



Approved by the Board of Career Colleges and Schools
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**Quality Education in Hypnosis
and Wellness Practices**

Catalog

**2022 Edition
October 2022**



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Hubbard, OH 44425

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This catalog provides basic information about classes offered by Ohio Valley Hypnosis & Wellness School, including student requirements and financial policies.

Educational Services

Overall Program Objectives: Ohio Valley Hypnosis & Wellness programs are adult education courses in hypnosis and wellness. The objective of a program is two-fold: occupational development of complementary skills for health-field professionals and for personal growth.

Type of Instruction

Ohio Valley Hypnosis programs are conducted in class (in person or via video call) with at least one instructor present. We do not offer correspondence programs.

Educational Philosophy

Ohio Valley Hypnosis & Wellness School subscribes to the goal of providing each student with a positive training experience by certified instructors in an encouraging educational setting. Our goal is to allow each student the opportunity to demonstrate proficiency in all aspects of the program. Each teacher/ staff member is committed to ensuring the successful completion of the program by each individual student. Ohio Valley Hypnosis & Wellness School is committed to:

1. Providing each student with the opportunity to work within real life circumstances in all aspects of running a successful business in the field of hypnosis. Ohio Valley Hypnosis & Wellness School believes that in order to be competent, a certified hypnotist must have real life experience during training.
2. Imparting specific values, beliefs, and professional maturity so each hypnotist trained through our program possesses the character to be an ethical ambassador of our profession.
3. Setting high boundaries by modeling the professional behavior necessary for each student's success.
4. Scheduling trainer time and allocating office space to guarantee each trainee receives direct feedback from his/ her certified instructor.
5. Structuring a step-by-step program including progressive experience by analyzing real cases within a genuine hypnosis practice.

Ohio Valley Hypnosis & Wellness School shares a common goal with the students: success as a professional hypnotist. The true measure of our school's success can only be demonstrated through the success of our graduates.



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Ohio Valley Hypnosis & Wellness School
Professional Hypnotist Program

Program Description

This program instructs individuals in the concepts, theory, practice, and techniques of Hypnosis. Certification prepares students to begin a private practice in Hypnosis, or work in various holistic health care environments, or to supplement business management and sales techniques. Hypnosis is often used as an adjunct modality for many other types of wellness and lifestyle management.

This course of instruction prepares the student for an entry-level position as a professional hypnotist. Graduates may find employment in the office of a practicing psychologist, counselor, social worker, medical/ dental professional, or they may choose to pursue a career as an independent consulting hypnotist. Students will learn how to determine whether an individual is a suitable client for hypnosis. They will learn to use various methods and techniques of modern hypnosis and when it is appropriate to use each method and/or technique. Upon completion of this program graduates will be prepared to assist clients with smoking cessation, weight management, pain management, stress management, memory improvement, etc. through hypnosis in accordance with ethical standards of the profession. Additionally, they will learn how to develop a marketing plan and institute a business plan for establishment of their own hypnosis center.

Courses

Course Code	Course Description	Clock Hours		Cost
		Class / Lab / Total		
HYP101***	Hypnosis Basic Course	70 / 55 / 125		\$1,877.00
HYP201***	Hypnosis Advanced Course	65 / 110 / 175		\$2,777.00
	Total Hours/ Cost	135/ 165 / 300		\$4,654.00

** Single subjects making up this program may be taken individually. Entrance requirements for each single subject will be completion of the prerequisite subject. Cost for taking individual subjects is as follows:

Additionally, students satisfactorily completing individual subjects will be awarded a Certificate of Completion.

HYP101 Hypnosis Basic Course

In the HYP101 Hypnosis Basic Course, students will learn and become competent in basic hypnosis practices and techniques. Students are introduced to the techniques needed for achieving ethical client results. This course is progressive in approach and comprehensive in content. It is designed to provide the student with the skills, knowledge, and secure attitude to hypnotize clients with confidence.

Upon completion of this course, students will be able to discuss the history of hypnosis and the professional code of conduct. They will learn to use various hypnosis techniques and procedures and will be able to describe law and liability issues and precautions of the field. Students will learn how to use voice control to maximize hypnosis techniques. They will be able to describe the structure of hypnotic suggestion, the effects of suggestion on hypnosis clients, and auto-suggestion. Students practice and are tested on hypnosis techniques. They will demonstrate Elman-Style Induction Methods and Progressive Relaxation Induction Techniques, Effective Trance Removal techniques, Trance Deepening Techniques, and how to deal with hypnosis resistant clients.

For many, the Hypnosis Basic Course will be the first step toward a career in the field of hypnosis. Students will observe hypnosis sessions with client consent. This course lays the groundwork for more complicated hypnotism techniques offered in the remainder of the program. For others, the training is a revelation in personal growth and pursuit of a happier, more rewarding life. In both instances, this training is an exciting and fascinating introduction to hypnosis. Successful completion of this course qualifies the student for certification by the applicable associations. (Class 70 Cl Hrs / Lab 80 Cl Hrs / Total 150 Cl Hrs) [Prerequisite: None]

HYP201 Hypnosis Advanced Course

After completing the Hypnosis Basic Course, the Hypnosis Advanced Course is a natural progression in mastering the art of Hypnosis. Students learn more advanced verbal and non-verbal communication skills to maximize effectiveness and ensure positive client results. Cutting edge hypno-phenomena, strategies, and suggestions are presented for the most difficult problems a professional hypnotist may encounter. Students will be able to describe the process of backtracking to restore rapport. In addition, they will demonstrate linguistic structure and complex suggestion techniques for maximum results.

Students will be exposed to secrets of mass influence and hypno-change drama techniques, becoming proficient in all skills. This course also provides an integration of corporate speaking, information product development, and group communication skills. This course trains the student in skills that allow multiple income streams for the individual hypnotism professional and how to fill the scheduling gaps in other aspects of hypnosis center operation.

Students completing this course will be able to articulate how corporate training and public speaking can augment their hypnosis practice. They will be able to describe different marketing methods and the advantages/ disadvantages of each. Successful completion of the Hypnosis Advanced Course allows the student to apply for the Hypnosis Internship Course. (Class 65 Cl Hrs / Lab 110 Cl Hrs / Total 175 Cl Hrs) [Prerequisite: HYP101 Hypnosis Basic Course]

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Policies and Regulations for Students

Admission

Philosophy

To find and enroll students who demonstrate a serious desire to learn and apply hypnosis.

Entrance Requirements

In order to be accepted, applicants to the Ohio Valley Hypnosis & Wellness School program must fulfill the following requirements:

1. High school graduation or GED is required.
2. 18 years of age or older.
3. Complete personal interview and screening.
4. Demonstrate motivation and aptitude for success as a hypnotist.

Admissions Policies

1. Ohio Valley Hypnosis & Wellness School conducts a personal interview and screening with each applicant before acceptance into the program. The applicant should attend a screening at his/ her earliest convenience to experience the facility and meet trainers personally. This allows an informed decision on the part of the applicant, if accepted.
2. The entrance screening aims to test the qualifications of the student for entrance into the Professional Hypnotist Program. Minimum subjective performance is required before acceptance.
3. Screenings are conducted during business hours: Tuesday – Friday, 3:00 P.M. – 9:00 P.M, Saturday, 8:00 AM – 5:00 PM.

No person shall be excluded from participation or subject to any form of discrimination because of sex, race, age, religion, national origin, or physical disability.

Student Academic Responsibilities

The duration of each School program is based upon the student taking, completing, and passing each course at the time the course is offered. Failure of a course, withdrawal from a course, and/or leaves of absence will increase the length of time necessary to complete a program and therefore increase the cost of attendance.

Standards of Academic Progress

A record of grades and other appropriate information is kept in each student's permanent record. Students are expected to meet the minimum standards as outlined in the review by the Director and are provided assistance, if a need is determined.

For students who continue below the minimum standard, one of the following actions will be taken:

1. Modify the student's program
2. Provide academic assistance
3. Academic dismissal

Grading

Grades will be provided to students at the half-way point and at the end of each subject in the course. Ohio Valley Hypnosis & Wellness School uses performance of skills scores as they accumulate through each section of study to assess student performance. A percentage grade will be provided for written reports, tests, and live performance of technique. In the event that a student must retake a course of study, the most current test grade or course grade will be utilized.

Ohio Valley Hypnosis & Wellness School is committed to direct supervision, one trainer per 10 students is the maximum class size allowed.

The record of a student's work is entered and reported according to the following grades:

Academic Courses	
Grade	Performance of Skills Score
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
INC	Incomplete
WD	Withdrawal

A grading period is defined as one (1) term.

Satisfactory Progress Policy

Evaluation sessions are part of each program schedule. Instructors use a variety of methods, including observation, interview and testing, to determine student progress. Students receive number (100 per cent or less) grades on the course tests and assignments. Grading criteria includes exams, written and practical assignments, hands on skills and class participation and attendance. A minimum grade of 70% is required to successfully complete each course.

Course Repetitions

Students may choose to repeat a subject in the program at any time. The cost associated with repeating a subject is the single subject price of that subject as reflected in Tuition and Fees.

A student must repeat any course in which the student fails to meet the requirements of that course. Repeated courses that are satisfactorily completed may have that grade replace the previous failed grade and the hours count as earned. Full fees must be paid for each individual course repeated.

Course Incompletes

Incompletes will be given to any student who does not fulfill the requirements of a course by the end of the quarter in which they are enrolled. A grade will be substituted for the incomplete if the student successfully completes the unfinished work no later than the end of the 4th week following that term. Failure to complete the work in the period stipulated will result in a failing grade.

Graduation Requirements

1. Complete and pass all practical and written exams.
2. Complete documented work and course work within school guidelines.
A grade of "C" or higher is required for all exams and course work.
3. Comply with Student Policies and Regulations.
4. Receive professional hypnosis from instructor.
5. Be recommended by his/ her instructors.
6. Be approved by the Director of the Ohio Valley Hypnosis & Wellness School for award of a Certificate of Completion.
7. Complete the program in within approximately twenty-six (26) weeks.
8. Payment in full of tuition and all other fees incurred.

Tuition and Fees

Registration Fee

There is no registration fee for the program (\$0.00).

Tuition Fee

The Professional Hypnotist Program is designed to fully prepare students for a career as a professional hypnotist through high quality instruction using lecture and practical application under the guidance and supervision of a certified hypnosis instructor in an actual working hypnosis center.

The price includes all instruction, administration fees, required course manuals, required audio programs, and usage fees.

Tuition and Fees

Registration.....	\$0.00
Tuition	\$4,654.00
Required Course Manuals.....	Included
Required Audio Programs.....	Included
Total Cost	\$4,654.00

The cost for taking single subjects individually is as follows:

Course Code	Course Description	Clock Hours	Cost
HYP101	Hypnosis Basic Course	125	\$1,877.00
HYP201	Hypnosis Advanced Course	175	\$2,777.00
		300	\$4,654.00

Certificate of completion for each course will be given for each course at time of completion.

Tuition is charged for repeated courses

Additional Fees or Expenses

There are no additional fees or expenses.

Purchase of Bookstore Items

The basic training fee does not include optional research resources such as books, videotapes, audio programs, or computer presentations. Although some of these materials may be available for purchase, they are not required for course completion.

Tuition and Fee Changes

The Ohio Valley Hypnosis & Wellness School reserves the right to change the tuition and fee charges listed in this catalog. A student will not be subject to any increases announced after the date of the student's enrollment. Current prices are available from the School upon request.

Billing and Payment

Tuition is due by the first day of class. However, with special permission, payment arrangements may be granted, on a case-by-case basis.

Refund Policy (Ohio Administrative Rule 3332-1-10)

The refund policy outlined below will be adhered to by the School.

1. If the enrollment application is not approved, all payments to the school will be refunded.
2. Applicants who cancel their enrollment within five (5) days of signing this agreement will have all fees refunded. Students who cancel after five (5) days but prior to attendance will be refunded all but \$25 of the registration fee. Once the student has started school, the registration is not refundable.
3. If a student withdraws the date of withdrawal shall be the last date of recorded attendance.
4. The registration fee and the cost of any books or supplies purchased are not refundable once the student begins school.
5. Refunds shall be made within 30 days of official withdrawal or 30 days of the date of determination of withdrawal if the student does not officially withdraw.
6. Tuition refund is based upon the payment of the full amount of the tuition fee.
7. If a student withdraws during a term, partial refunds of tuition will be made on a declining basis, depending on the length of time a student has remained enrolled. The following schedule of refunds applies to tuition charges only:

Tuition Refund Schedule Ohio Administrative Rule 3332-1-10-6B

A. A student who starts class and withdraws before the academic term is fifteen per cent completed will be obligated for twenty-five per cent of the tuition plus the registration fee.

B. A student who starts class and withdraws after the academic term is fifteen per cent completed but before the academic term is twenty-five per cent completed will be obligated for fifty per cent of the tuition plus the registration fee.

C. A student who starts class and withdraws after the academic term is twenty-five per cent completed but before the academic term is forty per cent completed will be obligated for seventy-five per cent of the tuition plus the registration fee.

D. A student who starts class and withdraws after the academic term is forty per cent complete will not be entitled to a refund of the tuition and fees.

Student Financial Responsibility

Students are responsible for any financial obligations incurred while attending the School. No certificate will be issued to any student who owes tuition or any other fees to the School.

Attendance Policy

Attendance and participation in classes are extremely important and students are expected to attend all class sessions. Absence at more than 5% of the regularly scheduled course sessions will result in the student receiving an incomplete in that course, until such time as the material missing has been satisfactorily completed. We will work with students to accommodate schedule problems, including providing make-up options. Tardiness is also documented. If a student is late to class by 10 or more minutes, the student is considered tardy. Being tardy three times constitutes an absence. Excessive absences or tardiness are cause for dismissal from school. Leaves of absence are not granted, except in extreme circumstances and must be approved by the School Director.

Non-Attendance

Any student who misses four (4) consecutive class sessions is considered to have officially withdrawn from the school.

Withdrawal

Any applicant or student wishing to permanently terminate enrollment must submit a written or oral statement of intent to a school official. If withdrawing up to three days prior to the beginning of class a full refund is issued, less any non-refundable enrollment fees. After that date see the refund schedule to determine the amount of tuition refunded.

Student Conduct

Positive ethical behavior is expected of all students while enrolled in any program with Ohio Valley Hypnosis & Wellness School. All students shall conduct themselves in a professional and respectful manner both in and out of class. Students must follow all school policies as described in this catalog. The School reserves the right to place a student on probation or terminate him/ her from any class or from the program at any time for failing to adhere to any of the following:

1. Students are prohibited from using, possessing, exchanging, selling, and/ or distributing controlled substances (illegal drugs) and/ or the unlawful use of alcohol while on school premises or engaged in any school activity.
2. Students are prohibited from coming to school or engaging in any course requirement while under the influence of alcohol or illegal drugs.
3. No firearms, knives or weapons are permitted on School property.
4. Academic honesty/ ethical behavior (e.g. no tampering with academic records, copying another student's tests or written assignments).
5. Follow the attendance policy.
6. Be prepared for class.
7. Maintain confidentiality of clients, other students, and facility information.
8. Proper behavior, courtesy, and respect are expected of students at all times toward clients, other students, staff, personal property, equipment, and facilities.

Dismissal Policy

Student dismissal is viewed as a last recourse. A student may be dismissed for, but not limited to, the following reasons:

1. Violation of the school rules and policies
2. Recurring attendance or tardiness problems
3. Poor academic progress
4. Failure to make any scheduled tuition payment
5. Violation of the student conduct policy

A student violating the school's published policies will be expelled when authorized by the school director. In the event of dismissal, any refund will be made according to our refund policy. Students terminated for any of the reasons listed above may not apply for readmission before the start of the next grading period of the subject they were enrolled in at the time of their termination.

Reentrance

Students who are dismissed for unsatisfactory conduct will not be permitted to reenter. Students who are dismissed for unsatisfactory performance and who have proven themselves incapable of doing the work required will not be permitted to reenter. If a student has previously withdrawn, all current application and admission procedures must be followed as if the student is a new applicant. Full tuition, at current rates, must be paid.

Grievance Policy

Every effort is made to maintain open communications between all people associated with the school. The School provides an informal complaint procedure. Students are encouraged to contact the instructor to confidently discuss any student problem or concern. If any concern or problem cannot be resolved with the instructor then the school director can be contracted to schedule an appointment. If a student has gone through this informal procedure and does not think the concern has been reasonably resolved, the student may begin the formal complaint procedure.

Formal Academic and Professional Grievance Guidelines

1. Student submits written complaint with the School Director.
2. Director provides written acknowledgement of complaint to student.
3. Director investigates and gives student written response, upon completion of investigation.
4. Student may appeal this decision by the School to the Director of The State Board of Career Colleges and Schools

Shannon Keyes Ciucevich, Director
Ohio Valley Hypnosis & Wellness School
30 North Main Street, 2 North
Hubbard Centre One Building
Hubbard, OH 44425
(330) 568-4747

Executive Director
State Board of Career Colleges and Schools
30 East Broad Gay St. Suite 2481
Columbus, OH 43215
(877) 275-4219

General Information

Program or Faculty Changes

The School reserves the right to (1) charge classes, cancel classes of insufficient size and/or add classes, (2) to change, add or delete courses from a program, and (3) to change faculty, as long as said changes do not alter the overall objectives of a program or increase the requirements needed to graduate.

Placement Assistance

Employment is not guaranteed a student. However, the School does not provide formal placement assistance. However, employment opportunities from employers contacting the school may be made available to students upon graduation.

Location

The Ohio Valley Hypnosis & Wellness School is located in the center of the City of Hubbard, on the second floor of the Hubbard Centre One Building, is 1.5 miles due south (30 North Main Street) of I-80, Exit 234 Hubbard. The school maintains air-conditioned classrooms and treatment rooms. Since the school is located within a working hypnosis center, students will be exposed to reception protocol, client screening, and business procedures. Building and rooms are accessible to disabled students with off street student parking available in front of the building.

State and Federal Tuition Assistance

At this time, Ohio Valley Hypnosis & Wellness School does not accept state or federal aid.

Smoking

Ohio Valley Hypnosis & Wellness School is a non-smoking facility.

Certification

- Meets the standards for the National Guild of Hypnotists
- Meets the standards for the Master Hypnotist Society

Continuing Education Credits

- Approved by the National Guild of Hypnotists (NGH)
- Approved by the Master Hypnotist Society (MHS)

Transfer Credits

Ohio Valley Hypnosis & Wellness School does not accept transfer credits, nor grant credit for previous experience.

Scholarships

At present, Ohio Valley Hypnosis & Wellness School does not award scholarships.

Faculty List

List of Current Instructors

Instructor's Name	Education/ Experience	Certifications	List of Courses Taught
Shannon Keyes Ciucevich	<ul style="list-style-type: none">• Bachelor of Science in Business Administration, Cum Laude, Major: Accounting, The Ohio State University• Entrepreneurship Training through The New York State Entrepreneurial Assistance Program Graduation Certificate, Albany- Colonie Regional Chamber of Commerce & The Empire State Development Corporation• Practicing professional hypnotist since 2008• Professional accounting and business experience since 1992.• Business management experience since 1995.• Executive management experience since 1999.	<ul style="list-style-type: none">• Certified Hypnotist and Certified Hypnosis Instructor - National Guild of Hypnotists (NGH)• Certified Hypnotist and Certified Hypnosis Instructor – Master Hypnotist Society (MHS)	<ul style="list-style-type: none">• HYP101 – Hypnosis Basic Course• HYP201 – Hypnosis Advanced Course

2022/ 2023 Academic Calendar

Hours of Operation

School Tuesday – Friday, 3:00 P.M. – 9:00 P.M, Saturday, 8:00 AM – 5:00 PM.
Office Tuesday – Friday, 3:00 P.M. – 9:00 P.M.

Enrollment Period

The Professional Hypnotist Program is an individualized course of study. Therefore, enrollment is ongoing and may be accomplished at any time the school is open.

Class Schedule

Start Date:

Once accepted, the student may begin class on a date mutually agreed upon with the Director and/or Director of Education and the Instructor. The Course of instruction will begin as agreed upon by the Director or Director of Education, the Student, and Instructor after all Student Financial and eligibility requirements are satisfied.

Ending Date:

The Student will complete the program course of study within approximately twenty-six (26) weeks after his/ her start date assuming no absences or other extenuating circumstances have occurred.

Dates School will be closed:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Presidents' Day	Veteran's Day
Good Friday	Thanksgiving Day and Day after Thanksgiving
Memorial Day	Christmas Eve and Christmas Day
Juneteenth Day	New Year's Eve

Scheduled Vacation Periods

There are no scheduled vacation periods for this program. Once a student begins s/he can expect to complete his or her training within approximately twenty-six (26) weeks.

Schedule of Classes

Class is held Tuesday – Friday, 3:00 P.M. – 9:00 P.M, Saturday 8:00 AM – 5:00 PM. with a one-hour lunch/ dinner break. There will be a 10-minute break each hour of instruction.