

ALCHEMY INSTITUTE OF HYPNOSIS

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**Professional Hypnotherapy Training
Personal Growth Training**

Program Catalogue

**Overview of programs including tuition and course outlines
offered by the Alchemy Institute of Hypnosis:
January 1 to December 31, 2012**

➔ All prospective students are encouraged to review this catalog and the School Performance Fact Sheet prior to signing an Enrollment Agreement.





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INSTITUTIONAL AND PROGRAM APPROVAL

The Alchemy Institute of Hypnosis (AIH) is a private institution, owned and operated by David Quigley since 1984. AIH is approved to operate in California by the **Bureau for Private Postsecondary Education (BPPE)**, as set forth in the Education Code. "Approval" or "approval to operate" means that the Bureau has determined and certified that an institution meets minimum standards established by the Bureau for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of its program.

We are authorized to issue Continuing Education Units by the California **Board of Behavioral Sciences**, by the **Board of Registered Nursing** and by the **California Association of Massage Therapists**.

The Alchemy Institute of Hypnosis was founded for the purpose of preparing students to work as professional hypnotherapists. The training programs include the 150 hour Hypnotist Program, the 200 hour Professional Hypnotherapist Program, and the 350 hour Clinical Hypnotherapist or Alchemical Hypnotherapist Program. We also offer classes for personal growth and career enhancement.

Hypnotherapy is a self-regulated profession in the USA thus no licensing is available or required. Our programs and instructor are approved by **The National Guild of Hypnotists, Inc.** The NGH is a not-for-profit, educational corporation in the State of New Hampshire. Initially founded in Boston, Massachusetts in 1950, the Guild is a highly regarded professional organization comprised of dedicated individuals committed to advancing the field of hypnotism. The Guild is a resource for professional hypnotists and hypnotherapists and a vehicle for legal and legislative action. Each year the NGH holds an educational conference which is attended by hypnotists from all over the world. For many years David Quigley has been a Faculty member at the NGH Annual Convention; in 2010 he was awarded with the Order of the Braid in recognition of a lifetime of outstanding achievement, dedication and service.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The Continuing Education Units issued by AIH are honored at many fine hypnosis schools and organizations world-wide however the decision to honor CEU's rests with others. This means that the transferability of credits you earn at AIH is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or certificate you earn in our professional hypnotherapy programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at AIH are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 AIH to determine if your credits or certificate will transfer.

The following units/hours in the Alchemy Institute of Hypnosis training are transferable and approved by the NGH (National Guild of Hypnotists) towards certification with them and/or to meet their (NGH) continuing education requirements:

- 200 Hour Professional Hypnotherapist Program
- 350 Hour Alchemical Hypnotherapist Program, Clinical Hypnotherapist
- Advanced Elective workshops and classes



About Alchemical Hypnotherapy

The Alchemy Institute of Hypnosis was founded for the purpose of preparing students to work as hypnotherapists. As the latest incarnation of the ancient mystery schools of Alchemy, we return to the Earth an ancient and powerful spiritual tradition of working with inner guides, inner teachers, healers, in altered states of consciousness. We initiate our students, who come from all backgrounds, cultures, and lifestyles, into these mystical arts and empower them to take those skills into the lives of everyone their hearts can touch.

What is Alchemical Hypnotherapy?

Alchemy has traditionally been associated with the transmutation of base metals into gold. The ancient Alchemists made clear in their writings that the substance of their transformation was the human soul.

Their goal was the transmutation of the base metals of human emotions and instincts within the subconscious mind into the gold of self-realization. The vehicles of this transformative process were the Archetypes, the Inner Guides. Thus Alchemy can be defined as the spiritual discipline of working with Inner Guides. These powerful and autonomous beings live within the subconscious mind and can guide us effectively to health, happiness, relationships, prosperity, and most important, the fulfillment of our spiritual purpose! These Guides can be accessed through the hypnotic state. Alchemical Hypnotherapy is a therapeutic process designed to assist the client in working with their Inner Guides to change their lives. Alchemical Hypnotherapy synthesizes techniques from many modern

schools of Transpersonal Hypnotherapy and Psychology. It includes Gestalt, Regression Therapy, Neuro-Linguistic Programming (NLP), Psychosynthesis and Shamanism with the ancient science of Alchemy as translated and channeled to the modern world by Dr.

Carl Jung. Specifically, Alchemical Hypnotherapy, as developed by David Quigley, includes all the following processes:

- The rescue of the inner child from past trauma, neglect and emotional pain
- Providing the inner child with new loving parents and the experiences of a nurturing childhood.
- Strategies for contacting, testing, and working with the Inner Guides (archetypes) through trance, movement, and shamanic practices
- Contacting past-life memories within the collective un-conscious to tap creative abilities, resolve trauma, change karma, and alter contracts with significant others.

- Integration of subpersonalities (different voices within ourselves) to resolve conflicting desires and goals. This leads to the unification of the will allowing us to achieve our goals.
- Alchemical Hypnotherapy uses movement, psychodrama, emotional release, touch, breath, and sound to achieve integration at the physical, emotional, mental, and spiritual levels.

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Administrative and Academic Information

Attendance Requirements

Students are expected to attend all classes on time and to bring necessary study materials to each class. Since classes begin on time, class material will not be repeated in order to accommodate student tardiness. Attendance requirements are in effect for the regular daytime classes as well as for occasional evening classes. When absence or tardiness is unavoidable, the student should inform the instructor in advance if possible, and arrange with a fellow student to discuss missed work and to get copies of notes and recordings.

Successful completion of the Hypnotist certification program mandates that a make-up class or tutoring be required at extra cost if more than 8 hours of class time are missed. All tutors must be AIH approved. Certification will be withheld until all attendance requirements are met.

All advanced courses must be attended in their entirety. Any missed time must be made up. Classes run from 9:00am to 6:30pm.

Leave of Absence

If for any reason a student must be absent from classes for more than 17 hours, the respective classes must be attended at a subsequent Hypnotist training program, at no additional cost to the student. The 150-hour Hypnotist program consists of six classes and is offered four times yearly in Santa Rosa, CA. The learning in each of the six classes (101, 201, 301, 303, 304, 305) is cumulative, and the course material is presented in this consecutive order for an efficient and thorough understanding that leads to successful completion of the final examinations. Certification will be withheld until all attendance requirements are met.

Advanced Standing

At the discretion of the Administration, prior training and/or experience may allow a student to enter advanced training sessions. Certification may be granted to these students if they meet the requirements to be certified by NGH or AIH as Hypnotherapists. Up to 50 hours of credit earned through another school may count as hours toward an AIH certificate, with permission of the Director. Documentation is required detailing the school graduated from, hours of study completed, and a summary of material studied.

Auditing

Courses offered by AIH may be audited by AIH graduates on a space available basis and with consent of the school administrator. The fee for auditing is \$75.00 per day.

Dismissal Policy

A student may be eligible for a pro-rated refund if AIH terminates instruction.

Students can be dismissed for the following reasons:

1. Student conduct disrupts the learning environment.
2. Student emotional processes jeopardize the physical or mental health or the safety of the group.
3. Student fails to perform the processes outlined in the lecture according to a minimal standard established by the instructor.
4. Excessive absence or tardiness in the program.
5. Student unwillingness to experience working on their own issues using the Alchemy process.



Homework

Hypnotherapy Students are required to complete all the following assignments outside of class hours:

1. Textbooks can be read concurrent to the training, although it is preferable that a student read them all thoroughly before training begins.

Alchemical Hypnotherapy, by David Quigley Read pages 1 - 40 by the beginning of the 201 class; read pages 40 - 85 by first day of 301 class.

The Art of Hypnosis, by C. Roy Hunter. Read by the first day of 201 class.

Soul Contracts, by Linda Baker. Read by the end of the 305 class.

Talking To My Selves, by Debbie Unterman. Read by the first day of 303 class.

Becoming Naturally Therapeutic, by Jacquelyn Small. Read by end of 304 class.

The Alchemy of Healing, by David Quigley. Read by the end of the 304 class.

2. Prior to the end of the 304 class and concurrent with the training program, students are required to receive two private hypnotherapy sessions with a hypnotherapist who specializes in Alchemical Hypnotherapy. Student is responsible for any costs incurred and must have the therapist document these sessions on the Student Evaluation Form.

3. After the 201 class, students are required to remain in communication with their inner child, inner family, and inner guides every day wherever possible.

4. Additional homework may be assigned by instructor during an individual class as detailed in the workbook.

Evaluations and Tests

It is the responsibility of each student to participate in 7 sessions as a therapist and 4 sessions as a client during small group practice in class within the first 100 hours of the program. It is the student's responsibility to see that these sessions are evaluated and recorded on the student evaluation form by the assistant supervising the practice session, at the exact time that the session is performed. (Refer to Assistant Guidelines for additional information.) If these evaluations are not completed during the first 100 hours of training, the additional cost of procuring such supervision will be absorbed by the student.

Two exams will be administered. A passing grade of 75 points is necessary for both exams in order to qualify for certification. Several hours of study are suggested. The midterm exam is given on Day 10 of the training (the first morning of the 303 class). This is a comprehensive exam on the Alchemical material and will be in a short answer/essay format. In the case of a student failing this exam, an alternate exam may be made available at the student's expense if their in-class performance is deemed adequate by the instructor. The cost for the alternate exam is \$25.00. If a student has a learning disability, they need to inform the AIH Administrator prior to admission so that alternate arrangements can be made.

The final exam is offered on the last day of the 150 hour training, which is also the third day of the 305 class. This exam consists of multiple choice questions, short answer essays and a practical demonstration of interview techniques, trance induction, and hypnotic suggestion. Students are prepared for this exam in the context of our regular classes and practice time is scheduled for the practical demonstration.

Students may schedule an appointment with the instructor to discuss progress in the program at any time. AIH staff is available during regular office hours.



Recording

It is permissible for a student to record lecture material during the course of the training.

NO recording of demonstrations or practice sessions is allowed without the express permission of the student.

Reproduction or sale of recorded material is prohibited.

Guest Instructors

David Quigley is the primary instructor for this training. Alternate guest instructors may teach during the training program depending on their expertise in specific areas and the demands of David's calendar.

Guest instructors meet the high standards of our teaching requirements and are selected for their ability to enhance the instructional quality of our training program. It is our belief that these instructors add to the quality of our program by providing diversity and expertise in style and specialization. These instructors will be introduced on the first morning of class, when possible.

Loans

Full payment of tuition 3 weeks in advance entitles the new student to a discount of 10% off the amount of tuition. Tuition can also be paid up to and including the first day of any class in which case the early payment discount would not be an option.

Should a student wish to finance their tuition themselves, we accept all major credit cards, debit cards, checks, money orders and Pay Pal remittances. If a student procures a loan from any source, the student is responsible for that amount plus any interest, less any refund due. (See Cancellation and Refund Policy, next page.) Terms of any payment agreement between the AIH and the student are clearly stated on the Enrollment form.

The Alchemy Institute of Hypnosis does not participate in federal or state financial aid programs.

Scholarships

Financial aid in the form of a "scholarship" (reduced tuition amount) is provided on the basis of merit to students who are granted admission to the Professional Hypnotherapist program, and who meet certain qualifying criteria. The "scholarship" candidate is required to provide the Administrator with documented evidence that supports their limited ability to earn an income due to significant involvement in charitable work during the previous 12 months. Income tax records and letters of recommendation may be requested.

At most, one "scholarship" of \$1,000.00 off tuition may be granted per training session to the first qualifying candidate.

The Alchemy Institute of Hypnosis does not receive any tax benefit through this process; our intent is to endorse charitable contributions that others give to their communities.



Student Records

Student records are retained for ten years at the Alchemy Institute of Hypnosis offices. Upon written request a student may obtain a copy of their Transcript in print or electronic format.

Student Rights and Grievances

All student files including electronic records are strictly **confidential** thus access is limited to Institute staff who have a legitimate educational or administrative interest in the file. Student files are not shared with anyone outside of our staff without the written permission of the student, except as required by law.

Class Lists are distributed to students who attend the class. The Class List may contain personal information such as name, address, telephone and email address. If a student wishes to be excluded from the published Class List, a written request must be received within two weeks prior to the first class.

Students have the right to request and review the contents of their records.

- Upon receipt of a request to review a student file, our staff will arrange for access and notify the student of a time for the file review in our offices.
- Copies of file documentation can be issued to the student upon payment of an administrative fee of \$2 per page. Our usual service standard is to handle all such requests as quickly as possible and within 12 business hours.

All **grievances** are handled by the Director, David Quigley, and should be addressed in writing, with a copy kept by the party initiating any complaint. Student issues and grievances are considered seriously and promptly, and in strictest confidence.

Should a student feel that any issue or grievance is not satisfactorily handled by the Director, all students have the right to cancel the Enrollment Agreement and are provided with contact information for the **Bureau for Private Postsecondary Education**. (see last page of this Catalogue for BPPE contact information.)



Cancellation and Refund Policy

A student enrolling in any of the certification programs may cancel the Enrollment Agreement **in writing** and on the Notice of Cancellation form. A student may cancel the Enrollment Agreement after attending up to the first class of the Hypnotist, Professional Hypnotherapist or Clinical Hypnotherapist training and receive a 100% refund except for the \$250.00 registration fee. A student may cancel the Enrollment Agreement at any time and receive a pro-rated refund (with the exception of the \$250.00 registration fee). Pro-rated refund calculations are based on the total hours attended divided by the total hours of the training, based upon a daily tuition cost of \$200.00. All refunds shall be remitted within 30 days after receipt of the Notice of Cancellation.

Discounted tuition plans are conditional upon completion of the program one is enrolled in.

If a student is dissatisfied with an advanced course offered by AIH, and yet attended the entire advanced course, the student may not receive both a refund and full hourly credit. AIH will extend a refund with no hourly credit given minus the registration fee and less cost of materials.

Student Tuition Recovery Fund

California law requires that upon enrollment, a fee be assessed in relation to the cost of tuition for all California residents who attend our training in California. These fees support the *Student Tuition Recovery Fund (STRF)*, a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory.

Eligible students should keep a copy of any enrollment agreement, contract, or application, as well as tuition receipts or canceled checks to document the total amount of tuition paid, and records which will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF which, to be considered, must be filed within 60 days following the school closure.

Please note that AIH pays all STRF fees for eligible students. In accordance with BPPE requirements, we are pleased to include the following information in this Program Catalogue:

"You must pay the state-imposed assessment for the 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 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."

Note: No STRF claim can be paid to any student without a social security number or a taxpayer identification number.

"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 program 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 taxpayer identification number."

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

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
916-574-7720



Facilities

Residential Intensives

The Alchemy Institute of Hypnosis offers both a residential and a weekend format of instruction. Our residential training is held two times a year in a conference room at the Flamingo Resort in Santa Rosa, 2777 4th Street, California, 95405, approximately an hour north of San Francisco. The Flamingo is a lovely resort hotel not far from California's scenic wine country, the Redwoods and the rugged Pacific coast. It features a health club, restaurant, tennis courts, pool, spa, and lovely gardens. Accommodations at the Flamingo include private or shared rooms. Refrigerators are provided in all rooms and microwaves are available on request.

Prospective students are provided with a list of other accommodations to choose from, including student housing.

Students do not need to be in residence to participate in the training program.

Tuition costs do not include accommodation.

Weekend Trainings

The Institute also offers weekend hypnosis trainings two times each year, commencing in the spring and in the fall. Classes meet over a series of weekends (including two Fridays) during a period of approximately 3 months. Anyone needing overnight accommodations can get a list of local hotels and student housing from our office.

Instructional Materials

Students of the Hypnotist program are provided with their personal copy of an up-to-date 250+ page copyrighted *Alchemical Hypnotherapy Workbook* on the first day of class. If the workbook is subsequently lost, the student is responsible for all costs incurred to replace it. Purchased separately, the retail cost of the Alchemical Hypnotherapy Workbook is \$90.

Workshop students are also provided with an initial copy of the relevant workbook pertaining to the course material on their first day of class. If the workbook is lost, the student is responsible for all costs incurred to replace it.

Students are required to bring their Workbooks to each class. Additional paper, pens and highlighters for notes are recommended. Recording devices are permitted (see page 7) for lectures.



Certification Programs

- ▶ Hypnotist
- ▶ Professional Hypnotherapist (CHT)
- ▶ Alchemical Hypnotherapist (CCHT)
- ▶ Alchemical Package for previously trained hypnotherapists
- ▶ Master Alchemist

AIH offers levels of certification, each building on the one before. The Clinical Hypnotherapist or Alchemical Hypnotherapist certification best prepares the student for a career as a professional hypnotherapist. Our highest certification is Master Alchemist.

▶ Hypnotist (150 hours total)

Successful completion of the first 150 hours of the basic training (Courses 101, 201, 301, 303, 304, and 305) qualifies graduates for certification as a Hypnotist. Students will make actual contact with their Inner Child, Higher Self, and all of the resources needed to permanently change their life, relationships, and creative abilities. The most up to date techniques in emotional clearing and conference room applied to smoking, weight loss, addictions and phobias, sub-personality work and instruction in establishing and maintaining a successful professional practice are presented in this comprehensive training. Students receive a 250+ page Workbook. **National Certification:** Graduates receive certification and complimentary membership from the National Guild of Hypnotists (www.ngh.net)

Course Requirements, Hypnotist Program:

1. Attendance is required. Students must make their own arrangements for make-up classes or tutoring (at own cost) if more than 8 hours (5%) of class is missed for any reason. If more than 17 hours are missed, the respective classes must be attended at an alternate Alchemical training.
2. **A score of 75 points** or better on both the midterm and final examinations is required.
3. **Seven** evaluated practice sessions as a therapist which demonstrate an adequate knowledge of the Alchemical process as recorded on the evaluation sheet. 75% of the total check mark evaluations must indicate '*doing fine*' or '*super*'.
4. **Four** evaluated practice sessions as a client which demonstrate personal growth in the areas of **inner child relationship** and the resource state of a personal **inner guide**. The evaluation of this growth will be based on self-reporting by the student-client during hypnotic trance and observed by both the student-therapist and the supervising assistant. The assistant will record a short synopsis of the session on the student evaluation sheet.
5. Completion of **two** professional sessions with a Professional Hypnotherapist who specializes in Alchemical Hypnotherapy must be undertaken outside of class, concurrent to the training program. Payment for these sessions will be made directly to the Hypnotherapist. The date and a short confidential summary must be recorded on the "Student Evaluation Form" designed for this purpose. (A complete demonstration session by an instructor during the training course also meets the requirements of a professional session, if properly recorded.)
6. For students participating in the residential training: **two** completed hypnotherapy practice sessions with a fellow student outside of class time (one as a client, one as therapist) are required each weekend of the program.
7. For students participating in the weekend training: **three** sessions with a fellow student outside of class time (one as a client, two as a therapist) are required between each class.
8. Read all required texts.
9. Complete any homework as assigned in class.
10. All paperwork must be completed and financial fees paid before a certificate can be issued.



► **Professional Hypnotherapist, CHT (200 hours total)**

After completion of the basic training (150 hours, outlined above) the student then completes fifty hours of advanced elective study. These elective courses extend and build upon the foundation of the Hypnotist training and lead to receiving the approved credentials of a Certified Hypnotherapist.

► **Clinical Hypnotherapist/Alchemical Hypnotherapist, CCHT (350 hours total)**

While a standard 200 hour certification course in hypnotherapy provides an excellent foundation for a professional practice, it is by no means adequate to ensure competent performance in a range of hypnosis modalities. For this reason, the Institute has designed a 350 hour program leading to certification as a clinical hypnotherapist. Graduates of this program are *Alchemical Hypnotherapists* and *Clinical Hypnotherapists*. Here's how it works:

1. Complete the basic 150 hours of training and receive the Hypnotist certification.
2. Complete 100 hours of advanced instruction at any AIH approved school (400 level courses).
3. Complete 90 hours of assisting at a basic Alchemical training, providing assistance to first-time students and polishing ones own skills as a professional.
4. Receive a total of 5 documented personal Alchemical sessions.

► **Alchemical Package for previously trained Hypnotherapists (100 hrs total)**

The Alchemical Package is offered to individuals who have already completed at least 100 hours of approved hypnosis study (with a State approved or NGH approved school) and who wish to further their education by learning the foundations of Alchemical Hypnotherapy. Documented evidence of previous training must be provided before student will be considered for admission into the program. An interview with an AIH administrator is also required. This course consists of 101, 201, 301 & 303 classes. Successful completion of the program requires the following:

1. A score of 75 points or better on the midterm examination
2. Six evaluated practice sessions as a therapist which demonstrate an adequate knowledge of the Alchemical process as recorded on the evaluation sheet. 75% of the total check mark evaluations must indicate "doing fine" or "super".
3. Four evaluated Alchemical sessions as a client in class which demonstrate personal growth in the area of inner child relationship and the resource state of a personal inner guide.
4. Receive two Alchemical Hypnotherapy sessions concurrent with the training.
5. Read all of the *Alchemical Hypnotherapy - A Manual of Practical Technique*, *The Alchemy of Healing*, *Soul Contracts* and *Talking to My Selves*.



► **Master Alchemist**

Master Alchemist is an honorary distinction awarded at the discretion of the Director, in recognition of excellence.

The Master Alchemist designation is based on criteria including:

1. A demonstrated passion for Alchemical Hypnotherapy.
2. Excellence as a practitioner of Alchemical Hypnotherapy, as reported by clients, students and peers.
3. Tenure: **at least ten years** experience as a "Quigley approved" **instructor** of Alchemical Hypnotherapy.
4. Mastery in the present day technologies of Alchemical Hypnotherapy; training is current and up to date.
5. Consideration is also given for significant contribution towards an inspired evolution of David Quigley's work.



Admission Requirements

For admission to any program, participants and students must complete an application form and demonstrate the following:

- Fluency in the English language as demonstrated in a short interview.
- Good physical, mental, and emotional health.
- A minimum of 2 years of college with a B average (some exceptions may be granted, at the discretion of the Administrator.)

Admission to Alchemical Package for previously trained hypnotherapists

Documented evidence of 100 hours of approved previous study must be provided before student will be considered for admission into the program. A completed application and an interview with an AIH administrator are required.

Admission to Assistant Program

The assistant program has three possible levels of entry. A student's level is determined at the end of the 150 hour Hypnotist training during the exit interview with the course instructor. The student's progress during the basic training will be evaluated and the student will be given opportunity for self-evaluation. The three levels of entry are as follows:

Early admission: This is admission granted upon graduation from the Hypnotist program. It allows the graduate to immediately work as an assistant on a space-available basis. The criteria for admission are as follows:

1. A grade of 95% or better on the midterm examination.
2. A minimum of 10 plus checks on the student evaluation form.
3. The verbal recommendation of at least 2 assistants in the current training.
4. Successful completion of the final exam and all other class requirements.

Regular admission: This is admission available when Early Admission is not granted. It allows the graduate to work as an assistant on a space-available basis when the following requirements are completed:

1. A grade of 85% or better on the midterm examination.
2. A minimum of 50 hours of advanced coursework.
3. A minimum of 3 months of practice with friends or clients.
4. Successful completion of the final examination and all other class requirements.
5. Completion of an oral interview with David Quigley in which the graduate addresses readiness for the assistant program.

Special Admission: This is admission when either early or regular admission was not granted. It allows the graduate to work as an assistant on a space-available basis when the following requirements are completed:

1. A grade of 75% or better on the midterm examination.
2. A minimum of 100 hours of advanced work, including the Empowerment Intensive and Advanced Conference Room.
3. An audit of the 150 hour Hypnotist course at an additional cost of \$75.00/day.
4. Five documented private Alchemical sessions with an Alchemical Hypnotherapist.
5. A minimum 6 months of practice with friends or clients. Two letters of recommendation are required, addressing student's effectiveness as a therapist.
6. Completion of an oral interview in which the graduate addresses readiness for the assistant program.



Admission to Somatic Healing

This elective is a certification program also designed to accommodate entry level students. Graduate students of Somatic Healing who wish to receive Continuing Education Units must have completed an application process that provided evidence of the following:

- Fluency in the English language as demonstrated in verbal communications with AIH administrative staff
- Previous certification in hypnosis, nursing or bodywork. If not previously certified in hypnosis, students must complete at least 50 hours of Alchemical Hypnotherapy training.



Assistant Program

The purpose of the Assistant Program is to:

1. Provide advanced study leading to Clinical and Alchemical Hypnotherapist certification.
2. Solidify and refresh knowledge of the materials and techniques; build confidence as a practicing hypnotherapist.
3. Facilitate and support new students as they learn the processes of Alchemical Hypnotherapy.

Guidelines of the Assistant Program

In order to meet these objectives, assistants have specific guidelines they must adhere to during the course of this training. These guidelines include but are not limited to the following:

1. Treat each student with unconditional high regard and respect, with appropriate ethical and moral behavior and unwavering adherence to confidentiality.
2. Facilitate the creation of a safe and supportive learning environment for all students.
3. Attend the Opening Circle of the 101 class, and the assistant orientation meeting.
4. Complete the required evaluations of students in a timely manner with fairness and objectivity. Students may request a meeting with David Quigley if they believe their evaluation is misrepresentative.
5. Be responsible for the practice session beginning and ending on time, ensuring that each student has the opportunity to participate.
6. Ensure that students only practice Alchemical Hypnotherapy solutions and protocols throughout the training.
7. Honor and support the teachings of Alchemical Hypnotherapy by supporting the instructors. If you disagree with a teaching or a trainer, discuss with David Quigley – privately. Do not confront the instructor during the class. Students' trust issues are triggered by this behavior. If you have another perspective that you believe will be valuable to augment the Alchemical training, your written proposal would be welcomed.
8. Attend assistant meetings outside of class time. These meetings focus on support for personal process, the exchange of information and evaluation of student performance. Confidential details of session materials are not revealed, but assessments of student performance are discussed (see Program Requirements.)
9. Conduct demonstration sessions in class for students if requested to do so.
10. Create a learning environment that bridges the lecture material and the practice sessions. Each assistant is responsible for making sure the group understands the material to be practiced. Special instruction or a review of the material may be deemed necessary by the assistant.
11. Assistant responsibilities include attendance on the following class days: 101, 201, 301, and the second and third days of 303. If you must be absent for any of these days, please advise the Administrator and find a substitute ahead of time. Attendance at the 304 and 305 classes is optional. If you so choose to attend these classes, you may be asked to supervise and evaluate small groups.

Training assistants are supported by an Assistant Coordinator and by the Director.



Course Descriptions

Classes 101 to 305 cover comprehensive basic hypnotherapy training and comprise the 150 hour Hypnotist program:

101: Trance Induction and Post-Hypnotic Suggestion

History of hypnosis, trance induction, levels of trance, hypnotic language, post-hypnotic suggestion, rapport, pre-induction interview, goal-setting. 101 or equivalent training is a prerequisite for all other courses listed here. (17 hours)

201: Emotional Clearing

State-of-the-art techniques for rapid healing of emotions. Includes etheric plane communication, regression, inner child and inner family work, the inner mate, and work with various forms of resistance. (35 hrs)

301: Advanced Past Life Regression and Inner Guides

Using inner guides for rapid personal change, physical and emotional healing, creativity, and spiritual growth. Ancient shamanic and modern techniques. Past life regression as applied to clearing trauma, changing karma, contracts, accessing creativity, changing relationship contracts. (25 hrs)

303: Conference Room Therapy

Communicating with different aspects of the personality and working with them to facilitate behavioral change. The judge, the inner child, the rescuer, the rebel – learn how to help your clients create contracts with these characters that strengthen the will. (25 hrs)

304: Specific Regimens

Techniques for working with weight loss, smoking, addictions, anxiety, depression and phobias, including the powerful Addictive Personality Technique and the John Daughters Smoking Cessation Program. (25 hrs)

305: Establishing a Professional Practice

This course focuses on empowering you to become a successful hypnotherapist. Learn to conduct an in-depth first interview utilizing assessment techniques and professional interviewing skills. Learn about patterns, boundaries, transference, referrals, safety, advertising, marketing & promotion, office management, legal and ethical limits to your practice. (25 hrs)



Advanced Course Descriptions

The following 17-hour electives are offered at various times throughout the year. All but one of the advanced level courses requires prerequisite training of at least the Hypnotist level (150 hours) or the equivalent. (Exception is 402 Somatic Healing which is open to the general public.)

402: Somatic Healing: Heal illness and injury with powerful hypnotic tools: hypnotic movement, accessing the Inner Healer, color healing, and energy channeling. (see also 432, 433)

403: Advanced Alchemical Techniques: Techniques for direct trance state work with mythical and symbolic imagery, advanced hypnotic dream work, religious deprogramming, Alchemical Tarot, spiritual & metaphysical principles of Alchemy.

405: Advanced Conference Room: How to work with hidden sub-personalities, use of evocative language, contract work, and the couple's conference room.

413: Healing the Drama of the Inner Judge and Victim Child (*with Allan Hardman*) Learn & practice skills for guiding clients out of inner drama into truth, identifying the strategies of childhood that have become the adult personality.

416: Clearing the Trauma of Sexual Abuse Sexual abuse may affect 1/3 of your clients. Learn to use rapport skills, assessment tools, Alchemical & Ericksonian hypnosis, art, and writing to facilitate healing.

417: The Magic Theatre: Alchemy & Psychodrama: Bring Alchemy into group process work. Use psychodrama, voice, movement and touch in the context of group therapy. Includes safety & intimacy issues and conflict management.

418: Seminar Leadership: Learn to be an effective leader of hypnosis seminars: teach weight loss, smoking cessation, past life regression, and emotional healing in your community. Hands on experience available.

423: Hypnosis with Children: Special tools and techniques are taught in this class: the use of storytelling, puppets and games as well as art. Students will also learn to work with ADD and clinical issues.

424: Alchemy of Chakras (*with Rabia Erduman*): Learn to utilize Alchemical Hypnotherapy techniques (as well as breath, color, movement and sound) to access and transform old wounding from childhood and past lives in the body's subtle energy centers.

425: Advanced Past Life Regression Level 2: If VIVID past life memories are elusive, this is for you! This class includes even more on the complexities of overt acts, contracts and pre-conception contracts.

426: Alchemy of Tantra (*with Rabia Erduman*) Learn to use Alchemical tools to reconnect with the seed of our spirituality by working with the sub personalities who got stuck in old conditioning, and help them to transform.

432: Advanced Somatic Healing Part I: Alchemical Bodywork techniques, including calibration to find "sweet spot", advanced induction methods, "spiritual surgery" for core beliefs & more.

433: Advanced Somatic Healing Part II: Uses of sound and light for healing, activation of clairvoyant & clairsentient abilities for the Somatic practitioner. Includes specifics for allergies, diabetes, autoimmune diseases, cancer and more.

435: Advanced Induction & Languageing: (*with Lois Prinz*) Fine tune your skills: Utilization Techniques, Challenge Exercises, Reframing.



Personal Growth Program and Classes

The first 100 hours of the Hypnotist training program are open to anyone who desires Personal Transformation and Growth. Continuing Education Units and professional credentials are not issued to Personal Growth students, as participation in texts and exams is not required. Certification attesting to Participation is available upon request.

Other Personal Growth classes open to everyone:

(Advanced level credits and CEU's can be issued to professional hypnotherapists, nurses, therapists and others)

402: Somatic Healing: Heal illness and injury with powerful hypnotic tools: hypnotic movement, Inner Healer, "psychic surgery", color healing, and energy channeling.

440: Wilderness Intensive: 5 days of empowerment process, wilderness ceremonies and fun at Mt. Shasta.

444: Personal Empowerment Intensive: Transform your life in 3 days. This is the most powerful weekend of Alchemical work available. 25 hrs

445: Healing and Transformation: From Friday evening to Sunday evening includes: 3 individual sessions for each participant, group guided journeys, advanced systems of self-care for you & your clients. 20 hours

Professional Development Program

Strongly recommended for building a Professional Practice

501: Graduate Supervision (Prerequisite: 200 hours)

A must for the Alchemist who is beginning a practice or doing practice sessions. Work individually with David Quigley for 4 half-hour weekly sessions in which David will personally coach you with client issues and assist you in marketing and building a successful practice.

502: Assistant Program (Prerequisite: 200 hours)

See pages 11 and 13. Assist at a basic training to polish your skills as a practicing Alchemist. Invitation from instructor is required, plus minimum 3 months of professional practice. (90 hours)

503: Group Process Leadership Training (Prerequisites: 200 hours plus 417, 444)

This course provides numerous tools and profound personal transformation to prepare you for the exciting work of group process facilitation. (17 hours)

504: Belief Transformation Workshop - Teacher Certification (Prerequisite: 350 hours plus approval of the Director)

Learn to lead groups, to help shift our planetary consciousness to a more positive and constructive direction. Learn how to help others to build inner resources and to identify a recurring problem with special muscle testing. Receive certification as a Core Belief Teacher.



Faculty and Staff

David Quigley is the Founder of Alchemical Hypnotherapy and Director of the Alchemy Institute of Hypnosis, and the primary Instructor of our programs. After graduating from Duke University in comparative religion and transpersonal psychology and receiving training from the Hypnotherapy Training Institute in Corte Madera, CA, David created the synthesis of powerful therapeutic techniques called *Alchemical Hypnotherapy*, using techniques from Gestalt, Jungian Visualization, and Hypnosis to achieve rapid clearing of personal problems, elimination of negative habits, and the recovery of one's full potential as a spiritual being. In addition to his busy private hypnotherapy practice, David has been training professional hypnotherapists since 1984, teaching throughout the United States and around the world, has spoken at the United Nations Enlightenment Society and at numerous hypnotherapy conferences including the National Guild of Hypnotists and the International Medical and Dental Hypnotherapy Association. He is the author of *Alchemical Hypnotherapy Manual* and *The Alchemy of Healing*. David has mentored the establishment of Alchemical Hypnotherapy training programs in educational centers world-wide. David Quigley is the primary teacher and instructor of our programs. He is widely regarded as a leader in the field of hypnotherapy education. See our website for testimonial information and student success stories.

Patricia Haggard is Co-Director of the Alchemy Institute of Hypnosis and Administrator of the training programs. Patricia wholeheartedly supports and nourishes the past, present and future of Alchemical Hypnotherapy around the world. Pat is responsible for all operations at the Institute including marketing, advertising and staffing, financial and other reporting, enrolling and supporting students, clients and alumni. Pat has over 30 years of professional experience in financial and insurance industries, and has been federally awarded for volunteerism. In addition to Alchemical Hypnotherapy, she is a lifelong student and practitioner of a smorgasbord of complementary care modalities and energetic practices. In partnership with her husband, Pat offers small business support services and private sessions in advanced sound, light and mind technologies at their clinic in Sebastopol, CA.

Gayla Larson, BA, CCHT is our Assistant Coordinator and Office Manager. As Assistant Coordinator, Gayla provides guidance and support to the students and to the gifted alumni who intern as Assistants during the basic training, helping each to build confidence and further refine their Alchemical skills. Gayla ensures that the experiential practice sessions run smoothly and are enriching for everyone. As Office Manager, Gayla thoroughly enjoys responding to the daily needs of alumni, students and sponsors. Gayla brings a balance of science and spirit, drawing on her academic training in nursing and biopsychology from the University of Texas. As an Alchemist she has facilitated hundreds of clients to move into greater health, freedom and vitality addressing issues across a broad spectrum including addiction, weight loss, sexual abuse, phobias, chronic pain and cancer. Gayla is also a Certified Medical Hypnosis Practitioner and a Certified Massage Therapist.



Faculty

Faculty must maintain current membership with a national hypnosis or hypnotherapy association, to whom they submit documented evidence of ongoing and updated training in the field of hypnosis therapy. Additionally, they are proven and accomplished in classroom management and other teaching related criteria.

David Quigley is the primary instructor. If a substitute is required due to personal emergency or schedule conflict, a qualified Instructor will lead the class for one day at most. All guest or substitute instructors are hand-picked by David and are experienced teachers in their own right and highly accomplished in their fields. Our Faculty practices what they teach. As scheduling allows, we will invite a guest instructor to present an advanced elective class or an evening practicum in an area of their specialty.

Guest Instructors:

Linda Baker knew by age eighteen that she wanted to help people heal from emotional suffering. While working as a psychiatric nurse she became disillusioned by the lack of true inner healing that the hospital environment offered. She was drawn to seek modalities that could help people get to the root cause of the problem — a journey that began nearly 30 years ago and continues to this day. Linda has helped countless people through her books, her private practice and by teaching for and co-directing three schools of hypnotherapy. Linda is the author of *The Bridge Between Worlds — The Miracle of Following the Heart* and the textbook *Soul Contracts — How They Affect Your Life and Your Relationships*. Linda is a Master Alchemist.

Brigitta D'Amato grew up in a small village in Switzerland less than an hour's walk from the homes of renowned therapists CG Jung and Elisabeth Kuebler-Ross. After a traditional European education, which force-fed her brain and left her heart hungry, she ran off into the world. Little did she know that after years of trial and error, deep inquiry into most world religions plus Primal (and non-primal) Therapy, she would end up being the very therapist and facilitator she had been looking for! In 1995, Brigitta became an Alchemical Hypnotherapist and has enjoyed teaching with and for David Quigley for many years. Brigitta also co-facilitates Empowerment Worth-Shops with her husband George D'Amato. Brigitta is more than an exuberant teacher and passionate motivational speaker who imparts information to the Brain - she is that rare breed of facilitator who leads her students and participants to their own "Inner Wisdom" and thus anchors information in their Hearts.

Allan Hardman began his career in the healing arts in 1989, when he trained as a hypnotherapist with David Quigley at the Alchemy Institute of Hypnosis, in Santa Rosa, CA. He went on to study with many other teachers and modalities, and returned to instruct professional trainings with the Alchemy Institute for several years. In 1995, Allan met Miguel Ruiz, Toltec Nagual and author of the best seller, *The Four Agreements*. For the next ten years, Allan studied and traveled with don Miguel, completing an intensive apprenticeship in the Toltec tradition. Allan combines this multi-discipline background in emotional healing and spiritual counseling with his love, piercing insight, and humor, to create a powerful and safe environment for his students. He is an expert in revealing and healing the hidden belief systems that limit and sabotage our lives—and freeing us to be all that we can be. Allan Hardman is the co-author of *The Heart of Healing* and *Healing the Heart of the World* -- co-authored with Deepak Chopra, Caroline Myss, Dr. Andrew Weil, Prince Charles, and others, and is the author of *The Everything Toltec Wisdom Book*.



Rabia Erduman has her BA in Psychology and is an Alchemical Hypnotherapist, a Registered Polarity Practitioner, a Visionary Craniosacral Worker and is author of *Veils of Separation: Finding the Face of Oneness*. Born in Turkey, raised there and in Germany, Rabia has been in private practice and teaching in Monterey, California since 1983. She teaches Intuitive Touch, Polarity Therapy, Tantra, Alchemy of the Chakras, the Alchemy of Tantra and Spiritual Awakening workshops, assisting both individuals and groups in the process of self-discovery. Rabia customizes her approach to each client's needs. Out of her commitment to her own spiritual awakening, Rabia assists clients in going beyond their conditioned identity.



Current Schedule of Charges

In accordance with requirements from the Bureau for Private Postsecondary Education, we are pleased to provide you with the following statement:

"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 program 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 taxpayer identification number."

Please note: Alchemy Institute of Hypnosis pays all STRF fees for eligible students.



Current Schedule of Charges - continued

Tuition is \$200.00 per day plus textbooks, unless enrolled in one of the following programs:

Hypnotist Certification (150 hours or 18 days)

Payment in full by 1 st day of class		\$3,000.00	
Early Payment Plan (when Full tuition is paid 3 weeks in advance)		\$2,700.00	
Tuition	\$2,700.00 - \$3,000.00		varies according to payment plan
Textbooks	\$130.00		
2 Alchemical sessions	\$150.00 - \$300.00		approximate cost – required
Total Cost	\$2,980.00 - \$3,430.00		varies according to payment plan

Non-refundable portion of tuition: \$250.00

Tuition includes:

- * Registration fee of \$75.00
- * Workbook (250 + pages)
- * National Certification from National Guild of Hypnotists (NGH)
- * Certification from the Alchemy Institute of Hypnosis
- * 25% Student Discount on private sessions with David Quigley
- * Newsletters

Optional:

Practicums	\$25.00 - \$100.00 (as available)
Lifetime Membership in AIH Marketing Program	\$100.00

Professional Hypnotherapist Certification (200 hours or 24 days)

Hypnotist certification + 50 hours advanced level electives

Payment in full by 1 st day of class		\$4,000.00	
Early Payment Plan (when Full tuition is paid 3 weeks in advance)		\$3,600.00	
Tuition	\$3,600.00 - \$4,000.00		varies according to payment plan
Textbooks	\$130.00		
2 Alchemical sessions	\$150.00 - \$300.00		approximate cost – required
Total Cost	\$3,880.00 - \$4,430.00		varies according to payment plan

Non-refundable portion of tuition: \$250.00

Tuition includes:

- * Registration fee of \$75.00
- * Workbook (250 + pages)
- * National Certification from National Guild of Hypnotists (NGH)
- * **CHT** Certification from the Alchemy Institute of Hypnosis
- * 25% Student Discount on private sessions with David Quigley
- * Newsletters

Optional:

Practicums	\$25.00 - \$100.00 (as available)
Lifetime Membership in AIH Marketing Program	\$100.00



Current Schedule of Charges - continued

Clinical Hypnotherapist/Alchemical Hypnotherapist Certification (350 hr)

Professional Hypnotherapist certification + Assisting + total of 5 private sessions + 50 hours electives.

200 hours training, as above	\$3,880.00 - \$4,430.00	varies according to payment plan
Assisting - registration fee	\$75.00	
3 two-hour Alchemical sessions	\$450.00 - \$700.00	approximate - required
50 hours Advanced level electives	\$1,000.00 - \$900.00	varies according to payment plan
Total cost	\$5,330.00 - \$6,105.00	varies according to payment plan

Non-refundable portion of tuition: \$250.00

Tuition includes:

- * Registration fee of \$75.00
- * Workbook (250 + pages)
- * National Certification from National Guild of Hypnotists (NGH)
- * **CCHT** and Alchemical Hypnotherapist certifications from the Alchemy Institute of Hypnosis
- * 25% Student Discount on private sessions with David Quigley
- * Newsletters
- * 50% lifetime Discount on purchase of the *Alchemical Hypnotherapy Manual*
- * **90 hours of auditing classes while Assisting (value of \$825.00)**

Optional:

Practicums	\$25.00 - \$100.00 (as available)
Lifetime Membership in AIH Marketing Program	\$100.00

Somatic Healing (17 Hours)

Tuition	\$400.00
Early Payment Plan (when Full tuition is paid 3 weeks in advance)	\$360.00

Includes: opportunities to receive at least four personal healing sessions
Certification available upon request and with payment of additional \$25 administrative fee.

Advanced Level Somatic Healing workshops are available. See Course Description.

Personal Growth Program – 100 hours

Alchemical Package for previously trained Hypnotherapists – 100 hours

Payment in full by 1 st day of class	\$2,000.00
Early Payment Plan (when Full tuition is paid 3 weeks in advance)	\$1,800.00

Non-refundable portion: \$250

Other Costs – mandatory for previously trained Hypnotherapists; optional for Personal Growth program:

2 Alchemical sessions	\$150 - \$300	approximate - required
Textbooks: <i>Alchemical Manual, The Alchemy of Healing, Talking to My Selves</i>		\$70

Fees do not include meals or accommodation.



The Alchemical Association and Marketing Plan

The Alchemy Institute of Hypnosis recommends lifetime membership and participation in our professional support organization, *The Alchemical Association*. Membership in this program is open to all graduates who complete a minimum of 150 hours of certification.

The mission of the Association is to promote the transformational experience of Alchemy and related hypnosis therapies to the community of humanity. To meet this vision, the Association sponsors personal growth workshops, and lends support to the graduate in establishing their hypnotherapy practice. The Association invites any member to submit a proposal for a personal growth workshop for consideration by our Director.

The Association desires to support each member in empowerment as a leader within their community and in promoting the practice of Alchemy. Cost is a one-time fee of \$100.00 and entitles you to the following benefits:

1. A certificate of Membership.
2. Twenty-five free copies of our brochure, which you can reproduce in bulk for distribution to your prospective clients and students.
3. Five free copies of David Quigley's book, ***Alchemical Hypnotherapy Manual***.
4. Use of ***Alchemical Hypnotherapy Workbook*** pages, website library & other AIH materials for your marketing, classes, and workshops.
5. Ten percent Tuition discount on Empowerment Intensives &/or Wilderness Intensives with David Quigley.
6. Ten percent discount on Graduate Supervision.
7. Use of the Alchemy Institute of Hypnosis **logo** on your documentation and promotional materials.
8. Reference on our website in exchange for your testimonial; a 2 paragraph article is appropriate.



A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov

Any Questions, Complaints or Issues that have not been satisfactorily answered by us, may be directed to:

Bureau for Private Postsecondary Education
<http://www.bppe.ca.gov/>

Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833

Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818

Toll Free Number: 1 (888) 370-7589

Telephone Number: (916) 431-6959

Fax Number: (916) 263-1897

Email: bppe@dca.ca.gov