



Offering independence, flexibility and support
Katherine Zimmerman, Director

2025 CATALOG

You can learn Integrative Hypnotherapy

There is great satisfaction in being able to help others. Many people take this training for personal development. Through lecture, live demonstrations and supervised practice, you will learn skills that will change your life and the lives of those you help. If you have a sincere desire to help others, this course is for you!

Included with your enrollment and course completion

- Manuals for each course
- Internship opportunities
- Supervised hands-on training
- Small group study
- Audio lecture mp3 files
- Demonstration videos
- Specialized training courses available
- Client referrals upon graduation

Benefits of attending CHA

- 130+ lecture/classroom hours in the 200 hour program
- Well trained, experienced instructor
- Reasonable tuition
- Continuing education hours for hypnotherapists
- Approved by the American Council of Hypnotist Examiners
- Field tested programs for weight, smoking and pain relief

Learn innovative tools

- How to use hypnosis to alter unwanted habits such as cigarette smoking or overeating
- How to catapult basic motivation into a powerful desire to change
- How to tap your intuition to facilitate change for your clients
- How to write effective suggestions for clients
- How to make hypnosis recordings to reinforce the changes
- How to listen with your heart and be fully present
- How to open a successful hypnotherapy practice
- How to clear issues from your own so that you may assist others
- How hypnosis will change your life

The California Hypnotherapy Academy is dedicated to providing high quality professional training in hypnotherapy. Our 200 hour program is open only to student members of the American Council of Hypnotist Examiners. Student membership is included in your tuition. The California Hypnotherapy Academy has exempt status with the State of California BPPE per CEC 94874 (A) (D-1) (D2c)

Integrative Hypnotherapy

The Curriculum

Level One - 100 hours

Pre-requisite: None

- History of hypnosis
- Developing rapport
- Pre-induction interview
- Induction techniques
- Waking/conversational hypnosis
- Deepening techniques
- Stress reduction
- Ideomotor methods
- Anchoring & post hypnotics
- Transforming resistance
- Introduction to NLP
- Language patterns
- Mirroring and matching
- Advanced anchoring
- Intuition
- Releasing control
- Theories of hypnosis
- Suggestibility/concentration tests
- Pacing, leading and practice patter
- Recognize codependency
- Interview skills
- Habit control
- Somnambulism
- Reframing
- Accelerate physical healing
- Techniques to learn self-love
- Eye accessing cues
- Persuasive techniques
- Pattern interrupt
- Strengthening boundaries
- Grounding & centering
- And much more!

Manual included. Additional textbooks required.

Level Two - 100 hours

Pre-requisite: Level One

- Age regression/Transforming Therapy
- Affect bridge
- Subpersonalities
- Inner child
- Gestalt dialoguing
- Future pacing
- Fears and phobias
- Rapid inductions
- Working with children/teens
- Guidelines for creating your own business
- Tips and techniques for recording
- And much more!
- Analytical hypnotherapy
- Hypnosis for Health
 - Weight, Smoking, Chronic Pain
- Ericksonian language and metaphors
- Non-traditional inductions
- Hypnosis and dreams
- Presentation skills
- Etheric plane communication
- Teaching classes/workshops
- Marketing & advertising
- Developing product
- ACHE exam

Manual, Hypnosis in Action and Business Solutions included. Additional textbooks required.

Level 3: Transpersonal Hypnotherapy & Continuing Education Courses*

The Emotional Freedom Techniques - 16 CE hours

Pre-requisite: Levels one and two or comparable training from another institution

Imagine techniques so simple and so effective that you can learn another way to help your clients remove negative emotional issues and blocks that have interfered with their goals. The Emotional Freedom Techniques (EFT) are quick and powerful and blend extremely well with hypnosis. Experience the power and effectiveness of these easy to use tools to create immediate and permanent change. Day 1: Learn the basics in depth; Day 2: Apply EFT to weight, smoking, and stress. *Manual included. Also available as home study.*

Self Hypnosis for Hypnotherapists: Practice Building that Pays YOU - 10 CE hours

Pre-requisite: Completion of Levels One and Two, or equivalent training from another recognized institution.

Teaching not only expands your horizons but also draws new clients to your practice. With an ever-growing interest in hypnosis, the most engaging and accessible class to start with is self-hypnosis. This professional training equips you to master and teach this powerful tool, enhancing both your personal and professional life.

In this comprehensive course, you'll:

Experience the Training Firsthand: Engage with the material exactly as I present it to my students, ensuring a deep understanding of the techniques.

Interactive Learning: Benefit from the opportunity to ask questions and clarify concepts, ensuring you're fully prepared to apply and teach self-hypnosis.

Achieve Personal Goals: Learn to harness self hypnosis to achieve your own goals, enhancing your well-being and professional efficacy.

Teach with Confidence: Gain the skills and knowledge to effectively teach self-hypnosis to your clients, utilizing field-tested materials that have proven successful.

This course provides you with the essential tools and insights to elevate your hypnotherapy practice. By the end, you'll be adept at using self-hypnosis for personal growth and skilled in teaching it to others. Join us and take a significant step forward in building your hypnotherapy practice.

Past Life Regression Therapy: Exploring the Soul's Journey - 16 CE hours

Pre-requisite: Age Regression Training

Delve into the philosophy of reincarnation and its transformative application in hypnotherapy. This comprehensive course offers an in-depth exploration of the soul's choices and relationships across lifetimes, revealing insights that can profoundly impact your present life.

Course Highlights:

Understanding Reincarnation: Gain a thorough grounding in the philosophy of reincarnation and its significance in hypnotherapy.

Soul's Current Choices and Relationships: Discover how past lives influence your clients' current life choices and relationships, providing clarity and understanding.

Uncover Past Life Talents and Abilities: Explore hidden talents and abilities from past lives that can be harnessed to enrich your client's present life.

Couples Past Life Regression: Learn specialized techniques for guiding couples through past life regression to strengthen and illuminate their relationship.

Conduct Group Workshops: Acquire the skills to conduct engaging and impactful group past life regression workshops.

Hands-On Practice: Participate in practical exercises and demonstrations to master the techniques of past life regression therapy.

Comprehensive Manual: Receive a detailed manual to support your learning and practice.

Join us to unlock the mysteries of the soul's journey and enhance your hypnotherapy practice with the profound insights of past life regression therapy. This course is also available as a home study option, allowing you to learn at your own pace and convenience.

Spirituality & Intuition: Expanding Your Divine Connection – 16 CE hours

Pre-requisite: None

Unleash the “wind beneath your wings” and deepen your connection to your ever-present Divine guidance. In this transformative and experiential seminar, you will explore and enhance your natural intuitive gifts, opening the door to profound spiritual insights.

Course Highlights:

Expand Intuitive Gifts: Through a variety of group and one-on-one exercises, you'll develop your ability to hear and interpret Spirit's guidance, enriching your personal and professional life.

Connect to Spiritual Guidance: Learn processes designed to help you connect more deeply with your spiritual guidance, fostering a stronger sense of direction and purpose.

Integrate into Professional Practice: If you work in a therapeutic or change-focused field, discover methods to engage with your clients on a deeper, more intuitive level.

Hands-On Practice: Engage in practice sessions during the class to apply and refine your new skills in a supportive environment.

Comprehensive Manual: Receive a detailed manual to guide your learning and support your continued growth beyond the seminar.

This course is also available as a home study option, allowing you to expand your spiritual and intuitive abilities at your own pace. Join us to unlock the full potential of your intuition and experience the profound impact of Divine guidance in your life and work.

Future Life Progression Course: Uncover Your Destiny - 10 CE hours

Pre-requisite: Completion of Levels One and Two, or equivalent training from another recognized institution.

Imagine if your clients could shape their own destiny, accelerating their journey to success and uncovering hidden talents waiting to be revealed. What if the secrets to their future triumphs were already within their grasp?

Teach clients how they can travel back a decade to share a few pearls of wisdom with their younger self. Think of the advantages they would gain! Now, envision the possibility of visiting a potential future and bringing back invaluable insights to empower their present self. This is not just a fantasy—with your help, it's within their reach.

Our Future Life Progression course offers you the unique opportunity to:

Design Your Destiny: Take control of your future and shape it to your desires.

Accelerate Success: Jumpstart your achievements by accessing future knowledge today.

Unveil Future Talents: Discover and harness the skills and abilities that lie ahead.

Through this transformative course, you'll learn how to tap into your future potential and bring back the guidance you need now. The course includes a comprehensive manual to support your journey.

Step into the future, and let it inform your present. Your path to a custom-designed destiny starts here..

Re-Vision 2.0: An Integrative Course in Energy Work, EFT, and Hypnosis – 10 CE Hours

Pre-requisite: Completion of Levels One and Two, or equivalent training from another recognized institution.

"You've got to vibrate slightly different from where you are if you are going to improve where you are."

~ Abraham

The Re-Vision Process is a profound gift from Spirit, blending hypnosis, energy work, and a straightforward application of Emotional Freedom Techniques (EFT). This innovative approach teaches you how to create and embody the energy of what you desire, transforming your clients' lives and your practice.

In this course, you will:

Explore Integrative Techniques: Discover how to seamlessly combine hypnosis, energy work, and EFT to raise your client's vibrational energy.

Experience Spiritual Growth: Learn to teach clients to connect deeply with their spiritual self and enhance their intuitive abilities.

Create Desired Energies: Master the art of generating and maintaining the energy vibrations needed to manifest clients' goals and desires.

While no single process can address all situations, the Re-Vision Process offers reliable and profound benefits, including:

- A deep sense of happiness and contentment
- Increased sense of freedom
- Greater ease in relating to others
- A deeper spiritual connection
- A greater sense of lightness and clarity

Hypnosis Templates for Change - 10 CE hours

Pre-requisite: Levels one and two or comparable training from another institution

This course will help you whether you are new to hypnotherapy or simply needs some new ideas.

This comprehensive 8-11 session program is designed for clients who may be hesitant about age regression, parts therapy, or other interactive methods, offering a streamlined approach to achieving therapeutic success. *Pre-course included*

Limited Client Input Required: Ideal for clients who prefer a more passive role, this program ensures they can still experience significant benefits with minimal effort.

Comprehensive Materials: You'll receive a detailed 55-page manual, packed with valuable insights and techniques you can easily personalize to guide your sessions.

Access to Inner Worlds: Equip your clients with powerful tools to explore their inner landscapes and adopt new, fulfilling ways of living.

Interactive Live Sessions: Participate in engaging, live online sessions where you'll delve into these processes. You'll have the opportunity to pair off and practice techniques in real-time.

Goal-Oriented Practice: Bring a list of goals you wish to accomplish. You'll complete two practice sessions for instructor review, ensuring you gain hands-on experience and earn full CE credit.

Versatile Applications: This course is suitable for working with both private clients and groups, making it a valuable addition to your hypnotherapy toolkit.

MasterClass: Strength-Based Parts Therapy/Subpersonalities - 16 CE hours

Pre-requisite: Levels one and two or comparable training from another institution

Understanding Parts or Subpersonalities

Parts, or subpersonalities, are the various aspects of our psyche that shape our unique identity and behavior. By acknowledging and integrating these different parts, you can help your clients achieve powerful shifts in their thoughts, emotions, and behaviors. This integration fosters a more cohesive and positive sense of self, which is crucial for personal growth and healing.

What You Will Learn

In this comprehensive MasterClass, you will gain in-depth knowledge and practical skills for working with positive subpersonalities. Key techniques and strategies include:

Identifying Positive Subpersonalities: Learn to recognize the different parts of your clients' psyche that have a positive influence on their behavior and emotions.

Working with Positive Subpersonalities: Develop strategies to engage with these parts effectively, facilitating therapeutic goals.

Fostering Integration: Help your clients develop a more integrated and harmonious sense of self by acknowledging and integrating the strength-based parts of their personality.

MasterClass Features

Experienced Instruction: Led by a seasoned hypnotherapist, this MasterClass provides expert guidance and insights based on years of practice.

Hands-On Practice: Engage in practical exercises that allow you to apply what you've learned in real-world scenarios.

Personalized Feedback: Receive individualized feedback to refine your techniques and enhance your skills.

MasterClass: Deal with What Emerges: Hypnosis in Action - 16 CE hours

Pre-requisite: Completion of Levels One and Two, or equivalent training from another recognized institution.

Unlock the power of your intuition, the "wind beneath your wings," to navigate and manage whatever arises in your hypnotherapy sessions. In this immersive and experiential seminar, you will deepen your connection to your innate intuitive abilities and attune to the ever-present Divine guidance.

Course Highlights:

Expand Your Intuitive Gifts: Engage in exercises and practices designed to enhance your natural intuition, enabling you to respond skillfully to unexpected emotions, beliefs, and memories that surface during sessions.

Build Confidence and Competence: Gain the confidence and skills to handle unforeseen content with grace and professionalism, ensuring a safe and supportive environment for your clients.

Comprehensive Learning: Through live demonstrations, insightful discussions, and supervised practice, you'll learn effective techniques for guiding clients through difficult emotions, processing past traumas, and releasing limiting beliefs.

Supportive Materials: Access two mp4 streaming videos, witness live demonstrations, and benefit from an eBook: *Hypnosis in Action*.

By the end of this MasterClass, you will possess the tools and techniques necessary to help your clients navigate challenging emotional landscapes and achieve transformative results.

Supervision - 15 hours

Continue working with subjects (paid or not), turn in 15 practice logs and receive feedback. Includes 5 hours of one-on-one with the instructor.

***ACHE certification**

To qualify for the title of Certified Clinical Hypnotherapist: Has fulfilled all of the requirements for Hypnotherapist and has completed a total of three hundred (300) hours instruction in hypnosis from a school approved by the appropriate state agency and by the American Council of Hypnotist Examiners. These courses are accepted for Continuing Education (CE) credit by most professional hypnotherapy organizations.

2025 Schedule

Next course starts January 2025

Level 1

Saturday & Sunday, Jan. 25-26; Feb. 8-9; 22-23; March 8-9; 22-23, 2025

Time: 10:00 am - 1:00 pm Pacific

Level 2

Saturday & Sunday, April 5-6; 19-20; May 3-4, 17-18; 31-June 1, 2025

Time: 10:00 am - 1:00 pm Pacific

Location: Live online

Level 3

TBD – See pages 2-6 for course descriptions

Speakers who bring something new, or at least a new twist. Who captivate, who enjoy sharing their knowledge, experience. Over the years Katherine Zimmerman has never failed to intrigue, inspire, teach and entertain. I realize that she is one of a kind, but she represents the class of speakers that we need. ~Mary Caldwell, CHT

Questions? Contact Katherine Zimmerman at 619-710-9583

info@trancetime.com • <https://trancetime.com>

Note: Services to be provided do not include the practice of medicine, as Hypnotherapists are not licensed physicians. These services are non-diagnostic, and are complementary to the healing arts services that are licensed by the state. The primary purpose of licensing laws for legally defined Healing Arts and Mental Health professionals is to protect public health and safety. The Legislature finds that these non-medical complementary and alternative services do not pose a known risk to the health and safety of California residents, and that restricting access to those services due to technical violations of the Medical Practice Act is not warranted. Accordingly, Hypnotherapists are not issued licenses by any State Governmental Agency to engage in their professional services.



Schedule of Charges - 2025

Deduct \$300 for early registration, ends Dec. 31, 2024*

“You’re always one decision away from a totally different life.” Mark Batterson

Tuition & Fees, Paid in Full, due 12/31/24

Levels 1 & 2 (200 hours)	\$4,499.00
Shipping for each manual (approximate)**	17.50

Tuition & Fees, Payment Plan

Level 1 & 2 (200 hours)	\$4,799.00
• Deposit \$950.00	
• 8 monthly payments	
Shipping for non-local students for each manual (approximate)**	17.50
You may charge your card each month or write a check. Invoices are issued via PayPal	

Tuition, Level 3 package – 100 CE hours, Paid in Full, a \$300 savings	\$2,497.00
– Payment plan	\$2,647.00
Deposit (+4 monthly payments)	500.00
Level 3	
– 10 CE hour course	\$299/349
– 15 CE hour course	\$389/429
– Self Hypnosis for Hypnotherapists	\$349/399
MasterClass	
– Strength Based Parts Therapy	\$429/479
– Deal with What Emerges	\$389/429
Each additional lab/instructor contact hour	\$ 95.00
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Supervision - 15 CE hours	\$375.00
Required reading for Levels 1 & 2 (approx. cost) order online	\$150.00
Specialty Class with Guest Instructor (discounts for early registration)	Varies

All Students attending CHA must be student members of ACHE. The \$25 fee is included in your tuition.
Read about the benefits here: <https://hypnotistexaminers.org/certification/student-membership/>

Included in tuition

Level 1: manual, audio pre-course. Level 1 streaming videos: Hypnosis Inductions, Initial Interview, Reframe & Anchor, Therapeutic NLP, Gil Boyne videos (various).

Level 2: manual, audio pre-course and two eBooks: *Business Solutions* and *Hypnosis in Action*. Level 2 streaming demonstration videos: Age Regression, Parts Therapy, Teen Session, Gil Boyne videos (various) and more.

Level 3: courses can be ordered and paid for as you learn or purchased as a package. Live, online classes are also available for select topics.

*Early registration price ends approximately 30 days prior to start date.

**Varies with location

We accept all major credit cards. You will receive a monthly invoice.

Testimonials from former hypnotherapy students

"Studying in the Independent program has been a double-blessing - not only do I get the flexibility of fitting the training around my schedule but I also get the opportunity for one-on-one instruction with a master teacher in the hypnotherapy field. Katherine is extremely thorough and extremely professional and I feel like I am getting the depth of training necessary to adequately prepare me to be a confident and successful hypnotherapy practitioner."

Nicki Parr, M.A., CHT

"Katherine is a wonderful teacher and her course is outstanding at every level. Her teaching style is hands on and the classes are very participatory. Students begin practicing hypnosis during the very first weekend class. Katherine's style is to discuss a technique (and she teaches many), then demonstrate it with one of the students. After that, the students begin practicing it on each other, under her close observation. Within a week of my first class, I was successfully using the techniques she taught us with my own clients. The results have been nothing short of remarkable. What I thought would be just another tool in my therapeutic toolbox, has become one of my primary tools. I wholeheartedly recommend Katherine and The California Hypnotherapy Academy to anyone interested in learning more about hypnosis and hypnotherapy."

Ray Brown, PhD, LMFT, CCHT

"You are one of the best instructors I have ever had. You are organized and present the material in a professional manner. Your instructions are easy to follow and you are patient with the class. It's obvious that you enjoy what you are doing and love hypnotherapy. This course has offered me growth - I could never figure out 'what I was supposed to be doing', but I've found it now. Too bad I didn't figure this out sooner – but it's not about the quantity of time, it's quality... So, I will go forth and do good things and always be very grateful for the good training I received from you."

Kathleen Spring, CHT

From a former student to a prospective student:

"I was on the fence when I first started really contemplating making the commitment to complete the training as it is time consuming and it does cost money. But I do have to say, the investment I made in taking her classes is one of the best things I have done to improve my work with others as well as for myself.

...working with clients in any capacity, whether it be for the county, private practice, group home, psych hospital, school based, etc..... the most important thing is to be able to not only build rapport and stabilize the patient or client, but to really use your skills in the most effective way to be the catalyst for change and help the client feel safe enough to make the changes they need to live a more happy and healthy life - to feel empowered enough to even take the first step..

I truly thought I had a lot of skills to help clients; ...and I have to say that with all the training, education and experience I had, attending the classes for hypnotherapy opened a entire new way of learning how to both take care of myself but more importantly to help facilitate change in my clients from a very different theoretical perspective. Since I have graduated, I have been able to join other therapists and have been thriving in private practice using many modalities, including CBT, humanistic, behavior modification as well as incorporating the strategies and techniques learned in hypno class. I never would have believed that I could be successful in private practice to the point where I am now turning clients away due to not having time in the day to see all of the new referrals.

Katherine is awesome and has been very helpful in helping me see that I cannot lead client's down paths where I have not been willing to go myself. And I have to say, I have grown significantly both in my skills and confidence levels from taking that initial risk to commit to completing the courses.

I truly hope you take that risk. You will be amazed at the outcome..."

Karen Cisneros, MFT, CHT

“Katherine is a clear communicator and a wonderful teacher. She brings presence, aliveness, and heart to her work. The material she teaches is transformative. I highly recommend her.”

Stewart Mintzner, CHT

“Being taught Hypnotherapy by Katherine Zimmerman was enlightening to say the least. Her method of teaching was fun and yet very business oriented at the same time. She is very approachable and caring of all her students. She is one of my favorite teachers and a great asset in any field of her choosing. I thank her for the great strides I made with my own issues. I would recommend Katherine Zimmerman to anyone who desires to go into Hypnotherapy.”

Maureen “Martie” Johnson, CCHT, Spiritual Counselor

“Thank you Katherine, I thoroughly enjoyed your [EFT] class. You did a brilliant job of organizing and presenting your material in an easy to understand format that allowed me to experience the benefits of EFT... I will incorporate this powerful technology into my practice and personal life with deep appreciation for your profound contribution to my life skills...”

Jesse Dean, CHT

“Your style is unique in that you have a way of ‘becoming one’ with the students you teach. You integrate yourself so well that one feels they are listening and responding to a good friend who knows and understands their problems. You begin helping them overcome obstacles, and reach beyond themselves as soon as you start talking. Your unshakable self confidence envelops the student creating the necessary atmosphere in which to grow and learn. As I observed this remarkable teaching skill, respect and admiration have only grown since I first sat in your class.

“You have an exceptional ability to enable people to understand the basics - ‘you have a choice’ - and ‘you have the answers within you.’ By conveying this realization with humor the walls of resistance dissolve and one finds that learning in your class is an experience. I've always looked forward to your classes with great anticipation, as I know I'll enjoy them and will learn something new.”

Mary A. Caldwell, CHT

Instructors

Katherine Zimmerman, the main instructor for the course, is an internationally-known author and speaker, Certified Clinical Hypnotherapist, Reiki Master, and EFT Practitioner. In practice since 1989, she has taught classes on self-hypnosis, EFT, and other related subjects, along with doing presentations on hypnotherapy at professional conferences nationwide.

Katherine is a former guest instructor for a northern California hypnotherapy school and a regular hypnotherapy instructor since 2003. She is a former guest lecturer for the University of California, Davis Family Nurse Practitioner program. A prolific writer, Katherine’s published works include *Business Solutions*; *Hypnotherapy Scripts Volumes 1-5*; a series of Instructor’s Manuals and CE courses.

Patrick Singleton, a certified NLP Practitioner in 1995 and as a Master Practitioner in 2003 teaches a 10-day NLP practitioner course and Inner Mind Sourcing™.

Certified in 1997 as a Clinical Hypnotherapist, Patrick began seeing clients. Later that year he was hired to teach NLP as part of a Hypnotherapy Training in Santa Fe.

Patrick’s a certified Clinical Hypnotherapist and Hypnotherapy Instructor with the American Council of Hypnotist Examiners – ACHE, one of the oldest Hypnotherapy organizations in the United States. He has presented at their annual International Hypnotherapy Conference in California on three separate occasions since 1998.

Certification and Registration

All students who successfully complete a total of 100 hours encompassing both classroom and directed independent study time, will be presented with a Certificate of Completion from California Hypnotherapy Academy. After 200 hours of training students are prepared to open a private practice.

After successful completion of the exam, students are eligible to be certified by the American Council of Hypnotist Examiners with the title of Hypnotherapist.

After 300 hours of training, students may be certified by the American Council of Hypnotist Examiners as a Clinical Hypnotherapist. Application and information available from the California Hypnotherapy Academy.

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement.

Institutional Policies

Admission Requirements: Students must be at least 18 years of age and have a high school diploma or GED. No prerequisite for admittance into Level 1. 100 hours of training in hypnosis and proof of sufficient training in hypnotherapy with proper documentation from another hypnotherapy school.

Attendance Policy

Students are expected to arrive on time for class. Students who miss more than 6 hours of class must make up the time either by attending a future scheduled class, completing extra assignments or by arranging private instruction with instructor. Private instruction will result in additional fee of \$95/hour.

Instructor may request your withdrawal from a course or program if excessive absences or tardiness lead to unsatisfactory progress. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Financial Policy

Financial arrangements must be made prior to the 1st day of class. All students using the payment plan must pay the required deposit prior to the 1st day of class. Tuition payments that are not kept current may result in dismissal from the program.

Review Documents

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement, a legally binding document.

Conduct and Probation Policy

All students are expected to act in a mature manner and are required to respect other students, faculty members, and school property. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

A student who violates safety regulations, interferes with other students' work, is boisterous, vulgar or obscene, is sexually inappropriate, under the influence of alcohol or drugs, or does not make timely tuition payments is subject to permanent dismissal from school.

Any student may be dismissed for violation of rules and regulations of the school. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

Instructors may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn, and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon remittance.

Standards for Student Achievement

The school has no formal grading system. Student will demonstrate each skill as it is learned, with student receiving a verbal evaluation of his/her progress. Information will be taught and reviewed to prepare students for an optional examination at the end of the course by a qualifying examiner of the American Council of Hypnotist

Examiners. (ACHE) All students are encouraged to take the examination whether or not they wish to be certified by ACHE

To support students in completing the course, if a student is falling behind, they are offered tutoring at the normal tutoring fee of \$95/hour.

Student Membership

The program is open to student members of ACHE. Student Membership is limited to persons who are enrolled or preparing to enroll in an ACHE-approved school. This membership is valid for up to two years. Like Certified ACHE members, Student Members are eligible to receive the ACHE newsletters as part of their membership and to receive the discount to ACHE Conferences. To maintain ACHE membership, within two years a student member needs to successfully graduate from an ACHE-approved school and apply for certification via the ACHE application form. Until the student becomes certified, if the student advertises ACHE membership he/she must clearly state being a "Student Member" with no reference to certification. The \$25 fee for Student Membership is deducted from your ACHE certification fee if you graduate within two years of applying. Student membership is included in your tuition.

Withdrawal, Cancellation and Refund Policy

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.

CHA will refund 100 percent of the amount paid for institutional charges, less a reasonable deposit not to exceed five hundred dollars (\$500). Any notification of withdrawal or cancellation and any request for a refund must be made in writing. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited, to a student's lack of attendance.

A student who does not register for the period of attendance or withdraws at any time prior to completion of the courses, or otherwise fails to complete the period of enrollment shall receive a refund for the unused portion of tuition fees and other charges. The refund for students who have completed 60 percent or less of the course of instruction shall be pro rated. Note: book costs are not refundable.

Hypothetical Refund Example: 200 hour course, tuition = \$4,090.00, registration. Total course cost = \$4,090.00. Student completes 50 hours of instruction. \$4,090.00 divided by 200 (course hours) = \$20.45 hourly course charge. 50 hours x \$20.45 = \$1,022.50. \$4,090.00 less \$1,022.50 and \$295.00 (each manual) = \$2,772.50 refund.

Refund request must be made in writing and emailed to Katherine Zimmerman, info@trancetime.com CHA will pay or credit refunds due on a reasonable or timely basis, not to exceed 45 days following the date upon which the student's cancellation or withdrawal has been determined.

Experiential Credit

The California Hypnotherapy Academy does not award credit for prior experiential learning.

Student Achievement

Students must demonstrate proficiency through written assignments, quizzes and supervised practice.

Grievances/Complaints Policy

All grievances/complaints must be written and emailed to Katherine Zimmerman, info@trancetime.com. The grievance/complaint shall be investigated and the student shall receive a written response within 10 days. The grievance/complaint shall be kept on file in the student's file as well as logged into the complaint log. Grievances/complaints not resolved with the Director may be directed to the American Council of Hypnotist Examiners, 619-280-7200; office@hypnotistexaminer.org

<https://trancetime.com> • info@trancetime.com