

W E L C O M E

TO HMI

Welcome to the Hypnosis Motivation Institute, HMI, celebrating our 50th year as the country's premier college and clinic of hypnotherapy. Founded in 1968 by Dr. John G.

Kappas, the HMI clinic is now home to more than 100 Hypnotherapists in private practice. Since 1987, HMI has held the distinction of being the country's FIRST College of Hypnotherapy to achieve National Accreditation. HMI is accredited by the Accrediting Council for Continuing Education & Training, recognized by the U.S. Department of Education as an accreditation agency. In the pages that follow, you will discover how HMI has earned that distinction.

This catalog will give you a summary overview of our education offering. For greater detail please see our website and [Catalog Addendum/Student Guide](#).



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Hypnosis.edu

January 1, 2019 to December 31, 2019



HYPNOSIS MOTIVATION INSTITUTE

WHAT IS A HYPNOTHERAPIST



**Make your own hours,
be your own boss,
become a respected
professional, as you
help others.**

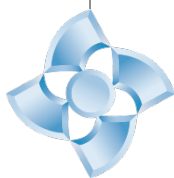
What is a Hypnotherapist? This is a common question from individuals encountering the profession for the first time. While the media have increasingly presented the virtues of hypnosis for a wide variety of applications, rarely are the distinctions between Hypnotherapist and other health professionals ever discussed. Many people assume that a Hypnotherapist must be a Psychologist or a Psychiatrist who specializes in hypnosis. Recognized in the Federal Dictionary of Occupational Titles, "Hypnotherapist" is a profession unique unto itself, quite different in its preparation and scope from that of the Psychologist or Psychiatrist.

To fully understand the professional scope of the Hypnotherapist, it is best to put it in perspective by relating it to the Medical Doctor or the Psychologist. The Medical Doctor is the professional recognized by Federal and State authorities to diagnose and treat medical disorders. The Psychologist is the professional recognized by Federal and State authorities to diagnose and treat psychopathologies.

Hypnotherapy is the scope of practice called "vocational and avocational self-improvement counseling." In lay terms, there are areas of self-improvement that are not due to medical disorders and are not severe enough to be considered psychopathologies. These, in the scope of health services, are the "little things." These "little things" are what the majority of Americans are struggling with. In this country, 65% of the adult population is overweight, 30% are smokers, and 70% of all medical complaints in a general practitioner's practice are of psychosomatic origin. In the U.S. alone, over one billion dollars per day is spent on healthcare products and affiliated services. We need only to examine these staggering statistics to realize the need for trained professionals to help Americans accomplish the "little things" that will make their lives more comfortable, more fulfilling, and more rewarding.

Many people have had the experience of going to their family doctor to find out about losing weight, only to have their doctor tell them to "eat less and exercise more." Wise advice, no doubt, but most people knew that before they went to their doctor. The question is, "How do I get myself to eat less and exercise more?" While a Medical Doctor is the most qualified professional to prescribe a diet and exercise program that best suits the individual, medical school has not trained him/her as to how to motivate the individual to follow through.

What about the Psychologist? Graduate school in psychology trains psychologists to treat emotional and mental disorders. When a Psychologist encounters a client who wishes to quit smoking, excel in sports, become more motivated or assertive on the job, he/she finds that it is not what graduate school prepared him/her to address. The Hypnotherapist, on the other hand, is specifically trained to work with these types of goals. The Hypnotherapist has more specific training to help people accomplish those goals than any other health professional. Overall, there are more people wanting to change the "little things" in their lives than there are people suffering from psychopathologies.



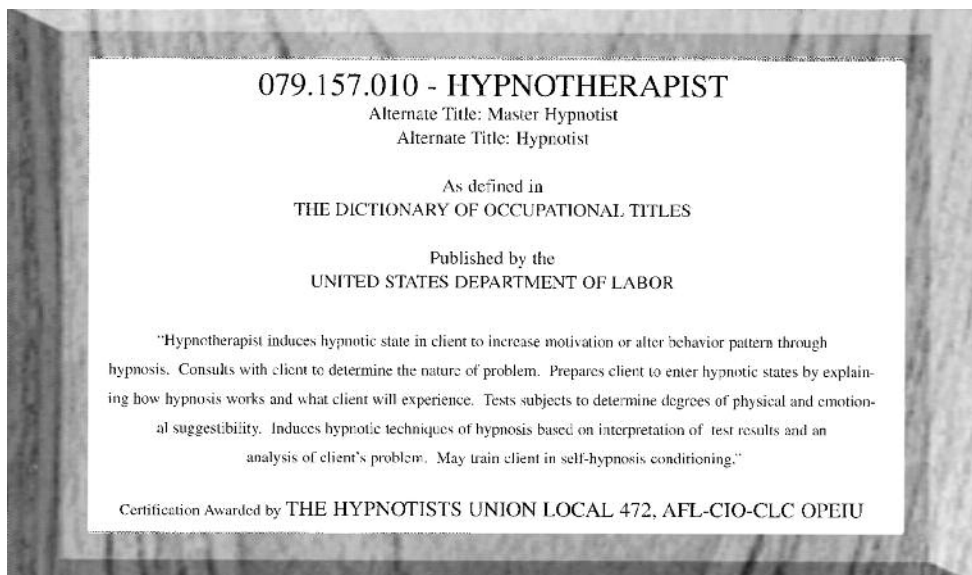


There are occasions when a Hypnotherapist may be involved with helping an individual with a medical or psychological problem but does so with the written referral of the appropriate professional. It is during those times that the Hypnotherapist is working much like a nurse, respiratory therapist, or a host of other para-professionals.

Regardless of whether the Hypnotherapist is working in the areas of “vocational or avocational self-improvement counseling” or as a para-professional in conjunction with a Medical Doctor, Psychologist, Chiropractor, or other health professional, the Hypnotherapist is recognized as the expert in the area of hypnosis and its application to the modification of human behavior and perception. Considering this country’s current climate of healthcare reform, the Hypnotherapist seems poised for greater recognition and integration into mainstream healthcare. Just like the argument, “You don’t need to pay an oral surgeon to get your teeth cleaned, when a dental technician can do it better and for less money,” why see a psychologist for your self-improvement goals, when the Hypnotherapist is specifically trained to accomplish those goals within less time and expense?

HMI Founder, Dr. John Kappas, literally defined the profession of hypnotherapy in 1973, when he authored the definition of a “Hypnotherapist” in the Federal Dictionary of Occupational Titles. That definition remains in force and unchanged today!

There seems
to be no
shortage of
people seeking
more success,
happiness
and
prosperity!





ACCET
is
listed
by the
U.S. Department
of Education
as a nationally
recognized
accrediting
agency.

When choosing a professional training program in hypnotherapy, it is important to put things in perspective, by comparing the education offered in hypnotherapy to that of other health services. For example, let us say you wanted to become a Medical Doctor and you went to two different medical schools for comparison. The first school reports that its program teaches you everything you need to know and will provide all the credentials necessary to call yourself a real Medical Doctor in just two weekends. The second school reports that its preparation for a professional career as a Medical Doctor consists of four years of undergraduate study, in order to gain a solid foundation in anticipation of the rigors of graduate study; then three years of graduate study, providing you the diverse and in-depth education that will enable, both, the public and the Board of Medical Quality Assurance, to entrust you with the responsibility to start interaction with “real” patients, under supervision. In final preparation for your medical career, the school insists that you complete a clinical internship under the direct supervision of licensed professionals, who have the experience to carefully guide you in obtaining the hands-on clinical experience you need to prepare for the real-life responsibilities that you will undoubtedly encounter in your new medical career. Which school would you choose?

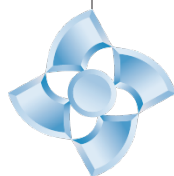
Obviously, the comparison seems ridiculous in the context of the medical profession. Yet in the field of hypnotherapy, these are precisely the kinds of educational and preparatory choices that students face in comparing hypnotherapy schools and course curricula.

How can this be? In the field of medicine, the law is very specific as to the minimum standards necessary for the education and internship preparation required to become a Medical Doctor. Hypnotherapy, on the other hand, is known as an “open profession,” meaning that the law does not attempt to regulate or set minimum standards for education, nor is there any State or Federal license available.

This means that anyone can legally call themselves a Hypnotherapist, without any training or education in the field. This also means that you, the reader, if so inclined, could call yourself a Hypnotherapist right now and legally open an office and offer hypnotherapy services to the public. Because anyone can use the title of Hypnotherapist, there are many schools eager to sell you a piece of paper that says you’re a Hypnotherapist. Usually, you are sold a piece of paper after one or two weekends or maybe “ten intensive days” of study, often in some hotel conference room or the living room of the instructor’s home. This piece of paper, however, has no legal significance.

Since the law says you can do hypnotherapy without this piece of paper, having it doesn’t allow you to do anything more with it than you could do without it.

There is “Certification” available, however, it is not a State or Federal certification since this does not exist in the field of hypnotherapy. The certification that is available is a private certification and, again, has no legal bearing on what you may or may not do. Most certification agencies are actually owned by the individual schools and are only as good as their own requirements for certification. Some schools invent official-sounding names for their privately-owned certification agencies such as “The United States Board of Hypnotherapy Certification,” and tell you that you can become a “Board-Certified Hypnotherapist.” In reality, however, the name is made up and the “Board” has nothing to do with the Federal Government, nor is it affiliated with any other governmental agency. Apparently, the purpose of inventing these types of names is to mislead the student as to the relative significance (or lack of significance) to the piece of paper they are selling.



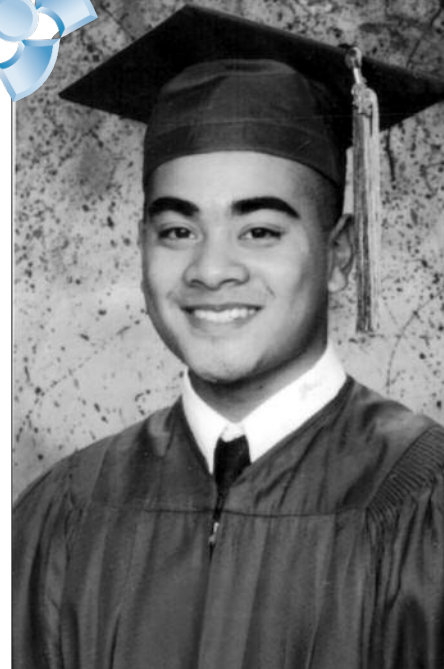
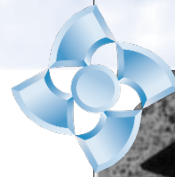
Accreditation is a national term, resulting from the Department of Education's authorization for an accrediting agency to review the quality and content of colleges applying for "accreditation," in order to participate in the student Federal Financial-Aid programs. The accrediting agencies send an accreditation team to the school for the review process. The accreditation team is comprised of leaders from other accredited colleges throughout the United States. The team members review the school and its educational program to determine whether the school is at least equal to the quality of education, business standards, and vocational preparation of all other accredited colleges. The school first submits a detailed self-evaluation of its program. After review of this written report, the accreditation team evaluates the school, with regards to any areas of improvement and growth. This process then repeats itself, until the accreditation team and the accreditation agency are convinced the school has met the highest standards possible. The accreditation process generally takes between two to five years to complete, but it doesn't end there. Every two or three years, a new accreditation team re-visits the school, expecting them to be able to demonstrate continued strength, growth, and development of the school's educational program and its delivery of that education to its students.

HMI is very proud of the fact that it is the first college of hypnotherapy to achieve "National accreditation." Accreditation assures the public of HMI's educational and quality standards. Accreditation also provides qualified applicants access to Federal Financial-Aid programs. It is as though the Federal Government says, "If you choose a quality college for your preparation for a new career, we will make sure the financing of your tuition will not be a problem."

HMI has earned its accreditation status on the strength of, not only its academic training, but also its exceptional on-campus clinical internship program. This program is made possible because of HMI's clinical facility, which provides therapy services to the general public.

It is HMI's position that a practicing Hypnotherapist has many responsibilities that should not be taken lightly, and any new career requires thorough and realistic preparation. In light of this, HMI does not offer any "weekend," "crash," or "intensive" courses; and would never consider allowing anyone to work in its clinical facility who was trained in such a fashion. What HMI does choose to offer, is a complete and extensive program that will allow its graduates to provide professional hypnotherapy services.

If you're looking for the quickest, easiest, or the least expensive way to obtain a piece of paper that says you're a Hypnotherapist, then the HMI program is definitely not for you. However, if you are looking for the absolute best, most competent, and thorough instruction that will realistically prepare you to actually begin a new career in an exciting helping profession, then keep reading because there is no finer or more thorough clinical hypnotherapy training program than what is presented in the pages that follow.



**Choosing an
Accredited School ...
what a smart
idea!**

ADMINISTRATION



HMI Founder

John G. Kappas, Ph.D., M.F.T. – Psychotherapist, Hypnotherapist, and author, Dr. Kappas founded the Hypnosis Motivation Institute in 1968. Dr. Kappas' innovative concepts are the product of his 35 years of experience helping others to dramatically shape and enhance the powerful forces of their subconscious mind.

Dr. Kappas' clients included an A-list of top celebrities, athletes, business giants, and even a moon-walking astronaut. Despite his passing in 2002, Dr. Kappas continues to influence HMI students and graduates through his extensive body of work, including many books and hundreds of hours of video instruction.

Director

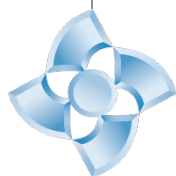
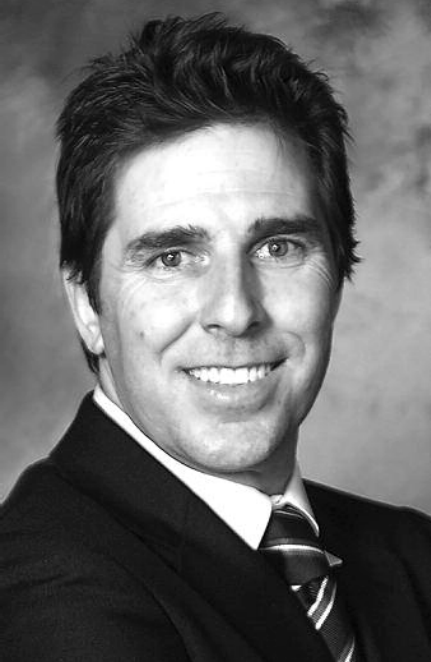
George J. Kappas, M.A., M.F. T. – Psychotherapist and Hypnotherapist, Mr. Kappas has served as the leading force of the Hypnosis Motivation Institute. Under Mr. Kappas' direction, HMI has achieved the distinction of being the first college of hypnotherapy to attain National Accreditation. With more than 34 years of dedication to the growth and development of HMI, Mr. Kappas' greatest contribution is his ability to communicate and educate with humor and honesty the many fascinating and extraordinary concepts developed at the HMI institute. Mr. Kappas serves on HMI's Board of Directors.

Director of Academic Services

Sandy Kappas, C.Ht. – Ms. Kappas has more than 30 years of experience with HMI as an administrator, instructor, and Hypnotherapist. Ms. Kappas oversees the day-to-day operations of HMI and the progress of all HMI students. Ms. Kappas is responsible for the institution's compliance with Federal, State, and Accreditation regulations and serves on HMI's Board of Directors.

Corporate Information

The Hypnosis Motivation Institute is a dba of Behavioral Science Centers, a California non-profit corporation, 501(c)(3) classification, and is governed by the Board of Directors, George Kappas, Sandy Kappas and John (LJ) Kappas.



INSTRUCTORS



Senior Staff Instructors

One of the key features of HMI's training is an experience and varied instructional staff. Senior Staff Instructors are HMI Graduates with a minimum of 10-years clinical experience after graduation. Every instructor is active in the private practice of hypnotherapy and represents a specialized area of expertise within the field of hypnotherapy. For profiles and photographs of HMI Instructors please see: <https://hypnosis.edu/resident/instructors>

George Kappas, M.A., M.F.T.

Licensed Marriage and Family Therapist
Certified Hypnotherapist

Bruce Bonnett

Graduate Harvard Law School
Hypnotherapy Law Specialist
Certified Hypnotherapist

Michael Kamins

Licensed Marriage and Family Therapist
Certified Hypnotherapist

Susie Kappas

Certified Hypnotherapist
Certified Advanced EFT Practitioner

Katt Lowe

Certified Hypnotherapist

Lisa Machenberg

Certified Hypnotherapist
Medical Hypnosis Specialist

John Melton

Certified Hypnotherapist
Smoking-Cessation Specialist

Ted Moreno

Certified Hypnotherapist

Tanya Nord, M.A.

Certified Hypnotherapist
Certified Reiki Master/Teacher

Cheryl O'Neil

Certified Hypnotherapist
Therapeutic Imagery Specialist

Elaine Perliss

Certified Hypnotherapist
Handwriting Analyst

Joe Tabbanella

Certified Hypnotherapist
Certified NLP Trainer



Approved by the United States Department of Education as a participant in the Federal Student-Aid Program.

Nationally accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Approved by the Bureau for Private Postsecondary Education (BPPE) State of California, Department of Consumer Affairs.

Approved by the California State Board of Registered Nurses as a provider of Continuing Education Credits for Registered Nurses, Licensed Vocational Nurses, Nurse Practitioners, Nurse Midwives, and Psychiatric Mental Health Nurses.

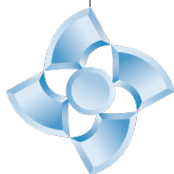
Approved by the California State Dental Board as a provider of Continuing Education Credits for licensed Dentists, Dental Assistants, and Dental Hygienists.

Approved by the Hypnotherapists Union, Local 472, as an educational provider for Certification in Hypnotherapy.

Recognized by the NAACP as an employer committed to the economic benefits of a diverse workforce; presented Jan 21, 2002.

Recognized by the California Legislature Assembly, presented by Speaker Emeritus Robert M. Hertzberg, in recognition of our commitment to the civic and business welfare of the San Fernando Valley, through involvement in the Chamber of Commerce and generous contributions to the community; presented Nov 6, 2002.

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12 MONTHS – 720 HOURS



HMI's In-Person, One-Year Professional Hypnotherapy Training and Clinical Internship is presented divided into two semesters, each six months in length.

Within these two semesters are a progression of classes and experiences that ease the student gradually and comfortably into the practice of Clinical Hypnotherapy. The pages that follow will explain in detail the goals and content of each course. The paragraph below offers a thumbnail summary of the contents of the two semesters.

Hypnotherapy Program

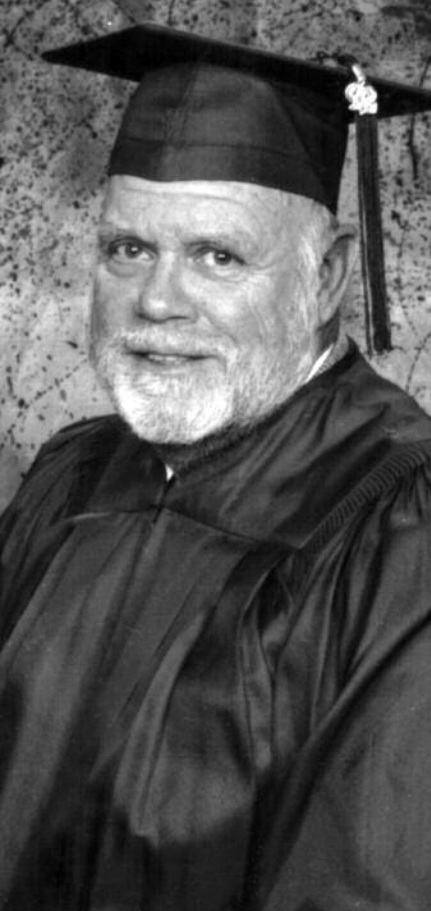
Semester 1 – 360 Clock Hours – 6 Months

- Hypnosis 101 – 4 Weeks (24 Hours)
- Clinical Hypnosis 201 – 8 Weeks (48 Hours)
- Hypnotherapy 301 – 12 Weeks (72 Hours)
- Clinical Applications 401 – 6 Months/Concurrent (162 Hours)
- Practicum Workshops – 6 Months/Concurrent (42 Hours)
- Internship Indoctrination (2 Hours)

Semester 2 – 360 Clock Hours – 6 Months

- Clinical Internship – 6 Months/Concurrent (72 Hours)
- Clinical Case Conference (Supervision) – 6 Months/Concurrent (24 Hours)
- Clinical Case History Series – 12 Weeks (36 Hours)
- Business Course – 4 Weeks (12 Hours)
- Advertising and Promotion – 4 Weeks (12 Hours)
- Ethics in Therapy – 4 Weeks (12 Hours)
- Counseling and Interviewing – 4 Weeks (12 Hours)
- Speech Master – 4 Weeks (12 hours)

HYPNOSIS 101



Length: 4 Weeks (24 Hours)

Days/Times: Tuesdays and Thursdays from 7:00 PM to 10:00 PM

Attend: 2 Classes per week

Instructor /Student Ratio: 1:15

Homework Hours: 3

Regardless of the student's background, the Hypnosis 101 course represents the first step in professional training. It is one of the most important, as well as the most fun and exciting, of all the training steps, because it is here that the foundation is laid for the "how to" skills of hypnosis. The result is a course full of demonstrations by instructors, as well as practice assignments. The main focus of the 101 course is the "Emotional and Physical suggestibility and sexuality" concepts, created by HMI's founder, Dr. John G. Kappas. Greatly responsible for HMI's success and reputation, these tools provide hypnotists with a behavioral profile that enables them to organize their linguistic pattern to perfectly match the suggestibility of the subject.

Rendering virtually everyone hypnotizable, this unique concept has been heralded as one of the few real breakthroughs in the field of hypnotherapy in the last 100 years. Another important concept presented in the 101 class is the "Message-Unit Theory of Hypnosis," providing students a precise understanding of exactly what hypnosis is, how it is created, and the differences between self-hypnosis, hetero-hypnosis, and environmental states. The focus of the 101 course is equally dedicated to understanding these vital theoretical foundations, as it is in acquiring the fundamental skills of how to test suggestibility, interpret the results, and hypnotize the subject according to his or her unique suggestibility pattern.

Hypnosis 101 features two instructors rotating Tuesdays and Thursdays to provide you two different communication styles on the important foundational course.

Attend one
class and
discover why HMI
has been around
for so many years!



101 Class Outline

WEEK 1

- Introduction
- History of Hypnosis
- Theory of Mind
- Definition of Hypnosis
- Emotional and Physical Suggestibility
- Demonstration and Practice

WEEK 2

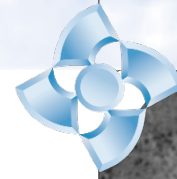
- Review: Definition of Hypnosis/Theory of Mind
- Environmental Hypnosis and Hypersuggestibility
- Scale of Imagination
- Origin and Application of Emotional and Physical Suggestibility
- Maternal and Paternal Approach
- Pre-Induction Speech
- Written Suggestibility Tests
- Inferred Arm-Raising Test
- Demonstration and Practice

WEEK 3

- Various Hypnotic Inductions
- Demonstration: Auto-Dual Induction and Eye Fascination
- Hyper-Suggestibility and De-Hypnotizing
- Application of Suggestibility
- Deepening Techniques
- Introduction to Emotional and Physical Sexuality
- Post-Suggestion to Re-Hypnosis
- The Emotional and Physical Sexuality Concept
- How Suggestibility Affects Sexuality
- Demonstration and Practice

WEEK 4

- Review of Theory of Mind
- Three Stages of Somnambulism
- Discussion and Demonstration: Literal vs. Inferred Suggestions, The Overload Process
- Self-Hypnosis
- Group Hypnosis
- Demonstration and Practice
- In-Class Review and Exam



**By the end of the
first meeting, you will
have hypnotized your
first subject!**



Length: 27 Workshops, 3 Hours Each (81 Hours)

Days/Times: Saturdays from 9:30 AM to 12:30 PM and/or 1:30 PM to 4:30 PM

Weekdays from 3:00 PM to 6:00 PM and Weeknights from 7:00 PM to 10:00 PM

Attend: 3-4 workshops are scheduled each week, attend as many as your schedule permits

Instructor/Student Ratio: Average 1:45

Practicum workshops are an important part of HMI's training. It is in these workshops that students perfect the skills of hypnotic inductions and hypnotic techniques. A Practicum workshop features a different instructor each class, discussing and demonstrating a unique topic and/or technique for each workshop. After discussion, demonstration and then question and answers, the students break into pairs or groups and practice what they have learned that day with each other in the presence of the instructor as supervisor.

Scheduling Saturday workshops, both, in the morning and afternoon, gives the student the opportunity to attend one, the other, or both. Practicum workshops are also scheduled on weekdays, 3:00 PM to 6:00 PM. Weekday afternoon workshops provide the student the option of attending and afternoon workshop from 3:00 PM to 6:00 PM and then a lecture/class the same day from 7:00 PM to 10:00 PM.

HMI provides the opportunity for up to 12 hours per week of supervised practice. Students are encouraged to attend as many practicum workshops as they can. The more you practice your hypnotic skills the more confident you will be with clients in Internship.

The completion of a minimum 14 workshops is recommended for Semester one and the successful completion of a minimum 13 workshops is recommended for Semester Two.

In the course of your
studies at HMI, you will
meet more than 200
students, all with the
same goals and
interests as you!



CLINICAL HYPNOSIS 201

Length: 8 Weeks (48 Hours)

Days/Times: Mondays and Wednesdays from 7:00 PM to 10:00 PM

Attend: 2 Classes per week

Instructor/Student Ratio: Average 1:30

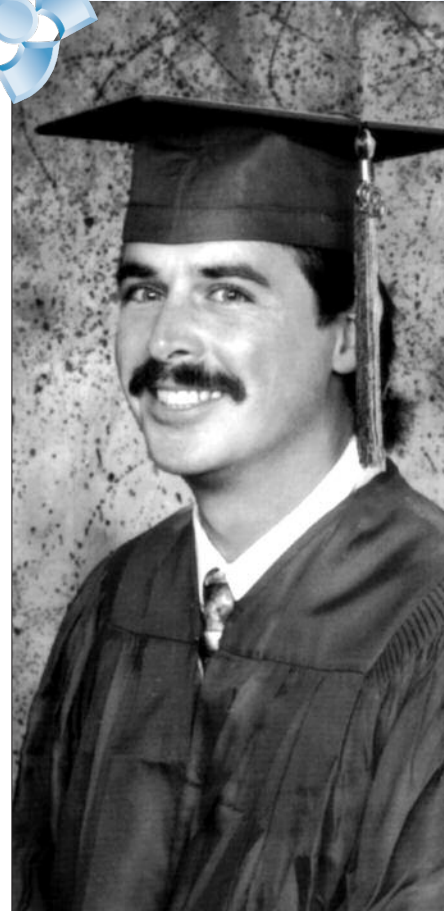
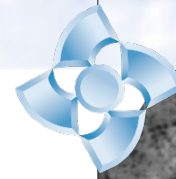
Homework Hours: 14

The 201 course meets two times per week for 8 weeks. This course is divided into two sections, each section one-month long. These sections rotate monthly and students may begin in either section. There is a new start day for 201 approximately every four weeks, so 101 students rarely have to wait more than a week before the next 201 class begins.

The Clinical Hypnosis 201 course begins with the premise that the student, having successfully completed the 101 course, possesses knowledge of testing the suggestibility of their subjects and hypnotizing them accordingly. Utilizing the skills learned in the 101 class, the 201 student is then introduced to a broad array of styles and strategies available to them in guiding the hypnotized client. To properly accomplish this, the 201 course features a different instructor for each topic listed in the 201 outline.

There is perhaps no field of study more diversified and divided on what is the best approach in theory and application, than the field of counseling. Because of this, HMI's 201 course provides a different instructor for each night of the course, each representing a different style of area of specialty or style of hypnosis, thus acquainting the student with a wide variety of clinical orientations to hypnotherapy. HMI's instructors include Marriage and Family Therapists, Counselors who specialize in working with children, NLP Trainers, Imagery Specialists, and Hypnotherapists of diverse orientations. In learning from each of these different specialists, the 201 student develops the ability to match his or her therapeutic style and strategy to the individual needs of the client or case.

While attending 201, students are encouraged to attend a minimum of one per Practicum Workshop per week, or as many workshops as their time permits.



**Having a different
instructor each night
gives you the benefit
of a diverse range
of experiences
and ideas!**

201 Class Outline

CLASS 1 HYPNOTIC MODALITIES

- Models and Paradigms
- Modality Overview
- Chronological Growth

CLASS 2 NEURO-LINGUISTIC PROGRAMMING 1

- Pacing and Leading
- Anchoring
- Reframing

CLASS 3 NEURO-LINGUISTIC PROGRAMMING 2

- Outcomes
- Sensory Acuity
- Behavioral Flexibility
- States of Excellence

CLASS 4 ERICKSONIAN HYPNOSIS

- Use of Metaphors
- Use of Paradox
- Indirect Inductions

CLASS 5 HYPNOTIC REGRESSION/PAST LIFE

- Age Regression
- Past-Life Regression
- Spontaneous Regression

CLASS 6 DREAM THERAPY

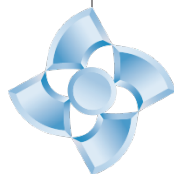
- Hypnosis and Dreams
- Psychodynamics of Dreams
- Dream Interpretation

CLASS 7 FEARS AND PHOBIAS

- Fears, Phobias and Anticipatory Anxiety - Defining Differences
- Circle Therapy
- Systematic Desensitization
- Free-Floating Anxiety
- Static Anxiety

CLASS 8 IN-CLASS REVIEW AND TEST

- Course Review
- Exam



201 Class Outline



CLASS 9 KAPPASINIAN HYPNOSIS

- History of Dr. John Kappas
- Development of the Model
- Foundations of Hypnotic Technique

CLASS 10 THERAPEUTIC IMAGERY 1

- Defining Visualization and Imagery
- Imagery in Relation to Hypnosis
- Creating Imagery Constructs

CLASS 11 THERAPEUTIC IMAGERY 2

- Suggestibility and Imagery
- Imagery in Health
- Mind/Body Connection

CLASS 12 HYPNO-DIAGNOSTIC TOOLS A

- Stages of Development
- Hypno-aids, Biofeedback, Pendulum, Light, Hypnodisc
- Ideomotor Response

CLASS 13 HYPNO-DIAGNOSTIC TOOLS B

- Handwriting Analysis
- Corrective Therapy
- Body Syndromes
- Contradiction Square
- Paris Window

CLASS 14 MEDICAL HYPNOSIS

- Need for Referral
- Analgesia vs. Anesthesia
- Childbirth with Hypnosis
- Pain Control

CLASS 15 LAW AND ETHICS

- Scope of Practice
- California Law
- Disclosure Requirements
- Ethical Business Practices

CLASS 16 IN-CLASS REVIEW AND TEST

- Course Review
- Exam

HYPNOTHERAPY 301



Watching HMI
instructors conduct
“LIVE” therapies
in the classroom...
that’s the way
to learn!

Length: 12 Weeks (72 Hours)

Days/Times: Tuesdays and Thursdays from 7:00 PM to 10:00 PM

Attend: 2 Classes per week

Instructor/Student Ratio: Average 1:45

Homework Hours: 24

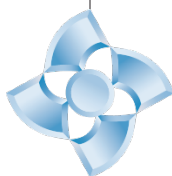
The 301 course is three months in length and is divided into three sections, each section one-month long. These sections rotate monthly, so a student may begin in any one of the sections. When a student completes 201 Course there is never more than a week or so before beginning the 301 Course.

The 301 course also features a different instructor for each lesson. In the 101 course, you learned how to hypnotize. In 201, the different styles/modalities of hypnosis were explored. In 301, instructors teach how to apply these hypnotherapy tools to different areas of clinical application. Each instructor in each lesson of the course presents a lecture topic representing his or her own area of expertise.

Every fourth lesson of 301 is a Clinical Case Presentation. The Clinical Case Presentations are actual therapies with real clients, conducted right in the classroom. This unique feature of HMI’s training is possible because HMI is not only a school, but also the country’s largest clinic of hypnotherapy services. HMI’s clinic helps several hundred clients per week with their problems and goals. However, not all these people can afford our services; therefore, some qualify to participate in our nonprofit, public-service program.

This program provides no-cost or low-cost hypnotherapy services to those in need, while at the same time providing HMI Interns the experience they need during their Residency program. The client’s first session is conducted in the 301 class. This allows the student to be presented with a “real client” with a “real problem.” The client is there for the first time and most likely has never been hypnotized before. Under the guidance of the instructor, the class interviews the subject, learns how to ask the necessary questions in a sequential pattern, and gains information required to plan a therapeutic strategy, appropriate for the specifics of each individual case.

The Clinical Case Presentations are scheduled every fourth class of 301 and fit in with the focus of the 301 course, which is clinical applications. By doing “live therapies” in the class, the 301 students are provided the opportunity to see how to apply the hypnotherapy tools they have learned thus far to real people with real problems. These issues will be representative of the situations the student will encounter when working in the field as a professional Hypnotherapist, providing the student with a successful first step into the new career that lies ahead.



301 Class Outline

CLASS 1 EMOTIONAL & PHYSICAL SEXUALITY 1

- Using the Sexuality Questionnaire
- Emotional and Physical Priorities
- Emotional and Physical Game Playing
- Core Traits vs. Surface Traits

CLASS 2 EMOTIONAL & PHYSICAL SEXUALITY 2

- Ethnic Sexuality
- Incongruent Sexuality
- Sexuality Defenses

CLASS 3 CHILD HYPNOSIS

- Hypnotic Techniques Used with Children
- Game Playing
- Establishing Rapport
- Teaching Children to Follow Directions
- Communication with Children
- Role Playing
- Understanding the Hypnotic Behavior of Children

CLASS 4 MENTAL BANK SEMINAR

- 5 Synergistic Keys
- Using the Mental Bank Ledger
- Incorporating Mental Bank in Therapy

CLASS 5 COUNSELING, INTERVIEWING, FIRST CONSULTATION

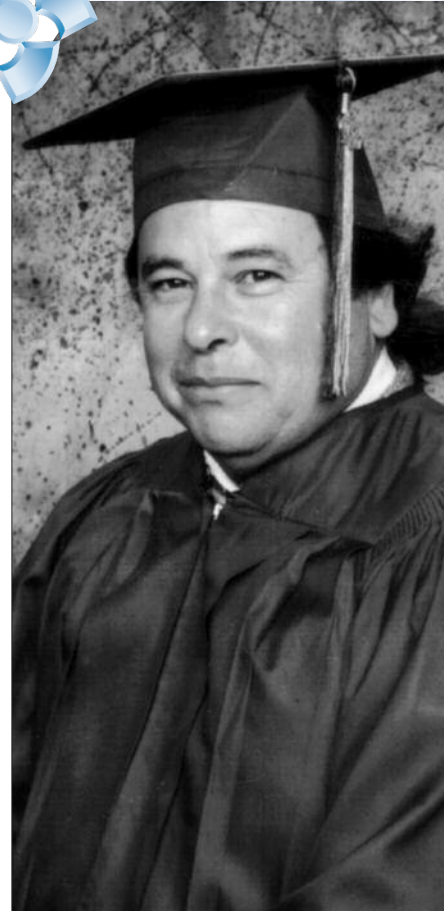
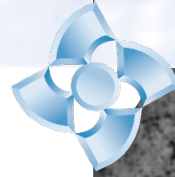
- Developing the Plan of Therapy
- Primary and Secondary Causes
- Goals for the First Session
- Completing the Paperwork
- Establishing Rapport
- Styles and Strategies
- Directive and Non-Directive Approaches
- Non-Verbal Cues and Messages

CLASS 6 CLINICAL CASE PRESENTATION

CLASS 7 ADVANCED LAW AND ETHICS

- Examples of Individual State Laws
- Various Types of Legal Issues
- Complying with State Requirements

CLASS 8 IN-CLASS REVIEW AND TEST



"LIVE" therapy
done in the
classroom every
fourth class, really
makes the goals of
the education clear!

HYPNOTHERAPY 301

301 Class Outline



CLASS 9 CRISIS INTERVENTION

- Hypersuggestibility
- Handling the Crisis Phone Call
- Crisis Support Service
- Crisis Management

CLASS 10 CLINICAL CASE PRESENTATION

CLASS 11 SEXUAL DYSFUNCTION

- Masters and Johnston
- Helen Singer Kaplan
- Performance Anxiety
- Medical Referrals

CLASS 12 DEFENSE MECHANISMS

- Sublimation
- Denial
- Repression
- Projection
- Introjections

CLASS 13 GENERAL SELF-IMPROVEMENT

- Business and Personal
- Motivation
- Losing Syndrome
- Stress Management

CLASS 14 CLINICAL CASE PRESENTATION

CLASS 15 HABIT CONTROL

- Weight – Medical or Psychological
- Smoking – Three Approaches
- Nail Biting – Habit or Anxiety

CLASS 16 IN-CLASS REVIEW AND TEST

Knowing that your
instructors are
actively engaged in
private practice
on-site, lends a
definite confidence
to what you're
learning in the
classroom!



301 Class Outline

CLASS 17 LOW BLOOD-SUGAR

- How it: Affects People, Relates to Therapy, and Affects Hypnotic State
- Separating Physical and Emotional Symptoms

CLASS 18 CLINICAL CASE PRESENTATION

CLASS 19 SUBSTANCE ABUSE

- The Escapist Personality
- Alcoholism
- Drug Abuse
- Self-Medication

CLASS 20 HYPNO-ANESTHESIA

- History of Hypnotic Applications in Surgical Cases
- Working with Medical Doctors and Dentists
- Client Rapport and Preparation
- Techniques for Application

CLASS 21 ADVERTISING AND PROMOTION

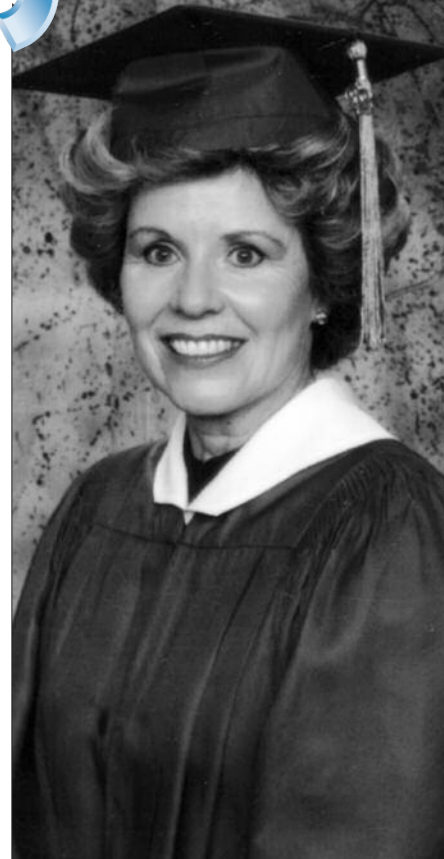
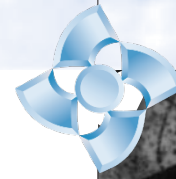
- Utilizing Free Advertising
- Sales and Promotion
- Planning Your Ad Campaign
- Display Ads and Ad Copy

CLASS 22 CLINICAL CASE PRESENTATION

CLASS 23 FAMILY SYSTEMS

- Adult Children of Dysfunctional Families
- The Physically and Emotionally Abusive Families
- The Sexually Abusive Family
- Co-Dependency Issues
- Systems Approach
- The Use of Hypnosis in Family Therapy

CLASS 24 IN-CLASS REVIEW AND TEST



**The people you will
meet in this one-year
training program are
as valuable as the
training itself!**



Length: 8 Weeks (24 Hours)

Days/Times: Weeknights from 7:00 PM to 10:00 PM and/or
Weekdays from 3:00 PM to 6:00 PM

Attend: 1 Class per week

Instructor/Student Ratio: 1:40

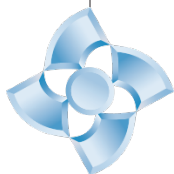
Homework Hours: 4

The Handwriting Analysis course teaches the student to use the skills of examining traits in handwriting, believed to be correlated with behavioral patterns, as a tool in developing personality profiles, which assist in choosing therapeutic strategies for hypnotherapy.

This course can be taken in Semester 1 or 2.

Handwriting Analysis

is not only a
fascinating clinical
tool, but also a great
ice-breaker for
meeting new clients!



CLINICAL APPLICATIONS 401

Length: 20 Weeks (172 Hours)

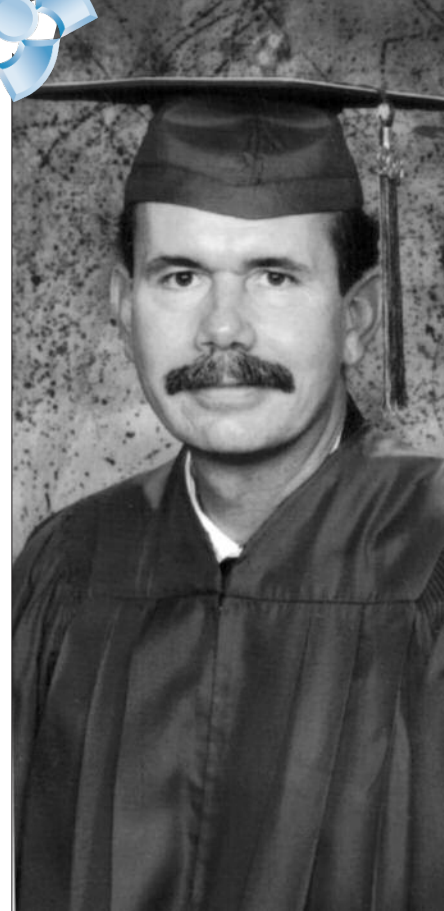
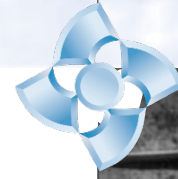
Awarded: 401 Certificate of Completion

Days/Times: Scheduled Independently, Concurrent with 201 and 301

Designed to prepare the student for clinical internship, the Clinical Applications 401 Course help the student bridge the gap between theory and practical application.

The 401 course features 86 two hours lessons featuring vintage video recordings of lectures and live therapy demonstrations featuring HMI Founder, Dr. John Kappas.

These video presentations are delivered via streaming video and are accessible through the HMI Library or online portal, thereby giving the student the convenience of studying at school or in their home or office.



**Watching real
therapy, reinforces
everything you're
learning in the
classroom!**



Length: 26 Weeks (360 Hours)

Days/Times: Two Class/Lecture Nights Per Week

Clinical and Elective Hours Scheduled Independently

Considered the most important step of HMI's training, the Clinical Residency 501 course is HMI's "internship" program. Internship at HMI represents the most unique feature available in hypnotherapy education today. In the 501 Residency program, HMI students are provided with an applied course curriculum, a professional private-practice office, and clinical supervision, so they may begin building their private practice and therapy experience, while still attending school.

One need only examine the rigorous combination of clinical and classroom requirements listed below to appreciate why HMI's Clinical Residency program is considered second to none for preparing the student for a challenging career as a Hypnotherapist.

Internship/Client Contact: Scheduled Independently (36 Hours)

A minimum requirement of 24 client-contact hours (1.5 hours credit for every 1 hour of client contact) are a part of HMI's internship program. This provides the 501 students the opportunity to start working with clients in the HMI clinic, with the benefit of clinical supervision. Students are responsible for getting their own clients, by following the guidelines of their advertising and promotion classes. The 501 students are free to charge whatever they wish for their professional services. Student fees may range from no charge to \$100 (or more) per session. Pro-Bono clients are also offered to HMI Interns, see the Pro-Bono clients' policies listed in the Catalog Addendum/Student Guide.

Clinical Case Conference: Weeknights from 6:00 PM to 7:00 PM (24 Hours)

In the intimate setting of a small group, 501 students discuss their clinical work with clients and receive advice, direction, and feedback from HMI instructors. The 501 students are encouraged to attend as many times per week as possible.

Clinical Case-History Series: Weeknights from 7:00 PM to 10:00 PM (36 Hours)

The course consists of 2 series, each six (6) weeks long, and meets once per week. The Clinical Case-History Series features HMI staff Therapists conducting a live, in the classroom, six-week ongoing therapy session with a client. This six-week clinical progression demonstrates the process and procedures of clinical hypnotherapy from beginning to end. Homework Hours: 12

Business Practices: Weeknights from 7:00 PM to 10:00 PM (12 Hours)

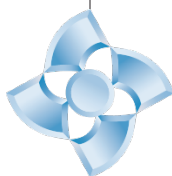
This course meets once per week for four (4) weeks. The Business Course prepares students for the challenges of self-employment, by teaching strategies for managing a private practice. This course guides the student through the development of their own business plan, so they will be able to put the plan into action immediately upon graduation. Homework Hours: 4

Ethics in Therapy: Weeknights from 7:00 PM to 10:00 PM (6 Hours)

This course meets once per week for two (2) weeks. Clinical ethics is unquestionably the most important ingredient in therapy, even above results. The Ethics in Therapy Course guides the student through the labyrinth of potential ethical dilemmas in therapy and prepares the student for the successful completion of the required "clinical scenario" exam. Homework Hours: 2

Clinical supervision,
courses in business,
ethics, counseling,
advertising, speech
class ... HMI

Internship leaves no
stone unturned!



RESIDENCY 501

Counseling and Interviewing: Weeknights from 7:00 PM to 10:00 PM (12 Hours)

This course meets once per week for four (4) weeks. The Counseling and Interviewing Course demonstrates and guides students through the process of clinical note-taking skills, evaluation of clients' appropriateness for hypnotherapy, and the practice of directive and nondirective counseling and interviewing techniques. Homework Hours: 4

Advertising and Promotion: Weeknights from 7:00 PM to 10:00 PM (6 Hours)

This course meets once per week for two (2) weeks. The 501 Advertising and Promotion class is a continuation of the advertising and promotion instruction started in the 301 course. The 501 course focuses on the implementation of a complete marketing strategy. Such strategies can include display ads, networking groups, speaking engagements, Yellow Pages advertising, and the use of the internet. HMI has developed a 12-point practice plan to guide the student in developing the private practice of their dreams. Homework Hours: 4

Practicum Workshop: Weekdays from 3:00 PM to 6:00 PM, Saturdays from 9:30 AM to 12:30 PM and/or 1:30 PM to 4:30 PM (36 Hours)

Scheduled independently, these 12 practicum workshops provide 501 students supervised practice for the continued development of their hypnotic techniques and hypnotherapy suggestion style.

Speech Master Course: Weeknights from 7:00 PM to 10:00 PM (12 Hours)

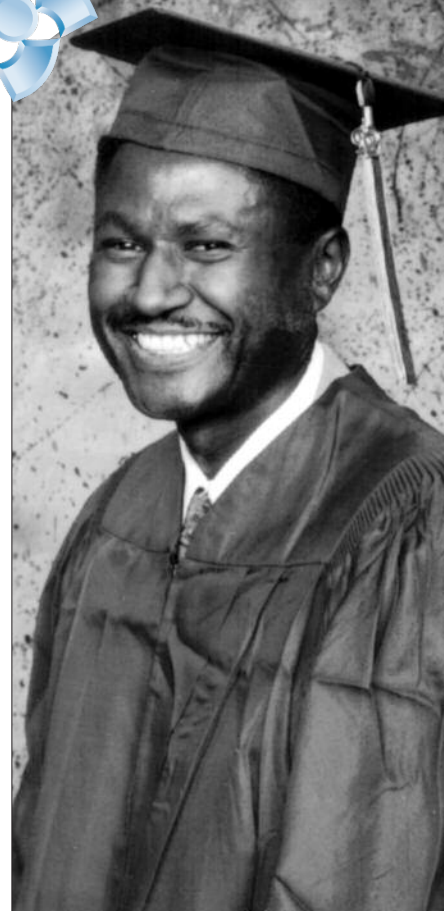
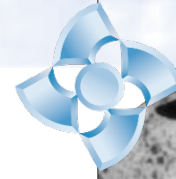
This course meets once per week, for four (4) weeks. Important to the development of a private practice is the ability to deliver a professional presentation to public or private groups. HMI's Speech Master course utilizes the internationally recognized "Toastmasters" technique to comfortably and systematically craft the student's talent for a powerful and professional public presentation. Homework Hours: 4

Personal Therapy: Experience: Scheduled Independently (6 Hours)

Students are required to complete three (3) private sessions (2 hours credit for every 1 hour of therapy) with an HMI Staff Hypnotherapist (cost included in course tuition). Having a personal therapy experience is an important foundation for the counseling professional. The experience is designed to provide the student with firsthand experience of the process of growth and change through hypnotherapy.

Clinical Specialty Course Electives: Scheduled Independently (150 Hours)

Students may complete this requirement through independent research, utilizing HMI's video library (no additional charge). HMI's video library contains an extensive selection of hypnotherapy-related titles – over 1,500 hours of material – and students may use these videos as resource materials for areas of special interest. Hours accumulated in independently scheduled courses, in excess of the minimum requirement, may also be applied toward elective hours. Important to the development of a private practice is the research and development of a clinical specialty, as well as a commitment to ongoing continuing education. Students can also earn elective hours through attendance at specialty education/continuing education at recognized hypnotherapy conferences or specialty seminar courses. Hypnotherapy conferences and specialty seminars are held on campus. Note: Some conferences and/or seminars provided by hypnotherapy associations are not included in the cost of tuition.



**The opportunity
to start earning
money in private
practice while you're
still in school ...
what a great idea!**

Certification in hypnotherapy is a desired outcome for many HMI students. There are no state or government certification agencies. Certification is not a legal requirement in order to practice. Certification is a strictly voluntary process that many Hypnotherapists seek, to establish an aura of confidence in their credentials. There are many certification agencies to choose from. Many certification groups have official sounding names that would lead you to believe they are government agencies. They are not. HMI recommends the Hypnotherapists Union Local 472.

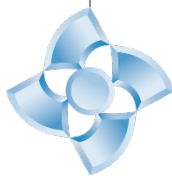
The Hypnotherapists Union Local 472, is one of the only certification agencies that is self-governed by a Board of volunteer Hypnotherapists. The Hypnotherapists Union is a nonprofit organization, governed by a Board of Directors, elected by the Hypnotherapist members they represent. The Hypnotherapists Union is not a privately-owned organization where membership dues can be put into an individual's pocket. It does not serve as a collective bargaining organization, nor does it organize strikes. The Hypnotherapists Union is organized to create recognition and acceptance of hypnosis and to lobby to prevent restrictions to the open and free practice of Hypnotherapists. By affiliating with the AFL/CIO, Hypnotherapists have gained much greater political strength and bargaining power than they ever could on their own. The Hypnotherapists Union was organized to protect your career. It is the vanguard against restrictive legislation.

The Hypnotherapists Union Local 472, is known for seeking quality before quantity in its membership. It has three distinct membership certifications based on the Hypnotherapist's schooling and experience in the field. These certifications allow the member to demonstrate to the client that they have earned their certification title, thereby giving added assurance to the client that they are seeing a professional and not just a "self-proclaimed" Hypnotherapist. Because certification is voluntary, the cost to join the union is not included in your HMI tuition fees. HMI does not receive any compensation from the union when a student joins. HMI students become eligible for certification through their completion of HMI coursework. HMI students are eligible for the first level of certification, "Hypnotist," upon the completion of the 101 course. Completion of HMI's first semester of training more than fulfills the requirements for "Master Hypnotist." Eligibility for the highest level of certification, "Hypnotherapist," is available to HMI students, once they have completed their internship and received their Hypnotherapy diploma.

Almost everyone has heard of the AFL-CIO and knows that it is here to stay. Let us compare membership statistics with three of the most widely recognized professional associations: the American Medical Association has approximately 26,000 members in California; the California Dental Association has approximately 12,000 members; the American Psychological Association has approximately 4,575 members in California. The AFL-CIO, of which the Hypnotherapists Union is a member, has between 600,000 and 700,000 union members from various professions in California alone.

The Hypnotherapists Union Local 472, conducts elections every three years. The Board that governs it is elected and non-paid. The Hypnotherapists Union was founded in 1972 by HMI Founder, Dr. John Kappas. HMI Director, George Kappas, has served two terms as president, from 1997 to 2003. HMI executives, employees, and instructional staff, if members of Local 472, are eligible for election and may serve on the board, if elected.

Visit the Union website at HypnotherapistsUnion.org.



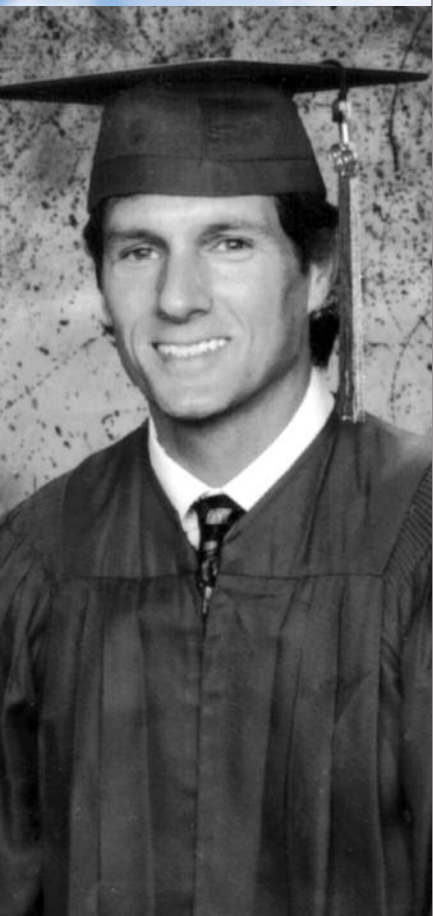


Because HMI is a nationally accredited college of hypnotherapy, eligible student applicants are able to apply for Financial Aid and start the training for no money down and no payments for 18 months. This gives you one full year of building your private practice before you make your first payment of approximately \$100 per month towards tuition.

The total cost of the HMI's tuition is \$15,504, but after Federal Grants, and work study opportunities, many students are able to reduce their out of pocket cost to approximately \$9,500.

HMI tuition also includes your six-month Internship, your professional hypnotherapy office and clinical supervision.

**Most eligible
students can
start for No
Money Down
and No
Payments for
18 months.**



**HMI's full-time
Financial Aid
Director makes
the process
quick and easy!**

Because of its national accreditation, HMI is approved for its students to participate in Federal Financial-Aid programs. Applying for a Federal student loan or grant is a relatively simple process, one that our Financial-Aid Director will guide the student through. The majority of our students qualify for some type of financial aid. Our Financial-Aid Director will be happy to help students discover what programs are available to them. Although each student loan is different, the loans can often defer the costs of tuition up to six months after graduation. This allows many students the opportunity to forego their first payment towards tuition, until eighteen months after the day they start their training! This provides the student one year to build a clientele and private-practice income before making their first monthly payment.

DETERMINING ELIGIBILITY

Federal financial aid has undergone many changes in the past few decades. Many students tend to assume they are not eligible to receive Federal student loans because they make too little or too much income. The fact is, there are a variety of factors that determine a student's eligibility, as well as a variety of student loans and grants.

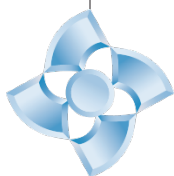
To assist students in identifying Federal Financial-Aid programs for which they may qualify, HMI employs a fulltime, certified Financial-Aid Director. The Financial-Aid Director assists students in determining, not only the programs for which they are eligible, but also which one is best for them and exactly what their responsibilities would be to each program.

HMI offers the following Programs:

1. Federal Direct Stafford Loans: a) Subsidized and b) Unsubsidized
2. Federal Direct Plus Loans (Parent Loan for Undergraduate Student)
3. Pell Grants
4. Payment Plans

Most students can complete their financial-aid process in one appointment in the Financial-Aid office. Once the application for financial aid is complete, the student can begin attending classes, while awaiting the final processing of the paperwork. During the initial tour of the college, an Admissions Representative will schedule students to meet with the Financial-Aid Director.

As with any loan, whether it is a government loan or a school payment plan, it is expected that students will pay the balances owed in a timely manner. Failure to meet the contractual obligations will result in collection attempts by HMI or its agents to the full extent permitted by law. All loans are subject to reporting to credit-profile agencies. Late payments or delinquencies may be reflected on a student's credit profile and will affect future loans for which the student may apply.





HMI's website, <https://hypnosis.edu/> is a valuable source of information about HMI and its hypnotherapy services and resources. We encourage you to visit <https://hypnosis.edu/> and really spend some time exploring the site and reviewing its content. In particular, we suggest prospective students review the following sections of our site by using the Home Page menu items listed below:

STUDENTS PAGE – We encourage students to explore and bookmark this page on HMI's website <https://hypnosis.edu/students/>. This is a very important page for enrolled students and students about to begin classes. Please be sure to explore this page thoroughly. Features of this page listed on the menu are:

1. **Class Calendars:** These calendars list the entire class schedule and events for the entire month. Students need to be in the habit of checking their class calendars on a regular basis, as they are subject to change.
2. **Practicum Workshops Schedule:** HMI offers a variety of options for attending practicum workshops, including Saturdays and weekday afternoons and evenings. The schedule lists all the instructors, topics, and options for Practicum Workshops.
3. **Need Assistance:** This menu feature provides the email and phone contact for all the HMI administrative and support staff. We are here to help.
4. **Mentors:** To experience hypnotherapy firsthand, HMI provides each student private sessions with an HMI mentor. We encourage students to browse the mentor list and review their profiles and photos.
5. **Honor Society and Director's Award:** These menu items give you a preview of the requirements to receive special recognition and awards as a student and graduate of HMI.
6. **Much, much more:** Browse all the menu items listed on this page for an in-depth preview of what it means to be a student at HMI. More items are added to this page monthly.

ARTICLES – <https://hypnosis.edu/articles/> provides an extensive library of the most recent articles featuring hypnosis. It is important to browse these articles and make note of the major publications that feature hypnosis in their recent issues, such as the *Wall Street Journal*, *New York Times*, *Los Angeles Times*, *U.S. News and World Report*, and many, many more.

FIND A HYPNOTHERAPIST – <https://hypnosis.edu/hypnotherapists/search/> offers an HMI Hypnotherapist Directory. We encourage students to browse the directory and read the biographies of the Hypnotherapists listed here. We have thousands of new visitors per month browsing our HMI Hypnotherapists Directory and choosing a Hypnotherapist.

AMERICAN HYPNOSIS ASSOCIATION (AHA) – This section at <https://hypnosis.edu/aha/> gives one a window into the wonderful world of the American Hypnosis Association (AHA). The AHA offers an extensive online streaming video library, free to its members, as well as a wide variety of other services. Menu items of special interest are: 1) Calendar of events: This lists the currently scheduled events for the AHA. Browse these to get a feel for the wide variety of extra-curricular events that occur at HMI on a weekly basis. 2) NLP and Imagery training: The AHA offers HMI students and graduates options for extensive certification courses in NLP and Therapeutic Imagery.

There seems
to be no
shortage of
people seeking
more success,
happiness,
and
prosperity!

QUESTIONS and ANSWERS

Q: *Is HMI's training taught by just one instructor?*

A: No. The study of human behavior is full of complexities and varying opinions. HMI prefers to provide its students with a full range of instructional expertise. HMI's instructional staff represents a variety of backgrounds, degrees, and therapeutic strategies.

Q: *What makes HMI different from other schools of hypnotism?*

A: HMI is unique in several ways. First, is its nationally accredited one-year curriculum. Next, is the large instructional staff that exposes HMI students to a wide variety of techniques and philosophies. Another feature of HMI's training is the use of "live" subjects in the classrooms, which allows HMI students to see "real therapy" in progress. Perhaps most important is HMI's in-house, supervised internship, that allows students to begin building a private practice before they graduate.

Q: *Do HMI courses provide Continuing Education Units?*

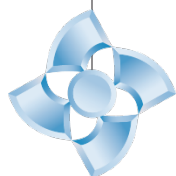
A: Yes. HMI is approved as a provider of continuing education by the California State Board of Registered Nurses and the California State Dental Board.

Q: *Does HMI provide a library for its students?*

A: Yes. HMI provides its students with an extensive recorded library. HMI's video library features more than 200 hours of hypnosis and hypnotherapy-related material. There is no additional charge for students to use the HMI video library on Monday thru Thursday and on Saturday.

Q: *What kinds of practical learning experience does HMI offer in the training?*

A: HMI offers a progression of practical experiences, starting with supervised practice of induction skills with fellow students; then as a group interviewing "real clients," planning a therapeutic strategy, and observing the instructor conduct the therapy session in the classroom. In the 501 course, students begin working with clients privately and have the opportunity to meet with instructors daily for guidance and supervision.



HMI RESIDENT SCHOOL STUDENT GUIDE AND CATALOG ADDENDUM



*INTEGRATING MIND, BODY AND SPIRIT
RESIDENT SCHOOL STUDENT GUIDE AND CATALOG ADDENDUM*

This Document Includes: 2018 Campus Security Report

Hypnosis Motivation Institute

18607 Ventura Boulevard, Suite 310 • Tarzana, California 91356-4154
1-818-758-2747 • Hypnosis.edu/Resident

Publication Date: January 1, 2019 – December 31, 2019

Last Revised: Thu, Mar 14, 2019

LETTER FROM THE DIRECTOR

Welcome to the Hypnosis Motivation Institute (HMI), (College)

All of the Instruction staff and employees committed to your right as a student to enjoy a safe and healthy learning environment. There are many benefits to be gained by participating actively as an HMI student. Along with the benefits come the responsibilities to respect the rights of others and be a productive member of the community.

This Student Handbook brings together the most important policies that affect student life. You are also responsible for knowing College policies, particularly those that address Academics and Student Conduct. Revisions of policies and program updates often occur during the year, so you are advised to consult the website for the latest information.

The faculty and staff are here to support and challenge you to achieve at the highest levels, both in and out of the classroom. We want you to succeed in all of your academic and co-curricular endeavors. Please seek us out and let us share in your success!

Sincerely,
George Kappas, M.A., M.F.T.

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HMI RESIDENT SCHOOL STUDENT GUIDE AND CATALOG ADDENDUM

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the HMI School Performance Fact sheet prior to signing an enrollment agreement.

The admissions process and all programs offered are in English. Students must be able to speak, read and write English at a level that enables them to understand the catalog, and catalog addendum.

If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

Successful completion of HMI's Hypnosis 101 Foundations in Hypnotherapy Course establishes the student's language capabilities and their eligibility to complete their residency training.

HMI MISSION STATEMENT

It is the mission of HMI to continuously explore, within ourselves and others, how our subconscious mind can influence our behavior, affect the events of our lives, and empower us to achieve our dreams and goals. Our philosophy is based on the belief that the subconscious mind is a goal machine, dedicated and driven toward the fulfillment of a programmed path.

Our primary tenet is that all of the events of our lives, including "luck," both good and bad, is a manifestation of the energy that emanates from our subconscious mind. This energy continuously strives to fulfill the agenda for which it is programmed. Through research, education, and the clinical application of this tenet, HMI aspires to better the world by fostering a greater awareness of these principles, and the development of one's subconscious mind to be more congruous with their conscious desires.

HMI is Committed to these Broad Institutional Goals

1. To provide a program of hypnotherapy training that is educationally sound, up-to-date, of high quality, and demonstrably effective.
2. To publicly state and clearly demonstrate that HMI does not discriminate on the basis of age, race, ethnic origin, gender, sexual orientation, or religion.
3. To maintain fair, ethical, and clearly stated advertising, admission, and enrollment practices by accurately and fairly representing HMI and its services to all people.
4. To provide effective student services that recognize individual differences and ensure successful student retention, graduation, and success in professional and personal goals.
5. To demonstrate the value of HMI's training through satisfied students and graduates.
6. To ensure proper and ethical administration of all financial aspects of the institution.
7. To embrace voluntary self-regulation, which is inherent to the accreditation process.
8. To demonstrate a commitment to the people served by HMI through local community involvement and participation and well as Increased public awareness of Hypnotherapy and its benefits through public education.
9. To demonstrate the effectiveness of HMI hypnotherapy training by producing well trained professionals who are capable of conducting private practices that are both ethical and beneficial to the public.
10. To promote hypnotherapy continuing education and training programs of the highest quality and integrity that:
 - a. Upgrade the image and professional standing of Hypnotherapists and Hypnotherapy in the health sciences and the community at large by promoting higher educational and professional standards.
 - b. Increase acceptance of Hypnotherapy in the health-care field by promoting greater awareness and acceptance in the medical community and health-care institutions.
 - c. Increase public awareness of Hypnotherapy and its benefits through public education, advertising and community services.

HMI School Mission Statement

It is the Mission of HMI's Hypnotherapy School to:

- Continually strive to provide the highest quality and most up to date Resident and Distance Education training possible that is educationally sound and demonstrably effective.
- Administrate, advertise and operate the school in a manner that meets the spirit and standards of accredited schools and to ensure that standard through ongoing voluntary participation in the accreditation process.
- Recognize student's individual differences to produce competent and satisfied graduates that are prepared for self-employed private practice in hypnotherapy and/or applying hypnotherapy techniques in their existing profession.
- Instill in graduates the motivation to pursue the spirit of service to the community that HMI embodies.

GOALS AND OUTCOMES – COURSE OBJECTIVES

Students enroll in HMI's Hypnotherapy Training programs for these reasons:

- Gaining the skills to start a self-employed private practice.
- Meet the requirements for certification as a Master Hypnotist or Hypnotherapist with the Hypnotherapists Union.
- Adding Hypnosis skills to an existing healthcare or complementary profession.
- Self-improvement/self-knowledge.
- Helping family and friends.

The course prepares students to become a "hypnotherapist" as described in the Dictionary of Occupational Titles of the U.S. Department of Labor. It should be noted that HMI's Founder, Dr. John Kappas, authored the original definition contained in the DOT for hypnotherapist, which remains in effect today.

079.157.101 HYPNOTHERAPIST: As defined in DICTIONARY OF OCCUPATIONAL TITLES published by the UNITED STATES DEPARTMENT OF LABOR

"Hypnotherapist: Induces hypnotic state in client to increase motivation or alter behavior pattern through hypnosis. Consults with client to determine the nature of problem. Prepares client to enter hypnotic state by explaining how hypnosis works and what client will experience. Tests subject to determine degrees of emotional and physical suggestibility. Induces hypnotic state in client, using individualized methods and techniques of hypnosis based on interpretation of test results and analysis of client's problem. May train client in self-hypnosis conditioning."

KEY INDICATORS FOR ACHIEVING OUR GOALS AND FULFILLING OUR MISSION

HMI relies on the following key indicators to determine how well we are achieving our goals and fulfilling our Mission:

- Happy and satisfied students and graduates who have met the requirements for certification in hypnotherapy and feel prepared to begin helping others.
- Happy HMI employees and staff who are dedicated to the mission of HMI.
- Compliance with all laws and standards.
- Continued improvement and innovations in the educational content and its delivery.

ADMISSIONS POLICY

The following is the criteria for selection of candidates for admission to HMI's one-year Professional Hypnotherapy Program. HMI reserves the right to reject an applicant and refund all deposit and tuition fees paid by said applicant. HMI does not discriminate on the basis of sex, race, ethnic origin, or religion. Hypnosis 101 students are considered applicants until such time that they have completed the 101 course and met the remaining requirements for admission to the one-year program.

The admissions process and all programs offered are in English. Students must be able to speak, read and write English at a level that enables them to understand the catalog, catalog addendum and all enrollment materials. If English is not the student's primary language and the student is unable to understand the terms and conditions of the enrollment agreement the student shall have the

right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. Successful completion of the HMI's Hypnosis 101 Course establishes the student's language capabilities and their eligibility to complete their advanced course enrollment.

Personal Interview: Each applicant must attend an interview and tour the facilities with an HMI admissions representative. During this process, the admissions representative will determine the applicant's interest, openness, and appropriateness for a future in counseling others. This determination will result from a combination of the following criteria:

1. Successful completion of the Hypnosis 101 course.
2. Sensitivity to the ethics and responsibilities of counseling others.
3. Ability to achieve a satisfactory tuition payment plan.
4. Must be at least 18 years of age.
5. Must provide verification of High-school completion, equivalent GED, Bachelors or Master's Degree. Applicants without these educational verifications will not be eligible for Title IV aid. Any educational degree provided for verification that is submitted as a part of your enrollment process must be in English or translated by a company specializing in transcript translation and must be evaluated by a company that states the degree's "equivalency to a degree" obtained in the United States. The cost of the translation and evaluation is to be paid by the student.
6. Appropriateness to represent and market themselves as a private-practice professional and adherence to HMI's dress code policy.
7. Appropriateness for the emotional demands and requirements of the counseling field.

Statement of Qualifications/Interview Questionnaire Form: This questionnaire is to be completed by the applicant prior to the interview, then reviewed and discussed with the applicant during the interview.

Hypnosis in History Online Course: Completing this course and passing the quiz (70%) is a prerequisite for enrollment and must be completed before starting the 101 course.

Non-Discrimination (Students with Disabilities): HMI is committed to providing equal educational opportunities for students with disabilities, who are otherwise qualified, in an academic environment free from harassment and discrimination. In compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), and state and local requirements regarding students and applicants with disabilities, HMI does not discriminate on the basis of disability in the administration of its education-related programs and activities. Under these laws, no qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the College. All applicants must possess an ability to benefit from HMI's training. The applicant's physical, mental, and emotional capabilities must be such that they have the ability to successfully market themselves and provide ethical and professional services as a Hypnotherapist in private practice. All rejections of applicants, based on ability to benefit, are subject to final approval by the Institute's Director.

STUDENT CENTER HOURS

The HMI Student Center is the center for all student activity and information. The Student Center hours are Monday through Thursday from 11:00 AM to 9:00 PM. Students are encouraged to call the Student Center during open hours only. HMI's Student Center is here to answer all students' questions on their academic progress and/or school policy and scheduling. While the HMI clinic is open for additional hours and does answer the general phone number, this department provides no information for students and does not take messages for the Student Center nor handle any student transactions.

Note: The Student Center stops taking phone calls at 8:00 PM on Monday through Thursday. The Student Center phone number is 1-818-758-2745.

PARKING

Daytime Parking (Before 5:00 PM): During the day, the HMI parking lot is for use by clients and customers only. No students or therapists are allowed to park in the HMI parking lot (even if they pay), before 5:00 PM, Monday through Friday. HMI students, attending daytime classes or viewing videos, are required to park in adjacent parking locations. Violators' cars are subject to being

towed.

Evening Parking (After 5:00 PM): Parking for HMI students is available in the HMI lot located at the rear of our building and in the underground parking garage. All parking is on a first-come, first-served basis. The underground lot can be accessed from Clark Street (directly behind the parking lot) or you can pull through the upper lot, exit the back of the parking lot and U-turn into the underground lot. The gate for the underground lot opens at 5:00 PM to accommodate the arrival of HMI students. All cars must exit the lower lot by 10:30 PM.

Important: If, when exiting the underground lot, the gate is closed, one must follow the arrows on the garage floor and approach the gate from its right side. (Do not approach the gate head on, as it will not trigger the door to open.)

Should both the underground and upper parking lots be full, students must park in adjacent parking locations. HMI is not responsible for any injuries or damages incurred while the student is parked in the HMI parking lots, or any other adjacent parking locations. All parking is at the student's own risk.

Students occasionally carpool with other students to and from HMI. HMI does not encourage nor endorse any carpooling among students. Students carpool at their own risk.

NO SMOKING

There is NO SMOKING permitted anywhere in the building, and that includes the elevators and restrooms. Students are permitted to smoke outside of the building in the courtyard or on the sidewalk. There is NO SMOKING near the parking lot entrance to the building. Students are to be aware that it is illegal to smoke within 20 feet of the entrance or exit of a public building.

NO CELL PHONES

Cell phone use is prohibited anywhere in the HMI facility. If one must use a cell phone, we ask that this be done only in the outside hallway/common area of the building. The use or ringing of cell phones disturbs the entire classroom, infringes on the rights of fellow students, and creates an uncomfortable teaching/learning environment. Therefore, all students MUST turn off cell phones BEFORE entering the HMI facility or, if absolutely necessary, set cell phones to "silent" mode.

RESTRICTED AREAS

HMI Students are not allowed in the HMI clinic area at any time. Students are to use the school entrance door and not the double doors reserved for the HMI clinic. Under no circumstances are students to use the coffee bar located in the clinic area. The only exception is when a student is waiting for an appointment with his/her own therapist or meeting with a hypnotherapy client. Students are not allowed behind the counter of the clinic desk or behind the Student Center counter at any time. Copy machines are not for student use.

NO THERAPY WITH OTHER STUDENTS

HMI Students are not to engage in therapeutic relationships with other students. In addition to traditional hypnotherapy or counseling, other forms of student therapeutic relationships to be avoided include, massage, psychic readings, tarot-card readings, Reiki and other forms of energy healings, astrology readings, chiropractic, herbology, and any other relationship that is outside the exclusive scope of discussing coursework and practicing inductions. It is really in the best interest of a student's education and harmonious relations with the other students that we require all students to strictly adhere to this policy.

DRESS CODE

HMI has a dress code that is required for all students. We at HMI not only consider you students, but also "professionals". We are proud of our students and therapists and we want you to continue your "subconscious programming" for success in your chosen field.

The following items are considered unprofessional attire for students.

1. Denim Jeans (with holes, faded, torn or ripped)
2. Low cut/sheer dresses or tops
3. T-shirts (no logos, graphics or writing)
4. Hats
5. Flip Flops
6. Shorts
7. Workout clothes/Athletic attire

We teach students the technical skills necessary to become a hypnotherapist, but we also guide them in representing themselves as professionals. This is why we ask all students to cooperate and adhere to the directions offered here. Each time a student comes to HMI, for whatever reason, he/she is expected to dress for the profession for which he/she is training.

Special Note: The wearing of any fragrances, cologne, perfume, scented lotions, body sprays, scented hair products etc. are prohibited while anywhere on HMI premises. Many students, staff and clients have allergies to these products; therefore this is a health issue.

Students in violation of this policy will be asked to leave campus immediately. Continued violation will place the student on notice and begin the disciplinary process that may result in dismissal from school.

NO MARKETING OF SERVICES OR PRODUCTS

HMI students are not permitted to market, sell or solicit, nor collect names and addresses of other students – on campus or off – for any services, classes, or products of any kind. Violation of this policy can result in immediate expulsion from the program for which they enrolled.

HMI COPYRIGHT POLICY

All HMI educational materials, including books, workbooks, printed materials, video, DVD and streaming video, are protected by United States copyright laws. Students who engage in behavior that violates those copyright laws will be withdrawn from the program for which they enrolled and could be subject to penalties, both civil and/or criminal, as provided for under The U.S copyright law (Title 17, United States Code). Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

STATE APPROVAL AND ACCREDITATION

The Hypnosis Motivation Institute is a dba of Behavioral Science Centers, a California, Public, non-profit corporation, 501(c)(3) classification, and is governed by the Board of Directors, George Kappas, Sandy Kappas and John (LJ) Kappas.

HMI is approved to operate an Accredited Institution by the Bureau for Private Postsecondary Education (BPPE) at P.O. Box 980818, W. Sacramento, CA 95798- 0818, www.bppe.ca.gov, Toll Free 888-370-7589, 916-431-6959 or fax 916-263-1897. Any questions a student might have regarding the school catalog or catalog addendum may be directed to the BPPE.

The Institution does not at this time have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

The Hypnosis Motivation Institute is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCET is located at 1722 N Street, N.W., Washington, D.C. 20036. Phone: 1-202-955-1113; Website: ACCET.org.

EDUCATIONAL FACILITIES

HMI's educational facilities include a 10,000-square-foot, professional suite, containing 11 private hypnotherapy offices; clinic reception office; clinic waiting room; student services office admissions offices; financial aid office; business office; student lounge; four classrooms, one of which contains a video production facility; video post-production facility; multiple video/DVD library viewing stations; multiple management offices; bookstore; and separate male and female restrooms. HMI's facility was new as of February 1989 and was built to accommodate the handicapped. The clinic lobby and entrance are under 24-hour electronic surveillance. The school entrance, hallways and classrooms are under 24-hour electronic surveillance.

EDUCATIONAL AWARDS, TRANSCRIPTS, STUDENT RECORDS

A Clinical Hypnotherapy diploma and transcript are issued for the completion of the entire course. Additional or replacement transcripts may be issued at the cost of \$25 each. Duplicate Certificates may be purchased for \$75. Official transcripts sent to an educational institute are at no charge. The institution retains a transcript permanently and maintains pertinent records for a period of 7 years from the student's date of completion or withdrawal. The institution maintains records relating to federal financial aid programs as provided by federal law.

HMI HONORS AWARD

HMI awards recognition to those students who demonstrate a passion for hypnotherapy through their outstanding achievement in school.

HMI Honor Roll Criteria

- Completion of HMI's Hypnotherapy training program with 13 months of their 101 start date. For example: 101 Start is 02/23/18 - thirteen months is up to the end of 03/2019. This allows for holidays and breaks. LOA's will be subtracted from time.
- Final grade point average above 3.8.
- Completion of Elective Course Hypnotherapy Research Articles (52 hours).
- Completion of minimum 24 Client Contacts.

HMI Honor Students will receive an upgraded Clinical Hypnotherapy Diploma acknowledging them as an "Honors Graduate," as well as a Special Certificate acknowledging their membership in the HMI Honors Society.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Hypnosis Motivation Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Clinical Hypnotherapy is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Hypnosis Motivation Institute to determine if your credits or diploma will transfer."

HMI does not award credit for prior experiential learning. HMI will accept the transfer of credit from another institution provided it meets the following criteria:

1. The student must submit a written request for credit transfer accompanied by an official transcript and course catalog from the school in which the credits were earned.
2. The student must have earned a 2.0 or better for all courses/credits to be considered for transfer. The courses/credits must be for the study of hypnosis or hypnotherapy.
3. The credits considered for transfer must not exceed 12 credits.
4. The institution from which the credits were earned must be accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education and Accreditation.
5. The number of credits transferred will reduce the cost of tuition by a prorated amount. This prorated amount may reduce the amount of Title IV assistance the student is eligible to receive.
6. All courses/credits transferred must be determined by HMI's Director to be the equivalent of the course content provided at HMI.
7. The Institution has not entered into an articulation agreement with any other college or university.

All decisions regarding the acceptance of transferred credits will be provided in writing to the student. The student has the option to appeal all decisions in writing to HMI's Director. All decisions regarding this appeal will be provided in writing to the student within 30 days of request.

CLASSROOM PROTOCOL

1. Students are not permitted to switch schedules or attend classes for which they are not scheduled without first requesting and receiving permission from the Student Center.
2. Students are not permitted to bring guests, children, or spouses to any HMI class or to HMI's campus.
3. Students are expected to be on time to class and are not permitted to leave early without prior permission from the Student Center staff.
4. Students are required to sign in and sign out before and at the conclusion of each class or to respond to roll call by the instructor. Failure to follow this procedure will result in the loss of credit for attendance in that class and may jeopardize the student's academic status.
5. **There are no recording devices of any kind allowed in HMI classrooms.** This includes recording on your cell phone. You will be asked to leave class and you will not receive credit for attendance.
6. Students are expected to be polite to their instructors and fellow students. HMI places high value on a professional atmosphere in the classroom and reserves the right to remove any student who disturbs the professionalism and/or conducive learning environment of the class. This includes challenging the instructors and/or hostile questions or statements.
7. Students are encouraged to ask questions but should keep in mind that no one student should dominate the class environment with questions or argumentative statements. Should a student need more information or details in response to questions, he/she should request to see the instructor after class. Additionally, we request that students speak clearly and audibly when asking questions.
8. Students are to bring their Student Workbooks with them to class each session for note-taking and reference to handout materials. It is recommended that the student note in their workbook each class number attended, so if a night of instruction is missed, it will be easy to schedule make-up video appointments at the Student Center.
9. HMI instructors will call for a break sometime during each class, usually between 8:15 PM and 8:30 PM. Breaks are 15 minutes long. Students are not to hold up the class or disturb the class by returning late. Water and coffee are available in the student lounge.
10. All food and beverages are to be consumed in the lounge area. No student is to take any food or beverage outside of the lounge area. That includes not having food or drink in the hallway by the school's exit. Students are not to take food out of the suite, out into the hall and/or down the elevator.
11. Students are not allowed to bring any animals on to the school campus unless they are certified service animals and the student has received prior approval from HMI Management.
12. Students are not allowed to plug in any electronic devices in the classrooms or hallways or anywhere else that may represent a potential trip hazard.

There is absolutely no food or beverage allowed in the classrooms. Students are asked not to overfill coffee cups or engage in behavior that could cause a beverage to spill. Students may be held responsible for the expense of cleaning or repair for any spilled food or beverage caused by them.

PRACTICUM WORKSHOPS

Practicum workshops are held on weekdays and Saturdays. Please check your class calendar for the lecture topics. These workshops are for currently enrolled students only. You may also check out the practicum workshops, as well as other scheduled lectures, online at Hypnosis.edu. The schedule is located on the "Student Page" of Hypnosis.edu, under the "Workshop" button on the menu.

Workshops are non-sequential and feature different instructors and lecture/topics each week. If a student misses a workshop, the student can make it up by attending the next workshop. A schedule of the workshop topics and instructors is posted each month in the form of a Student Calendar. This calendar is posted on-line at your student login and posted in the hallway, just outside Classroom 3. Please check the Student Calendar on a regular basis, as it is subject to change.

CLASS MAKE-UP AND/OR REVIEW ON VIDEO

Classes 101, 201, 301, 501 and Handwriting are all recorded on video. These recordings are available to students for class make-up or class review. Students do not get additional credit for reviewing the class on video if they attended the class in person.

After a student is marked as having attended any of these classes, they will be provided the video link on their HMI Student Page login that allows them to review the class lecture on video. You can access your class videos from your personal computer or tablet, or you can use the video stations in the on-campus video library. This is a great way to review and enhance your learning process, even after graduation.

In addition to class videos, HMI also offers AHA and HMI Library Tapes in the on-campus video library for students to obtain 501 elective credit. After viewing, a student must submit a completed video viewing slip to the Student Center to receive elective credit. If you are an AHA member you can also access the AHA library from your computer or tablet, but you do not get elective credit unless you view the video in the on-campus library and turn in a viewing slip to the Student Center.

After graduation, you have six months from the date of graduation to review all of your class videos via your online student interface.

STUDENT COMMENTS/QUIZ FEEDBACK

Quiz Feedback: Your sincere comments/feedback are required for every online quiz you complete. Please be advised that your Comments/Feedback will be viewed by Instructors, students and staff, unless you mark the comment "private". If your experience was less than positive, you can relate that in your comments by making suggestions in a respectful and diplomatic way. Students should remember that providing diplomatic feedback, that is respectful of other people's feelings, is a skill required of every therapist. The quiz comments provide you with the opportunity to exercise that skill. Students who find themselves unable to provide respectful feedback will not receive credit for those completed quizzes.

Quiz Questions Complaints/Challenges: Students are welcome to submit any complaints/challenges to quiz questions by email to George@Hypnosis.edu. Students should consider that the success rates for all quiz questions are tracked by HMI and have all historically been answered correctly by other students at the rate of 75% or better. That does not mean that an Instructor did not miss something in their lecture or that the quiz question could be made clearer. We do appreciate your feedback on any quiz question you think should be changed. HMI does NOT however, change quiz scores or give credit for challenged quiz questions regardless of the circumstances. All quizzes are taken once with one opportunity to retake the quiz.

VIDEO VIEWING APPOINTMENTS

Hours available for video viewing are 11:00 AM to 10:00 PM, Monday through Thursday. Saturday viewing hours are 10:00 AM to 3:00 PM. Using the HMI Video Library is on a first come first served basis. Not observing the following rules will result in immediate termination of the student's privilege to use the viewing stations.

1. The video viewing stations are to be used for the viewing of HMI materials only. Any student observed accessing email, other websites, etc. will forfeit the right use the viewing stations.
2. Absolutely no cell phone usage on HMI premises, especially while viewing videos. Students must turn off their cell phones or set them to vibrate. Any emergency call must be taken in the hallway, outside of HMI.
3. HMI has always had a policy of students not wearing cologne on campus. Students sit in close proximity to each other, some of whom may have allergies, etc. HMI therefore requests that all students exercise courtesy toward their fellow schoolmates by not wearing anything with a scent.
4. Absolutely no eating food of any kind. This is not a movie theatre. If a student must eat, he/she should go into the student lounge to do so.

OFFICE HOURS AND ENROLLMENT PERIODS

HMI is open from 9:00 AM to 10:00 PM, Monday through Thursday, and Saturday from 9:00 AM to 4:00 PM. The following holidays are observed, and the school and clinic are closed: Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Presidents Day, Martin Luther King Day, Thanksgiving, Christmas, and New Year's Day. HMI offers new enrollment periods approximately every 4 weeks for 12 months of the year. Students starting on any given 101 start date would be scheduled to graduate approximately 12 months later.

INTERNATIONAL STUDENTS

HMI is authorized to issue I-20 forms and provide student visa services to all international students if they meet the following requirements.

- Must prove they have sufficient financial resources to pay for school and living expenses.
- Must have a US address you will be using as a place of residence while attending school.

Note: The 120 form is a Certificate of Eligibility that is used as part of the application process for an M-1 Student Visa. For additional information on student visas and the application process, contact the financial aid office for assistance.

USE OF CLASSROOMS BY 501 STUDENTS AND HMI CLINIC LEASE HOLDERS

HMI provides 501 Students (Residents/Interns) and current HMI Clinic Lease Holders the opportunity to use HMI classroom space for no charge to present seminars to the public for the sole purpose of building their private practice. Please obtain an application at the Student Center that states the current guidelines and procedures.

COURSE COSTS/DISCOUNTS

- First Semester Cost: \$7,999.00
- Second Semester Cost: \$7,998.00
- Total Cost of Program: \$15,997.00
- First Semester: 101 Hypnosis, 201 Clinical Hypnosis, 301 Hypnotherapy, 401 Clinical Applications
- Second Semester: 501 Clinical Internship

Student payments may be made to the HMI Business Office in the form of check, money order, cashier's check or credit card, (Visa or MasterCard). All workbooks for the program are included in tuition and provided in PDF format. Continuing Education Students (CEU) may enroll in the first semester at the first semester cost listed above. CEU students are not eligible for Federal Grants or Loans, scholarships or discounts.

Tuition Discounts

Hypnosis Motivation Institute (HMI) offers the Community Service Discount as well as the following tuition discount programs. The goal of these programs is to make the cost of hypnotherapy training at HMI more affordable to students in need. These programs are offered to all eligible students, without exception, based on the criteria listed for each. HMI does not discourage any student from utilizing any or all Federal Aid they may be eligible for. The use of tuition discounts does not limit or restrict the student's access to Federal Financial Aid. The criteria used to determine eligibility is applied uniformly for all applicants applying during the same enrollment period.

HMI's Financial Aid Director meets with every student to assist them in understanding what programs they are eligible for and to help them maximize their options to reduce their tuition costs.

Family Discount – A \$500 discount per student will be given to all students who enroll with the following family members and begin on the same start date.

- a. Legally Married Spouses
- b. Legal Domestic Partners
- c. Legal Children
- d. Legal Siblings

Community Service Work-Study Program – HMI's Community Service Work-Study Program is offered to all applicants as a supplement to assist in reducing the cost of tuition. The goal of this program is to make the cost of hypnotherapy training at the Institute more affordable to those students who may not otherwise have the funds to cover the cost of their education.

ADDITIONAL COSTS OF RESIDENCY

HMI Interns should plan ahead for the additional costs associated with establishing a private practice during the 501 course and after graduation. The following is a list of the additional costs that are either recommended or required for private practice and should be anticipated by the student. All costs listed are HMI's best estimates at the time of this publication and are subject to change.

Hypnotherapist Certification

Becoming a "Certified Hypnotherapist" is the goal of many HMI students. HMI recommends the Hypnotherapists Union, local 472, as a certification body. The approximate cost of membership, initiation and first year's dues is \$319.

American Hypnosis Association Fees

The American Hypnosis Association (AHA) is a continuing education organization that is owned and operated by HMI Director, George Kappas. Membership is recommended and offers a variety of benefits, including newsletters, events, video rental library, hypnotherapy-related seminars and conferences. The AHA sponsors monthly conferences and specialty workshops for fees ranging from \$20 to \$995. The approximate cost for initiation and first year's dues is \$179. Membership in the AHA provides HMI residents the opportunity to earn elective credits required for graduation.

Professional Liability Insurance

All residents (501 students) who see clients in HMI's clinic are required to obtain and maintain professional liability insurance (not included in the cost of tuition), before they can begin seeing clients and during the time they continue to practice at HMI. Residents are responsible for obtaining their source for insurance. Insurance providers require each applicant to be a member of a professional association and to be certified by an organization. While the Hypnotherapists Union and membership in the AHA provides this requirement, other professional groups may also. Costs vary, but a Resident can expect to pay approximately \$220 per year for insurance, with a \$1-million/\$3-million coverage.

City Business License

Residents are required to obtain a city business license (not included in the cost of tuition), before they can begin seeing clients in the Residency program. A business license is required by the city for all independent contractors. The City of Los Angeles has waived the cost of the city business license. Cities outside of this area may have their own policies for business licenses; however, a license is required for whatever city in which the therapist chooses to operate his/her private practice.

Advertising and Promotion

HMI Residents learn to advertise and promote their private practice. It is recommended that each student plan to invest in advertising and promotion expenses. Students entering a self-employed, private practice should anticipate that many strategies for developing a clientele do require an investment and are not included in the tuition of HMI.

Graduation Ceremonies

HMI conducts a formal graduation ceremony and sit-down dinner-party each year for its graduates and their guests. The cost is approximately \$115 per graduate and approximately \$85 for each guest (not included in the cost of tuition). This cost includes a cap-and-gown rental, but does not include additional graduate picture packages, which are optional. It is highly recommended that each graduating student participate with their fellow graduates in this special celebration of their tremendous accomplishments.

Professional Setting and Office Space

HMI's training program provides the Resident student with professional office space for their entire second semester (501 course) at no additional cost to the student. After the student graduates, HMI provides a variety of reasonably priced options for the graduate to continue to utilize office space in the HMI clinic. HMI also provides guidance on how to locate other HMI graduates who offer office space to share or rent in a variety of locations.

REFUND POLICY AND STUDENT'S RIGHT TO CANCEL

Institutional Refund Policy: You have the right to cancel and obtain a 100% refund of all monies paid if you cancel your enrollment after you sign the enrollment agreement and until midnight of the 40th business day after the first class you attend. Cancellation occurs when the student gives notice of cancellation by mail, fax, email, telephone, or in person. Your notice of cancellation does not require a particular format, but the student must clearly state that he/she wishes to cancel the agreement and the date the cancellation is to take effect. The Institute may terminate a student by applying the Institute's attendance, conduct and/or Satisfactory Academic Progress Policy. All refunds are made within 45 days of the notice of cancellation, (Date of Determination). The withdrawal calculation is performed using the student's last date of attendance.

All tuition monies will be refunded to the student for the following reasons:

1. If an applicant is rejected for enrollment by the Institute.
2. If the program for which the student enrolled is cancelled.
3. If an applicant cancels prior to the start of scheduled classes, or never attends class.
4. If the student cancels his/her agreement for the course of instruction on or before midnight of the sixtieth day after the first class attended by the student.

If a student withdraws or is dropped from the program after the 40th business day of the first class attended, and has attended 60% or less of the semester, the school will remit a pro-rata refund. The Student's net tuition is divided equally between two (2) semesters (26 weeks each). Refund calculations are calculated per semester. Days in which the student was on an approved leave of absence are excluded from the refund calculation.

The pro-rata refund amount shall be computed by multiplying the amount the student has paid for instruction by a fraction. The fraction is the amount of instruction time which the student **has not received**, but for which the student has paid, divided by the total amount of instruction time for which the student has paid. If the student paid less than the amount due under the schedule, he/she must pay HMI the balance within thirty (30) days from the date of determination. After having attended more than 60% of the semester, there is no refund.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. If any portion of your tuition was paid from the proceeds of a loan, the refund will be sent to the lender or an agency that may have guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, in proportion to the benefits received. Any remaining amount will be paid to you.

Return of Title IV: As required by federal regulations, schools are required to perform a “Return of Title IV Funds” (R2T4) calculation when a borrower ceases to be enrolled at least half-time in a program of study for which the student has been paid. Under this requirement, Title IV funds must be returned if the total amount of funds the student received from the Title IV HEA program is greater than the amount of assistance earned based on the length of time the student was enrolled in the payment period. A portion of the refund will be returned to the programs from which the student was funded. If a student should default on a federal or state loan, both the following may occur; (1) The federal or state government or a loan guarantee agency may take action against the student; including garnishing an income tax refund; and (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

ACADEMIC RE-ENTRY

07/25/2018 – Academic Re-entries are former students who, after applying, are re-admitted to the school. The re-entry process may take up to thirty days. Final determination is made by the school Director. The following policies apply to all prospective academic re-entries:

1. All academic re-entries must apply in writing to the Director of Academic Services. The letter may be mailed, emailed or hand delivered to the school. The written narrative must explain the circumstances surrounding the original separation from the school and what has changed in the student's situation that allows them to re-enter school and progress in a satisfactory manner. The substance of the letter will determine the student's eligibility to re-entry.
2. Any student, who was dropped from the program for disciplinary reasons, is not eligible for re-entry.
3. All prior academic performance, conduct, and professionalism are used as a determining factor in the re-entry approval process.
4. Any student who separated from the school and did not fulfill his/her financial obligations to the school (including repayment of student loans), is not eligible for re-entry.
5. Student's re-entering are subject to a \$1,000 re-entry fee and/or any tuition costs for courses remaining or to be repeated. Costs and courses required for graduation will be determined on a student by student basis.
6. All re-entries must complete new academic and financial aid paperwork. All current policies regarding admission to the school apply to re-entries.
7. Each former student is only allowed one academic re-entry.
8. Each re-entry applicant's academic record will be reviewed by the school and a determination will be made as to what course work a student needs to repeat or complete in order to graduate. How long it has been since your withdrawal from the school will be considered when determining which, if any, classes or semesters must be repeated. Re-entry fees and/or tuition costs will be presented to the student once that determination is made. Please allow 30 days after application for that process to occur.
9. Students re-applying within 5 years of their withdrawal, who were paid in full for the whole program at the time of withdrawal and who did not receive a tuition refund may be eligible for a 50% tuition reduction on the course work they are required to repeat. Students who withdrew more than 5 years ago are not eligible for tuition reductions.

REASONABLE OUTCOME EXPECTATIONS – EMPLOYMENT DISCLAIMER

HMI strives to provide its students with the most thorough and complete hypnotherapy training possible. HMI's training focuses on developing the skills of helping others. The reasons for enrolling and professional outcomes that individual graduates achieve from the education they receive at HMI vary greatly. HMI does not prepare students for “employment” in hypnotherapy, and there are no “employment” opportunities. HMI prepares students only for “self-employment” through their own marketing and development of a private practice.

The development of a private practice in hypnotherapy, or any other private-practice field, requires diligent effort and a reasonable period of time for development. A graduate's marketing results vary according to the level of effort invested, as well as his/her professional appearance, personality, and presentation.

HMI makes **no** representations that a majority of its graduates have careers in hypnotherapy. Although HMI follows the guidelines of its accrediting agency, with respect to surveys of its graduates (no sooner than 30 days after graduation), HMI does not conduct surveys of its graduates with respect to their post-graduate experiences over extended periods of time. As a consequence, HMI is

unable to provide any data on the following:

1. The number of HMI graduates who support themselves from their work in hypnotherapy;
2. The average gross revenues of HMI graduates per week, per month, or per year; or
3. The average number of hours per week that HMI graduates work in the field of hypnotherapy.

HMI estimates that only a small percentage of its graduates go on to see more than 25 clients per week. HMI also estimates that a larger number of graduates see in the range of one to 20 clients per week. HMI estimates that perhaps the largest percentage of graduates do not use their training to see clients in a professional capacity at all, but rather apply the information and skills acquired in their existing professions toward personal self-improvement, or in interacting with family and friends.

As required by its accrediting agency, HMI requests of its graduates to sign a "Graduate Placement Statement," no sooner than 30 days after graduation. This form contains the following statements that the graduate is:

1. "Satisfied with the professional training received from HMI."
2. "Prepared to begin offering hypnotherapy services."
3. "Making satisfactory progress in their pursuit of self-employment in hypnotherapy and/or fields related to the hypnotherapy offered at HMI."
4. "Making satisfactory progress toward building a client base and earning training-related income."
5. "Am satisfied with self-employment as a hypnotherapist."

HMI reports on the number of graduates who sign these forms in the accompanying Student Performance Fact Sheet located in the Student Guide, Catalog Addendum. The Student Performance Fact Sheet provides the most up-to-date information regarding student satisfaction. This survey, however, cannot be relied upon to represent the views or success of any graduate or group of graduates subsequent to the time these forms are signed, in that HMI is not able to stay in contact with all graduates after graduation, and is neither required by current law, nor accrediting guidelines to do so; nor does it continue to survey graduates over extended periods of time. The survey results provided are for student applicant's review. The results of his/her personal, professional outcome may vary.

HMI's hypnotherapy course prepares students in the art, philosophy, and techniques of hypnotherapy. Unlike other trade schools or vocational training programs, the opportunities available in the field of hypnotherapy are unique. There are no "jobs" available in the field of hypnotherapy, as there might be for other trades. Some of the opportunities and/or objectives for hypnotherapy training are:

1. For individuals who wish to start a self-employed private practice by themselves or in association with other professionals.
2. For professionals in related fields who wish to use hypnotherapy techniques in conjunction with their current profession.
Examples would include doctors, dentists, nurses, chiropractors, teachers, counselors, and other healthcare professionals.
3. For individuals who wish to learn hypnotherapy techniques to help themselves, their family members, children, friends, or wish to learn hypnosis for general interest.
4. For those who wish to teach self-improvement courses and/or self-help seminars to the public or corporate entities.

Students enrolling with the goal of a self-employed private practice in hypnotherapy must recognize that a self-employed private practice takes time and due diligence to accomplish. Success in private practice relies on the personality of the individual as well as their professional skills and personal abilities to start and maintain their own business.

Private practice starts with a few hours per week and builds slowly and gradually. Therapists in private practice set their own hourly rates and typically charge enough to compensate for the part-time nature of the profession. HMI does not and cannot promise or guarantee employment, nor level of income or wage rate to any student or graduate.

The school prepares students only for self-employment and does not and cannot provide placement services. HMI does however offer "placement assistance" in the form of extensive core classes in the 501 Residency program; i.e. Advertising and Promotion, Business Course, Speech Class, and the use of the HMI Clinical facility to begin building a private practice.

SATISFACTORY ACADEMIC PROGRESS

A student must meet both "Qualitative" and "Quantitative" standard in order to successfully complete/graduate from the program.

Qualitative Standards: A Student must maintain an accumulative Grade Point Average of (C), (70% = 2.0), or better.

Quantitative Standards: The length of the program is 720 clock hours, to be completed over 12 months with a maximum time frame of 18 months. At minimum, a student must complete the following at 25%, 50% and 75% of the program in order to graduate within the maximum timeframe allowed. **25% of program:** A student must complete a minimum of (7) 101 classes, (13) 201 classes, plus (2) workshops and (6) 401 lessons or Elective hours. **50% of program:** A student must complete a minimum of 8 credits (min. 300 hours). **75% of program:** A student must complete a minimum of 12 credits (min. 450 hours).

Increments for Evaluation: A formal review of student progress (qualitative and quantitative) is conducted quarterly. However, HMI may place a student on probation at any time during enrollment, if necessary. **Progress Reports:** A student can view their progress report at any time via their online interface.

Consequences of Failure to Meet SAP Standards: Probation: If the student has not met the minimum qualitative and quantitative standards, he/she will be placed on probation. **Length:** The probation will last a minimum of 30 days. **Conditions:** By the end of probation, the student must achieve the minimum qualitative and quantitative standards for that semester or meet the terms of their probation. **SAP Status during Probation:** Any student on probation at the mid-point is considered a student not in "satisfactory progress," for the purpose of Title IV funding. No second disbursements will be made to the student's account until satisfactory progress is achieved. **Consequences:** Should a student not fulfill the requirements of satisfactory progress during the probationary period, he/she may be dropped from the course of study for which he/she enrolled, and Veterans Benefits and Title IV funding will be interrupted.

Appeals: Students wishing to appeal the unsatisfactory academic progress determination or resulting withdrawal must do so in writing, within 10 calendar days of receipt of notification from the school. The written request must include an academic plan of study demonstrating how the student will overcome the situation(s) that caused the lack of academic progress in the first place. **Mitigating Circumstances:** If the student is appealing the unsatisfactory progress determination on the basis of mitigating circumstances, appropriate documentation should be included with the written appeal. Such documentation might include a physician's statement, accident report, or other substantiating statements. **School Official Who Decides:** All appeals must be made to the Director of Academic Services. The Director is responsible for making any final decisions regarding appeals. **Timeframe for Reply:** The student will be notified of the decision to reinstate within 30 days of receiving the student's appeal. If a student is not satisfied with the outcome of the appeal, the student may pursue additional avenues as outlined under "Formal Complaints," located in the Student Guide, Catalog Addendum. **Reinstatement:** Students dropped for lack of satisfactory progress may be reinstated into the program after their appeal has been processed and approved. The maximum time frame to complete the program is 18 months.

Incomplete Grades: A grade of zero is assigned to any classes, exams or assignments not completed and is counted toward the student's accumulative Grade Point Average. **Course Withdrawals:** Credit for those courses a student completed before withdrawing from the course of study will be considered as hours completed, in the event of an academic re-entry. **Course Repetitions:** Any course repetitions are not credited. **Remedial Courses:** HMI does not offer remedial courses of instruction or credit programs under remedial instruction.

ATTENDANCE/COMPLETION REQUIREMENTS – REVISED: JUN 14, 2018

Qualitative Standards: A Student must maintain an accumulative Grade Point Average of (C), (70% = 2.0), or better.

Quantitative Standards: A student must complete a minimum of 80% of the total hours offered (90% minus up to 10% for absences). This equals 24 Semester Credits.

Attendance: Students must have a "physical attendance" on campus no less than every 14 days. Any student not in attendance for a period of fourteen days will be dropped from the program. Attendance credit for Practicum Workshops, Case Conferences and In-Person Elective courses, conferences and seminars are given for "physical attendance" only. Attendance for lectures in 101, 201, 301 and 501 core courses is awarded for either "physical attendance" or lecture-video plus completed quiz. A student will be counted as "Absent" for core classes/lectures if they have neither "physical attendance" nor lecture-video plus quiz. A student is provided the entire enrollment period to "make-up" missed classes either through physical attendance or lecture-video and quiz. A student must complete a minimum of 80% of the total hours offered (90% minus up to 10% for absences).

Tardies/Early Departures: Students are expected to arrive to class on time. Students are required to respond to roll call before class begins and upon returning from the break. If a student arrives to class after roll call has been taken, he/she will be marked "tardy." If a student returns to class after break and after roll call has been taken they will be marked tardy. If a student does not

return to class after the break, he/she will be marked absent. When a student has three tardies in any given course module, student will lose credit for one class attendance. If a student arrives late or leaves early in excess of 30 minutes, the student will be marked absent and not receive credit for that class. For classes that require a student signature on the roll sheet, each student must sign in at the start of class and again at the end of class.

Grade Point Average: GPA is calculated at the end of Semester 1 and again at the end of Semester 2. The average grade between the two becomes the overall/total "Grade Point Average" (GPA) for the entire course and is reported on the student's transcript. Grade Point Average is the compilation of all complete exams, quizzes or assignments with a grade. A grade of zero is assigned to any classes, exams or assignments not completed and is counted toward the student's accumulative Grade Point Average. Exams count as 90% and quizzes as 10% toward overall GPA.

Semester 1

101 Course

8 Classes

Grade on Exam/Quizzes

201 Course

16 Classes

Grade on Exam/Quizzes

301 Course

24 Classes

Grade on Exam/Quizzes

401 Course (86 Lessons)

≥ 86 = 4.0

≥ 77 = 3.0

≥ 69 = 2.0

≤ 68 = 0.0

All Exams

≥ 90 = 4.0

≥ 80 = 3.0

≥ 70 = 2.0

≤ 69 = 0.0

Practicum Workshops

14 Workshops (Semester 1)

13 Workshops (Semester 2)

≥ 24 = 4.0

≥ 22 = 3.0

≥ 20 = 2.0

≤ 19 = 0.0

Internship Indoctrination

One (2) Hour Class

Semester 2

Advertising and Promotion

4 Classes

Grade on Exam/Quizzes

Business Practices

4 Classes and Business Plan = 4.0

3 Classes and Business Plan = 3.0

3-4 Classes and No Business Plan = 2.0
Grade on Quizzes/Business Plan

Case Conferences (24)

≥ 24 = 4.0
≥ 22 = 3.0
≥ 20 = 2.0
≤ 19 = 0.0

Case History Series 1 and 2

6 Classes Each Series
Grade on Exam/Quizzes

Counseling and Interviewing

4 Classes
Grade on Exam/Quizzes

Ethics in Therapy

2 Classes
Grade on Exam/Quizzes

Handwriting Analysis

6 Classes
Grade on Exam/Quizzes

Personal Therapy with Mentor (Optional)

3 Hours with Hypnotherapist

HYPNOTHERAPY COURSE DESCRIPTION AND SYLLABUS

HMI's Clinical Program is 720 clock hours/24 semester credits/43.7 Academic Credits and is one year in length. The program is divided into two semesters, each six months in length. The first semester consists of courses Hypnosis 101, 201, 301, and 401. The 101 course teaches you the practical skills of learning to hypnotize. The 201 course builds on that foundation by introducing you to all the different styles and modalities of. The 301 course introduces the student to all the clinical applications of. The 401 course bridges the gap between theory and practical application and is done concurrently with the 201 and 301 courses. The second semester consists of the 501 Clinical Residency courses and Handwriting Analysis which combines class-room instruction with clinical internship. The 501 Clinical Residency course divides its focus equally between the goals of building clinical skills and the business expertise to be successful in private practice.

Hypnotherapy Course – Semester One

- **Prerequisite:** Completion of HMI Admissions Procedure
- **Length:** 26 Weeks, 360 Hours, 12 Credits
- **Time:** Class Schedule Varies, Weeknights, Weekdays, Saturdays
- **Quizzes, Exams:** Students must complete each online class quiz and exams with a score of 70% or higher. Quizzes count as 10% and exams count as 90% of the student's overall course grade. Students receive one hour of homework credit for each quiz/exam completed.

Hypnosis 101

- **Prerequisite:** None
- **Length:** 4 Weeks, 8 Classes, 24 Hours
- **Days/Times:** Tuesdays and Thursdays from 7:00 PM to 10:00 PM
- **Attend:** 2 Classes per week
- **Instructor/Student Ratio:** 1:20
- **Homework Hours:** 3

Regardless of the student's background, the Hypnosis 101 class represents the first step in professional training. It is one of the most important, as well as the most fun and exciting of all the training steps, because it is here the foundation is laid for the "how to" skills of hypnosis. The result is a class full of demonstrations by instructors, as well as practice assignments.

The main focus of the 101 class is the "Emotional and Physical suggestibility and sexuality" concepts, created by HMI's founder, Dr. John G Kappas. Greatly responsible for HMI's success and reputation, these tools provide hypnotists with a behavioral profile that enables them to organize their linguistic pattern to perfectly match the suggestibility of the subject. Rendering virtually everyone hypnotizable, this unique concept has been heralded as one of the few real breakthroughs in the field in the last 100 years.

Another important concept presented in the 101 class is the "Message Unit Theory of Hypnosis," providing students a precise understanding of exactly what hypnosis is, how it is created, and the differences between self-hypnosis, hetero-hypnosis, and environmental states. The focus of the 101 class is equally dedicated to understanding these vital theoretical foundations as it is in acquiring the fundamental skills of how to test suggestibility, interpret the results, and hypnotize the subject according to his or her unique suggestibility pattern.

Grading and Homework Hours

In addition to the scheduled 101 classes, students are expected to read the text book and Student Workbook assignments for each class and successfully complete an online class quiz for 101 class lecture 1-3. Students are awarded one homework hour for reading the workbook and completing each online class quiz. The 101 course has one final exam administered in class 4.

Clinical Hypnosis 201

- **Prerequisite:** Completion of Hypnosis 101
- **Length:** 8 Weeks, 16 Classes, 48 Hours
- **Days/Times:** Mondays and Wednesdays from 7:00 PM to 10:00 PM
- **Attend:** 2 Classes per week
- **Instructor/Student Ratio:** 1:40
- **Homework Hours:** 14

The 201 class is two months in length, and is divided into two sections, each section is one month long. These sections rotate monthly, and students may begin at either section. There is a new start day for 201 approximately every four weeks, so 101 students rarely have to wait more than a week before the next 201 class begins.

The Clinical Hypnosis 201 class begins with the premise that the student, having successfully completed the 101 class, possesses knowledge of testing the individual suggestibility of their subjects and hypnotizing them accordingly. Utilizing the skills earned in the 101 Class, the 201 student is then introduced to a broad array of styles and strategies available to then in guiding the hypnotized client.

There is perhaps no field of study more diversified and divided on what is the best approach in theory and application than the field of counseling. Because of this, HMI's 201 classes provide a different instructor for each class night, thus acquainting the student with a wide variety of clinical orientations, too. HMI's instructors include Psychologists, Marriage and Family Therapists, Counselors who specialize in working with children, NLP Trainers, and Imagery Specialists, all of diverse orientations.

In learning from each of these different specialists, the 201 student develops the ability to match his or her therapeutic style and strategy to the individual needs of the client or case.

The 201 students continue to attend practicum workshops throughout their 201 class. Students are encouraged to attend approximately one per week, or as many workshops as their time permits.

Grading and Homework Hours

In addition to the scheduled 201 classes, students are expected to read the Student Workbook assignments for each class and successfully complete an online quiz for each class lecture.

Students are awarded one homework hour for reading the workbook and completing each online class quiz. The 201 course has two final exams administered in classes 201-8 and 201-16.

Hypnotherapy 301

- **Prerequisite:** Completion of Clinical Hypnosis 201
- **Length:** 12 Weeks, 24 Classes, 72 Hours
- **Days/Times:** Tuesdays and Thursdays from 7:00 PM to 10:00 PM
- **Attend:** 2 Classes per week
- **Instructor/Student Ratio:** 1:55
- **Homework Hours:** 24

The 301 class is three months in length, and is divided into three sections, each section one month long. These sections rotate monthly, so a student may begin at any one of the sections.

The 301 class also features a different instructor for each class lesson. In the 101 classes, you learned how to hypnotize. In the 201 classes, different modalities were explored. In the 301 classes, instructors teach students how to apply these tools to different areas of clinical applications. Each instructor, in each lesson of the class, presents a lecture topic representing his or her own area of expertise.

Every fourth lesson of 301 is a Clinical Case Presentation. The Clinical Case Presentations are actual therapies with real clients, conducted during class. This unique feature of HMI's training is possible because HMI is not only a school but also the country's largest clinic of hypnotherapy services. HMI's clinic helps several hundred clients per week with their problems and goals. However, not all of these people can afford our services; so therefore, some qualify to participate in our non-profit, public service pro bono program.

This program provides no cost or low-cost services to those in need, while at the same time providing HMI Interns the experience they need during their Residency program. The client's first session is conducted during the 301 class. This allows the student to be presented with a "real client" with a "real problem". The client is there for the first time and most likely has never been hypnotized before. Under the guidance of the instructor, the class interviews the subject, learns how to ask the necessary questions in a sequential pattern, and gains information required to plan a therapeutic strategy appropriate for the specifics of each individual case. After a 45- minute group interview of the client, the instructor directs the client to the clinic waiting room so that the ensuing class discussion cannot be overheard.

As a group, the class discusses the results of the interview until they can agree amongst themselves and with the instructor as to the appropriate therapeutic steps and strategies that should be used to help the client reach his/her particular goals. Once the class has planned the therapy, the client is brought back into the room and the class listens and watches as the instructor explains to the client what the group's conclusions are. The instructor then tells the client what they are going to do, how it is going to be done, and what they hope to accomplish.

The instructor then tests the suggestibility of the subject, hypnotizes the client accordingly and begins the first therapy session in the classroom. This allows the students to see their plan put into action. The client is then assigned to one of the student interns in the class for private followup sessions in the clinic.

The Clinical Case Presentations are scheduled every fourth class of 301 and fit in with the focus of the 301 class, which is clinical applications. By doing "live therapies" in the class, the 301 students are provided the opportunity to see how to apply the tools they have learned thus far, to real people with real problems. These issues will be representative of the situations the student will encounter when actually working in the field as a professional, providing the student with a successful first step into their new career field.

Grading and Homework Hours

In addition to the scheduled 301 classes, students are expected to read the Student Workbook assignments for each class and successfully complete an online quiz for each class lecture. Students are awarded one homework hour for reading the workbook and completing each online class quiz. There are 3 final exams in the 301 course administered during classes 301-8, 301-16, and 301-24.

Clinical Applications 401

- **Prerequisite:** Enrollment in 201

- **Length:** 48 Weeks, 86 Lessons, 172 Hours
- **Days/Times:** Scheduled Independently
- **Homework Hours:** 86

The 401 course is designed to begin at the completion of 101 and continue throughout the remainder of the course or until completed. The Clinical Applications 401 class consists of 86 lessons that help the student bridge the gap between theory and practical application. Designed to prepare the student for clinical internship in the 501 class, the 401 class consists of Clinical Case Video Presentations.

The 401 Clinical Case video presentations feature HMI founder, Dr. John Kappas, conducting live therapies unrehearsed, in front of the video camera. Watching these clinical case videos and answering the corresponding essays required of each case, provide the student the opportunity to begin experiencing real-world application early of the learning process. This window into actual therapy sessions in progress via videotape offers an important combination of reinforcement and application of the clinical skills being presented in the classroom. This class is scheduled independently. These lessons can be watched from the student's personal computer anytime day or night or in the HMI Video Library. This window into actual therapy sessions in progress via videotape offers an important combination of reinforcement and application of the clinical skills being presented in the classroom. This class is scheduled independently.

Grading and Homework Hours

Each student is awarded two hours credit for the viewing of each 401 lesson. The student is awarded one hour of homework credit for the completion of each online essay. Each essay is graded on a pass/fail basis.

Practicum Workshops

- **Prerequisite:** Current enrollment in 201-501
- **Length:** 81 Hours, 27 Workshops
- **Days/Times:** Saturdays from 9:30 AM to 12:30 PM and 1:30 PM to 4:30 PM
Mondays and Thursday from 3:00 PM to 6:00 PM
- **Attend:** 4 Practicum Workshops are scheduled each week, attend as many as your schedule permits
- **Instructor/Student Ratio:** 1:50

Fourteen (14) Practicum workshops are required during Hypnotherapy (Semester One). Thirteen Practicum workshops (13) are required during Clinical Hypnotherapy (Semester Two). Students are encouraged to attend as many practicum workshops as they are able. After completion of the required workshops for first and second semesters, any additional practicum workshops will be credited towards the elective hour requirement for Semester Two (2).

Practicum workshops are an important part of HMI's training. It is in these workshops that students perfect the skills of hypnotic inductions and hypnotic techniques. Scheduling Saturday workshops, both, in the morning and afternoon, gives the student the opportunity to attend one, the other, or both. Practicum workshops are also periodically scheduled on weekdays from 3:00 PM to 6:00 PM and weeknights from 7:00 PM to 10:00 PM to create additional options for workshop attendance.

In addition to Practicum Workshops, students may fulfill their workshop hours requirement by attending any number of other presentations held at HMI. These may include special guest speakers and presentations, specialty seminars or clinical case history electives. Students may also fulfill this requirement by viewing many of the presentations in the HMI Video Library.

Grading

The Workshop course grade is determined by the total number of workshops attended during the entire enrollment and is as follows: (20=2.0), (>22=3.0), (>24=4.0).

Hypnotherapy Residency Course – Semester Two

- **Prerequisite:** Completion of Semester One
- **Length:** 26 Weeks, 360 Hours, 12 Credits
- **Awarded:** Clinical Diploma

- **Days/Times:** Two Class/Lecture Nights Per Week
Clinical and Elective Hours Scheduled Independently
- **Quizzes, Exams:** Students must complete each online class quiz and exams with a score of 70% or higher. Quizzes count as 10% and exams count as 90% of the student's overall course grade. Completion of each online quiz/exam is one homework hour. All additional homework hours are listed for each course.

Considered the most important step of HMI's training, the Clinical Residency 501 course is HMI's Internship program. Internship at HMI represents the most unique feature available in education today. In the 501 Residency program, HMI students are provided with an applied course curriculum, a professional private-practice office, and clinical supervision, so they may begin building their private practice and therapy experience while still attending school.

One need only examine the rigorous combination of clinical and classroom requirements listed below to appreciate why HMI's Clinical Residency program is considered second to none for preparing the student for a challenging career as a Hypnotherapist.

Internship Indoctrination

- **Prerequisite:** Completion of 301
- **Length:** 2 Hours, 1 Class
- **Days/Times:** Weeknight from 6:00 PM to 8:00 PM
- **Instructor/Student Ratio:** 1:15

In preparation for the start of your Clinical Residency Course (Semester Two), this Internship Indoctrination class walks you through the basics of how HMI Internship works. You will be instructed on the policies and procedures of seeing clients in the HMI Clinic, being supervised by Staff Instructors, how to document your clinical hours and meet the requirements for graduation. You will also be instructed on how to take the necessary steps for professional practice as listed in the homework description below.

Additional Elective Hours

Students are awarded 9 hours of elective credit for the following: Students are expected to prepare the required paperwork to apply for their City Business License, Malpractice Insurance, and any applications necessary to join professional organizations and certification bodies. Students are expected to read and understand the clinic lease agreement and be prepared to execute that agreement prior to seeing clients in HMI's clinic. Elective hours for this class will be verified by the completion of "501" Indoctrination Paperwork" form found online at your student login and then signed by the Director of Academic Services. One quiz is required at the completion of the class which counts at one homework hour for reviewing the workbook materials and completing the quiz.

Internship/Client Contact

- **Length:** 72 Hours
- **Days/Times:** Hours Scheduled Independently
- **Instructor/Student Ratio:** N/A

A total of 24 client contact sessions are a part of HMI's internship program. This provides the 501 students the opportunity to start working with clients in the HMI clinic, with the benefit of clinical supervision.

Students are responsible for getting their own clients by following the guidelines of their advertising and promotion classes. Students may see clients at HMI or outside locations. The 501 students are free to charge whatever they wish for their professional services. Student fees may range from no charge to \$100 (or more) per session.

Grading and Documentation of Client Hours

For each client session, seen at HMI or an outside location, the student must complete an online Client Contact Hours worksheet documenting the preparation for each client, concepts learned during each contact, and the post contact review. The student is awarded 1.5 course hours for each client session. Students do not receive credit for client sessions unless the online client report is completed. The course grade is determined by the number of client sessions conducted and is as follows: 20 = 2.0, >22 = 3.0, >24 = 4.0.

Advertising and Promotion

- **Length:** 4 Weeks, 4 Classes, 12 Hours
- **Days/Times:** Weeknights from 7:00 PM to 10:00 PM
- **Attend:** One class per week
- **Instructor/Student Ratio:** 1:55
- **Homework Hours:** 4

HMI developed a 12-point practice plan to guide the student in developing the private practice of their dreams. This course meets once per week for (4) weeks. The 501 Advertising and Promotion class is a continuation of the advertising and promotion instruction started in the 301 course. The 501 course focuses on the implementation of a complete marketing strategy. Such strategies can include display ads, networking groups, speaking engagements, and the use of the internet.

Grading and Homework Hours

Students must complete three online quizzes and one exam. The class grade is the average quiz and exam scores. Students receive 4 hours of Homework for studying the workbook and completing the online quizzes and exam.

Business Practices

- **Length:** 4 Weeks, 4 Classes, 12 Hours
- **Days/Times:** Weeknights from 7:00 PM to 10:00 PM
- **Attend:** One class per week
- **Instructor/Student Ratio:** 1:55
- **Homework Hours:** 4

This course meets once per week for four (4) weeks. The Business Course prepares students for the challenges of self-employment, by teaching strategies for managing a private practice. This course guides the student through the development of their own business plan, so they will be able to put the plan into action immediately upon graduation.

Grading and Homework Hours

Students must complete three online quizzes and one exam. The class grade is the average quiz/homework scores (10%) and the exam score (90%). Students are required to complete a written business plan to submit in the final class meeting. The class grade is the average quiz, exam and Business Plan scores. Students receive 4 hours of Homework for studying the workbook and completing the online quizzes and exam.

Clinical Case Conference/Supervision

- **Length:** 24 Hours
- **Days/Times:** Weeknights from 6:00 PM to 7:00 PM
Scheduled Independently
- **Instructor/Student Ratio:** 1:15

HMI Interns receive their clinical supervision in the intimate setting of a small group. Scheduled 6 days a week and featuring a different supervisor each day, Interns discuss their clinical work with clients and receive advice, direction, and feedback between each session they have with clients.

Grading

The course grade is determined by the number of Case Conferences attended and is as follows: (20=2.0), (>22=3.0), (>24=4.0).

Clinical Case History Series

- **Length:** 6 Weeks, 6 Classes, 36 Hours

- **Days/Times:** Weeknights from 7:00 PM to 10:00 PM
- **Attend:** One class per week
- **Instructor/Student Ratio:** 1:55
- **Homework Hours:** 12

The course consists of (2) class series, each meeting once per week for six weeks. The Clinical Case-History Series features HMI staff therapists conducting a live, in the classroom, six-week ongoing therapy session with a client. This six-week clinical progression demonstrates the process and procedures of clinical hypnotherapy from beginning to end.

Grading and Homework Hours

Your course grade will be the average of all your quiz scores for the series. Students receive 6 hours of homework for each class series for studying the workbook and completing the online quizzes. Two class series equals a total of 12 homework hours.

Counseling and Interviewing

- **Length:** 4 Weeks, 4 Classes, 12 Hours
- **Days/Times:** Weeknights from 7:00 PM to 10:00 PM
- **Attend:** One class per week
- **Instructor/Student Ratio:** 1:55
- **Homework Hours:** 28

This course meets once per week for four (4) weeks. The Counseling and Interviewing Course demonstrates and guides students through the process of clinical note-taking skills, evaluation of clients' appropriateness, and the practice of directive and nondirective counseling and interviewing techniques. Students are to complete 24 examples of clinical note taking in the online client note log.

Grading and Homework Hours

Students must complete three online quizzes and one exam. The class grade is the average quiz and exam scores. Students receive 4 hours of Homework for studying the workbook and completing the online quizzes and exam. Students receive an additional 24 hours of homework for completing the clinical note homework assignment which will be graded upon completion of a minimum of 24 clinical note examples.

Ethics in Therapy

- **Length:** 2 Weeks, 2 Classes, 6 Hours
- **Days/Times:** Weeknights from 7:00 PM to 10:00 PM
- **Attend:** One class per week
- **Instructor/Student Ratio:** 1:55
- **Homework Hours:** 2

This course meets once per week for two (2) weeks. Clinical ethics is unquestionably the most important ingredient in therapy, even above results. The Ethics in Therapy Course guides the student through the labyrinth of potential ethical dilemmas in therapy.

Grading and Homework Hours

Students must complete an online exam for each class night. The class grade is the average exam scores. Student receive 2 hours of Homework for studying the workbook and completion of the online exams.

Handwriting Analysis

- **Length:** 6 Weeks, 6 Classes, 24 Hours
- **Days/Times:** Wednesdays from 7:00 PM to 10:00 PM
- **Attend:** One class per week
- **Instructor/Student Ratio:** 1:40 (Maximum)

- **Homework Hours:** 6

This course meets once per week for six (6) weeks. The Handwriting Analysis course teaches the student to use the skills of examining traits in handwriting believed to be correlated with behavioral patterns, as a tool in developing personality profiles which assist in choosing therapeutic strategies for hypnotherapy. This skill will be useful during live therapies conducted in the classroom where client handwriting samples are often reviewed before interviewing the client.

The criteria for completion are a grade of at least 70% on all class assignments/tests as well as a minimum 70% classroom attendance.

Grading and Homework Hours

Students must complete five online quizzes and one exam. The class grade is the average quiz and exam scores. Students receive 6 hours of Homework for studying the workbook and completing the online quizzes and exam.

Personal Therapy Experience/Mentorship

- **Length:** 3 Hours, 3 Sessions
- **Days/Times:** Scheduled Independently
- **Instructor/Student Ratio:** N/A

Students are expected to complete three (3) private sessions with an HMI Staff (cost included in course tuition). Having a personal therapy experience is an important foundation for the counseling professional. The experience is designed to provide the student with firsthand experience of the process of growth and change. These sessions are optional.

Specialty Course Electives

- **Length:** 150 Hours
- **Days/Times:** Scheduled Independently
- **Instructor/Student Ratio:** N/A

Students are expected to complete 150 Elective Hours as a part of their 501 Semester 2 requirements. There are two options for earning these hours.

1. **Option 1:** Students may earn Elective Hours by watching videos in HMI's video library (no additional charge). HMI's video library contains an extensive selection of related titles, over 1000 hours of material and students may use these videos as resource materials for areas of special interest. (Note: Student must be physically present in HMI's library to earn hours. Videos watched at home through the AHA library do not count as Elective Hours.)
2. **Option 2:** Students also have the option to attend live continuing education and/or specialty seminars offered through the American Hypnosis Association (AHA) or other recognized national hypnosis associations. Elective hours earned from AHA seminars are tracked automatically in the student's online resident student home page. Students are encouraged to complete specialty education/continuing education through attendance at recognized conferences or specialty seminar courses. Conferences and specialty seminars are held on campus. (Note: These conferences and/or seminars are not included in the cost of tuition.)

Note: These conferences and/or seminars are not included in the cost of tuition.

Grading and Homework Hours

The course grade is determined by the number of Elective Hours completed and is as follows: 120 = 2.0, >135 = 3.0, >150 = 4.0.

Speech Master

- **Length:** 4 Weeks, 4 Classes, 12 Hours
- **Days/Times:** Weeknights from 7:00 PM to 10:00 PM
- **Attend:** One class per week

- **Instructor/Student Ratio:** 1:25
- **Homework Hours:** 4

This course meets once per week, for four (4) weeks. Important to the development of a private practice is the ability to deliver a professional presentation to the public or private groups.

HMI's Speech-Master course utilizes the internationally recognized "Toastmasters" technique to systematically hone your skills and ability to comfortably communicate your services to any individual or group. This course will prepare the student to master their ability to deliver a powerful and professional public presentation.

Grading and Homework Hours

Students must complete three online quizzes and one exam. Students are required to prepare and present two speeches during class. The class grade is the average quiz, exam and speech scores. Students receive 4 hours of Homework for studying the workbook and completing the online quizzes and exam.

Therapeutic Journaling

- **Length:** 4 Weeks, 4 Classes, 12 Hours
- **Days/Times:** Weeknights from 7:00 PM to 10:00 PM
- **Attend:** One class per week
- **Instructor/Student Ratio:** 1:25
- **Homework Hours:** 4

This course meets once per week, for (4) weeks. Therapeutic Journaling can be a powerful adjunct to your therapy practice. In addition to preparing you to assist your future clients, this course provides you a wonderful opportunity for self-development, as well. The course guides students through a four-week journey by guiding them through a series of journaling assignments to be completed between classes.

Grading and Homework Hours

Students must complete three online quizzes and one exam. The class grade is the average quiz and exam scores plus the class participation scores. Students receive 4 hours of Homework for studying the workbook and completing the online quizzes and exam.

LEAVE OF ABSENCE POLICY

Leave of Absences (LOA) are approved by, and at the discretion of, the **Director of Academic Services (DAS)**. The student's request for a leave of absence must be reasonable and not be solvable in any other manner. HMI may grant a student a leave of absence not to exceed 180 days in any 12-month period. Leave of absence **may not** be granted during the student's first 90 days of enrollment (101 and 201 modules), unless an exception is made by the Director of Academic Services. Students enrolled on an M-1 visa are limited to 150 days of leave of absence.

Requests may be signed by the student or requests may be faxed, emailed, or otherwise delivered to the DAS and specify a reason for the leave. The reason must be specified in order for the Institute to have a reasonable expectation of the student's return within the timeframe of the leave of absence requested. After the request has been received and granted, the DAS will then sign for final approval.

All leaves of absence must be requested in advance of the beginning date of the leave absence. Extraordinary circumstances preventing the completion of the formal request and approval process (such as a car accident, unforeseen travel problems, family issues, illness, etc.), will be handled on a case-by-case basis by the DAS. However, the required documentation must be gathered, and the application completed as soon as physically possible, for the student to be granted the requested leave.

Any leave of absence not requested as described above will be considered unapproved, and the student will be dropped from the program for which he/she enrolled. If a student does not request a leave of absence within a timeframe consistent with the Institute's consecutive absence policy, he/she will be dropped from the program. The Institute cannot initiate a leave of absence on behalf of a student or place an absent student on a leave of absence without first receiving a request from the student.

If a student does not return to school within three days following their expected return from leave of absence, the student will be dropped from the program.

While on a leave of absence, students are not assessed any additional charges (in excess of their tuition charges) stemming from the leave of absence. Upon returning from leave, the student will re-enter at the place in the program where he/she left, with the same satisfactory progress status as he/she had at the beginning of his/her leave.

While a student is on an approved leave of absence, all Title IV funding and/or other funding are put on hold until which time the student returns. While on a leave of absence, a student **may not** participate in any programs and/or activities for which he/she initially enrolled (the professional hypnotherapy training course). However, a student may participate in classes or conferences held on HMI's campus that are sponsored by other organizations, such as the American Hypnosis Association, etc.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The Hypnosis Motivation Institute School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

HARASSMENT POLICY

HMI provides a work and academic environment free of unlawful harassment, discrimination or retaliation. This section presents this general HMI policy.

Unlawful harassment is defined as severe and/or persistent conduct in any form based on sex, race, color, age, national origin, disability, religion, sexual orientation, or any other characteristic protected by state or federal laws, as well as all forms of sexual intimidation and exploitation that creates a hostile or intimidating environment that is likely to interfere significantly with an individual's work or education or adversely affect an individual's living conditions.

The College will not tolerate any conduct that constitutes unlawful harassment, discrimination or retaliation. Complaints of this nature will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff at all levels, are responsible for maintaining an appropriate environment for study and work. This includes taking appropriate corrective action to prevent and eliminate harassment, discrimination or retaliation.

It is a violation of this policy for any member of the HMI community to retaliate against any person who has filed a formal complaint or sought advice through the processes described in this document. It is also against College policy to retaliate against anyone who has participated in any manner in such processes. This provision applies to the respondent and all third parties. Violations are subject to discipline up to and including expulsion or termination.

The College has invested a special responsibility in the Designated College Officer (DCO) to handle such complaints. This Designated College Officer is responsible for receiving and processing all formal and informal complaints.

The DCO is carefully trained to provide support to victims of harassment, discrimination or retaliation. Any member of the HMI community may request assistance from the DCO in understanding how to utilize this policy. The Designated College Officers (DCO) for harassment, discrimination or retaliation complaints is:

Sandy Kappas
Director of Academic Services
18607 Ventura Boulevard, Suite 310
Tarzana, California 91356
Sandy@Hypnosis.edu
1-818-758-2720

GRIEVANCE POLICY AND PROCEDURES – COMPLAINTS

A person who believes that he or she has been harassed, subjected to discrimination, or retaliated against, may make use of one or more of several alternatives, including:

1. Directly informing the person involved that the conduct is offensive;
2. Reporting the situation to the Designated College Officer or supervisor in his or her organizational hierarchy, as appropriate;
3. Seeking assistance from an advisor or the Designated College Officer;
4. Filing a complaint with the Designated College Officer.

A complaint may be processed through either or both of the following options:

- Option A: Informal Complaint – Involves discussing the complaint or providing the complaint in writing with the DCO and choosing options for its resolution;
- Option B: Formal Complaint – Involves a written complaint and an investigation which results in a finding and a recommended action.

Informal resolution before filing a formal complaint is not always the most appropriate action and students have the right to request a formal resolution at any time.

If a complaint of harassment, discrimination or retaliation is brought against anyone charged with reviewing, deciding, or enforcing the informal or formal complaint process, that person shall be removed from any role in the processing of that complaint. An officer of comparable or higher rank shall assume his or her duties until the complaint is resolved.

Option A: Informal Complaint

The Designated College Officer is available to assist students, faculty, administrators, and staff in resolving complaints of all types of harassment, informally. A written or verbal informal complaint is lodged by informing the DCO of the alleged harassing behavior; the DCO will work with the complainant in seeking to stop the behavior. The DCO is trained in informal conflict resolution and will work to resolve disputes with these methods. Informal resolution generally does not involve any disciplinary sanctions.

Informal complaints should be concluded expeditiously. If there is no satisfactory resolution of an informal complaint, the complainant has the option of filing a formal complaint (Option B). Even if a complainant has not used the informal resolution process, she/he may file a formal complaint at any time in the process.

Option B: Formal Complaint

1. The complainant makes a formal written complaint describing the time, place, and details of the alleged harassment in writing to the DCO. The complainant may also provide the DCO with a list of witnesses. The “respondent” in this document refers to the person against whom a charge of harassment has been alleged.
2. The DCO shall promptly investigate the complainant’s allegations, including interviewing the complainant, the respondent, and any witnesses identified by the parties or through the investigation process, and examining any relevant records or physical evidence. After concluding the investigation, the DCO may, in his/her discretion, issue a written report, including a recommended action.
3. The DCO’s recommendation and/or written report shall be forwarded to the Director, who shall either ratify or modify the recommendation. The decision of the Director shall be final. The complainant shall be notified in writing of the disposition of the complaint, consistent with any appropriate considerations of privacy that may be involved. Disposition will include any appeal rights that are applicable.

Location of Records

If the investigation following any complaint does not result in a finding of violation of this policy, records will not become a part of any individual’s personnel or student file. If the respondent is found to have violated this policy, however, records of the case will become part of the permanent personnel or student file of the offending party. Questions regarding access to records may be directed to the Designated College Officer.

Accommodations and Sanctions

HMI will intervene promptly and effectively to put an end to harassment, discrimination or retaliation. The accommodation or sanction will be consistent with the seriousness of the offense and will be designed and imposed in a manner reasonably calculated to end such behavior. Disciplinary sanctions may consist of one or any combination of the following in the sole discretion of the College and in accordance with its policies:

- Verbal warning;
- Written warning;
- Performance of community service;
- Completion of an educational program;
- A letter in the individual's personnel or student file;
- Probation;
- Suspension;
- Expulsion; and
- Termination of employment.

Grievance Procedure Time Frame and Appeal Process

Students may file a grievance through an informal and/or formal process within 180 days. Complaints will be addressed by the college, according to the procedure, within 60 to 90 days, or may be beyond 90 days due to extenuating circumstances.

If either the complainant or respondent believes that the decision is unjustified, or that proper procedures for investigating, reviewing or hearing a complaint under this policy have not been followed, or that the discipline imposed is disproportionate to the offense or otherwise disagrees with the disposition of the complaint, he/she may submit a request for reconsideration of our finding within 15 calendar days of receipt of written notice of the findings, to the Designated College Officer, the Director or his/her designee. The decision on the appeal shall be issued to the complainant in a timely fashion and shall be final.

For education purposes there are many forms of discrimination. The institution has provided the following for the purpose of further clarification of some of the more common forms of discrimination.

Sexual Harassment: HMI is a community of faculty, students, administrators, and staff dedicated to the purposes of teaching, scholarship, and service. The College is committed to providing equal opportunity in education and employment and will not tolerate sexual harassment. To fulfill this commitment, the College must maintain an environment in which individuals are judged and rewarded solely on the basis of relevant factors such as ability, prior experience and accomplishments, effort, and performance. The environment also must be one in which all employees and students can pursue their work and education free from coercion, intimidation, and exploitation. Sexual harassment is a form of discrimination that undermines the community the College seeks to maintain. The College is dedicated to bringing about an end to sexual harassment by providing education, informal assistance in resolving situations, and, where appropriate, a formal complaint process that includes disciplinary procedures.

Sexual harassment violates federal and California law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, California Education Code Section 200 et seq., and the California Fair Employment and Housing Act. The College will not tolerate conduct that violates any of these laws or that otherwise creates an environment which is not conducive to work or education.

When sexual harassment occurs between teacher and student or between supervisor and subordinate, it exploits unfairly the power inherent in a faculty member's or supervisor's position.

Through grades, wage increases, recommendations for graduate study, promotion and the like, a teacher or supervisor can have a decisive influence on the career of a student, staff member, or faculty member, both at the College and beyond. Although instances of sexual harassment where a power differential exists between the persons involved are commonly cited, the College also recognizes that sexual harassment occurs between peers. Despite the circumstances, sexual harassment, like other forms of intimidation, exploitation, or coercion, interferes with the personal freedom of others. As such, it is unethical, unprofessional, illegal and unacceptable.

This policy applies to all members of the College community. This community includes, but is not limited to, employees, students, visitors, contractors, and vendors associated with HMI. Any member of the College community may file a complaint under the procedures outlined below, and every member of the community is covered by the prohibitions contained herein.

Definition of Sexual Harassment: The College recognizes the following as sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following circumstances:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity;
2. Submission to or rejection of the conduct by the individual is used as the basis for any employment or academic decision affecting the individual including, but not limited to, decisions involving benefits and services, grades, honors, programs or activities available at or through the educational institution;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile or offensive environment for work or learning.

Examples of Sexual Harassment: Sexual harassment can either be quid pro quo harassment, or "hostile environment" harassment. Within the guidelines set forth in the previous definition, a wide variety of conduct may qualify as sexual harassment in the workplace or educational setting. It is impossible to list all potential behaviors, but the following is a partial list of conduct prohibited by the law and this policy when it occurs under the conditions outlined in the definitions stated above:

1. Sexual contact that is not freely agreed to by both parties, including inappropriate touching, hugging, or fondling.
2. Coercion for the purpose of sexual relations including subtle pressure for sexual activity.
3. Unwelcome direct propositions of a sexual nature, including those occurring in situations that begin as reciprocal attractions, but later cease to be mutual.
4. Comments, questions, or statements of a sexual nature; epithets or jokes relating to gender or sexual orientation; remarks of a sexual nature about a person's body or clothing; remarks or speculation about sexual activity or sexual orientation directed at another; suggestive or obscene letters, notes, e-mails, phone calls, or invitations.
5. Sexual gestures, displaying of pornographic pictures, cartoons, or objects.
6. Any conduct or pattern of conduct that has the purpose or effect of creating an uncomfortable or hostile working, learning, or campus living environment for third parties who are witness to the harassment; or any consensual relationship where third parties (i.e., fellow employees or classmates) are disadvantaged by the relationship.

Non-Discrimination (Students with Disabilities): HMI is committed to providing equal educational opportunities for students with disabilities, who are otherwise qualified, in an academic environment free from harassment and discrimination. In compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), and state and local requirements regarding students and applicants with disabilities, HMI does not discriminate on the basis of disability in the administration of its education-related programs and activities. Under these laws, no qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the College.

Definition: An individual with a disability is one who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Accommodations: The College is required to provide students with appropriate academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in the College's programs. The College accommodates students with disabilities on an individual basis. Individual students receive reasonable and necessary accommodations based upon specific information and assessment data documented by a qualified professional.

The College shall make modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability against a qualified disabled applicant or student.

The College also shall take steps as are necessary to ensure that no disabled student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.

Notification to Accrediting Agency and/or State Agency

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint.

Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a. Name and location of the ACCET institution;
 - b. A detailed description of the alleged problem(s);
 - c. The approximate date(s) that the problem(s) occurred;
 - d. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
 - g. The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Send To:

ACCET

Chair, Complaint Review Committee

1722 N Street, NW Washington, DC 20036

Telephone: 1-202-955-1113

Email: Complaints@ACCET.org

Website: ACCET.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

And/Or

Bureau for Private Postsecondary Education

PO Box 980818, West Sacramento, CA 95798-0818

Telephone: 1-916-431-6959, Fax: 1-916-263-1897, Toll Free 1-888-370-7589

Email: BPPE@DCA.CA.gov

Website: BPPE.CA.gov

A student or any member of the public may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 toll-free or by completing a complaint form, which can be obtained the bureau's website BPPE.CA.gov.

STUDENT CONDUCT AND TERMINATION

HMI students are highly motivated and interested in their studies. Should any student engage in any behavior which, in the opinion of the Director, is potentially injurious to himself or others, potentially damaging to the school or its facilities, disruptive to a comfortable learning environment, or unbecoming or inappropriate for a counseling professional, such behavior is considered

unacceptable.

Any student who engages in unacceptable behavior, or for whom HMI receives a complaint of unacceptable behavior, will receive a written Student Conduct Notice. Such notice will outline the behavior in question and/or suggestions for improvement. The student then has the opportunity to respond to this Student Conduct Notice. Failure to correct problematic behavior, or the student's engagement in a variety of problematic behaviors, can result in the student either being placed on probation or being dismissed from school. Students whose behavior is considered extreme may be dismissed from school without the benefit of a Conduct Notice.

Academic Misconduct

Academic misconduct is subject to disciplinary action. Pending resolution of the case, a student charged with academic misconduct may be asked to discontinue attending class. Reasonable measures should be taken to protect the privacy of everyone involved in a case. Cases involving other members of the College community will be handled by the appropriate authority and process.

Standards of Classroom Behavior

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any inappropriate, prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period and may be referred to the Director or the Director of Academic Services.

Conduct Rules and Regulations

HMI expects that its students will strive for high standards of honor and good citizenship and that they will conduct themselves, both on and off-campus, in a manner that reflects credit on themselves and the College. The following, while not exhaustive, represents misconduct subject to conduct action:

1. Conduct which threatens or endangers the health or safety of any person including physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.
2. Sexual Assault. Sexual assault charges involving students will be handled in accordance with the College's Sexual Assault Policy.
3. Sexual Harassment. Sexual harassment will be handled in accordance with the College's Policy on Sexual Harassment.
4. Harassment. In this Code 'harassment': (a) is the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, or physical or mental disability, which has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in College programs or activities, or use of College facilities; (b) must target a specific person or persons; and (c) must be addressed directly to that person or persons.
5. Possession of a weapon. A "weapon" includes explosives, metal knuckles, and knives with blades more than three (3) inches long, firearms including guns, air/pellet guns, paint guns, gun replicas (including facsimile water pistols) or any other instrument used or designed to be used to intimidate, threaten, and/or injure any person.
6. Reckless, disorderly, or lewd conduct that occurs on or off-campus.
7. Recklessly interfering with normal College or College-sponsored activities, including but not limited to studying, teaching, research, administration, or fire, police, or emergency services.
8. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
9. Unauthorized entry or use of College facilities. This also includes unauthorized possession, duplication, or use of keys or access cards to any College premises.
10. Unauthorized or inappropriate use of College computers, e-mail, or network; or other violations as specified by the most current Computer Use Policy published by HMI Information Technology Services. It may also include unauthorized use of electronic or other devices to record any person while on College premises without his/her prior knowledge, or without his/her effective consent.
11. Violating the terms of any disciplinary sanction imposed in accordance with the Code.
12. Furnishing false information to the College or a College Official or withholding information that may impede an investigation.
13. Violation of the College Alcohol and Other Drugs Policy: Alcohol Policy.
14. Forgery, unauthorized alteration, or unauthorized use of any College document or instrument of identification.

15. Substantially interfering with the freedom of expression of others.
16. Attempted or actual theft of and/or damage, including littering, to College property or the property of others. Departments may have additional regulations and/or requirements dealing with conduct and/or use of College funds or property.
17. Violations of other College regulations, rules, or policies.
18. Conduct that could result in the violation of any federal, state or local law.
19. Actions by a student's guest that violate College policies.
20. HMI policy prohibits HMI Employees, Instructors and Mentors from having any secondary relationships with students outside the scope of their job description. Specifically, Employees, Instructors and Mentors are not to have any business relationships, personal relationships and/or social relationships outside of HMI, and are advised against being Facebook friends, email or text buddies. We ask HMI students to honor this policy as well as maintain respectful Instructor/Student boundaries.

Students are expected to conduct their studies and academic pursuits with honesty and integrity. For a student to claim credit for completing a streaming video lesson it is to be assumed that they actually watched the entire streaming video lesson. For a student to claim credit for attending an in-person course/lesson it is to be assumed that they attended the whole in-person class. Students are responsible for completing their own work, exams and quizzes and for reporting accurate attendance through roll-call or sign-in sheets. All of these are the school's basic assumptions for student integrity. A student's breach of this policy will threaten their eligibility for graduating with honors and may also result in a warning, probation and possible dismissal from the school, the decision of which is at the discretion of the school.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

For the purposes of this policy, HMI uses the following definitions of terms:

Definitions

Student: Any person who is or was enrolled at HMI.

Education Records: Any record (in handwriting, print, OR computer) maintained by HMI that is directly related to a student except:

- A personal record kept by a staff member if it is kept in sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- Records maintained by Campus Safety if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and Campus Safety does not have access to education records by the College.
- Records made or maintained by Emmons Health Center, if the records are used only for the treatment of a student and made available only to those persons providing treatment.
- Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

Annual Notification

A college is required by Section 99.7 of the FERPA regulations to provide students annual notification of their FERPA rights. Students of HMI will be notified of their FERPA rights annually by publication in the HMI Student Guide, Catalog Addendum which is published to each student upon enrollment.

Right to Inspect Education Records

HMI students are legally entitled to view the contents of their own education record.

Academic Records

Students are required to give advance notice in writing of at least 48 hours to the Registrar's Office to view their academic record. Opportunities to view this information are limited to regular office hours and under the supervision of office staff.

The file containing the Student Academic Record may not be removed from the Registrar's Office. Definition of the Student Academic Record: Includes all information contained on the student's official transcript, plus copies of letters to HMI concerning Leaves of Absence or Withdrawals from the College, Leave of Absence/Withdrawal Forms, transcripts from other colleges or universities, miscellaneous notes or material affecting the student's transcript (changes, corrections, etc.), Applications for Admission, Application Essays, ACT Assessment College Reports. Duplication of Student Academic Record:

Right of College to Refuse Access

HMI reserves the right to refuse to permit a student to inspect the following records:

- The financial statement of the student's parents.
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975.
- Records connected with an application to attend HMI.
- Those records that are excluded from the FERPA definitions of education records.

Refusal to Provide Copies

HMI reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

- The student has an unpaid financial obligation to the College.
- There is an unresolved disciplinary action against the student.

Exceptions to FERPA Non-Disclosure Provisions:

A. The Patriot Act

Recent amendments to FERPA permit educational agencies and institutions to disclose – without the consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. (An ex parte order is an order issued by a court of competent jurisdiction without notice to an adverse party.) In addition to allowing disclosure without prior written consent or prior notification, this provision amends FERPA's record keeping requirements. As a result, FERPA, as amended, does not require a school official to record a disclosure of information from a student's education record when the school makes that disclosure pursuant to an ex parte order. Further, an educational agency or institution that, in good faith, produces information from education records in compliance with an ex parte order issued under the amendment "shall not be liable to any person for that production."

B. Lawfully Issued Subpoenas and Court Orders

FERPA permits educational agencies and institutions to disclose, without consent, information from a student's education records in order to comply with a "lawfully issued subpoena or court order" in three contexts. These three contexts are:

1. **Grand Jury Subpoenas** – Educational agencies and institutions may disclose education records to the entity or persons designated in a Federal grand jury subpoena. In addition, the court may order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response.
2. **Law Enforcement Subpoenas** – Educational agencies and institutions may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response.
3. **All Other Subpoenas** – In contrast to the exception to the notification and record keeping requirements described above, educational agencies or institutions may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action. Additionally, schools must comply with FERPA's record keeping when disclosing information pursuant to a standard court order or subpoena.

C. Health or Safety Emergency

FERPA permits non-consensual disclosure of education records, or personally identifiable, non-directory information from education records, in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Any release will be narrowly tailored considering the immediacy, magnitude, and specificity of information concerning the emergency.

D. Law Enforcement Unit Records

The College may disclose information from “law enforcement unit records” to anyone – including federal, State, or local law enforcement authorities – without the consent of the parent or eligible student. FERPA specifically exempts from the definition of “education records” – and thereby from the privacy restrictions of FERPA – records that a law enforcement unit of a postsecondary institution creates and maintains for a law enforcement purpose. A “law enforcement unit” is an individual, office, department, division, or other component of a postsecondary institution that is officially authorized or designated by the institution to: (1) enforce any federal, State, or local law; or (2) maintain the physical security and safety of the school.

E. Disclosures to the Immigration and Naturalization Service (INS)

The Immigration and Naturalization Service (INS) requires foreign students attending an educational institution under an F-1 visa to sign the Form I-20. The Form I-20 contains a consent provision allowing for the disclosure of information to INS. This consent is sufficiently broad to permit an educational institution to release personally identifiable information of a student who has signed a Form I-20 to the INS for the purpose of allowing the INS to determine the student’s nonimmigrant status. Students that have an M-1 or J-1 visa have signed similar consents and education records on these students may also be disclosed to the INS.

Education Records

Students are required to give advance notice in writing of at least 48 hours to the appropriate office to view their education record. Opportunities to view this information are limited to the regular office hours and are under the supervision of office staff.

The file containing the Student Education Record may not be removed from the office.

HMI will disclose information from a student’s education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is:
 - A person employed by HMI in an administrative, supervisory, academic or research, or support staff position.
 - A person employed by or under contract to the College to perform a special task, such as an attorney, auditor, or consultant.
2. A school official has a legitimate educational interest if the official is:
 - Performing a task that is specified in his or her position description or contract agreement.
 - Performing a task related to the discipline of a student.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with audit or evaluation of certain state or federally supported education programs.
4. In connection with a student’s request for or receipt of financial aid to determine the eligibility amount, or condition of the financial aid, or to enforce the terms and conditions of the aid.
5. To state and local officials or authorities if specifically required by state law that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the College or contracting with HMI to perform a service otherwise performed by the College.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who is claimed as a dependent for income tax purposes.
9. To comply with a judicial order of a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. To individuals requesting directory information so designated by the College.
12. The results of any disciplinary proceeding conducted by the College against alleged perpetrator of a crime of violence to the alleged victim of that crime.

Record of Request for Disclosure

HMI will maintain a record of all requests for, and/or disclosure of, information from a student's education records except for requests from the student him or herself, a school official as defined, a party with a written request from the student or a party requesting the directory information. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information.

Directory Information

HMI designates the following items as Directory Information: student's name, parents' names, permanent address, telephone number(s), date and place of birth, major field of study, dates of attendance at the College, post office box number, e-mail address, jobs held on campus, dates worked on campus, salary paid while holding a campus job, student photograph, and degrees and awards received.

The College may disclose any of these items without prior written consent, unless notified in writing to the contrary (to the Students Services Office) by the end of the second week of classes.

Correction of Education Records

Students have a right to request that their records be corrected if they believe they are inaccurate, misleading, or in violation of their privacy rights. Following is the procedure for correcting education records:

1. A student must direct a written request to the appropriate College official to amend a record. In so doing, the student should identify the part of the record she or he wants amended and specify why she/he believes is inaccurate, misleading or in violation of her or his privacy rights.
2. The College may comply with the request or it may decide not to comply. If it decides not to comply, the College will notify the student of the decision and advise her/him of her/his right to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy.
3. If the College decides that the challenged information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
4. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that she or he has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
5. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If HMI discloses the contested portion of the record, it must also disclose the statement.

FSEOG BASED PROGRAMS

Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOGs are awarded to undergraduate students with exceptional need – those with the lowest Expected Family Contribution (EFC) numbers. Federal Pell Grant recipients receive priority for FSEOG awards.

FSEOG Award Policy

When awarding FSEOG funds for an award year, the financial aid administrator first selects students with the lowest expected family contributions (EFC) who will also receive Pell Grants in that award year. This group is known as the FSEOG first selection group. The maximum amount of FSEOG award is \$500.00 and the minimum amount of FSEOG award is \$100.00.

The amount of the FSEOG award for the **first selection group** will be as follows:

- EFC from 0 to 1200 = \$500.00
- EFC from 1201 to 2500 = \$400.00
- EFC from 2501 to 3800 = \$300.00
- EFC from 3801 to 4500 = \$200.00
- EFC from 4501 to 5157 = \$100.00

If HMI has remaining FSEOG funds after making awards to all Pell Grant recipients for that award year, the financial aid administrator will next select students with the lowest EFCs who are not receiving Pell Grants. This group of students is known as the FSEOG second selection group.

The amount of the FSEOG award for the **second selection group** will be as follows:

- EFC from 0 to 9999 = \$500.00

Campus-based funds will continue to be awarded in this manner until all available funds for the award year have been exhausted. Students who do not qualify in the first award year, but become Pell eligible in the second award year will be treated as first time qualified and given the above award as scheduled.

ATTENDANCE AT AA/AL-ANON MEETINGS

HMI believes that students will greatly enhance their therapeutic skills and benefit personally by attending, both, AA and Al-Anon meetings. HMI will provide a student with 3 hours of credit to attend the Malibu, Saturday night AA meeting and/or any AA/Al-Anon Meeting of one's choice. Students can receive credit for a maximum of (6) AA meetings and (6) Al-Anon meetings. These will be credited as elective hours. Students must submit the HMI AA/Al-Anon form, filled out and signed by the secretary of the meeting attended. These forms are available on the HMI student page under "Forms." In order to have the secretary sign the form, the student should drop it into the collection box when it comes around and retrieve the signed form from the secretary at the end of the meeting.

PLACEMENT POLICY

Unlike other vocational colleges, the opportunities available in the field of hypnotherapy are for self-employment. The self-employment opportunities available are in hypnotherapy private practice, and/or teaching seminars or classes to the public on hypnotherapy and/or related subjects. Such self-employment opportunities require diligent effort by the graduate after completion of the training. HMI cannot and does not offer or guarantee any placement or employment and does not offer placement services.

See additional information in the section above, titled "Reasonable Expectations." HMI does however offer "placement assistance" in the form of extensive core classes in the 501 Residency Program; i.e. Advertising and Promotion, Business Practices, Speech Master, and the use of the HMI Clinical facility to begin building a private practice.

STUDENT TUITION RECOVERY FUND (STRF)

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

CHOOSING YOUR MENTOR

HMI students have the opportunity to have (3) three private sessions with an HMI Instructor/Mentor for no charge. This experience is OPTIONAL. The purpose of these three (3) private sessions are for the student to have the opportunity to experience hypnotherapy from the client's perspective and to address any vocational or avocational issues that may interfere with the student's successful completion of the program and/or areas of growth that will assist the student in achieving his/her career goal(s). It is the intention of these sessions to introduce the student to the process of hypnotherapy as a program of personal growth. Students should not look to HMI mentors or fellow students regarding HMI policies or procedures, those questions should be directed to the HMI Student Center. If you have any questions about the HMI Mentorship program, please contact Student Services, Monday thru Thursday from 11:00 AM to 8:00 PM at 1-818-758-2745.

Students who are enrolled in the full, one-year program are issued a Voucher and mentor list by the Student Center at the beginning of the student's 201 Class. Students are eligible to begin their three (3) private sessions any time after they begin their 201 course. Students are to complete the form, choose a Mentor, and return the form to the Student Center to be approved. After the form is approved it is forwarded to the Mentor and they contact the student directly to begin sessions.

Listed on the HMI website (<https://hypnosis.edu/students/mentors/>) are your current choices for HMI Mentors. Clicking on the Mentor's name allows you to view their biography.

There may be times when a mentor of your choice may already be booked up with Mentee sessions and not available. You have the option to check back with the Mentor for a later date or choose another Mentor to assist you. The Therapist/Mentor has the option not to accept any student for Mentor/Private sessions any reason. Students should take their time in choosing their Mentor so that they get the opportunity to experience every instructor several times before choosing.

Because your HMI Mentor is also one of your HMI Instructors, male students are required to choose a male Mentor and female students a female Mentor. This helps the students and instructors side step any issues of transference that may occur. This policy applies to all students during their time of enrollment. After graduation, HMI encourages Hypnotherapists and graduates to continue to work only with their same sex Clients/Hypnotherapists so as to avoid any conflicts during Continuing Education Courses in which the Hypnotherapist may also serve as Instructor.

Students who choose to have private sessions with a Hypnotherapist at HMI's facilities whether it is the three (3) mentor sessions, provided at no charge, or any other sessions they may participate in, paid or otherwise, are advised that they do so outside of their relationship as a student with HMI. Hypnotherapists, including Instructors, use the HMI clinic facilities as Self-Employed, Independent Contractors. Students must note that the "Mentors/Hypnotherapists" are not acting as HMI Employees during these sessions. They are working as Self-Employed, Independent Contractors. If the sessions are conducted at HMI, the Hypnotherapist's only relationship with HMI is that of landlord and lease holder. In this relationship HMI does not supervise or have any control over actions of the Hypnotherapist or the experience of the student. It should also be noted that the student has the ability to opt out of this mentor requirement if they feel that it would cause them emotional harm or for any other reason they deem appropriate. Students who choose to participate, agree to take full responsibility for their emotional health and hereby releases, holds harmless and indemnifies the Institute and its agents, from and against all liabilities, and other expenses which may be imposed upon, incurred by or asserted against it or them by any reason of bodily injury, or property damage, which the student may suffer from any cause while pursuing hypnotherapy sessions at the Institute.

CLOCK HOUR TO CREDIT HOUR POLICY

For Academic Purposes: HMI is an ACCET approved institution and uses the following Carnegie clock-to-credit hour conversions for lecture and laboratory: Lecture Hours: Instructional hours consisting of theory or new principles. Lecture Credit Hours: Semester Credits – Must teach a minimum of 15 Lecture hours to award 1 semester credit (divide lecture hours by 15). Laboratory Hours: Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced. Laboratory Credit Hours: Semester Credits (divide laboratory hours by 30). Internship Credit Hours: Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during the training program – Must participate in a minimum of 45 internship hours to award 1 semester credit (divide internship hours by 45).

For Purposes of Title IV Federal Financial Aid: For Financial Aid purposes HMI awards one semester credit for each 37.5 clock hours of study (course labs/practicum workshops, Internship, lectures, and homework) with the total program consisting of 900 Clock Hours/24 Semester Credits.

	Clock Hours	Academic Credits	Title IV Credits	Homework
Hypnosis 101	24	1.6	.8	3
Clinical Hypnosis 201	48	3.2	1.6	14
Hypnotherapy 301	72	4.8	2.4	21
Practicum Workshops	81	2.7	2.7	
Clinical Applications 401	172	11.47	5.73	86
Internship Indoctrination	2	.13	.07	1
Internship/Client Contact	36	.8	1.2	
501 Core Classes	285	19	9.5	76
Totals	720	43.7	24	201

VETERANS INFORMATION

Note: This section only applies to veterans and persons receiving VA benefits.

- Hypnosis Motivation Institute is approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.
- Richard Ortiz is not only our Director of Financial Aid but also the Veterans Administration Certifying Official. Richard will monitor and maintain the integrity of the program ensuring the institution's compliance in accordance to Title 38, U.S. Code.
- Reimbursement to veterans and eligible persons – For information or for resolution of specific payment problems, the veteran should call the Department of Veterans Administration nationwide toll-free number at 1-800-827-1000.
- Catalog effective January 2019 (extended to 12/31/2019).
- **Credit Evaluation Policy** – Students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based upon a written exam, an oral exam, or both. Credits allowed will be recorded on enrollment record and the length of the course shortened proportionately. In addition, the student and the DVA shall be notified. **Note:** All prior training must be evaluated.
- In addition to our Attendance Policy the following has been included:
 - **Progress Policy** – Progress will be monitored at the 50% point in the program for students receiving veteran's benefits. If a student has not met satisfactory academic progress at the time of evaluation, they will be placed on probation for a

maximum of 60 days. Should the student not fulfill the requirements of satisfactory progress, the Veterans Administration will be notified, and benefits will be interrupted.

- **Reinstatement Policy** – Students may be reinstated into the program after their appeal has been processed and approved. If approved, the student will be eligible to receive benefits.

REGISTER TO VOTE NOTICE

You can apply to register to vote by filling in the **online application** at <https://rtv.sos.ca.gov/elections/register-to-vote>. If you have any questions, visit the Frequently Asked Questions at <http://www.sos.ca.gov/elections/frequently-asked-questions/>, contact the Secretary of State's Elections Division at 1-800-345-8683 or by email at <http://www.sos.ca.gov/administration/contact-information/>.

USE OF DRUGS OR ALCOHOL

HMI policies prohibit the unlawful use, possession, or distribution of illicit drugs and alcohol, by any student, faculty or employee on its property, or as part of any of its activities. Anyone in violation of this policy will be subject to immediate expulsion from the program of study and referred to the appropriate law-enforcement agency for prosecution.

Additionally, a person may be subject to local, State and Federal laws against illegal drug use and/or sales of illegal substances and face possible jail sentences and/or fines.

HMI recommends that any person encountering a substance-abuse problem take immediate action for rehabilitation. Each person should be aware there are many health risks associated with drug and alcohol usage and/or abuse. A person with this problem is encouraged to seek assistance in the mandatory counseling sessions that HMI training provides and/or other local counseling/rehabilitation programs. In addition to that assistance, HMI also provides this non-exhaustive list of referrals for assistance:

- Be Sober Hotline
1-800-237-6237
- Cocaine Hotline
1-800-262-2462
- Drug Abuse Information
1-800-554-5437
- Drug Abuse Hotline
1-800-241-9746
- Cocaine Anonymous
1-800-839-1141
- Marijuana Anonymous
1-800-766-6779

Drug and Alcohol Report

HMI is required to review its drug and alcohol substance abuse program once every two years to determine its effectiveness and to ensure that its sanctions are being enforced. During the 2016 and 2017 reporting period HMI recorded students and employees who were found in violation of the college's policy. The following table shows the number of those who were cited for alcohol or substance use during the reporting period and the reporting period in the previous Biennial Drug and Alcohol Report.

Drug and Alcohol Cases	2017	2018
Alcohol Related	0	0
Drug Related	0	0
Fatalities	0	0

Drug and Alcohol Cases	2017	2018
Totals	0	0

- Type of sanctions imposed for the above listed violations: **None to Report Alcohol Related**
- Reviewed By: Sandy Kappas, Director of Academic Services (DAS)
- Biennial Review Date: 07/01/2018

PRO BONO CLIENT POLICY – 04/10/2018

The opportunity to work with clients in a professional setting is one of the unique training features offered to HMI Resident Students. Students are encouraged to begin implementing their marketing campaigns and promoting their own private practice and clientele as soon as they begin their Residency/Internship program. Students have the sole responsibility to generate their own clients, paid or not paid, in order to fulfill their “24 clinical hours” requirement to graduate. HMI receives requests from the public for “pro bono” (no charge) sessions that are scheduled with HMI students. Students have the option to accept referrals from the school to work with pro bono clients but are not required to do so. Receiving a pro bono client referral from HMI is a privilege and not a right.

HMI does not guarantee pro bono referrals as a part of enrollment. Distribution of pro bono clients is at HMI's sole discretion and can be influenced by a student's attitudes, communication skills, professional appearance on campus, satisfactory progress, adherence to HMI policies and more. It is up to the student to contact pro bono leads/requests and schedule them for pro bono sessions.

In addition to the attributes listed above, the following criteria are required to be eligible to receive pro bono client referrals from HMI:

- Active HMI clinic Lease
- Proof of Malpractice Insurance
- Academic progress in good standing
- Hours of availability to see clients that meet the needs of the client and the school

Additional Guidelines

- All pro bono clients must ONLY be seen at HMI's clinic/campus facility or via Skype from a professional setting. No other physical locations can be used to see HMI referred pro bono clients.
- It is the Resident student's responsibility to connect with the client and schedule an appointment in HMI's clinic that is mutually agreeable.
- The Resident Student is expected to have the clients sign:
 - “Pro Bono Acknowledgement of Services and Fees Agreement” and “Disclosure of Services” a copy of which is to be submitted to HMI Pro Bono Coordinator in the Student Center for each client. Forms available at <https://hypnosis.edu/students/forms/>.
- All pro bono client sessions must be documented by completing a Client Contact Report at your student login, 501 section, in order to receive academic credit for the hours.
- HMI Residents are allowed to see pro bono clients for as long as they are an active 501 Resident with an active clinic lease at HMI. There are no limits to the number of sessions a Resident can see the pro bono client. HMI encourages the Resident students to get as much experience as they can from each client and expects the relationship between Resident and pro bono client to continue for as long as the client is motivated and willing to come to appointments.
- HMI Resident students have the right to refuse a client referral or terminate the relationship if they feel the client is beyond their scope, makes them feel uncomfortable or for any other reason they wish. If for any reason the Resident does not wish to see the pro bono client assigned to them the student is to notify the pro bono coordinator in the Student Center as soon as possible.
- During the student's 501 Residency students are NEVER to attempt to change the relationship from HMI referred pro bono to a paid client.
 - If at the end of a student's Residency program (graduation), the client wishes to continue their hypnotherapy sessions they are to be given the following options:

- b. To be referred back to HMI's pro bono coordinator to be reassigned to another Resident student. Students cannot take it upon themselves to make that referral. It is the Resident student's responsibility to notify HMI if this option is chosen.
- c. Come to a mutually agreeable fee between graduate and client and sign an "Acknowledge of Services and Fees" that memorializes that.
- d. The option of being referred back to HMI's pro bono program to be reassigned must be presented to the client first!

Any violation of this policy and/or violations of HMI's generally accepted ethical boundaries and guidelines with clients can result in expulsion from school. If you have any questions or uncertainties about ethical boundaries or any other situations with a client while a student, you are to immediately bring them to the attention of the Director, George Kappas by emailing to George@Hypnosis.edu.

STUDENT SERVICES

Student Housing: Hypnosis Motivation Institute does not provide on-campus housing and is not responsible for assisting students in finding or obtaining off-campus housing.

Additional Student Services

- 1. Individual tutoring or educational counseling available.
- 2. Private therapy sessions with HMI Mentor.
- 3. Emergency and Social Services resource guide.
- 4. On Campus Internet access.
- 5. Over 1,500 hours of supplemental learning opportunities in HMI's video library.
- 6. Access to review any class lecture on video.
- 7. Yearly scheduled graduation dinner and ceremony.
- 8. Pro Bono clients scheduled with Interns.
- 9. Use of the clinic facilities at no charge to see clients during Internship.
- 10. Additional reduced clinic rent for six months after graduation.
- 11. Free access to all forms used for client sessions.
- 12. Use of classroom space for lectures.
- 13. Hypnosis TV online television channel providing supplemental content 24/7.
- 14. HMI Documentary Series provides dramatic examples of hypnotherapy's potential.
- 15. Learning spaces for student study groups.
- 16. Real time online access to Student Progress Report.

EDUCATIONAL AWARDS VS. HYPNOTHERAPY CERTIFICATION

It is important to note that your HMI Educational Award, the Diploma in Hypnotherapy and your Hypnotherapists Union Certification are not one and the same and are in fact, each awarded from a different organization. Your Diploma in Hypnotherapy is awarded from your school, Hypnosis Motivation Institute (HMI). Certification as a Hypnotherapist is optional and awarded from an independent organization, the Hypnotherapists Union Local 472, AFL-CIO, OPEIU.

Earning your Diploma from HMI is what qualifies you to apply for Certification. Union Certification is not a requirement of HMI nor is it a State Law. It is an option graduates choose to qualify themselves in the eyes of consumers and other professionals by certifying they have met the standards of a notable independent agency. This would be in addition your HMI School Diploma.

The same is true for graduates of Law School and becoming licensed as an Attorney, or a Psychology graduate becoming licensed as a Psychologist. Your educational award qualifies you to apply for the credential, but they are not one and the same.

After successful completion of Semester one in HMI Resident School you will have met all the requirements for certification as "Master Hypnotist" with the Hypnotherapists Union, Local 472. It is your option to seek that Certification at that time should you wish to represent yourself as "Certified" during second semester Internship/Residency Program.

By completing a combination of practicum workshops, case conferences and documented clinical hours on the HMI online interface, students can earn the 200 additional experience/practice hours and become eligible for certification as “Certified Hypnotherapist” with the Hypnotherapists Union Local 472 by the time they graduate from the HMI program.

The Hypnotherapists Union does have some restrictions on membership for those convicted of certain felonies. For more detailed information please email the HypnotherapistsUnion.org directly for details on this subject and/or State Laws and Regulations for the Practice of Hypnotherapy

Laws governing the practice of hypnotherapy vary State to State. There are no Federal regulations. Every State have different requirements and those requirements are subject to change at any time. It is the student’s responsibility to ascertain the requirements to practice in their State before enrolling. It can be difficult in some circumstances to decipher the requirements or lack thereof in some States.

HMI will provide whatever assistance it can to facilitate this process but cannot guarantee the interpretation of every State law because many laws are subject to different interpretation depending on the viewpoint of the reader. As of this publication date, there are no States that license Hypnotherapists or have set requirements for required hypnotherapy training in order to practice in that State. Some States do require “Registration” for Hypnotherapists and some states may have testing requirements for general public services, but none have a specific requirement for hypnotherapy training.

RESIDENT SCHOOL INSTRUCTORS AND CLASSES LIST

Sec	201	#	Instructor
1	Hypnotic Modalities	1	George Kappas
1	Neuro Linguistic Programming 1	2	Joe Tabbanella
1	Neuro Linguistic Programming 2	3	Joe Tabbanella
1	Ericksonian Hypnosis	4	Michael Kamins
1	Hypnotic Regression/Past Life	5	Lisa Machenberg
1	Dream Therapy	6	George Kappas
1	Fears and Phobias	7	Elaine Perliss
1	201 Review and Test	8	Lois Lorback
2	First Consultation	9	John Melton
2	Therapeutic Imagery 1	10	Cheryl O'Neil
2	Therapeutic Imagery 2	11	Cheryl O'Neil
2	Hypno-Diagnostic Tools A	12	John Melton
2	Hypno-Diagnostic Tools B	13	Tanya Nord
2	Emotional Freedom Technique	14	Susie Kappas
2	Law and Ethics	15	George Kappas
2	201 Review and Test	16	Katt Lowe

Sec	301	#	Instructor
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Sec	301	#	Instructor
1	Emotional and Physical Sexuality 1	1	George Kappas
1	Emotional and Physical Sexuality 2	2	George Kappas
1	Child Hypnosis	3	Lisa Machenberg
1	Mental Bank Seminar	4	George Kappas
1	Sexual Dysfunction and Defense Mechanisms	5	Lisa Machenberg
1	Clinical Case Presentation	6	Staff
1	Advanced Law and Ethics	7	Bruce Bonnett
1	301 Review and Test	8	Tanya Nord
2	Crisis Intervention	9	Lisa Machenberg
2	Clinical Case Presentation	10	Staff
2	Biofeedback 1	11	Joe Tabbanella
2	Biofeedback 2	12	Joe Tabbanella
2	Habit Control	13	Ted Moreno
2	Clinical Case Presentation	14	Staff
2	General Self Improvement	15	Susie Kappas
2	301 Review and Test	16	Lisa Machenberg
3	Low Blood Sugar	17	Susie Kappas
3	Clinical Case Presentation	18	Staff
3	Substance Abuse	19	George Kappas
3	Medical Hypnosis	20	Lisa Machenberg
3	Advertising and Promotion	21	George Kappas
3	Clinical Case Presentation	22	Staff
3	Family Systems	23	Tanya Nord
3	301 Review and Test	24	Michael Kamins

#	501	Instructor
1	501 Indoctrination	Sandy Kappas
2	Advertising and Promotion 1	Niki Payne
3	Advertising and Promotion 2	Niki Payne

#	501	Instructor
4	Advertising and Promotion 3	Niki Payne
5	Advertising and Promotion 4	Niki Payne
6	Business Practices 1	Elaine Perliss
7	Business Practices 2	Elaine Perliss
8	Business Practices 3	Elaine Perliss
9	Business Practices 4	Elaine Perliss
10	Case History Series 1-1	John Melton
11	Case History Series 1-2	John Melton
12	Case History Series 1-3	John Melton
13	Case History Series 1-4	John Melton
14	Case History Series 1-5	John Melton
15	Case History Series 1-6	John Melton
16	Case History Series 2-1	Cheryl O'Neil
17	Case History Series 2-2	Cheryl O'Neil
18	Case History Series 2-3	Cheryl O'Neil
19	Case History Series 2-4	Cheryl O'Neil
20	Case History Series 2-5	Cheryl O'Neil
21	Case History Series 2-6	Cheryl O'Neil
22	Counseling and Interviewing 1	Tanya Nord, Cheryl O'Neil
23	Counseling and Interviewing 2	Tanya Nord, Cheryl O'Neil
24	Counseling and Interviewing 3	Tanya Nord, Cheryl O'Neil
25	Counseling and Interviewing 4	Tanya Nord, Cheryl O'Neil
26	Ethics in Therapy 1	Lisa Machenberg
27	Ethics in Therapy 2	Lisa Machenberg
28	Handwriting Analysis 1	Elaine Perliss
29	Handwriting Analysis 2	Elaine Perliss
30	Handwriting Analysis 3	Elaine Perliss
31	Handwriting Analysis 4	Elaine Perliss
32	Handwriting Analysis 5	Elaine Perliss

#	501	Instructor
33	Handwriting Analysis 6	Elaine Perliss
34	Speech Master 1	Mario Pescatore
35	Speech Master 2	Mario Pescatore
36	Speech Master 3	Mario Pescatore
37	Speech Master 4	Mario Pescatore
38	Therapeutic Journaling 1	Lois Lorback
39	Therapeutic Journaling 2	Lois Lorback
40	Therapeutic Journaling 3	Lois Lorback
41	Therapeutic Journaling 4	Lois Lorback
42	Exit Interview	Staff

14 DAY ATTENDANCE RULE

“On Campus Attendance” no less than once every 14 days, but what counts as “On Campus Attendance?”

The following activities are used for ON CAMPUS attendance (counted in the 14 day attendance policy).

1. Attendance (sitting in a seat) at a 101-501 scheduled class.
2. Attendance (sitting in a seat) at a Workshop/Practicum.
3. Attendance (sitting in a seat) at Case Conferences held Monday thru Thursday from 6:00-7:00 PM and Saturday from 12:30-1:30 PM.
4. Attendance (sitting in a seat) at an ON CAMPUS AHA Conference or Certification Course PROVIDING you complete the associated quiz that day!
5. Viewing elective credit videos ON CAMPUS in the video viewing area PROVIDING you complete the video slip and turn it into the student center.

Students are responsible for noting your last date of “On Campus” attendance at the student progress report along with the days out of attendance. Plan ahead for days that HMI will be closed such as holidays. If the scheduled class is cancelled, they are still required to attend many other daily activities held on campus as described above.

The following DOES NOT provide “On Campus” attendance but does provide academic credit. For example:

1. Viewing elective credit videos at home.
2. 101-501 video class makeups at home.
3. Seeing clients in the HMI Clinic.
4. Doing any school work at home on your computer.
5. Doing outside elective credits e.g. Al-Anon and AA meetings, other certification courses etc.

Federal Regulations state that if a student is not on campus and participating in student classes or workshops for more than 14 days they will automatically be dropped from the program.

If a student is anticipating being out of “On Campus” attendance for more than 14 days for whatever reason, please notify the Student Center to **discuss their options in advance of their absence.**

HYPNOSIS MOTIVATION INSTITUTE – 2018 ANNUAL SECURITY REPORT

In order to be compliant with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act reporting requirements, Hypnosis Motivation Institute (HMI) prepares the Annual Security Report and distributes notification of the report's availability to Staff, Faculty and Students by October 1st of each year. Notification is sent by email and posted on the HMI website. Prospective students receive the direct website link during the application process and receive an Acknowledgement of Receipt which they sign upon enrollment.

This report contains required policies and procedures in addition to crime statistics for Clery Act reportable crimes that occurred either on campus or on the public property immediately adjacent to a campus during the previous three calendar years. These crime statistics are reported for this campus location and are compiled from information provided by School Directors, other school officials and local law enforcement agencies.

HMI's campus geography is described as 18607 Ventura Blvd., Suite 310, Tarzana, CA 91356 and the upper and lower parking lots immediately adjacent to campus. HMI's public property is described as the sidewalks immediately adjacent to the parking lots and the sidewalks directly across the street from the parking lots. Also described as HMI's public property are the sidewalks immediately in front of the campus on Ventura Blvd and the sidewalks directly across the street from HMI. HMI does not have any recognized student organizations with non-campus locations and therefore does not monitor or record criminal activity that may take place at such locations nor maintain any records of incidents at such locations.

Reporting of Criminal Offenses

HMI strives to provide a safe environment for both its students and employees. In order to achieve this goal, HMI requires both its employees and students to immediately report criminal activity or other emergencies to the School Director, Director of Academic Services or the nearest available school official and/or in the event of an emergency or serious threat to the campus community to directly contact the local law enforcement agency or other emergency response agency by dialing 911.

Criminal offenses may also be reported to the HMI's Title IX Coordinator, Sandy Kappas by calling 1-818-758-2720 or writing to Sandy@Hypnosis.edu.

Victims or witnesses that wish to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics may do so by calling 1-818-758-2720.

Campus Law Enforcement

HMI does not employ campus security personnel, does not have a campus police department, or maintain agreements or working relationships with local law enforcement agencies.

Any criminal activity occurring on-campus should be **immediately** reported to the School Director, Director of Academic Services or the nearest available school official. Students and staff are also encouraged to promptly and accurately report criminal activity to local law enforcement agencies when the victim of such crime elects or is unable to make such a report.

Security of and Access to Campus Facilities

During business hours, HMI's campuses are open to students, employees, guests, and approved vendors and contractors. During non-business hours, campuses are secured with door locks, alarm systems, and security cameras and are accessible only by designated key holders. HMI may also have regular inspections and preventative maintenance work performed by approved vendors to ensure that such security measures remain in working order.

DRUG, ALCOHOL AND SUBSTANCE ABUSE

HMI does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage drinking laws. In addition, HMI does not permit the possession, use, or sale of illegal drugs by its employees and/or students and adheres to and enforces all state and federal drug laws. The violation of these policies by students or employees may result in expulsion, termination, and/or arrest.

For the complete policy on drug and alcohol abuse and a list of Substance Abuse Education Programs available, refer to the Drug-Free School/Drug-Free Workplace Annual Disclosure located in the Student Guide/Catalog Addendum.

DISCLOSURE OF DISCIPLINARY PROCEEDING RESULTS

All proceedings and records will be confidential to the extent permitted by law. However, both parties will be notified, in writing, concurrently about the outcome of the complaint. If the alleged victim of a crime of violence or non-forcible sex offense is deceased as a result of the crime or offense, the results of the disciplinary proceedings shall be provided, upon request, to the next of kin of the alleged victim.

REGISTERED SEX OFFENDERS

The United States Department of Justice maintains a national database of registered sex offenders which allows the public to search for information regarding registered sex offenders within a state. This database can be accessed online by visiting <http://www.nsopw.gov>.

EMERGENCY NOTIFICATIONS AND EVACUATIONS

The School Director/Associate Director is the designated Campus Safety Authority and is responsible for ensuring that the campus is prepared in an emergency situation. Evacuation maps are posted at each exit door within the campus. An Evacuation Procedures and Emergency Numbers Sheet must also remain posted at each campus.

The School Director/Associate will determine if there is a significant threat at the campus that requires the immediate notification of students and staff and is responsible for ensuring that all staff and students are notified accordingly. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees on the campus, the emergency notification will be made immediately and without delay.

The School Director/Associate will be responsible for confirming the emergency, determining the content of the notification, and initiating the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The School Director/Associate will contact the necessary agency (i.e. Fire Department, Police Department, etc.) and continue to communicate any necessary information with the agency and ensure that all staff and students assemble in the predetermined safe area.

In the event of an emergency, students and staff on campus at the time of the occurrence will be notified of the emergency situation by the notification by the School Director/Associate. Fire alarms are located within the campus premises and will be activated in the event of a fire or other emergency.

HMI will also attempt to contact students and staff members not present on campus via reasonable means to inform them of any threat to the health or safety of students or employees occurring on the campus. HMI will also use such means to contact students and staff in the event of campus closures due to inclement weather or other emergency situations.

TIMELY WARNINGS

Upon notification and identification of a Clery Act reportable crime that occurs on campus or surrounding the campus's general geographic area and represents a serious or continuing threat to the health and safety of students and employees, the School Director will issue a Timely Warning Notification to the campus students and staff as soon as pertinent information is available. This notification will take the form of a verbal or written announcement in order to aid in the prevention of similar occurrences. The notification will withhold the names and other identifying information of victims as confidential. HMI will ensure that all classes, students, and staff are notified of the warning.

SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

HMI is committed to providing an educational, employment, and business environment free of sexual harassment and sexual violence. HMI provides helpful warning signs of abusive behavior and future risks in the section below in efforts to prevent any form of sexual misconduct. Incoming students and staff will be provided with this information to promote the awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking and may also visit <https://www.justice.gov/ovw/protecting-students-sexual-assault> for additional information.

- Information regarding the definitions of domestic violence, dating violence, sexual assault, stalking, and consent.
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against someone else.
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.
- Possible sanctions or protective measures that may be imposed following the results of an institutional disciplinary proceeding regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking.
- Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred.
- Procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking.
- Information about how the institution will protect the confidentiality of victims.
- Information regarding the availability of existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims.
- Information regarding options for, and available assistance in, changing academic or working situations, if so requested by a victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to police or local law enforcement.

Sexual harassment and acts of sexual assault, including rape, acquaintance rape, and other forcible and non-forcible sex offenses, domestic violence, dating violence, and stalking are prohibited by HMI. Any student who feels that he or she is the victim of any of these crimes has the right to seek redress of the grievance through the procedures indicated below. Victims will also be provided a written notification of these procedures.

A student who feels they are the victim of sexual harassment may attempt to resolve the matter informally by bringing a complaint to the Title IX Coordinator. Upon receipt of the complaint, the Title IX Coordinator will inform the complainant in writing of their formal recourse, that informal mediation will not be used to resolve sexual violence complaints, and that they have the right to file a separate criminal complaint for allegations relating to sexual violence, domestic violence, dating violence, and stalking. The Title IX Coordinator will, with the permission of the complainant, attempt to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed, seek to find out the facts, and if both parties desire it, arrange a meeting to try to resolve the differences. In the event that an attempt at informal resolution is unsuccessful, or if the complainant deems that informal resolution is undesirable, the Title IX Coordinator will stop the informal resolution process and assist the complainant in filing a formal complaint.

In the event of sexual violence, domestic violence, dating violence, and stalking, a formal complaint process will be used. The complainant will address their complaint to the Title IX Coordinator, if the individual alleged to have caused the grievance is another student, or if the individual alleged to have caused the grievance is a faculty or non-faculty employee.

A formal complaint will be made in writing by the complainant, addressed to the above-mentioned HMI officials, stating in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses. In a situation deemed to be an emergency by the Title IX Coordinator, the individual alleged to have caused the grievance or complaint may be temporarily transferred pending the outcome of the case.

Anyone who feels they have been the victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking should notify the proper school official immediately. The alleged victim also has the option to notify appropriate law enforcement authorities, including local police. The School Director or other school official will assist in notifying these authorities, if the victim so chooses. The victim also has the right to decline to notify such authorities. Notification of the alleged offense should occur immediately due to the importance of preserving evidence as may be necessary for the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order. Victims may also have rights regarding obtaining orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court. Any student or employee who reports that they have been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the

offense has occurred on or off campus, will be provided with a written explanation of their rights and options regarding procedures following the offense, procedures for disciplinary action and sanctions to be imposed, victim confidentiality, counseling services, and accommodations options.

All proceedings and records concerning sexual harassment, sexual assault, domestic violence, dating violence, and stalking complaints shall be confidential to the extent permitted by law and HMI will protect the confidentiality of victims, including ensuring that any publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim. Such proceedings shall provide a prompt, fair, and impartial investigation and resolution and be conducted by individuals qualified to conduct an investigation and hearing process that protects the safety of victims and promote accountability. In the event of a formal complaint in writing, the school officials receiving the complaint will initiate an investigation within two weeks to determine whether there is a reasonable basis for taking action. A preponderance of the evidence will be used as the standard of evidence during any institutional conduct proceeding arising from a complaint regarding sexual assault, domestic violence, dating violence, and stalking. HMI officials need not wait for the conclusion of a criminal investigation or criminal proceeding to begin their own investigation and, if needed, may take immediate steps to protect the student in the educational setting. The alleged victim also has the right to change their academic or working situation after an alleged sex offense occurs, if requested and reasonably available.

Both the accused and the accuser are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Both the accused and the accuser shall be simultaneously informed, in writing, of the following: 1) the outcome of any institutional disciplinary proceedings with respect to the alleged sex offense, domestic violence, dating violence, or stalking, 2) the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding, 3) any change to the results that occurs prior to the time that such results become final, 4) when such results become final.

Following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking, possible sanctions for substantiated accusations include suspension or termination of the employee's employment or the student's enrollment. Alleged sexual violence against another may also constitute a crime resulting in additional, independent law enforcement investigation outside of HMI's Grievance Procedure. In addition, complainants who make accusations of sexual harassment, sexual violence, domestic violence, dating violence, or stalking in bad faith may be subject to equivalent disciplinary action.

HMI does not employ any pastoral or professional counselors. Contact information for local and national support and counseling services including those for rape and sexual assault support and counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims is posted and available for viewing by students and staff at each campus location.

Below is a list of contact information for several national support services:

- National Domestic Violence Hotline
1-800-799-7233, <http://www.thehotline.org/>
- National Sexual Assault Hotline
1-800-656-4673, <https://www.rainn.org/>
- US Department of Health & Human Services
1-800-662-4357, <https://www.hhs.gov/>
- National Alliance on Mental Illness
1-800-950-6264, <https://www.nami.org/>
- National Organization for Victim Assistance
1-800-879-6682, <https://www.trynova.org/>
- National Legal Services Corporation Database
<https://www.lsc.gov/what-legal-aid/find-legal-aid>

Definitions

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not

limited to, sexual and or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed by one of the following: 1) a current or former spouse or intimate partner of the victim, 2) a person with whom the victim shares a child in common, 3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, 4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or 5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Consent: Consent is a voluntary, knowing, active, and affirmatively communicated willingness to participate in a particular sexual activity or behavior.

Bystander Intervention Tips

If you see someone in danger of domestic violence, dating violence, sexual assault, or stalking:

- Take the initiative, step in, offer assistance and ask if the person needs help. Make sure to evaluate the risk of the situation first. Call 911 instead of putting yourself into danger.
- Distract either person at the scene to intervene but don't be antagonistic.
- Have others intervene with you, if it's safe to do so. This may have a greater influence on the perpetrator and increase your safety.
- If the offender is known to you, ask them to leave the potential victim alone.
- Remain at the scene as a witness instead of leaving. The perpetrator will be less likely to commit the assault with a witness there.

Help to prevent situations of domestic violence, dating violence, sexual assault, or stalking by:

- Traveling with friends to parties or other events rather than by yourself. Check in with each other frequently and leave together.
- Trust your intuition and don't be afraid to call for help or let someone know if you are worried about your safety or the safety of someone else.
- If you see someone is intoxicated, offer to call them a cab home.

Warning Signs of Abusive Behavior

- Past abuse and minimizing those occurrences
- Threats of violence or abuse
- Breaking objects
- Use of force during an argument
- Jealousy about who you are talking to and how your time is being spent
- Controlling behavior
- Quick involvement and pressuring you into a committed relationship
- Unrealistic expectations of perfection
- Isolating you from your support system of family and friends
- Blaming others for problems and feelings
- Hypersensitivity
- Explosive behavior and mood swings

Risk Reduction and Avoiding Potential Attacks

1. Avoid isolated areas and dimly lit places. Always be aware of your surroundings.
2. Make sure your cell phone is always with you and charged in case you need to call for help.
3. Use a buddy system, especially when walking around at night.
4. Avoid being alone with someone you don't know or don't trust.
5. Carry a noisemaker, such as a whistle, and a small flashlight on your keychain.
6. Avoid giving out personal information to someone you don't know (phone number, address, etc).
7. In case of an emergency, dial 911.

CAMPUS CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires postsecondary institutions to disclose the number of instances in which certain types of crimes have been reported in any building or on any property owned or controlled by this institution that is used for activities related to the educational purpose of the institution and any public property immediately adjacent to and accessible from the school.

In compliance with that law, the following tables reflect this institution's crime statistics for this campus for the calendar years 2015, 2016, and 2017. Crimes are disclosed under the year in which they were reported. HMI does not maintain any on-campus student housing facilities. This report, in its entirety, may be accessed by the general public at <https://ope.ed.gov/campusafety/#/>. A paper copy of entire report to be provided upon request.

Criminal Offenses Reported	On Campus	Public Property 2015	On Campus	Public Property 2016	On Campus	Public Property 2017
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests Reported						
Weapons Laws Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0

Criminal Offenses Reported	On Campus	Public Property 2015	On Campus	Public Property 2016	On Campus	Public Property 2017
Liquor Law Violations	0	0	0	0	0	0
Referred for Disciplinary Action						
Weapons Laws Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Note: There have been no reported hate crimes in 2017, 2016, or 2015 and there have been no reported incidents of domestic violence, dating violence, and stalking in 2017, 2016, or 2015.

HYPNOSIS MOTIVATION INSTITUTE

18607 Ventura Boulevard, Suite 310
Tarzana, California 91356-4154 USA
1-800-479-9464 U.S. Only
1-818-758-2747 Local and Outside U.S.

HMI Hours of Operation (Pacific Time)
10:00 AM to 9:00 PM - Monday through Thursday
10:00 AM to 4:00 PM - Friday and Saturday
Closed Sundays and Holidays

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INTEGRATING MIND, BODY AND SPIRIT
2019 DISTANCE EDUCATION CATALOG

Welcome to the Hypnosis Motivation Institute

Founded in 1968 by Dr.'s John and Alex Kappas, HMI is a three generation, family run Non-Profit Organization that holds the distinction of being America's First Nationally Accredited School of Hypnotherapy.



Celebrating 51 years of excellence, HMI's all new interactive, online Distance Education program combines one-on-one, person-to-person tutorial attention with state of the art, high definition online streaming video lessons that allow you to study anytime, anywhere regardless of where you live in the world.

Bonus: HMI Distance Education also provides you with the additional option for up to two weeks of face-to-face in-person training at no charge.

Everything you need to know about our training, costs, certification, accreditation and more is provided in this school catalog, including how you can take the first 10 hours of our online training for no charge.

Please read the entire catalog and discover what we believe makes us the right choice for your hypnotherapy education. For more detailed information on this program please read our School Catalog Addendum/Student Guide: <https://Hypnosis.edu/Distance/Catalog/Addendum>



1968-2019



HYPNOSIS.EDU/DISTANCE



"The online training allowed me to study anytime, anywhere and yet still feel like I was connected to the school and a participant in the classes. The quality of the training, instructors, videos and Tutors were everything I was hoping for, every lesson reaffirmed my decision to enroll at HMI. Thank you HMI for making this accredited training available to those of us who live outside the Los Angeles area."



Paul Garth

Top 12 Features of HMI Online Training

1. *Take the first 10 hours for no cost or obligation.*
2. *Nationally Accredited Diploma in Hypnotherapy.*
3. *300 clock hours of instruction. Self-paced, average time of completion is 6 to 12 months.*
4. *54 two-hour video lesson, plus workbooks and online exams; study anytime, anywhere, on any device.*
5. *In-Person Training Option – 2 weeks of in-person face-to-face instruction included for no additional charge.*
6. *200 hours supervised experience. Optional, no additional charge.*
7. *\$2,995 tuition. One complete course, no multiple levels to enroll in.*
8. *4 payment plans starting as low as \$125 per month.*
9. *14 HMI Instructors, each with 10-20 years of experience, teaching different areas of specialties.*
10. *Personal Tutor – Individualized attention via Skype, phone, or online.*
11. *Hypnotherapy Certification from the AFL/CIO Hypnotherapists Union Local 472.*
12. *Formal cap and gown graduation ceremony.*

Earn an Accredited Diploma

HMI was founded in 1968 by Dr.'s John and Alex Kappas and has the distinction of being the country's first School of Hypnotherapy to achieve National Accreditation.

What is School Accreditation?

When researching a school, you're likely considering cost and programs offered, but are you checking for accreditation? This is arguably one of the most important factors. Accredited schools and colleges earn their accreditation from agencies authorized by the U.S. Department of Education, who oversee the quality, integrity and educational outcomes. In order to become accredited, schools and colleges must go through a lengthy process of review and continued on-campus visits to demonstrate their worthiness and integrity.

HMI's Distance Education program has been accredited since 1987 by the Distance Education Accrediting Commission (DEAC), an accrediting agency recognized by the U.S. Department of Education.

HMI Accreditation and Approvals



Why Choose an Accredited School

Anybody can start a school or offer a hypnotherapy training course. They can give it any name they want, like the “American University of Hypnotherapy Training.” Many brag that they are approved by a “Board” like the “International Board of Hypnotherapy.” Often, however, these schools actually own the “Board,” which means they’re essentially approving themselves. Still other schools get their approval from a private group with a fancy name whose main source of income is selling certifications. It is not uncommon for schools like these to have virtually no oversight by any agency at all.

Some tout they are “State Approved” or “State Licensed” and lead you to believe it represents a guarantee of having met specific standards of quality or educational outcomes. Don’t be misled. “Approval” or “Licensed” does not mean the school is “Accredited.” It only means that the school is approved to operate as a business in that state. Most state agencies do not visit the school, do not review the curriculum and make no claims about the quality of the education offered. State agencies do not police the schools regarding any claims they make on their website or advertising, so they can pretty much say anything they want.

How Can I Recognize a Diploma Mill?

To further complicate the process, many non-accredited schools and colleges in the U.S. offer diplomas, degrees and other certificates. Such schools are often referred to as diploma mills. These are some common characteristics of diploma mills:

- *Claim “Accreditation, Approval or Licensure” but show no proof of having been accredited by a legitimate accreditation organization.*
- *Make degrees, diplomas and certificates available in an extremely short period of time.*
- *Make claims and assert facts and statistics for which there is no proof.*
- *Claim “Approval” by private business such as “Hypnotherapy Certification Agencies.”*

300 Clock Hours of Instruction

HMI delivers to your home or office, a Nationally Accredited, interactive online learning experience.

HMI Distance Education combines one-on-one, person-to-person tutorial attention with online streaming video lessons that transport you anytime of the day or night right into the classroom training that takes place at HMI's Los Angeles, California Campus.

HMI's Online Distance Education program consists of 54 two-hour streaming video lessons, 54 lesson workbooks and online exams for each lesson, interaction with your personal HMI Tutor and a final exam.

The 54 lessons are organized into nine volumes. Watching the videos, reading the workbooks and Q&A with your personal Tutor equals a total of 300 clock hours of training and the award of your Accredited Diploma in Hypnotherapy.

- *Average completion time is 6 to 12 months, 18 months maximum.*
- *Study anytime, anywhere, from any device.*
- *Includes one-on-one tutorial support.*
- *In-person, face-to-face instruction option included.*
- *Earn an Accredited Diploma in Hypnotherapy.*

Streaming Video – Anywhere, Anytime!



54 DVDs and/or Thumb Drive for
Your Permanent Library

Included With Your 300 Clock Hours of Instruction

1. Skype/Telephone Appointments with Your Personal Tutor

HMI Online Training includes one-on-one interaction with your HMI Tutor via Skype, telephone and/or online interface. Your HMI Tutor adds that personal touch to your online lessons. Ask questions, provide feedback and just know that a career professional is with you every step of the way.

2. Two Weeks of In-Person, Face-to-Face Instruction and Practice

HMI offers you the option (not required) to have up to two weeks of in-person face-to-face instruction and supervised practice at HMI's Los Angeles, California Campus for no additional charge. You can schedule your first one-week visit anytime during the first 12 months of your enrollment and your second visit during graduation week.



Each Week Visit Includes the Following:

- 12 hours of supervised practice with other HMI Students.
- 12 hours of in-person classroom instruction.
- 5 hours of clinical supervision group.
- Meet your Instructors, HMI Staff, your Distance Learning Tutor and support team.
- HMI is close to Universal Studios, Disneyland and Hollywood.

3. Online Supervision Groups Before and After Graduation

Enrolling at HMI makes you an exclusive member of the HMI Family. HMI students and graduates are eligible to attend online group supervision groups via video conferences. HMI students and graduates from around the world attend video conferences with HMI Instructors to get advice and direction on their clients and hypnotherapy practice.

Your HMI Instructors – An Instructional Staff Second-to-None

A student can only be as good as the educational material and instruction they receive. What you're purchasing with your HMI enrollment is a relationship with professionals who have the information, skill set and success that you hope to achieve. With over 50 years of experience operating a School and Clinic of Hypnotherapy, HMI has developed an Instructional Staff we believe is second-to-none with over a 150 years of combined experience. As an HMI student, you learn from not one, not two, but 14 different Instructors – each with unique areas of specialty and expertise. The criteria for an HMI Senior Staff Instructor is to be an HMI Graduate with a minimum of 10 years clinical experience.



Bruce Bonnett



Michael Kamins



George Kappas



John Kappas



Susie Kappas



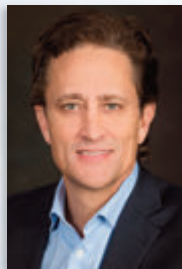
Lois Lorback



Katt Lowe



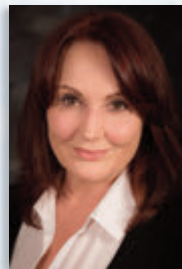
Lisa Machenberg



John Melton



Ted Moreno



Tanya Nord



Cheryl O'Neil



Elaine Perliss



Joe Tabbanella



Your Personal Online HMI Tutors

Complimenting your HMI Instructors and streaming video lessons is your personal and private relationship with your HMI Tutor via one-on-one Skype or phone appointments.

HMI Tutors provide clarity and understanding of your video instruction as well as clinical supervision, as they provide valuable feedback on your experiences with practicing the techniques and working with clients.

HMI Tutors are Graduates of HMI's training program. HMI Tutors are also Certified Union Hypnotherapists and maintain private hypnotherapy practices in HMI's clinic.

Your HMI Tutor's education and clinical experience translates to personal attention and assistance for your assimilation of course material and feedback on your practical and clinical experiences.



Elaine Perliss
Director



Todd Sandman
Director of Admissions



Shelley Halpern



Shara Prophet



Sean Green



Ilah Hardesty

Start Your Training Now with No Cost or Obligation

While you're exploring your options for hypnotherapy training, wouldn't it be nice if you could test drive the education and experience the quality, philosophy and integrity of the school before you made a commitment?

HMI offers you that and more with our invitation to take the first 10 hours of our accredited online training for no cost or obligation. We call this first 10 hours our "Foundations in Hypnotherapy" course.

Instant Access to the First 10 Hours of Training

Begin your journey right now with instant access. Your introductory lesson, Hypnosis in History, will take you from the Ancient Egyptians through Modern Day, tracing the existence and evolution of hypnosis for the past 5,000 years. Enroll at <https://Hypnosis.edu/Distance/>.

Immediately following this introductory lesson you will have access to your first volume of HMI's nine-volume program entitled Foundations in Hypnotherapy. This 10 hours of streaming video instruction includes hypnotic inductions, suggestibility testing, self-hypnosis and much more.

This is your first step in your HMI journey. After completion of all five lessons, online exams and oral exam with your HMI Tutor, you are then eligible to enroll in HMI's Diploma in Hypnotherapy training with the payment plan of your choosing.



"We look forward to being your partners in success."

**George Kappas, M.A., M.F.T.
HMI Director**



Foundations in Hypnotherapy Course

HMI's Volume 1, Foundations in Hypnotherapy Course, is packed with demonstrations and practical assignments teaching you how to hypnotize yourself and others.

Many students consider it one of the most fun and exciting of all the volumes. Regardless of the student's background or previous training, Volume 1 is the starting point for all students.

- Understand exactly what hypnosis is and how to trigger the hypnotic response.
- Step-by-step instruction on how to hypnotize everyone.
- How to test for "Emotional and Physical Suggestibility."
- How to word hypnotic suggestions.
- How to do group hypnosis.
- How to do self-hypnosis.
- 10 hours of streaming video instruction and demonstrations.
- The HMI Student Workbook in PDF format.
- HMI Certificate of Completion.

After completion of this no charge Foundations Course, students wishing to continue their studies will find 96 more hours of HMI's Advanced Hypnotherapy Training in Volumes 2 through 9.

Hypnotic Modalities

Featuring HMI Director George Kappas, M.A., M.F.T., at his philosophic best, this entertaining lesson explores a unique and alternative perspective on the hypnotherapy profession. Starting with a definitive definition of what constitutes a “Hypnotic Modality,” Mr. Kappas breaks down the three essential elements for all hypnotic modalities and how we identify hypnotic modalities in society under a variety of different names.

Neuro Linguistic Programming Part 1

Neuro-Linguistic Programming (NLP) enjoys a strong following with both therapists and clients. In this lesson Certified NLP Trainer and Hypnotherapist Joe Tabbanella introduces NLP and the techniques of “anchoring a state of excellence into your client's subconscious mind,” how to “reframe” a problem to take away its negative impact and how to “pace” and then “lead” your client to a more resourceful state.

Neuro Linguistic Programming Part 2

In part 2 of this NLP series Certified NLP Trainer and Hypnotherapist, Joe Tabbanella demonstrates NLP strategies to assist your clients in achieving their desired outcomes, how to develop states of excellence for yourself or your clients through role modeling and how to recognize and interpret the subconscious patterns that are a constant in all therapy sessions.



“My HMI experience was nothing short of outstanding! Instructors are completely relatable, knowledgeable and very concerned with each student realizing their personal best. Aside from each instructor specializing in a different subject matter, each has their own individual style, which enabled me to identify characteristics of each to incorporate into my own personal style. We are completely supported throughout the program and after graduation.”



Jayne Goldman



Ericksonian Hypnosis

HMI Ericksonian Hypnosis expert Michael Kamins, M.A., M.F.T., introduces the life, work, and language patterns of one of the most well known Hypnotherapists in history, Dr. Milton Erickson. In this lesson Mr. Kamins demonstrates how Hypnotherapists can use these patterns and the "Meta-Model" to provide clients an alternative perspective on their issue and a path to create the change they seek.

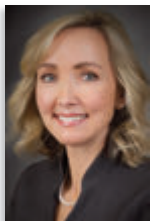
Kappasinian Hypnosis

HMI's Director George Kappas, M.A., M.F.T., leads you through the life story and developmental journey of Dr. Kappas from his family history to the twists and turns of his professional experiences. The result is a greater understanding of this Hypnosis pioneer and a humorous and endearing insight into the life and work of Dr. John Kappas, as only a son could tell it.

Clinical Case Presentation

One of the unique features of HMI training is that students get to observe HMI Instructors apply the skills and concepts of the lessons to real clients in the classroom. These are not students, these are real people who have never been hypnotized before and who have reached out to HMI for help for a wide variety of issues.

"Attending HMI School of Hypnotherapy is one of the best decisions I have ever made. The curriculum is extremely thorough and taught by the top in this field of work. By the end of the year, one can begin a career in hypnotherapy with absolute confidence. The things I have learned have given me the understanding and ability to live my best life and help others do the same."



Linda Pallini

Therapeutic Imagery 1

Certified Hypnotherapist and Therapeutic Imagery Trainer Cheryl O'Neil shares her 20+ years of experience as she introduces you to the wonderful world of Imagery. In this introductory lesson you will begin your discovery of Imagery in relationship to Hypnosis and how to fill your Hypnotherapy tool box with a large selection of options that will empower you and help your clients to achieve their goals.

Therapeutic Imagery 2

In part 2 of this Imagery series Cheryl guides you deeper into the Imagery experience as she explores the mind/body connection and the uses of Imagery in health. Cheryl also explores images and symbols from the subconscious and demonstrates how the Imagery processes can provide important messages for discovery and insight, while providing rich material from which to build suggestions.

Biofeedback 1

HMI Instructor Joe Tabbanella, C.Ht., also works at an addiction recovery facility where he extensively utilizes his biofeedback techniques to augment his hypnotherapy sessions. In this lesson Joe guides HMI students through this Introduction to Biofeedback in the hypnotherapy practice, providing both the theoretical understanding and the practical applications of incorporating this powerful tool into your hypnotherapy practice.



"HMI was the best professional decision I've ever made! This school is a wonderful blend of science, psychology and metaphysics. The staff has exceeded my expectations time and again. I'm so grateful to receive a top notch education in Hypnotherapy and Therapeutic Imagery. My clients can trust me because I am working from a solid foundation of in depth training and mentorship. I will forever be a cheerleader of this institution."



Stephanie Nicole Wright



Biofeedback 2

In Biofeedback Part 2 Joe Tabbanella, C.Ht., takes you further in the exploration of biofeedback techniques and how they can augment your hypnotherapy sessions. In addition, Joe introduces you to the world of Neuroscience, its theory and practical applications with your hypnotherapy clients. Demonstrations help the student explore this cutting edge tool and lay the groundwork for further exploration and training.

Hypnotic Regression/Past Life

Regression has been commonly associated with hypnosis since the days of Freud. In this class Lisa Machenberg, C.Ht., explores the past and present of hypnotic regression and the many controversies and legalities surrounding it. The techniques of age regression as well as past life regression and their appropriateness and ethics are explored fully as Lisa relates HMI's discretionary use of this most controversial of hypnotic tools.

Clinical Case Presentation

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"HMI is the most comprehensive training course I have ever had. HMI truly covers every aspect of hypnotherapy in a year-long program. The founder, Dr. John Kappas, Ph.D., was responsible for HMI achieving National Accreditation by the US Department of Education. I look for these kinds of credentials when I am searching for the best school. And I found it in HMI! I highly recommend it!"



Suzie Duncan Spehling

Mental Bank Seminar

Created by HMI Founder Dr. John Kappas, the Mental Bank Program is a powerful tool to help you and your clients reprogram your subconscious mind to attract more success, happiness and prosperity. This 5-minute-a-day behavioral tool is a must for every hypnotherapy practice. HMI Director George Kappas provides a personal and entertaining presentation that both instructs and motivates you to start your Mental Bank tonight.

Habit Control

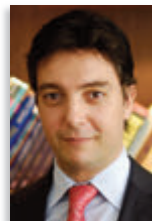
Hypnosis is commonly associated with quitting smoking and losing weight. Many Hypnotherapists make a comfortable living from these two areas alone. HMI Instructor Susie Kappas, C.Ht., teaches you how to work successfully with Weight Loss and Smoking Cessation as well as other habits such as nail biting, tardiness and study habits.

General Self Improvement

Susie Kappas, C.Ht., teaches how to create life-long habits that support our goals. It is those daily habits and tiny routines that make big dreams come true! In her sweet and lively way, Susie will fill your tool box with the day-to-day tried and true workhorses of a successful hypnotherapy practice.



"I am a full time Hypnotherapist in Istanbul. I can observe that my clients prefer my services because my diploma is not achieved from one of those one-week hypnosis courses out there but from one of the best Hypnosis training schools in the world. I'm now continuing my Masters Education in Clinical Psychology and my school wants me to give Hypnosis Seminars to their Psychology students. Thank you HMI!"



Burak Uckun



Low Blood Sugar

Dr. John Kappas was a pioneer in the Mind/Body connection and revealing how our diets and blood sugar fluctuations can affect our mood and behavior. Join Susie Kappas, C.Ht., in a fun and enlightening lesson learning and understanding how the effects and solutions of low blood sugar can greatly enhance your hypnotherapy practice and provide your clients life changing results.

Fears and Phobias

From mild symptoms to acute disorders, fears and phobias commonly hold people back from achieving their full potential. Every therapist will eventually have clients who fall somewhere in this range of symptomology. In this lesson HMI Instructor Elaine Perliss, C.Ht., introduces HMI's Circle Therapy and its comparison to standard Systematic Desensitization to demonstrate the hypnotic extinction of fears and phobias.

Clinical Case Presentation

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"Yimei Shao is my daughter and we come from China. She is a Hypnosis Motivation Institute Graduate and loves HMI so much, which has greatly improved her life! Being a Hypnotherapist is an exciting career for Yimei. She always wants to help people to make their dreams come true and it is HMI that made Yimei's dream come true. Thanks for this amazing experience, thank you HMI!"



Yi Lin on behalf of Yimei Shao

Emotional and Physical Sexuality 1

Developed by HMI Founder Dr. John Kappas, Ph.D., M.F.T., the model of Emotional and Physical Sexuality (E&P) is without question, one of HMI's most powerful tools for understanding and predicting the behavior of clients. In this lesson HMI Director and Marriage Family Therapist, George Kappas will introduce you to the E&P model in a presentation you are likely not to forget.

Emotional and Physical Sexuality 2

In E&P Part 2 Mr. Kappas expands on the model of E&P to explain the influences of ethnicity, incongruities, defense mechanisms and other possible mitigating factors in the relationship behavior of clients. This class leaves students with a greater confidence and assimilation of the E&P model and their ability to apply it in a therapeutic setting.

Family Systems

Presented by HMI's Tanya Nord, M.A., C.Ht., the Family Systems model provides the Hypnotherapist with an alternative outlook on the client's symptoms as functional in the context of the subconscious forces inherent in romantic and family relationships. This understanding opens the door for HMI graduates to work in conjunction with M.F.T.'s and L.C.S.W.'s, whose clinical viewpoint originates from this basic tenet.



"HMI is hands down the most extensive and all-encompassing education I found to become a Certified Hypnotherapist. The program delves into all areas of hypnotherapy and includes business and marketing classes. The classes are conducted by knowledgeable, caring and experienced teachers. I learned so much, not only about my clients, but about myself, which has been an invaluable experience."



Cherry Bligh



Child Hypnosis

HMI's resident Child Hypnosis expert Lisa Machenberg, C.Ht., has appeared on numerous television shows exploring child hypnosis, earning the nickname "Hypno-Mom." In this lesson Lisa shares her 20+ years' experience working with children, demonstrating how to gain rapport and communicate effectively with them in and out of hypnosis to make the experience both fun and productive for all.

Intuitive and Energy Healing

HMI Instructor Katt Lowe, C.Ht., introduces students to the popular and fascinating world of Energy Healing. In this lesson Katt demystifies the art and practice of realigning, re-attuning and balancing the body's electro-magnetic energy field, demonstrating a powerful and effective no-touch energy healing modality. Qigong, Chakra Clearing, Chakra Balancing, intuition and the power of the mind are all incorporated into this lesson.

Clinical Case Presentation

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"HMI has changed my life. I have learned invaluable information that aids in my personal development and knowledge of the human mind, body and spirit. It's not like any other school I have ever attended. It's a place where you get more than an education, you get practical tools for self-mastery. Plus the investment is already paying off after only six months of being out of school. Take the leap, you will thank yourself later."



Shara Prophet

Dream Therapy

Listening to the client's subconscious is as important, if not more, than the giving of hypnotic suggestion. Understanding dreams provides us that opportunity and more. HMI provides an approach to Dream Therapy that is simple, powerful and effective. Presented in his unique style of humor and metaphor, HMI Director George Kappas, M.A., M.F.T., outlines his inviting style and strategy for Dream Therapy.

Hypno-Diagnostic Tools A

A Hypnotherapist can never have too many tools to assist clients in reaching their goals. HMI Staff Therapist John Melton, C.Ht., shows you how to incorporate Eric Erickson's Stages of Development into your hypnotherapy practice. Plus, learn how and when to use tools such as a biofeedback machine, hypno-disc, pen-light and pendulum in conjunction with hypnotic techniques.

Hypno-Diagnostic Tools B

Tanya Nord, M.A., C.Ht., introduces the use of "Hypno-Diagnostic Tools," a phrase HMI coined to describe a collection of techniques designed to give the subconscious mind a voice, helping to reveal the underlying beliefs that shape the emotional responses and automatic behavior of the client. Through her guidance and demonstration you can begin exploring these fascinating tools with both yourself and your clients.



"HMI is the best thing I've ever done in terms of self help/helping others! Since graduating, not only have I helped others achieve their inner sense of well-being, I've been happier and more self-aware. This is not a weekend warrior course; this is like a graduate school for higher minded people, psychologists and medical personnel... and anyone else wanting to practice the art of Hypnotherapy."



Mira Wilder





"I've gotten multiple degrees from prestigious universities along my journey. No educational experience has been as rewarding as HMI. It's been absolutely life-changing. I feel incredibly fortunate to have had the opportunity to be able to experience this process! If your passion is to help others along their journey of life, this is the best place you can go! Truly incredible."



Kyle Michael Dory



Handwriting Analysis

Another pioneering concept by Dr. John Kappas was his extensive use of handwriting analysis as an "ideomotor response" that provides valuable insights to the client's subconscious behaviors and personality traits. In this lesson Elaine Perliss, C.Ht., will introduce you to the art and science of Handwriting Analysis, demonstrating the most important elements to immediately begin analyzing your handwriting as well as your client's.

Emotional Freedom Technique

Certified EFT Trainer Susie Kappas, C.Ht., introduces Emotional Freedom Technique (EFT) and how to use it as an extraordinary addition to your hypnotherapy practice. EFT is like acupuncture for the emotions. It uses gentle tapping on the body's energy meridians while tuned into an issue. It balances your energy around that issue and releases negative thoughts, events, pain, fear, stress, cravings and so much more.

Clinical Case Presentation

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Law and Ethics

The legal and ethical “Scope of Practice” of a Hypnotherapist is without question, the most important aspect of your HMI training and perhaps the greatest element that separates HMI Graduates from others. HMI Director George Kappas, M.A., M.F.T., provides a surprisingly entertaining lesson, including when and how to work under referrals from Medical Doctors and Psychotherapists and the necessary forms and documents to do so.

Advanced Law and Ethics

Bruce Bonnett combines his experience as a Certified Hypnotherapist, President of the Hypnotherapists Union and Harvard Law Graduate, to deliver this important presentation on Advanced Law and Ethics. This class includes specifics on the use of disclaimers and recommended practices to limit liability, how laws vary state to state and region by region and clear guidance for the road to professional success.

Crisis Intervention

At some point during your career you may encounter clients experiencing some type of crisis in their lives. It could be a relationship breakup, a death in the family or concerns of self-harm. HMI Instructor Lisa Machenberg, C.Ht., guides you through the legal responsibilities as well as the successful strategies and resources to prepare you to handle such situations with confidence and grace.



“Credibility and trust are the qualities that mean most to me, that’s why I chose HMI. The fact that they are accredited, feature a variety of instructors and offer personal attention with the online Tutors were all key factors. I don’t believe I could have found this depth of knowledge at any other school. I found not only the school I was looking for, but a career helping others that I love.”



Gila Zak



Ethics in Therapy 1

Clinical ethics is unquestionably the most important ingredient in therapy, even above results. In this two-part series Lisa Machenberg, C.Ht., shares her 20+ years of private practice experience to guide HMI students through the labyrinth of potential ethical dilemmas in therapy and prepares the student for the successful navigation of ethical relationships with our hypnotherapy clients.

Ethics in Therapy 2

In Ethics Part 2 Lisa continues the exploration of the ethical challenges that private practice can present. These enlightening and illuminating explorations of ethics in therapy may surprise and educate students in a way they did not expect. This lesson works synergistically with the previous Law and Ethics lessons, shaping HMI Graduates into shining examples of how a Hypnotherapist should conduct themselves in the world.

Clinical Case Presentation

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"HMI has far exceeded my expectations. The Instructors are world class and the Tutors really make sure all of our questions are answered. One of the highlights was working closely with my mentor. She gave me unconditional love and taught me how to be a successful professional Hypnotherapist. HMI has made sure that I'm prepared for a successful private practice. I'm ready and it's already happening."



Margaret Register

First Consultation

The First Consultation is your most important session. In this insightful lesson HMI Instructor John Melton, C.Ht., shares his 20+ years of private practice experience to explain how the first session is used to lay the foundation of the therapeutic journey. Breaking down key elements in Dr. Kappas' approach, Mr. Melton defines what he calls the "Pillars" of therapy that will determine his hypnotic strategy.

Counseling and Interviewing

HMI Instructor Cheryl O'Neil, C.Ht., shares her 20+ years of private practice experience to guide students through the process of clinical note taking skills, evaluation of clients' appropriateness for hypnotherapy and the practice of directive and nondirective counseling and interviewing techniques. Cheryl also helps students compare and contrast a variety of counseling styles and how to incorporate them into their practice.

Substance Abuse

Substance abuse is a pervasive issue in society today. It would be almost impossible to be in private practice for any length of time without encountering clients who may or may not realize they have this issue. Using humor and personal experiences, HMI Director George Kappas, M.A., M.F.T., provides a frank presentation of what the role of the Hypnotherapist should be in the treatment of substance abuse.



"I graduated HMI with Honors at the age of 40! It is never too late to become the person you were meant to be. I've been doing hypnosis since I was 17 years old and thought I knew a lot before I started my schooling. I learned so much more. I now have the tools that I need to better help my clients! If you're thinking about becoming a Hypnotherapist, do yourself a favor and enroll in HMI!"



Brian Tomasio



Medical Hypnosis

Hypnosis is a clinically proven adjunctive tool for the treatment of a wide variety of medical issues. HMI Instructor Lisa Machenberg, C.Ht., demonstrates how to work in conjunction with medical professionals and how hypnotic pain control techniques can assist with childbirth and pre- and post-surgery applications. Lisa's 20+ years of experience make her the perfect guide for your introduction to this important field of study.

Therapeutic Journaling

Therapeutic Journaling is a powerful transformation tool utilized in a wide variety of therapeutic modalities. Hypnotherapy should be no exception. HMI Associate Instructor Lois Lorback, C.Ht., provides both the guidance and motivation for you to incorporate this powerful adjunct into your hypnotherapy practice. This lesson also provides the opportunity to experience this wonderful process for your personal self-discovery.

Clinical Case Presentation

One of the unique features of HMI training is that students get to observe HMI Instructors apply the skills and concepts of the lessons to real clients in the classroom. These are not students, these are real people who have never been hypnotized before and who have reached out to HMI for help for a wide variety of issues.

"The value of the knowledge I received during my year at HMI is incalculable. Words cannot express the depth of the gratitude I feel for having had the opportunity to study here. I am now a Certified Hypnotherapist and an expert on subconscious behavior. Through a rigorous curriculum and an accomplished and seasoned staff of teachers, I truly received a world class education! Thank You!"



Mandi Duleen

Advertising and Promotion 1

Advertising, promotion and business practices are important skill sets for students who desire a private practice in hypnotherapy. In the first lesson of this 5 part series HMI Director George Kappas, M.A., M.F.T., will outline a simple 12 step process that will serve as the foundation of your marketing strategy. These simple and effective steps will guide you on the launch of the private practice you desire.

Advertising and Promotion 2

Building on the 12 step foundation presented in the previous lesson, HMI Instructor Elaine Perliss, C.Ht., shares her 25+ years of marketing experience to guide you on to the next level of development of a complete marketing strategy. Mastering the basic tools needed to promote your private practice, Elaine will also address the release of personal fears and challenges that can block your success.

Advertising and Promotion 3

In this part 3 of this series Elaine Perliss, C.Ht., will assist you in discovering your “Brand,” an essential element that ties together every single area of your practice. In addition, she will discuss the importance of professionalism in the materials you create. Finally, she’ll dive into the development of your website, which is the single most important marketing tool for your practice.



“Thank you HMI for helping me achieve the career of my dreams. After graduating HMI in 2009, I opened RoseHeart Hypnotherapy in Jefferson City, Missouri. Things worked out so well that my wife Linda enrolled in HMI and she and another HMI Graduate have joined me in private practice. We love what we do and are so grateful for the education and continued support we get from HMI.”



David Franklin Newman



"I was already successful in business, but wanted a career that was more personally rewarding. After looking at a variety of hypnotherapy schools, choosing HMI was easy. Considering their Accreditation, 50 year history, huge and experienced instruction staff, advertising and business classes and after graduation support, it was really a no brainer. I think the success I am having in private practice now really confirms that decision."



Jake Rubin



Advertising and Promotion 4

In this class Elaine assists you in defining and creating additional newly-trending, as well as proven traditional promotional and marketing tools you'll need to launch and build your practice. Included are key "Verbal" tools such as your Elevator Pitch and Memory Hooks, "Online" elements including Social Media and HMI's Website, "Written" tools including your Business Cards and Practice Brochures and much more.

Advertising and Promotion 5

In this class we turn our attention to the launch, marketing and promotion of your practice. This lesson is overflowing with traditional and newly-trending ideas you can customize for use during your grand opening, and continuing as you grow and build your practice. Elaine also shares key strategies she used in the launch of her own practice that earned her HMI's Top Clinical Achievement Award.

Business Practices

A well-constructed plan provides an essential element for success in business. This Business Practices lesson prepares students for the challenges of self-employment by teaching strategies for managing a private practice. In this class Elaine Perliss, C.Ht., guides students in building a solid foundation for their practice through the creation of their own Business Plan that they will be able to put into action immediately upon graduation.

200 Hours of Supervised Practical Experience

Applying the Hypnotherapy knowledge and skills from the classroom in a private practice setting is an important part of the learning process.

Beyond the 300 hours of education provided, many students wish to also achieve the 200 hours of practical experience that's required to achieve the highest level of certification, "Certified Hypnotherapist," from the Hypnotherapists Union Local 472.

HMI provides you a clear pathway and built-in system for accumulating these experience hours without any additional cost. Students can accumulate these hours by:

- 1. Practicing their hypnotic techniques with friends, family and acquaintances, and/or...*
- 2. Working with clients, paid or not paid, in their hypnotherapy practice.*
- 3. Discussing these experiences with your HMI Tutor and online video supervision groups.*

For every person you practice with or every client you see, HMI provides an online interface for you to document your experience hours and track your progress and hours completed. For each client session you document, you receive three hours of experience. There is no additional cost for accumulating your 200 experience hours and they are not required to graduate and receive your Diploma in Hypnotherapy.



"Thank you HMI for providing online video supervision groups for both students and graduates. The HMI Tutors are not only experienced, but helpful and caring too. Just knowing they are always there to assist gives me the confidence I desire. The ability to ask questions and get advice, even after we graduate, is just one more reason why HMI is the best. I am so proud to be an HMI Graduate."



Justin Hickerson



Become a Certified Hypnotherapist

Achieving “Certification” in Hypnotherapy is the goal of most HMI Students and Graduates. HMI recommends the Hypnotherapists Union Local 472 for their Hypnotherapy Certification. The Hypnotherapists

Union is affiliated with the AFL/CIO and is not owned by any individual, family or business group. The Hypnotherapists Union is the only Hypnotherapy Certification agency that is democratically run. It is governed by an elected Board, which consists of unpaid officials elected to serve three year terms by the union members.

By affiliating with the AFL/CIO, the Board is able to tap into a nationwide source of lobbyists and governing bodies to help protect its members from any adverse legislation that would restrict the practice of Hypnotherapists at the state level.

Hypnotherapists Union Certification Levels and Requirements

Certified Master Hypnotist – HMI’s 300 clock hour Diploma in Hypnotherapy fulfills all the requirements for certification as “Master Hypnotist” with the AFL/CIO Hypnotherapists Union Local 472. No additional testing is required.

Certified Hypnotherapist – HMI Graduates who have earned their Diploma in Hypnotherapy and also complete the optional 200 hours of supervised experience fulfill all the requirements for certification as “Hypnotherapist” with the AFL/CIO Hypnotherapists Union Local 472. No additional testing is required. There is no fee for upgrading from one level to another.

Certified Clinical Hypnotherapist – Because this title implies the treatment of Mental Health issues, this title is reserved for individuals that have met the requirements of Hypnotherapist above and are also State Licensed Mental Health professionals.

For more information about the AFL/CIO Hypnotherapists Union Local 472 and the fees and annual dues of maintaining Certification, please visit their website at <http://HypnotherapistsUnion.org/>.

The Facts About Hypnotherapy Certification

One of the first questions we hear from prospective students is “Does your training make me a Certified Hypnotherapist?” They often seem a little confused about this question because every school they’ve found on the web claims to make them a “Certified Hypnotherapist” in time frames from one week to 60 days. To add to the confusion, there are at least half a dozen “Certification Agencies” out there, all representing themselves as the “One” you need to be recognized in the field. On top of that, they all have official sounding names that lead you to believe they are government or international agencies.

In fact, all of those official sounding names are nothing more than fictitious business names for individuals or groups who are in the business of selling “Certifications.” None of them are government agencies required for you to practice hypnotherapy or play any role in your legal right to call yourself a “Hypnotherapist.” Some of these organizations are actually owned by the same people that own the school that is recommending them.

The truth is anyone can call themselves a “Hypnotherapist” or practice hypnotherapy whether they have had any hypnotherapy training or not. There is no State or Federal Licensing or Certification and there are no minimum number of hours of hypnosis education or required examinations to pass. While “Certification” is strictly a volunteer process, we do recognize that Certification in Hypnotherapy is a desired outcome for most students. Hypnotherapists seek it to help establish an aura of confidence in their credentials. As for truth in advertising, you cannot call yourself a “Certified Hypnotherapist” unless you do get “Certified” by some group or another. See Catalog Addendum regarding State laws: <https://Hypnosis.edu/Distance/Catalog/Addendum>

The thing to consider is that if you do choose to get Certification, it is only as good as the requirements to get it and the integrity of the agency you got it from. Imagine having to defend your professional credentials when it comes to light that the “Agency” you got your certification from only required 10 days of training to get and does not actually verify the educational hours completed by its applicants. This is not a position you want to find yourself in, which is why we recommend the AFL/CIO Hypnotherapists Union Local 472. It’s a reputable organization your clients have heard of (AFL/CIO) and boasts the highest requirements to earn your certification.

What is a Hypnotherapist?

Following is the definition of the profession of Hypnotherapy as defined in The Dictionary of Occupational Titles, published by the United States Department of Labor, authored by Dr. John Kappas in 1977.

079.157.010 | Hypnotherapist – *“Hypnotherapist induces hypnotic state in client to increase motivation or alter behavior pattern through hypnosis. Consults with client to determine the nature of problem. Prepares client to enter hypnotic state by explaining how hypnosis works and what client will experience. Tests subjects to determine degrees of physical and emotional suggestibility. Induces hypnotic techniques of hypnosis based on interpretation of test results and an analysis of client’s problem. May train client in self-hypnosis conditioning.”*

Now Ask Yourself These Important Questions...

How would you feel if you went to a Hypnotherapist and later discovered they only completed one week of training? How about two weeks? How about 60 days? Here is an even tougher question; what if you found your hypnotherapy practice a defendant in a civil lawsuit? How would you feel defending your credentials to a jury? How do you think they would judge someone representing themselves as a counseling professional after 10 days of training in a hotel room or a two month crash course? How would they judge your professionalism or ethics if your credential came from an unaccredited school or if you earned your “Diploma” in just 60 days?

Some Common Sense...

There is no other helping profession including Nurse, Massage Therapist, Doctor, Dentist, Dental Assistant, etc., that allows you to graduate from an unaccredited school or be trained in a two month crash course. None of those professions would allow you to offer your services to the public after attending a school that only had one or two instructors in the whole school, or a school that traveled state-to-state offering 10 day training in hotel rooms. HMI recommends that you use the same standards for choosing your Hypnotherapy education as you would for any other career for which you might wish to train.

HMI Tuition Cost and Payment Plans

After you successfully complete the first 10 hours of our training, your Foundations in Hypnotherapy Course, you are eligible to enroll in HMI's Advanced Hypnotherapy Training Course and earn your Accredited Diploma in Hypnotherapy. There is only one program to enroll in to earn your accredited diploma. There are no additional courses required.

Four Tuition Plans to Choose From

1. Plan A – Premium Plan – Streaming Access Full Course Plus 54-DVD HMI Vault – No Time Limits

Includes instant online streaming access, plus the 54-DVD HMI Vault and/or USB Thumb Drive (shown at right) with all 54 lessons immediately shipped to you for your permanent library.

There are no time limits to this plan, meaning you can progress as quickly as you like, taking up to a maximum 18 months for completion.

This plan includes up to 11 private tutorial appointments.

Plan A Total Cost: \$3,490 to \$3,945

Cost of Tuition: \$2,995, Cost of Equipment/DVD Materials: \$750

Note: All prices are subject to change. For current details on all tuition options including payment plan fees, interest rates and total cost calculations, please go to <https://Hypnosis.edu/Distance/Tuition>.



2. Plan C – \$225 Per Month Easy Payment Plan – With Time Limits

This plan allows you to proceed no faster than 5 lessons per month with a minimum completion time of 9.6 months and a maximum of 18 months. This plan includes 6 private tutorial appointments.

Plan C Total Cost: \$3,150 – 14 Monthly Payments: \$225 Per Month

Cost of Tuition: \$2,995, Cost of Payment Plan Fees: \$155, Annual Percentage Rate: 4.50%

3. Plan D – Lowest Full Course Cost – No Time Limits

This is our lowest total course cost plan. Pay in full and proceed as quickly as you like through your streaming video lessons, with a maximum completion time of 18 months. This plan includes 11 private tutorial appointments.

Plan D Total Cost: \$2,995

4. Plan E – \$125 Lowest Monthly Payment Plan – With Time Limits

Plan E makes HMI training affordable for everyone. With just \$125 per month payments, this plan stretches your tuition payment over a 28-month period. This plan allows you to proceed no faster than 1 lesson every 7 days with a minimum completion time of 11 months and a maximum of 18 months. This plan includes 3 private tutorial appointments.

Plan E Total Cost: \$3,500 – 28 Monthly Payments: \$125 Per Month

Cost of Tuition: \$2,995, Cost of Payment Plan Fees: \$505, Annual Percentage Rate: 7.22%

5. Family Member Discount

Add your spouse and/or family member for an additional \$995, see details online <https://Hypnosis.edu/Distance/Tuition>.

Note: Upgrade your Plan at any time during the first 12 months of your enrollment. For example, if you start the \$125 plan and upgrade to either paid-in-full plan, you'll save \$505 in plan payment fees, increase your number of tutorial appointments and earn the right to progress as quickly as you like through your remaining classes!

Membership in the American Hypnosis Association

Affiliated with HMI School of Hypnotherapy is our sister organization, the American Hypnosis Association (AHA). HMI recommends their Students and Graduates join the AHA for supplemental education and continuing education after graduation. The AHA provides its members free access to the world's largest Hypnotherapy Resource Library.

Membership in the AHA is open to anyone with an interest in hypnosis with a membership fee of \$149 per year.

Over 1,500 Hours of Continuing Education

The AHA Online Media Library contains over 1,500 hours of continuing education videos including 200 live hypnotherapy session videos categorized by presenting issue, 300 guest speakers on a wide range of topics of interest, Clinical Supervision groups between HMI Supervisors and Interns and the newest, Clinical Research Library, providing summaries of a wide variety of clinical studies in hypnotherapy conducted by major universities.

This world class collection of continuing education provides HMI Students an amazing supplement to their accredited HMI training course. You can browse the titles available in the AHA Media Library at <https://Hypnosis.edu/AHA/Media/>.





Watch HMI's Documentary Series

See first hand how hypnotherapy works by watching our free documentary series, "HYPNOTIZED." Imagine having the skills to help people overcome their fears, achieve their goals, reduce their stress, manage their pain and more.

Watch as real clients receive professional hypnotherapy sessions in the HMI classroom. Their life-changing transformation provides an intriguing and educational experience that will demonstrate exactly what the career of Hypnotherapy is like. Watch it free at <https://Hypnosis.edu/Hypnotized/>.

Hypnosis TV – 24/7

Hypnosis TV is just another reason why you'll want HMI to be your partner in success for your Hypnotherapy education. Streaming 24 hours per day, 7 days per week, Hypnosis TV features live Hypnotherapy sessions, self-improvement classes, guest speakers and a variety of original series including "HYPNOTIZED" and "Hypnosis Today."

Download the Hypnosis TV Channel on your Roku, Amazon Fire, iPhone, iPad or Android phone or tablet. Watch Hypnosis TV on your personal computer or other device at <http://HypnosisTV.com/>.

We welcome you to tune in and join us anytime, day or night, for absolutely no charge.



After Graduation

HMI and the American Hypnosis Association have partnered to provide students and graduates access to more than 100 world class online Specialty Certification and Continuing Education Seminars to supplement and continue their education during and after graduation.

These courses are affordable, completely online and provide you cutting edge professional development in the convenience of your own home or office.

Specialty Certification and Online Continuing Education Seminars

- *Hypnosis and ADD*
- *Hypnosis and Pain Management*
- *Hypnosis and Weight Loss*
- *NLP Practitioner Certification*
- *Pre and Post Surgery Hypnosis*
- *Stop Smoking 101*
- *Therapeutic Imagery Certification*
- *Trauma Recovery Hypnosis – and more...*

For a complete listing of courses descriptions, costs and details please visit <https://Hypnosis.edu/AHA/>.



Online Hypnotherapist Directory for Graduates

The American Hypnosis Association's Hypnotherapists Directory is a valuable opportunity reserved exclusively for AHA Members who have graduated from HMI's Accredited Diploma program. Being included in this exclusive directory means higher visibility for you with potential clients or professional colleagues who are doing online searches for qualified Hypnotherapists. Your name, bio and contact information will appear on a Nationally Accredited School website that connects you with both HMI and the AHA. Your professional bio can also be linked to any other website you may have in the future. And all of this is free of charge for AHA Members who are HMI Graduates! Use this shortcut to check out the AHA Hypnotherapists Directory at <http://HMIGrads.com/>.



Cap and Gown Graduation Ceremony

HMI Distance Education Students from all over the world join the HMI Resident Students in a magical evening of celebration at the enchanting Calamigos Ranch in the mountains of Malibu, California. Cap and Gown Graduation and Awards Ceremony, Banquet Dinner, Music, Dancing and more. It's an evening you won't forget.





Become a Member of the HMI Family

HMI is for those who believe if you're going to do something, you should do your best and if you're going to be something, you should be the best. Enrolling in HMI connects you with a like-minded fraternity of hypnotherapy professionals who share your standards and ethics, enabling you to network, share ideas, and support each other in success.

"No one can guarantee success, but the school you choose will be the biggest factor in your professional results. Let me know how I can assist you in starting your HMI journey."

Todd Sandman, Director of Admissions

The Trifecta of Hypnotherapy

UNION CERTIFICATION



ACCREDITED DIPLOMA



PROFESSIONAL MEMBERSHIP





HMI *NATIONALLY ACCREDITED*
SCHOOL OF HYPNOTHERAPY



HYPNOSIS MOTIVATION INSTITUTE

18607 Ventura Boulevard, Suite 310 • Tarzana, California 91356-4154
818-758-2700 • Hypnosis.edu

HMI DISTANCE EDUCATION STUDENT GUIDE AND CATALOG ADDENDUM



INTEGRATING MIND, BODY AND SPIRIT
DISTANCE EDUCATION STUDENT GUIDE AND CATALOG ADDENDUM

Hypnosis Motivation Institute

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LETTER FROM THE DIRECTOR

Welcome to the Hypnosis Motivation Institute (HMI), (College)

All of the Instruction staff and employees committed to your right as a student to enjoy a safe and healthy learning environment. There are many benefits to be gained by participating actively as an HMI student. Along with the benefits come the responsibilities to respect the rights of others and be a productive member of the community.

This Student Handbook brings together the most important policies that affect student life. You are also responsible for knowing College policies, particularly those that address Academics and Student Conduct. Revisions of policies and program updates often occur during the year, so you are advised to consult the website for the latest information.

The faculty and staff are here to support and challenge you to achieve at the highest levels, both in and out of the classroom. We want you to succeed in all of your academic and co-curricular endeavors. Please seek us out and let us share in your success!

Sincerely,
George Kappas, M.A., M.F.T.

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HMI DISTANCE EDUCATION STUDENT GUIDE AND CATALOG ADDENDUM

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the HMI School Performance Fact sheet prior to signing an enrollment agreement.

The admissions process and all programs offered are in English. Students must be able to speak, read and write English at a level that enables them to understand the catalog, and catalog addendum.

If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

Successful completion of HMI's Hypnosis 101 Foundations in Hypnotherapy Course establishes the student's language capabilities and their eligibility to complete their advanced course enrollment. HMI Distance Education does admit foreign students.

Because HMI Distance Education program is completed online it does not require travel, nor in-person attendance. Therefore, no International Student Visa is required or provided to HMI Distance Education Students.

HMI MISSION STATEMENT

It is the mission of HMI to continuously explore, within ourselves and others, how our subconscious mind can influence our behavior, affect the events of our lives, and empower us to achieve our dreams and goals. Our philosophy is based on the belief that the subconscious mind is a goal machine, dedicated and driven toward the fulfillment of a programmed path.

Our primary tenet is that all of the events of our lives, including "luck," both good and bad, is a manifestation of the energy that emanates from our subconscious mind. This energy continuously strives to fulfill the agenda for which it is programmed. Through research, education, and the clinical application of this tenet, HMI aspires to better the world by fostering a greater awareness of these principles, and the development of one's subconscious mind to be more congruous with their conscious desires.

HMI is Committed to these Broad Institutional Goals

- To provide a program of hypnotherapy training that is educationally sound, up-to-date, of high quality, and demonstrably effective.
- To publicly state and clearly demonstrate that HMI does not discriminate on the basis of age, race, ethnic origin, gender, sexual orientation, or religion.
- To maintain fair, ethical, and clearly stated advertising, admission, and enrollment practices by accurately and fairly representing HMI and its services to all people.
- To provide effective student services that recognize individual differences and ensure successful student retention, graduation, and success in professional and personal goals.
- To demonstrate the value of HMI's training through satisfied students and graduates.
- To ensure proper and ethical administration of all financial aspects of the institution.
- To embrace voluntary self-regulation, which is inherent to the accreditation process.
- To demonstrate a commitment to the people served by HMI through local community involvement and participation and well as Increased public awareness of Hypnotherapy and its benefits through public education.

- To demonstrate the effectiveness of HMI hypnotherapy training by producing well trained professionals who are capable of conducting private practices that are both ethical and beneficial to the public.
- To promote hypnotherapy continuing education and training programs of the highest quality and integrity that:
 - a. Upgrade the image and professional standing of Hypnotherapists and Hypnotherapy in the health sciences and the community at large by promoting higher educational and professional standards.
 - b. Increase acceptance of Hypnotherapy in the health-care field by promoting greater awareness and acceptance in the medical community and health-care institutions.
 - c. Increase public awareness of Hypnotherapy and its benefits through public education, advertising and community services.
 - d. Increase acceptance of Hypnotherapy in the health-care field by promoting greater awareness and acceptance in the medical community and health-care institutions.

HMI School Mission

It is the Mission of HMI's Hypnotherapy school to:

- Continually strive to provide the highest quality and most up to date Resident and Distance Education training possible that is educationally sound and demonstrably effective.
- Administrate, advertise and operate the school in a manner that meets the spirit and standards of accredited schools and to ensure that standard through ongoing voluntary participation in the accreditation process.
- Recognize student's individual differences to produce competent and satisfied graduates that are prepared for self-employed private practice in hypnotherapy and/or applying hypnotherapy techniques in their existing profession.
- Instill in graduates the motivation to pursue the spirit of service to the community that HMI embodies.

GOALS AND OUTCOMES – COURSE OBJECTIVES

Students enroll in HMI's Hypnotherapy Training programs for these reasons:

- Gaining the skills to start a self-employed private practice.
- Meet the requirements for certification as a Master Hypnotist or Hypnotherapist with the Hypnotherapists Union.
- Adding Hypnosis skills to an existing healthcare or complementary profession.
- Self-improvement/Self-knowledge.
- Helping family and friends.

The course prepares students to become a "hypnotherapist" as described in the Dictionary of Occupational Titles of the U.S. Department of Labor. It should be noted that HMI's Founder, Dr. John Kappas, authored the original definition contained in the DOT for hypnotherapist, which remains in effect today.

079.157.101 HYPNOTHERAPIST: As defined in DICTIONARY OF OCCUPATIONAL TITLES published by the UNITED STATES DEPARTMENT OF LABOR

"Hypnotherapist: Induces hypnotic state in client to increase motivation or alter behavior pattern through hypnosis. Consults with client to determine the nature of problem. Prepares client to enter hypnotic state by explaining how hypnosis works and what client will experience. Tests subject to determine degrees of emotional and physical

suggestibility. Induces hypnotic state in client, using individualized methods and techniques of hypnosis based on interpretation of test results and analysis of client’s problem. May train client in self-hypnosis conditioning.”

Key Indicators for Achieving Our Goals and Fulfilling Our Mission

HMI relies on the following key indicators to determine how well we are achieving our goals and fulfilling our Mission:

- Happy and satisfied students and graduates who have met the requirements for certification in hypnotherapy and feel prepared to begin helping others.
- Happy HMI employees and staff who are dedicated to the mission of HMI.
- Compliance with all laws and standards.
- Continued improvement and innovations in the educational content and its delivery.

HMI Distance Education Outcome Matrix

The institution has identified key educational ingredients that we believe are essential for a well-rounded education and professional hypnotherapy training. HMI Distance Education has blended six program features for the successful achievement of that desired outcome.

Note: Hover your cursor over the column heading abbreviations to expand definitions. [View All Definitions](#)

Key Educational Ingredients	Program Features					
	FIH	ATC	TUT	CCH	ATT	Q&A
Hypnotic Techniques	✓	✓	✓		✓	
Hypnotherapy Theory	✓	✓				
Clinical Applications		✓	✓	✓		
Instructor Interaction and Individual Attention			✓		✓	
Business and Marketing		✓				
Peer-to-Peer Contact and Networking						✓

HMI Distance Education Curriculum Map

The institution has identified eleven (11) key content categories that we believe are essential for a well-balanced and comprehensive professional hypnotherapy program. The curriculum map identifies which individual elements in the curriculum address each of these content categories.

Note: Hover your cursor over the column heading abbreviations to expand definitions. [View All Definitions](#)

Program Curriculum	Spectrum of Education Content
--------------------	-------------------------------

#	Lesson Title	Program Curriculum										
		HYP HIS	HYP TEC	HYP THE	HYP STY	LAW ETH	BUS MAR	MIN BOD	MED HYP	CHI FAM	BEH MOD	CLI APP

#	Lesson Title	HYP HIS	HYP TEC	HYP THE	HYP STY	LAW ETH	BUS MAR	MIN BOD	MED HYP	CHI FAM	BEH MOD	CLI APP
1-1	Foundations – Hypnosis in History	✓	✓	✓								✓
1-2	Foundations – Lesson 1	✓	✓	✓								✓
1-3	Foundations – Lesson 2	✓	✓	✓								✓
1-4	Foundations – Lesson 3	✓	✓	✓								✓
1-5	Foundations – Lesson 4	✓	✓	✓								✓
1-6	Foundations – Final Exam	✓	✓	✓								✓
2-1	Hypnotic Modalities	✓		✓								
2-2	Neuro Linguistic Programming 1		✓		✓							
2-3	Neuro Linguistic Programming 2		✓		✓							
2-4	Ericksonian Hypnosis				✓							
2-5	Kappasinian Hypnosis	✓			✓							
2-6	Clinical Case Presentation		✓									✓
3-1	Therapeutic Imagery 1		✓		✓							
3-2	Therapeutic Imagery 2		✓		✓							
3-3	Biofeedback 1							✓	✓			
3-4	Biofeedback 2							✓	✓			
3-5	Hypnotic Regression/Past Life		✓					✓				

	Program Curriculum	Spectrum of Education Content										
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#	Lesson Title	HYP HIS	HYP TEC	HYP THE	HYP STY	LAW ETH	BUS MAR	MIN BOD	MED HYP	CHI FAM	BEH MOD	CLI APP
3-6	Clinical Case Presentation		✓									✓
4-1	Mental Bank Seminar						✓				✓	
4-2	Habit Control		✓								✓	
4-3	General Self Improvement										✓	
4-4	Low Blood Sugar								✓		✓	
4-5	Fears and Phobias		✓						✓		✓	
4-6	Clinical Case Presentation		✓								✓	✓
5-1	Emotional and Physical Sexuality 1									✓		
5-2	Emotional and Physical Sexuality 2									✓		
5-3	Family Systems									✓		
5-4	Child Hypnosis									✓	✓	
5-5	Intuitive and Energy Healing						✓			✓		
5-6	Clinical Case Presentation		✓									✓
6-1	Dream Therapy							✓			✓	
6-2	Hypno-Diagnostic Tools A		✓								✓	
6-3	Hypno-Diagnostic Tools B		✓								✓	
6-4	Handwriting Analysis							✓				

	Program Curriculum	Spectrum of Education Content										
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#	Lesson Title	HYP HIS	HYP TEC	HYP THE	HYP STY	LAW ETH	BUS MAR	MIN BOD	MED HYP	CHI FAM	BEH MOD	CLI APP
6-5	Emotional Freedom Technique							✓				
6-6	Clinical Case Presentation			✓								
7-1	Law and Ethics					✓						
7-2	Advanced Law and Ethics					✓						
7-3	Crisis Intervention					✓						
7-4	Ethics in Therapy 1					✓						
7-5	Ethics in Therapy 2					✓						
7-6	Clinical Case Presentation											✓
8-1	First Consultation						✓					
8-2	Counseling and Interviewing										✓	
8-3	Substance Abuse								✓		✓	✓
8-4	Medical Hypnosis		✓						✓			
8-5	Therapeutic Journaling							✓				
8-6	Clinical Case Presentation		✓									✓
9-1	Advertising and Promotion 1						✓					
9-2	Advertising and Promotion 2						✓					
9-3	Advertising and Promotion 3						✓					

	Program Curriculum	Spectrum of Education Content										
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#	Lesson Title	HYP HIS	HYP TEC	HYP THE	HYP STY	LAW ETH	BUS MAR	MIN BOD	MED HYP	CHI FAM	BEH MOD	CLI APP
9-4	Advertising and Promotion 4						✓					
9-5	Advertising and Promotion 5						✓					
9-6	Business Practices						✓					

SCHOOL OBLIGATIONS

To ensure the integrity and academic excellence of the School, and to ensure that students derive maximum benefit from their program of studies at the School, the School is obliged to:

1. Implement its mission and institutional goals.
2. Deliver up-to-date and high-quality academic programs and instructional materials, and ensure that academic standards are maintained.
3. Provide a comprehensive curriculum and courses to enable students to earn sufficient credits toward their degree program.
4. Provide student services, academic advising and ancillary support services to help students complete their studies successfully.
5. Maintain its technological systems to enable students to access their courses, records, forms and School information.
6. Evaluate and improve its programs, courses and services.
7. Provide accurate and truthful information regarding its programs and services.
8. Uphold all school policies and procedures and apply these fairly.
9. Maintain and protect student records and privacy.
10. Ensure the engagement of competent and qualified School directors, officials, faculty and employees.
11. Manage the School's affairs ethically, financially, responsibly and in full compliance with the law.

STUDENT OBLIGATIONS

To ensure the integrity and academic excellence of the School and to ensure that each student derives maximum benefit from his or her Program of studies at the School, students are obliged to:

1. Read and comply with the Code of Conduct (set out in the HMI Catalog and Student Guide/Catalog Addendum) and other provisions of the School Catalog (including those in relation to the matters restated here).
2. Comply with all other School policies, requirements and procedures.
3. Conduct coursework with integrity, including submitting their own original work.

4. Conduct themselves in a professional manner, treat all other students, faculty, volunteers and administrators with respect and refrain from any behavior which may be deemed to be offensive, discriminatory, threatening, bullying or deliberate embarrassment or harassment of others.
5. Refrain from engaging in deceptive, dishonest or fraudulent behavior, including encouraging or inducing another applicant or student to engage in such behavior.
6. Comply with the instructions in the course syllabus and the reasonable directions of HMI Tutors.
7. Participate actively in course/lesson online feedback as well as online Tutors and discussion forums.
8. Submit assignments and coursework on time and as required.
9. Maintain Satisfactory Academic Progress as described in the Student Guide.
10. Meet all financial obligations to the School.

EDUCATIONAL AWARDS VS. HYPNOTHERAPY CERTIFICATION

It is important to note that your HMI Educational Award, the Diploma in Hypnotherapy and your Hypnotherapists Union Certification are not one and the same and are in fact, each awarded from a different organization. Your Diploma in Hypnotherapy is awarded from your school, HMI. Certification as a Hypnotherapist is awarded from an independent organization, the Hypnotherapists Union Local 472, AFL-CIO, OPEIU.

Earning your Diploma from HMI is what qualifies you to apply for Certification. Union Certification is not a requirement of HMI nor is it a State Law. It is an option graduates choose to qualify themselves in the eyes of consumers and other professionals by certifying they have met the standards of a notable independent agency. This would be in addition your HMI School Diploma.

The same is true for graduates of Law School and becoming licensed as an Attorney, or Psychology graduate school and becoming licensed as a Psychologist. Your educational award qualifies you to apply for the credential, but they are not one and the same.

By completing the training in the Distance Education Advanced program offered by HMI, graduates have met all the requirements for certification as "Master Hypnotist" with the Hypnotherapists Union Local 472 should the student so choose.

By completing 200 additional experience/practice hours, students become eligible for certification as "Hypnotherapist" with the Hypnotherapists Union Local 472. HMI Distance Tutors are qualified as authorized supervisors and can supervise hours for HMI Advanced Students during their enrollment period. HMI Tutors supervise students through their Q and A and during their phone tutorials by discussing the work they are doing with clients. These hours are documented on the Clinical Hours Log included in the HMI Online Student interface.

For more information on the Hypnotherapists Union please go to HypnotherapistsUnion.org

STATE LAWS AND REGULATIONS FOR THE PRACTICE OF HYPNOTHERAPY

Laws governing the practice of hypnotherapy vary State to State. There are no Federal regulations. Every State have different requirements and those requirements are subject to change at any time. It is the student's responsibility to ascertain the requirements to practice in their State before enrolling. It can be difficult in some circumstances to decipher the requirements or lack thereof in some States.

HMI will provide whatever assistance it can to facilitate this process but cannot guarantee the interpretation of every State law because many laws are subject to different interpretation depending on the viewpoint of the reader. As of this publication date, there are no States the license Hypnotherapists or have set requirements for required hypnotherapy training in order to practice in that State. Some States do require "Registration" for Hypnotherapist and may have some testing requirements for general public services, but none have a specific requirement for hypnotherapy training.

SCHOOL RECOGNITION AND ACCREDITATIONS

State Approval

The Hypnosis Motivation Institute is approved by the Bureau for Private Postsecondary Education. Any questions a student might have regarding the school catalog or catalog addendum may be directed to the Bureau for Private Postsecondary Education (BPPE), PO Box 980818, West Sacramento, California 95798-0818, Telephone: 1-916-431-6959, Toll Free: 1-888-370-7589, Fax: 1-916-263-1897, Email: BPPE@DCA.CA.gov, Website: BPPE.CA.gov

The Institution does not at this time have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Accreditation

The Hypnosis Motivation Institute Distance Education School is accredited by the Distance Education Accrediting Commission (DEAC), 1101 17th Street Northwest, Suite 808, Washington, D.C. 20036, Telephone: 202-234-5100, Fax: 202-332-1386, Website: DEAC.org. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

LEGAL ENTITY AND BOARD OF DIRECTORS

Hypnosis Motivation Institute (HMI) Distance Education School is a dba division of Behavioral Science Centers, a California, Public non-profit corporation, 501©(3) classification, and is governed by the Executive Board of Directors, George Kappas, Sandy Kappas and John (LJ) Kappas. HMI's Distance Education Program does not participate in federal and state financial aid programs.

Hours of Operation

HMI Distance Education does its best to monitor and respond to all incoming email requests as well student feedback and questions through HMI's enrolled student online Q and A interface, throughout the week. Students are encouraged to use the online Q and A interface for all course content questions. For all other issues Distance Education Students are encouraged to email HMI at Info@Hypnosis.edu.

Students are asked to consider the time zone differences and American holidays when waiting for response to their email inquiries.

Students can contact the school by phone from Monday thru Thursday at 818-758-2747 from 11:00 AM to 8:00 PM Pacific Time.

Administrators

- HMI Director: George Kappas, George@Hypnosis.edu
- Director of Distance Education: Elaine Perliss, Elaine@Hypnosis.edu
- Director of Academic Services: Sandy Kappas, Sandy@Hypnosis.edu

Faculty

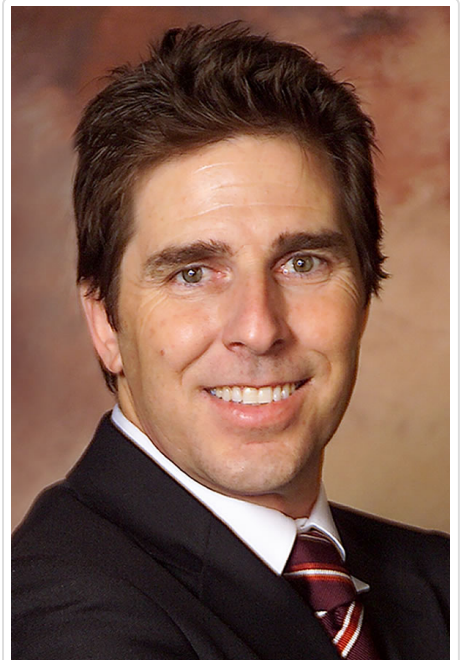
HMI Senior Staff Instructors all have a minimum of 10 years of private practice experience and collectively share more than 150 years of experience with HMI students. All HMI Instructors, Senior Staff and Tutors/Associate Instructors are Graduates of HMI College of Hypnotherapy's Resident School Training and Internship program, Certified as Hypnotherapists with the Hypnotherapists Union Local 472, and are actively engaged in the private practice of Hypnotherapy.



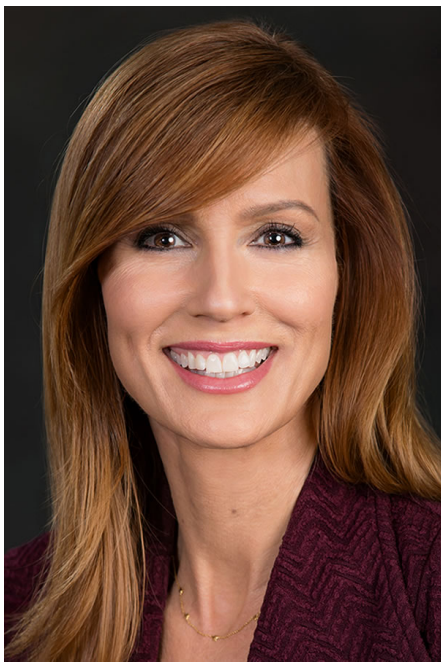
Bruce Bonnett



Michael Kamins



George Kappas



Susie Kappas



Lois Lorback



Katt Lowe



Lisa Machenberg



John Melton



Ted Moreno



Tanya Nord



Cheryl O'Neil



Elaine Perliss



Joe Tabbanella

Advisory Board

The Institution has selected the following HMI Distance Education Graduates as our 2019 Advisory Board to provide suggestions, feedback and ideas for improvement.

1. Gila Zak – HMI Graduate/Hypnotherapist, Los Osos, California, USA
2. Mitchell Mays – HMI Graduate/Hypnotherapist, Lodi, California, USA
3. Matt Mintz – HMI Graduate/Hypnotherapist, Fontana, California, USA
4. Carol Eisterhold Rice – HMI Graduate/Hypnotherapist, Holts Summit, Missouri, USA

5. Douglas Bell – HMI Graduate/Hypnotherapist, Bozeman, Montana, USA
6. Kelly Bell – HMI Graduate/Hypnotherapist, Bozeman, Montana, USA
7. Yimei Shao – HMI Graduate/Hypnotherapist, Yangpu District, Shanghai, China

ACADEMIC CALENDAR

HMI Distance Education School does not have specific semester and/or start dates. Students can enroll at any time or day they choose, and their ending dates will be set as the anniversary of the official start date of their paid enrollment.

TECHNOLOGY REQUIREMENTS

HMI Distance Education relies heavily on streaming video content. HMI Students must have high speed internet access to enroll and participate in HMI Distance Education. Student can use any of the following devices to access HMI Distance Education course materials and streaming video content.

PC or Mac computer, iPad, or Android tablet. Completing the course by just using a reasonably current edition smart phone is possible but not as optimal.

To be successful in the program students should be familiar with interacting in a Windows environment, navigating internet sites, opening links, and posting and retrieving comments in an online forum.

COURSE PROGRAM OF STUDY AND DESCRIPTION OF CONTENT AND CLOCK HOURS

HMI Distance Education offers only one program of study, its Hypnotherapy Diploma program. This course consists of a total of 55 lessons including both the Foundations and Advanced courses.

This Hypnotherapy program is approved by the Distance Education Accrediting Commission (DEAC) for 300 clock hours.

Each Clock Hour consists of:

- One-hour video instruction.
- One-hour suggested reading and exam preparation.
- One-hour suggested practice, rehearsal and Q and A interaction with Tutor.

HMI Distance Education offers only one course of study, our Hypnotherapy Diploma program. For detailed description of course content please see the HMI Distance Education Catalog located at Hypnosis.edu/Distance/

ADMISSIONS CRITERIA

1. No applicant shall be rejected from admission to the Institute on the basis of age, race, color, sex, sexual orientation, disability or national origin nor be subjected to discrimination of any kind based on the above. HMI reserves the right to reject an applicant, with a refund of all deposit and tuition fees paid.

2. HMI requires the student successfully complete the HMI Distance Education Foundations in Hypnotherapy course as a prerequisite of enrolling in HMI Distance Education Advanced Training.
3. All programs offered are in English. Students must be able to speak, read and write English at a level that enables them to understand the catalog, and catalog addendum. Successful completion of the HMI program establishes the student's language capabilities.
4. Students must be 18 years of age or older.
5. Students must exhibit professional and ethical conduct appropriate to handle the responsibilities of a counseling professional as judged by HMI Tutors and Administrators.
6. Student must provide documentation of High-school diploma, college degree or equivalent GED. Failure to comply with this requirement will result in the termination of your enrollment and you will be charged for the number of lessons you have completed before termination. This policy requires that any educational degree (outside of the United States) that is submitted as a part of your enrollment process be in English or translated and be evaluated by a company that states the degree's "equivalency to a degree" obtained in the United States. This may be done at EvaluationWorld.com and the cost is paid by the student.
7. Students must be able to interact with the school and its employees in a respectful manner that is free from abusive communication and/or exhaustive debate. We are looking for students who are eager to learn and benefit from our experience and course content, not educate us on how to educate and intent on combative interactions.

ACADEMIC PROGRESS POLICY/SATISFACTORY PROGRESS

A student's progress is monitored continually throughout the training in HMI's Distance Education program. Students may monitor their individual progress each time they login to their online student page. The Advanced Training Course (48 lessons) is designed to be completed within 12 months. The maximum time frame to complete the course is 18 months (150% of the course length).

A student is considered "satisfactory" in their progress when completing an average of one lesson/quiz every 11 days. A student failing to complete an average of one lesson every 11 days will be deemed "unsatisfactory" in the Student Progress section of the online student page and put on academic notice. Academic dismissal may result from the following unsatisfactory progress:

- Exceeding 150% of the program (18 months).
- Failure to complete a lesson for 60 days.

GRADING POLICIES AND GRADUATION REQUIREMENTS

Quizzes, Exams, Grading Policies and Graduation Requirements Grading/Course Completion Policy: Students must complete all lessons for both the Foundations in Hypnotherapy Course (6 lessons) and the Advanced Hypnotherapy Training Course (48 lessons). The combination of the Foundations and Advanced course consists of 54 quizzes, one for each lesson and 2 exams, one exam at the end of Foundations and a final exam at the end of the Advanced Course.

The exams consist of a written portion and an oral review portion completed with your online tutor. The oral review portion of the two final exams is completed with the student's tutor and is graded on a pass/fail basis. A fail on an oral exam is allowed to be retaken one time.

A student has two attempts at any given class quiz or final exam. A student must score 70% higher on any given quiz or exam to pass that quiz/exam. Successfully completed quizzes may not be taken more than once. If they score less than 70% on any given quiz/exam they will be given one more opportunity to take that quiz/exam again.

The questions missed on the quiz/exam will be automatically provided to the student along with tips on what part of the video or workbook to review for the answer to the missed question. Please note that every question on every exam has been reviewed and confirmed to have been answered in either the video lecture or the written workbook for that lesson.

It should be noted that all failed quiz scores are factored into your Quiz Score Average. The more quizzes you fail, the lower your Quiz Score Average. Final Exam score fails also are averaged into your Exam Score average. If a student fails their Final Exam on the second attempt, there is no further attempt and the student will have failed the course.

Your Quiz Score Average accounts for 50% of your Total Course Grade. Your Total Exam Score average accounts for 50% of your Total Course Grade. This percentage results in the overall final grade point average according to the following: 70-79% = C, 80-89% = B, 90-100% = A.

Educational Award/Diploma in Hypnotherapy

Upon completion of your Advanced Final Exam you will be processed for graduation. Allow 60 days for the processing of your graduation and shipment of your diploma. Your diploma will designate you a graduate of HMI's Hypnotherapy course.

You must be current in all payments before a diploma will be issued. Students outside the U.S. must allow additional time for their diploma to arrive.

HMI Honors Award

HMI awards recognition to those students who demonstrate a passion for Hypnotherapy through their outstanding achievement in school and in launching their private Hypnotherapy practice. Students who graduate with 95% or better grade point average plus complete their 200 Clinical hours within 12 months of their Advanced Course enrollment are eligible for recognition as an HMI Honors Grad and will receive an upgraded Hypnotherapy Diploma acknowledging them as an "Honors Graduate."

Name Changes on Diploma

HMI diplomas are issued in the same name that appears in the student's school record. HMI does not offer diplomas in a different name without proof of legal name change and a \$25 fee. HMI does not have the ability to verify various degrees or credentials from other institutions, therefore diplomas cannot be issued with degree titles, i.e. Dr., Ph.D., RN, etc.

TRANSFER OF CREDITS/ACCEPTANCE OF CREDITS DISCLOSURE STATEMENT

The transferability of credits you earn at Hypnosis Motivation Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Hypnotherapy is also at the complete discretion of the institution to which you may seek to transfer.

If the hours or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Hypnosis Motivation Institute to determine if your credits or diploma will transfer.

The Institution has not entered into any articulation or transfer agreements with any other institution. HMI does not award credit for prior experiential learning. Transcripts are provided to graduates upon request, the cost of which is \$20 per transcript. Requests for transcripts must be in writing and accompanied by a check. Official transcripts requested to be sent to another school will be sent at no charge.

A CODE OF CONDUCT FOR THE DISTANCE EDUCATION STUDENT

As a student of a DEAC accredited distance education institution, I recognize that in the pursuit of my educational goals and aspirations I have certain responsibilities toward my fellow distance learners, my institution and myself.

To fulfill these responsibilities, I pledge adherence to this Code of Conduct. I will observe fully the standards, rules, policies and guidelines established by my institution, the Accrediting Commission of the Distance Education and Training Council, the State Education Agency and other appropriate organization serving an oversight role for my institution. Details of policies mentioned below are found in the Student Guide/Catalog Addendum, part of each student enrollment.

I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will:

1. Conduct myself with professionalism, courtesy and respect for others in all of my dealings with the institution staff, faculty and other students.
2. Present my qualifications and background truthfully and accurately for admission to the institution.
3. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research.
4. Never turn in work that is not my own, or present another person's ideas or scholarship as my own.
5. Never ask for, receive, or give unauthorized help on graded assignments, quizzes, and examinations.
6. Never use the HMI Forums, Practice Groups or HMI courses to promote, advertise or sell any products or services unrelated or unauthorized by HMI.
7. Never divulge the content of or answers to quizzes or examinations to fellow students.
8. Never improperly use, destroy, forge or alter my institution's documents, transcripts, or other records.
9. Never divulge my online username or password.
10. Always observe the recommended study schedule for my program of studies.
11. Always report any violations of this Code of Conduct to the appropriate institution official, and report any evidence of cheating, plagiarism or improper conduct on the part of any student of the institution when I have direct knowledge of these activities.
12. Conduct which threatens or endangers the health or safety of any person including physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.
13. While students are encouraged to practice techniques with other students via Skype, phone or practice groups, they are not to conduct "therapy sessions", give "therapeutic hypnotic suggestions" or engage in "therapeutic relationships" with other HMI students.
14. Reckless, disorderly, or lewd conduct that occurs on or off-campus.

15. Any violation of HMI's Harassment, Discrimination, Drug and Alcohol policy.
16. Substantially interfering with the freedom of expression of others.
17. HMI educational videos and workbooks are protected content. Students are not allow to share, post, sell or distribute HMI videos and written documents without express written consent from HMI. Adherence to HMI's copyright policy.

Non-Academic Dismissal Policy/Student Conduct and Termination

Student Conduct and Termination HMI students are highly motivated and interested in their studies. Should any student engage in any behavior which, in the opinion of the Director, is potentially injurious to himself or others, potentially damaging to the school or its facilities, disruptive to a comfortable learning environment, or unbecoming or inappropriate for a counseling professional, such behavior is considered unacceptable.

Any student who engages in unacceptable behavior, or for whom HMI receives a complaint of unacceptable behavior, will receive a written Student Conduct Notice. Such notice will outline the behavior in question and/or suggestions for improvement. The student then has the opportunity to respond to this Student Conduct Notice. Failure to correct problematic behavior, or the student's engagement in a variety of problematic behaviors, can result in the student either being placed on probation or being dismissed from school. Students whose behavior is considered extreme may be dismissed from school without the benefit of a Conduct Notice.

Academic Misconduct

Academic misconduct is subject to disciplinary action. Pending resolution of the case, a student charged with academic misconduct may be asked to discontinue attending class. Reasonable measures should be taken to protect the privacy of everyone involved in a case. Cases involving other members of the College community will be handled by the appropriate authority and process.

Standards of Classroom Behavior Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any inappropriate, prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period and may be referred to the Director or the Director of Academic Services.

Conduct, Rules and Regulations

HMI expects that its students will strive for high standards of honor and good citizenship and that they will conduct themselves, both on and off-campus, in a manner that reflects credit on themselves and the College. The following, while not exhaustive, represents misconduct subject to conduct action:

1. Conduct which threatens or endangers the health or safety of any person including physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.
2. Sexual Assault. Sexual assault charges involving students will be handled in accordance with the College's Sexual Assault Policy.
3. Sexual Harassment. Sexual harassment will be handled in accordance with the College's Policy on Sexual Harassment.
4. Harassment. In this Code 'harassment': (a) is the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, or physical or mental disability, which has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially

impair a reasonable person's participation in College programs or activities, or use of College facilities; (b) must target a specific person or persons; and (c) must be addressed directly to that person or persons.

5. Possession of a weapon. A "weapon" includes explosives, metal knuckles, and knives with blades more than three (3) inches long, firearms including guns, air/pellet guns, paint guns, gun replicas (including facsimile water pistols) or any other instrument used or designed to be used to intimidate, threaten, and/or injure any person.
6. Reckless, disorderly, or lewd conduct that occurs on or off-campus.
7. Recklessly interfering with normal College or College-sponsored activities, including but not limited to studying, teaching, research, administration, or fire, police, or emergency services.
8. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
9. Unauthorized entry or use of College facilities. This also includes unauthorized possession, duplication, or use of keys or access cards to any College premises.
10. Unauthorized or inappropriate use of College computers, e-mail, or network; or other violations as specified by the most current Computer Use Policy published by HMI Information Technology Services. It may also include unauthorized use of electronic or other devices to record any person while on College premises without his/her prior knowledge, or without his/her effective consent.
11. Violating the terms of any disciplinary sanction imposed in accordance with the Code.
12. Furnishing false information to the College or a College Official or withholding information that may impede an investigation.
13. Violation of the College Alcohol and Other Drugs Policy: Alcohol Policy.
14. Forgery, unauthorized alteration, or unauthorized use of any College document or instrument of identification.
15. Substantially interfering with the freedom of expression of others.
16. Attempted or actual theft of and/or damage, including littering, to College property or the property of others. Departments may have additional regulations and/or requirements dealing with conduct and/or use of College funds or property.
17. Violations of other College regulations, rules, or policies.
18. Conduct that could result in the violation of any federal, state or local law.
19. Actions by a student's guest that violate College policies.

USE OF DRUGS OR ALCOHOL

HMI policies prohibit the unlawful use, possession, or distribution of illicit drugs and alcohol, by any student on its property, or as part of any of its activities. Any student in violation of this policy will be subject to immediate expulsion from the program of study and referred to the appropriate law-enforcement agency for prosecution.

Additionally, a student may be subject to local, State and Federal laws against illegal drug use and/or sales of illegal substances and face possible jail sentences and/or fines. HMI recommends that any student encountering a substance-abuse problem take immediate action for rehabilitation.

Students should be aware that there are many health risks associated with drug and alcohol usage and/or abuse. A student with this problem is encouraged to seek assistance in the mandatory counseling sessions that HMI training provides and/or other local counseling/rehabilitation programs.

In addition to that assistance, HMI also provides this non-exhaustive list of referrals for assistance: Be Sober Hotline (800) 237-6237 Cocaine Hotline (800) 262-2462 Drug Abuse Information (800) 554-5437 Drug Abuse Hotline (800) 241-9746 Cocaine Anonymous (800) 839-1141 Marijuana Anonymous (800) 766-6779

COMPLAINT/GRIEVANCE POLICY

Notification to Accrediting Agency and/or State Agency

Distance Education Accrediting Commission (DEAC) 1101 17th Street, N.W., Suite 808 Washington, D.C. 20036
(202) 234-5100 Fax (202) 332-1386

DEAC requires that all complaints be in writing. Within 10 days of receiving a complaint, DEAC sends a letter or e-mail to the person sending the complaint acknowledging receipt of the complaint and explaining the process it follows for its investigation. DEAC also forwards the complaint to the institution and requests that the institution responds in writing to the complainant and DEAC within 15 days as to how it is resolving the complaint.

Once DEAC has received the response from the institution, within 15 days it reviews it along with the complaint and makes a determination as to the following:

- The complaint was satisfactorily resolved and the file is closed;
- Dismiss the complaint and absolve the institution of any wrongdoing;
- Postpone final action to give the institution more time (not more than 2 months) to solve the complaint or;
- Notify the institution that it is failing to meet DEAC standards and appropriate actions will be taken.

Timeline: Complaint sent to DEAC – sends complaint to school (10 days) – Institution responds to complainant and DEAC (15 days) – DEAC reviews resolution (15 days). A student or any member of the public may file a complaint about this institution with the following state agency:

A student or any member of the public may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained the bureau's website www.BPPE.CA.gov.

Bureau for Private Postsecondary Education, PO Box 980818, West Sacramento, California 95798-0818,
Telephone: 916-431-6959, Toll Free: 888- 370- 7589 Fax: 916-263-1897, Email: bppe@dca.ca.gov, Website: BPPE.CA.gov

Student Identity Verification

HMI is a non-degree program that uses a secure login and passcode for accessing student materials, video, exams and more. Interaction between Skype and Tutor provide an additional level of confidence for the Tutor as to their identity and knowledge and comprehension of the material.

NON-DISCRIMINATION POLICY

No applicant shall be rejected from admission to the Institute on the basis of age, race, color, sex, sexual orientation, disability or national origin nor be subjected to discrimination of any kind based on the above.

Non-Discrimination (Students with Disabilities): HMI is committed to providing equal educational opportunities for students with disabilities, who are otherwise qualified, in an academic environment free from harassment and discrimination.

In compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), and state and local requirements regarding students and applicants with disabilities, HMI does not discriminate on the basis of disability in the administration of its education-related programs and activities.

Under these laws, no qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the College.

Definition: An individual with a disability is one who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Accommodations: The College is required to provide students with appropriate academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in the College's programs. The College accommodates students with disabilities on an individual basis. Individual students receive reasonable and necessary accommodations based upon specific information and assessment data documented by a qualified professional.

The College shall make modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability against a qualified disabled applicant or student.

The College also shall take steps as are necessary to ensure that no disabled student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.

Harassment and Non-Discrimination Policy

HMI provides a work and academic environment free of unlawful harassment, discrimination or retaliation. This section presents this general HMI policy.

Unlawful harassment is defined as severe and/or persistent conduct in any form based on sex, race, color, age, national origin, disability, religion, sexual orientation, or any other characteristic protected by state or federal laws, as well as all forms of sexual intimidation and exploitation that creates a hostile or intimidating environment that is likely to interfere significantly with an individual's work or education or adversely affect an individual's living conditions.

The College will not tolerate any conduct that constitutes unlawful harassment, discrimination or retaliation. Complaints of this nature will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff at all levels, are responsible for maintaining an appropriate environment for study and work. This includes taking appropriate corrective action to prevent and eliminate harassment, discrimination or retaliation.

It is a violation of this policy for any member of the HMI community to retaliate against any person who has filed a formal complaint or sought advice through the processes described in this document. It is also against College policy to retaliate against anyone 18 Distance Education Hypnotherapy Course 11/3/16 who has participated in any manner in such processes. This provision applies to the respondent and all third parties. Violations are subject to discipline up to and including expulsion or termination.

The College has invested a special responsibility in the Designated College Officer (DCO) to handle such complaints. This Designated College Officer is responsible for receiving and processing all formal and informal complaints.

The DCO is carefully trained to provide support to victims of harassment, discrimination or retaliation. Any member of the HMI community may request assistance from the DCO in understanding how to utilize this policy. The Designated College Officers (DCO) for harassment, discrimination or retaliation complaints is:

Sandy Kappas
Director of Academic Services
18607 Ventura Boulevard, Suite 310
Tarzana, California 91356-4154
Sandy@Hypnosis.edu, 818-758-2745

GRIEVANCE POLICY AND PROCEDURES

Complaints

A person who believes that he or she has been harassed, subjected to discrimination, or retaliated against, may make use of one or more of several alternatives, including:

- Directly informing the person involved that the conduct is offensive;
- Reporting the situation to the Designated College Officer or supervisor in his or her organizational hierarchy, as appropriate;
- Seeking assistance from an advisor or the Designated College Officer;
- Filing a complaint with the Designated College Officer.

A complaint may be processed through either or both of the following options:

- Option A, Informal Complaint: Involves discussing the complaint or providing the complaint in writing with the DCO and choosing options for its resolution;
- Option B, Formal Complaint: Involves a written complaint and an investigation which results in a finding and a recommended action. Informal resolution before filing a formal complaint is not always the most appropriate action and students have the right to request a formal resolution at any time.

If a complaint of harassment, discrimination or retaliation is brought against anyone charged with reviewing, deciding, or enforcing the informal or formal complaint process, that person shall be removed from any role in the processing of that complaint. An officer 19 Distance Education Hypnotherapy Course 11/3/16 of comparable or higher rank shall assume his or her duties until the complaint is resolved.

Option A: Informal Complaint

The Designated College Officer is available to assist students, faculty, administrators, and staff in resolving complaints of all types of harassment, informally. A written or verbal informal complaint is lodged by informing the DCO of the alleged harassing behavior; the DCO will work with the complainant in seeking to stop the behavior. The DCO is trained in informal conflict resolution and will work to resolve disputes with these methods.

Informal resolution generally does not involve any disciplinary sanctions. Informal complaints should be concluded expeditiously. If there is no satisfactory resolution of an informal complaint, the complainant has the option of filing a formal complaint (Option B). Even if a complainant has not used the informal resolution process, she/he may file a formal complaint at any time in the process.

Option B: Formal Complaint

- The complainant makes a formal written complaint describing the time, place, and details of the alleged harassment in writing to the DCO. The complainant may also provide the DCO with a list of witnesses. The "respondent" in this document refers to the person against whom a charge of harassment has been alleged.
- The DCO shall promptly investigate the complainant's allegations, including interviewing the complainant, the respondent, and any witnesses identified by the parties or through the investigation process, and examining any relevant records or physical evidence. After concluding the investigation, the DCO may, in his/her discretion, issue a written report, including a recommended action.
- The DCO's recommendation and/or written report shall be forwarded to the Director, who shall either ratify or modify the recommendation. The decision of the Director shall be final. The complainant shall be notified in writing of the disposition of the complaint, consistent with any appropriate considerations of privacy that may be involved. Disposition will include any appeal rights that are applicable.

Location of Records

If the investigation following any complaint does not result in a finding of violation of this policy, records will not become a part of any individual's personnel or student file. If the respondent is found to have violated this policy, however, records of the case will become part of the permanent personnel or student file of the offending party. Questions regarding access to records may be directed to the Designated College Officer.

Accommodations and Sanctions

HMI will intervene promptly and effectively to put an end to harassment, discrimination or retaliation. The accommodation or sanction will be consistent with the seriousness of the offense and will be designed and imposed in a manner reasonably calculated to end such behavior. Disciplinary sanctions may consist of one or any combination of the following in the sole discretion of the College and in accordance with its policies:

- Verbal warning;
- Written warning;
- Performance of community service;
- Completion of an educational program;
- A letter in the individual's personnel or student file;
- Probation;
- Suspension;
- Expulsion; and
- Termination of employment.

Grievance Procedure Time Frame and Appeal Process

Students may file a grievance through an informal and/or formal process within 180 days. Complaints will be addressed by the college, according to the procedure, within 60 to 90 days, or may be beyond 90 days due to extenuating circumstances.

If either the complainant or respondent believes that the decision is unjustified, or that proper procedures for investigating, reviewing or hearing a complaint under this policy have not been followed, or that the discipline imposed is disproportionate to the offense or otherwise disagrees with the disposition of the complaint, he/she may submit a request for reconsideration of our finding within 15 calendar days of receipt of written notice of the findings, to the Designated College Officer, the Director or his/her designee. The decision on the appeal shall be issued to the complainant in a timely fashion and shall be final.

For education purposes there are many forms of discrimination. The institution has provided the following for the purpose of further clarification of some of the more common forms of discrimination.

SEXUAL HARASSMENT

HMI is a community of faculty, students, administrators, and staff dedicated to the purposes of teaching, scholarship, and service. The College is committed to providing equal opportunity in education and employment and will not tolerate sexual harassment.

To fulfill this commitment, the College must maintain an environment in which individuals are judged and rewarded solely on the basis of relevant factors such as ability, prior experience and accomplishments, effort, and performance. The environment also must be one in which all employees and students can pursue their work and education free from coercion, intimidation, and exploitation.

Sexual harassment is a form of discrimination that undermines the community the College seeks to maintain. The College is dedicated to bringing about an end to sexual harassment by providing education, informal assistance in resolving situations, and, where appropriate, a formal complaint process that includes disciplinary procedures.

Sexual harassment violates federal and California law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, California Education Code Section 200 et seq., and the California Fair Employment and Housing Act. The College will not tolerate conduct that violates any of these laws or that otherwise creates an environment which is not conducive to work or education.

When sexual harassment occurs between teacher and student or between supervisor and subordinate, it exploits unfairly the power inherent in a faculty member's or supervisor's position.

Through grades, wage increases, recommendations for graduate study, promotion and the like, a teacher or supervisor can have a decisive influence on the career of a student, staff member, or faculty member, both at the College and beyond. Although instances of sexual harassment where a power differential exists between the persons involved are commonly cited, the College also recognizes that sexual harassment occurs between peers.

Despite the circumstances, sexual harassment, like other forms of intimidation, exploitation, or coercion, interferes with the personal freedom of others. As such, it is unethical, unprofessional, illegal and unacceptable.

This policy applies to all members of the College community. This community includes, but is not limited to, employees, students, visitors, contractors, and vendors associated with HMI. Any member of the College community may file a complaint under the procedures outlined below, and every member of the community is covered by the prohibitions contained herein.

Definition of Sexual Harassment

The College recognizes the following as sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following circumstances:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity;
- Submission to or rejection of the conduct by the individual is used as the basis for any employment or academic decision affecting the individual including, but not limited to, decisions involving benefits and services, grades, honors, programs or activities available at or through the educational institution;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile or offensive environment for work or learning.

Examples of Sexual Harassment

Sexual harassment can either be quid pro quo harassment, or "hostile environment" harassment. Within the guidelines set forth in the previous definition, a wide variety of conduct may qualify as sexual harassment in the workplace or educational setting.

It is impossible to list all potential behaviors, but the following is a partial list of conduct prohibited by the law and this policy when it occurs under the conditions outlined in the definitions stated above:

- Sexual contact that is not freely agreed to by both parties, including inappropriate touching, hugging, or fondling.
- Coercion for the purpose of sexual relations including subtle pressure for sexual activity.
- Unwelcome direct propositions of a sexual nature, including those occurring in situations that begin as reciprocal attractions, but later cease to be mutual.
- Comments, questions, or statements of a sexual nature; epithets or jokes relating to gender or sexual orientation; remarks of a sexual nature about a person's body or clothing; remarks or speculation about sexual activity or sexual orientation directed at another; suggestive or obscene letters, notes, emails, phone calls, or invitations.
- Sexual gestures, displaying of pornographic pictures, cartoons, or objects.
- Any conduct or pattern of conduct that has the purpose or effect of creating an uncomfortable or hostile working, learning, or campus living environment for third parties who are witness to the harassment; or any consensual relationship where third parties (i.e., fellow employees or classmates) are disadvantaged by the relationship.

NON-DISCRIMINATION (STUDENTS WITH DISABILITIES)

HMI is committed to providing equal educational opportunities for students with disabilities, who are otherwise qualified, in an academic environment free from harassment and discrimination.

In compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), and state and local requirements regarding students and applicants with disabilities, HMI does not discriminate on the basis of disability in the administration of its education-related programs and activities.

Under these laws, no qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the College.

Definition of Non-Discrimination

An individual with a disability is one who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Accommodations

The College is required to provide students with appropriate academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in the College's programs.

The College accommodates students with disabilities on an individual basis. Individual students receive reasonable and necessary accommodations based upon specific information and assessment data documented by a qualified professional.

The College shall make modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability against a qualified disabled applicant or student.

The College also shall take steps as are necessary to ensure that no disabled student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.

ACADEMIC POLICIES AND PROCEDURES

Academic Re-Entry

Academic Re-entries are former students, after having been withdrawn from school, request to be re-admitted. All requests for academic re-entry must be approved by the Accounting department and the Director of Distance Education prior to the student having access to the on-line studies. The following policies apply to all prospective academic re-entries:

- Any student that was dropped from the program for disciplinary reasons is not eligible for re-entry.
- All prior academic performance, conduct and professionalism are used as a determining factor in the re-entry approval process.
- Re-entries are subject to any tuition cost increases and a \$100 reentry fee. Should a re-entry be required to repeat course work upon re-entry they will be charged additional tuition fees.
- To apply for re-entry, contact your Distance Education Tutor or the Director of Distance Education.

Leave of Absence

Students who are unable to study or progress in the course due to medical, family, work or other personal reasons may request a Leave of Absence, (LOA), from the school. It is at the school's discretion to grant that request.

Once an LOA is granted, students will not have access to their online course materials or be allowed to participate in tutoring sessions. The time the student is on the LOA is not counted in the overall calculation of their student progress. An LOA does not modify or interrupt any tuition payment plans.

Student Services

Change of Contact – Students are to report any change in address, phone number, or email address to Info@Hypnosis.edu as soon as possible. Any change in email address will affect the student's ability to login to the HMI online learning center.

Student I.D. Cards – HMI does not issue Student I.D. Cards

Graduation Ceremony – Students will be notified of their eligibility to participate in HMI graduation ceremonies. HMI graduation is held in the Santa Monica Mountains in California, U.S.A. Attendance at graduation ceremony is not a requirement, does require travel and expense and is not included in tuition.

Alumni Society – The American Hypnosis Association (AHA) does provide a directory of graduates on the Hypnosis.edu website. HMIGrads.com You must be an HMI Graduate in good standing and a member of the AHA to participate.

Career Services – HMI graduates are prepared for self-employed private practice. The AHA provides a substantial array of continuing education services designed for HMI graduates. These services include ongoing education in marketing and promotion of a hypnotherapy practice.

Notification of Admission Acceptance/Denial

Students will receive an email notification when they are formally accepted as an enrolled student or denied enrollment.

TUITION FEES – FOUR TUITION PLANS TO CHOOSE FROM

1. **Plan A** – Premium Plan – Streaming Access – Full Course – **No Time Limits**

Includes 54-DVD HMI Vault and Thumb Drive or Thumb Drive Only, immediately shipped to you for your permanent library.

Plan A – California Residents – \$3,845 Pay in Full

- Cost of Tuition: \$2,995.00
- Cost of Equipment/DVD Materials: \$750.00
- Tax CA Residents: \$71.25 + Shipping: \$28.75
- Total Cost with Tax and Shipping: \$3,845.00

Plan A – U.S. and Canada – \$3,820 Pay in Full

- Cost of Tuition: \$2,995.00
- Cost of Equipment/DVD Materials: \$750.00
- Shipping: \$75.00
- Total Cost with Tax and Shipping: \$3,820.00

Plan A – International Residents – \$3,945 Pay in Full

- Cost of Tuition: \$2,995.00
- Cost of Equipment/DVD Materials: \$750.00
- Shipping: \$200.00
- Total Cost with Tax and Shipping: \$3,945

Plan A – Thumb Drive Only – U.S. and International Residents – \$2,995 Pay in Full

- Cost of Tuition: \$2,995.00
 - Cost of Equipment/Materials: \$495.00
 - Shipping: Free
 - Total Cost of Program: \$3,490.00
-

2. **Plan C – \$225.00 Per Month Easy Payment Plan – With Time Limits**

You can proceed no faster than 5 lessons per month with a minimum completion time of 9.6 months and a maximum of 18 months.

- Cost of Tuition: \$2,995.00
 - Cost of Payment Plan Fees: \$155.00
 - Annual Percentage Rate: 4.50%
 - 14 Monthly Payments: \$225.00 Per Month Beginning the First Day of Enrollment
 - Total Cost of Program: \$3,150.00
 - \$225.00 Per Month Subscription Billed Monthly to Credit Card or PayPal
-

3. **Plan D – Lowest Full Course Cost – No Time Limits.**

- Plan D Total Cost: \$2,995.00
-

4. **Plan E – \$125.00 Lowest Monthly Payment Plan – With Time Limits**

You can proceed no faster than 1 lesson every 7 days with a minimum completion time of 11 months and a maximum of 18 months.

- Cost of Tuition: \$2,995.00
 - Cost of Payment Plan Fees: \$505.00
 - Annual Percentage Rate: 7.22%
 - 28 Monthly Payments: \$125.00 Per Month Beginning the First Day of Enrollment
 - Total Cost of Program: \$3,500.00
 - \$125.00 Per Month Subscription Billed Monthly to Credit Card or PayPal
-

5. **Plan X – \$995.00 – Add a Family Member Discount**

Students on Plan A or D have the option to add their spouse, partner, parent and/or adult child to their enrollment plan and they too can enjoy the benefits of full enrollment at a huge savings. If the family member does not currently reside with the primary member, proof they are a family member may be required at time of enrollment.

Included in this option are access to streaming video lessons, workbook(s) and quizzes. Family Plan enrollments can share the private tutorial appointments with their family member. Family Plan students take exams, accumulate credits and are eligible for the same educational awards as the primary student. Please note that this option does not include any additional DVDs.

The cost is **\$995.00** USD for the full course. Original student must be on a Plan A or Plan D enrollment and must remain enrolled for the entire period for their family member to qualify for the Family Member Discount. To take advantage of this offer, please call Elaine Perliss, Director of Distance Education at 1-818-758-2747 or

contact us securely and choose the HMI Distance Learning option and let us know you are interested in the Family Member Discount.

- Plan X Total Cost: \$995.00

REFUND POLICY

Enrollment Cancellation and Tuition Refund – Buyer's Right to Cancel:

You have the right to cancel and obtain a 100% refund of all monies paid if you cancel your enrollment before the completion of your first lesson, or the seventh day after enrollment, whichever is later. Cancellation occurs when you give notice to the school by mail, fax, email, telephone or in person.

This notice need not take any particular format and needs only to state you wish to cancel the agreement with the Institute. Written communication is strongly advised but not required. If you cancel the agreement, or the agreement is cancelled by the Institute and that cancellation results in a refund, the Institute will refund any money owed you within 30 days of the cancellation notice.

For the purposes of determining the date of cancellation, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the Institute of your withdrawal or the actual date of withdrawal.
- The Hypnosis Motivation Institute terminates your enrollment, or
- You fail to return from an approved leave of absence.

You have the right to withdraw from the Institute at any time whether you paid in full or on a payment plan. If you withdraw from the course of instruction after the cancellation period as described in the above paragraph, and before completing 29 lessons (60% of 48 total lessons), the school will calculate a refund or balance due, based on the per lesson charge (\$62.40) for the total lessons completed, plus any plan fees used, minus student payments received. If that balance results in a refund, the refund will be paid in 30 days.

For example; If the student has paid in full for the 48 Advanced Course lessons (\$2,995.00) and completes only 12 lessons before canceling their enrollment, the student's refund would be the tuition paid, (\$2,995.00) minus the number of lessons completed at the per lesson cost of \$62.40 each. Example: \$2,995.00 minus \$749.00 (12 lessons x \$62.40) equals \$2,246.00 refund.

If it is determined that you have a tuition balance due based on the number of lessons completed, then the school will continue to collect payments via your payment plan until they have collected the balance/amount of the tuition you still owe. You will be notified of this balance due within 30 days of your cancellation.

Eighteen months after the student's Advanced Course start date the enrollment contract automatically expires and there is no refund. If you enrolled in a tuition payment plan you will be responsible to pay the full amount of tuition plus payment plan fees.

If you enrolled in a paid in full plan that also included optional course materials consisting of 55 DVDs and/or Thumb Drive and have received them, to be eligible for the refund of any of the optional course materials you must have completed less than 29 of the total lessons and return them in resale condition within 14 days of the notice of cancellation. The institution shall make a separate course materials refund within 30 days after the school's receipt of the course materials. Shipping costs are not refundable.

Your access to our streaming video lessons and written course materials are delivered/transmitted electronically to you the moment you complete your enrollment agreement. Students that pay in full for their course will receive immediate access to all of their streaming video course materials and pdf course workbooks. Students on payment plans will receive timed access to lessons as described in the payment plan description. After the transmission of these course materials the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student for as long as the student remains enrolled.

CONFIDENTIALITY AND PRIVACY POLICIES

Family Education Rights and Privacy Act (FERPA) Definitions

For the purposes of this policy, HMI uses the following definitions of terms:

Student: Any person who is or was enrolled at HMI.

Education Records: Any record (in handwriting, print, OR computer) maintained by HMI that is directly related to a student except:

- A personal record kept by a staff member if it is kept in sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- Records maintained by Campus Safety if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and Campus Safety does not have access to education records by the College.
- Records made or maintained by Emmons Health Center, if the records are used only for the treatment of a student and made available only to those persons providing treatment.
- Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

Annual Notification

A college is required by Section 99.7 of the FERPA regulations to provide students annual notification of their FERPA rights. Students of HMI will be notified of their FERPA rights annually by publication in the HMI Student Guide, Catalog Addendum which is published to each student upon enrollment.

Right to Inspect Education Records

HMI students are legally entitled to view the contents of their own education record.

Academic Records

Students are required to give advance notice in writing of at least 48 hours to the Registrar's Office to view their academic record. Opportunities to view this information are limited to regular office hours and under the supervision of office staff. The institution retains a transcript permanently and maintains pertinent records for a period of 5 years from the student's date of completion or withdrawal.

The file containing the Student Academic Record may not be removed from the Registrar's Office. Definition of the Student Academic Record: Includes all information contained on the student's official transcript, plus copies of letters to HMI concerning Leaves of Absence or Withdrawals from the College, Leave of Absence/Withdrawal Forms, transcripts from other colleges or universities, miscellaneous notes or material affecting the student's transcript (changes, corrections, etc.), Applications for Admission, Application Essays, ACT Assessment College Reports. Duplication of Student Academic Record:

Right of College to Refuse Access

HMI reserves the right to refuse to permit a student to inspect the following records:

- The financial statement of the student's parents.
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975.
- Records connected with an application to attend HMI.
- Those records that are excluded from the FERPA definitions of education records.

Refusal to Provide Copies

- HMI reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:
- The student has an unpaid financial obligation to the College.
- There is an unresolved disciplinary action against the student.

EXCEPTIONS TO FERPA NON-DISCLOSURE PROVISIONS

A. The Patriot Act

Recent amendments to FERPA permit educational agencies and institutions to disclose – without the consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. (An ex parte order is an order issued by a court of competent jurisdiction without notice to an adverse party.)

In addition to allowing disclosure without prior written consent or prior notification, this provision amends FERPA's record keeping requirements. As a result, FERPA, as amended, does not require a school official to record a disclosure of information from a student's education record when the school makes that disclosure pursuant to an ex parte order. Further, an educational agency or institution that, in good faith, produces information from education records in compliance with an ex parte order issued under the amendment "shall not be liable to any person for that production."

B. Lawfully Issued Subpoenas and Court Orders

FERPA permits educational agencies and institutions to disclose, without consent, information from a student's education records in order to comply with a "lawfully issued subpoena or court order" in three contexts. These three contexts are:

- Grand Jury Subpoenas – Educational agencies and institutions may disclose education records to the entity or persons designated in a Federal grand jury subpoena. In addition, the court may order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response.
- Law Enforcement Subpoenas – Educational agencies and institutions may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response.
- All Other Subpoenas – In contrast to the exception to the notification and record keeping requirements described above, educational agencies or institutions may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action. Additionally, schools must comply with FERPA's record keeping when disclosing information pursuant to a standard court order or subpoena.

C. Health or Safety Emergency

FERPA permits non-consensual disclosure of education records, or personally identifiable, non-directory information from education records, in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Any release will be narrowly tailored considering the immediacy, magnitude, and specificity of information concerning the emergency.

D. Law Enforcement Unit Records

The College may disclose information from "law enforcement unit records" to anyone – including federal, State, or local law enforcement authorities – without the consent of the parent or eligible student. FERPA specifically exempts from the definition of "education records" – and thereby from the privacy restrictions of FERPA – records that a law enforcement unit of a postsecondary institution creates and maintains for a law enforcement purpose. A "law enforcement unit" is an individual, office, department, division, or other component of a postsecondary institution that is officially authorized or 30 Distance Education Hypnotherapy Course 11/3/16 designated by the institution to: (1) enforce any federal, State, or local law; or (2) maintain the physical security and safety of the school.

E. Disclosures to the Immigration and Naturalization Service (INS)

The Immigration and Naturalization Service (INS) requires foreign students attending an educational institution under an F-1 visa to sign the Form I-20. The Form I-20 contains a consent provision allowing for the disclosure of information to INS. This consent is sufficiently broad to permit an educational institution to release personally identifiable information of a student who has signed a Form I-20 to the INS for the purpose of allowing the INS to determine the student's nonimmigrant status. Students that have an M-1 or J-1 visa have signed similar consents and education records on these students may also be disclosed to the INS.

EDUCATION RECORDS

Students are required to give advance notice in writing of at least 48 hours to the appropriate office to view their education record. Opportunities to view this information are limited to the regular office hours and are under the supervision of office staff.

The file containing the Student Education Record may not be removed from the office.

HMI will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is:
 - A person employed by HMI in an administrative, supervisory, academic or research, or support staff position.
 - A person employed by or under contract to the College to perform a special task, such as an attorney, auditor, or consultant.
2. A school official has a legitimate educational interest if the official is:
 - Performing a task that is specified in his or her position description or contract agreement.
 - Performing a task related to the discipline of a student.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with audit or evaluation of certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid to determine the eligibility amount, or condition of the financial aid, or to enforce the terms and conditions of the aid.
5. To state and local officials or authorities if specifically required by state law that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the College or contracting with HMI to perform a service otherwise performed by the College.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who is claimed as a dependent for income tax purposes.
9. To comply with a judicial order of a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. To individuals requesting directory information so designated by the College.
12. The results of any disciplinary proceeding conducted by the College against alleged perpetrator of a crime of violence to the alleged victim of that crime.

Record of Request for Disclosure

HMI will maintain a record of all requests for, and/or disclosure of, information from a student's education records except for requests from the student him or herself, a school official as defined, a party with a written request from the student or a party requesting the directory information. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information.

Directory Information

HMI designates the following items as Directory Information: student's name, parents' names, permanent address, telephone number(s), date and place of birth, major field of study, dates of attendance at the College, post office box number, e-mail address, jobs held on campus, dates worked on campus, salary paid while holding a campus job, student photograph, and degrees and awards received.

The College may disclose any of these items without prior written consent, unless notified in writing to the contrary (to the Students Services Office) by the end of the second week of classes.

Correction of Education Records

Students have a right to request that their records be corrected if they believe they are inaccurate, misleading, or in violation of their privacy rights. Following is the procedure for correcting education records:

1. A student must direct a written request to the appropriate College official to amend a record. In so doing, the student should identify the part of the record.
2. She or he wants amended and specify why she/he believes is inaccurate, misleading or in violation of her or his privacy rights.
3. The College may comply with the request or it may decide not to comply. If it decides not to comply, the College will notify the student of the decision and advise her/him of her/his right to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy.
4. If the College decides that the challenged information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
5. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that she or he has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
6. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If HMI discloses the contested portion of the record, it must also disclose the statement.

FINANCIAL ASSISTANCE

HMI Distance Education does not offer any scholarships or grants.

Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act." However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

COUNSELING – TUTORIAL SUPPORT

Your HMI Advanced Course Tutor is available to assist you during your entire journey through your Professional Hypnotherapy training, as well as beyond as you begin your Professional Practice. Included in your HMI Advanced Training you will receive tutorial support through your Q&A section for questions about the course materials during your enrollment, and afterward as you are working with clients in your private Hypnotherapy practice.

In addition, you will receive up to eleven ½ hour private tutorial appointments with your personal HMI Tutor. During these tutorials, you're free to ask any questions you have regarding your understanding of the course materials or your practice with others. In addition, your Tutor can provide tips and tools you can use to set up your own private Hypnotherapy practice.

- Depending on your enrollment plan option, following are the number of ½ hour tutorial appointments for which you are eligible. Please note, Companion Enrolment students are eligible to participate in the tutorial appointments for the Plan A or Plan D student who has the primary enrollment but cannot schedule separate tutorial appointments.
 - Plan A = 11
 - Plan C = 6
 - Plan D = 11
 - Plan E = 3
- To schedule a tutorial appointment, send a request to your Tutor through your Q&A section. You are eligible to schedule tutorials at the rate of not greater than one tutorial per month after 30 days of Advanced Course enrollment. The maximum time frame to use your tutorial appointments is 18 months from your Advanced Course enrollment date.
- You must be an active student in good standing with the school to schedule tutorial appointments. Students who are on "leave of absence" or "held for payment" status are not eligible for tutorial appointments.

PLACEMENT – REASONABLE GRADUATE OUTCOME EXPECTATIONS

HMI strives to provide you the most thorough and complete hypnotherapy training possible. HMI's training focuses on developing the skills of helping others. The reasons for enrolling and professional outcomes that individual graduates achieve from the education they receive at HMI vary greatly.

HMI does not provide placement services. HMI does not prepare nor guarantee students "employment" in hypnotherapy and there are no "employment" opportunities. HMI prepares students only for "self-employment" through their own marketing and development of a private practice. The development of a private practice in

hypnotherapy, or any other private practice field, requires diligent effort and a reasonable period of time for development.

A graduate's marketing results vary according to the level of effort invested as well as their professional appearance, personality and presentation. HMI makes no representations that a majority of its graduates have careers in hypnotherapy. Although HMI follows the guidelines of its accrediting agency with respect to surveys of its graduates, HMI does not conduct surveys of its graduates with respect to their post-graduate experiences over extended periods of time. As a consequence, HMI is unable to provide any data on the following:

- The number of HMI graduates who support themselves from their work in hypnotherapy.
- The average gross revenues of HMI graduates per week, per month or per year; or per hour.
- The average number of hours per week that HMI graduates work in the field of hypnotherapy.

HMI estimates that perhaps the largest percentage of graduates do not use their training to see clients in a professional capacity at all, but rather use the information and skills acquired in their existing professions or for personal self-improvement or use with family and friends.

As required by its accrediting agency, HMI surveys graduates on their experience. This survey (see School Performance Fact Sheet), however, cannot be relied upon to represent the views or success of any graduate or group of graduates subsequent to the time these surveys were conducted, in that HMI is not able to stay in contact with all graduates after graduation and is neither required by current law or accrediting guidelines to, nor does it continue to survey graduates over extended periods of time. The survey results provided are for your review.

Your results or professional outcomes may vary. HMI's hypnotherapy course prepares students in the art, philosophy and techniques of hypnotherapy. Unlike other trade schools or vocational training programs, the opportunities available in the field of hypnotherapy are unique. There are no "jobs" available in the field of hypnotherapy as there might be for other trades. Some of the opportunities and/or objectives for hypnotherapy training are:

- For individuals who wish to start a self-employed private practice by themselves or in association with other professionals.
- For professionals in related fields who wish to use hypnotherapy techniques in conjunction with their current profession. Examples would include doctors, dentists, nurses, chiropractors, teachers, counselors and other health care professionals.
- For individuals who wish to learn hypnotherapy techniques to help themselves, their family members, children, friends, or wish to learn hypnosis for general interest.
- For those who wish to teach self-improvement courses and/or self-help seminars to the public or to corporate entities.

Students enrolling with the goal of a self-employed private practice in hypnotherapy must recognize that a self-employed private practice takes time and due diligence to accomplish. Success in private practice relies on the personality of the individual as well as their professional skills and personal abilities to start and maintain their own business.

Private practice starts with a few hours per week and builds slowly and gradually. Therapists in private practice set their own hourly rates and typically charge enough to compensate for the part time nature of the profession. HMI does not and cannot promise or guarantee employment, level of income or, wage rate to any student or graduate. The school prepares students only for self-employment and does not and cannot provide placement services.

UPDATES AND REVISIONS TO COURSE MATERIALS

HMI continually strives to keep improving the quality and content of their course material by periodically updating their Streaming videos and Student Workbook materials. These updates occur automatically in all online streaming video and the posted Student Workbooks.

HMI notifies students when an update has occurred. Plan A Students only, who received DVDs or USB drive with their enrollment are purchasing the content as is at the time of their enrollment. Plan A students will not receive additional DVD's or digital files as updates occur.

HMI'S COPYRIGHT POLICY

All HMI educational materials, including books, workbooks, printed materials, video, DVD and streaming video, are protected by United States copyright laws.

Students who engage in behavior that violates those copyright laws will be withdrawn from the program for which they enrolled and could be subject to penalties, both civil and/or criminal, as provided for under the U.S copyright law (Title 17, United States Code).

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed.

For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees.

For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

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10:00 AM to 4:00 PM - Friday and Saturday
Closed Sundays and Holidays

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