICAL GUIDELINES FOR HYPNOTHERAPISTS

General Standards:

1. Hypnotherapists shall respect the well being and rights of each client.
2. Hypnotherapists shall avoid any behavior that may be considered immoral.
3. Hypnotherapists shall use hypnosis within the scope of their field, know their limitations and avoid infringement on other professions.
4. Hypnotherapists shall respect and practice within the established laws and regulations.
5. Hypnotherapists shall never mislead, but always be ethical and honest in their advertising and in their business practices.
6. Hypnotherapists shall maintain proper office and client records in a professional manner.
7. Hypnotherapists shall not discuss personal problems with a client.
8. Hypnotherapist shall not socialize with clients. It is a quick way to lose them.

Ethical Conduct Guidelines - Ethical conduct guidelines are not laws, but guidelines set by professional associations defining accepted standards of behavior. However, they should be considered the same as law. By following these guidelines in all aspects of practice, the hypnotherapist shall be operating at the highest level of integrity. The following ethical conduct guidelines should be considered preventative behavior against professional liability.

Confidentiality - All clients have a right to confidentiality. This is considered client privilege. The hypnotherapist must protect the client privilege at all times. The hypnotherapist may not divulge to an outsider any information they have received from the client. Before any such information can be shared, the hypnotherapist must obtain a signed release from the client. The release must be dated, signed, and must remain on record with the hypnotherapist.

The Duty to Inform - The hypnotherapist's obligation to protect the client privilege is superseded by The Duty to Inform. Should the hypnotherapist, using professional judgment, determine that there is reasonable cause to suspect the client may injure another person; the hypnotherapist has the responsibility to inform the intended victim. This responsibility is also extended to protect the client from injuring himself, such as in the case of suicide. In these circumstances, the hypnotherapist would be considered exempt from the obligation to protect the client privilege. Should the hypnotherapist's professional judgment be questioned in a court of law, the hypnotherapist would have to demonstrate that there was reasonable cause to fear injury to either another person or the client himself.

The Duty to Report Child Abuse - Hypnotherapists are required to report suspected child abuse to the proper agency.

No Secondary Relationships - The primary client/hypnotherapist relationship is of a therapeutic nature. The hypnotherapist should not have any other personal relationship with the client outside the normal concerns a professional should have for the client. The hypnotherapist should never date or have sex with a client and should avoid any conduct that might be considered immoral or sexual misconduct in relation to a client. Most unethical practices by those in the health professions involve this guideline. Following this guideline as law should be your ultimate concern as it relates to your hypnotherapy practice.

Counter Transference - The hypnotherapist should be alert to any counter transference of emotions and should arrest them or remove himself from the therapeutic relationship. A hypnotherapist, who wishes to remove himself from the professional relationship to pursue a personal or romantic relationship, is required to wait a minimum of one year after the termination of the professional relationship. This is considered a "cooling off" period.