



2021

CCAHH Admissions Application Package

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The Canadian College of Advanced Hypnosis and Hypnotherapy

Congratulations! By requesting this Application Package, you have taken the first step toward an exciting and fulfilling career as a professional Clinical Hypnotherapist.

The *Canadian College of Advanced Hypnosis and Hypnotherapy* is here not only to meet, but to exceed your training needs. The online program delivers concepts, tools, techniques, and practice opportunities - all the components you'll need to become a skilled professional Clinical Hypnotherapist. In addition, this program offers a unique feature: an opportunity to practice the tools in your own life. Through self-focused exercises and activities, you will gain first-hand experience using the tools to apply with clients, while at the same time, increasing your own self-awareness and personal growth development.

How do CCAHH students stand out?

CCAHH students demonstrate the following qualities, characteristics, and traits:

- Maturity and a Professional Attitude
- Self-Motivation
- Effective Written and Oral Communication
- Effective Interpersonal Interactions
- Collaboration and Teamwork
- Dedication and Perseverance
- Creativity
- Self-Awareness
- Enthusiasm
- High Ethical Standards

Admission to the Program

CCAHH examines each application in whole. Admission decisions are based on a composite of information, including one's education, work experience, contributions to the community, personal and professional goals, and the ability to use technology, communicate effectively, take initiative, work independently, and model professional and ethical behaviour.

INSTRUCTIONS FOR THE APPLICATION PROCESS

This package outlines the requirements for admission to *The Canadian College of Advanced Hypnosis and Hypnotherapy Online Training Program*. It provides an overview of the application process and includes a list of the required documents and fees. Following the introductory information are the instructions for completing and submitting the required application documents for admission.

Overview of the Application Process

Applying to the Canadian College of Advanced Hypnosis and Hypnotherapy has two parts:

Part 1: Consideration: Candidate Suitability to the Program

Part 2: Enrolment

Please note: This *Admissions Application Package* addresses the requirements for only **Part 1** of the application process: Candidate Suitability to the Program.

Requirements for Part 1: Consideration (Candidate Suitability)

For consideration to the program, applicants must submit:

1. The completed CCAHH Application form (found page 4 of this document).
2. A brief Cover Letter
3. An Introduction Video and voice demo (using the prescribed script) (YouTube link*)
4. A Written Essay (in response to a selected question)
5. A current resume or curriculum vitae (CV).
6. A current **Vulnerable Sector (VS)** Criminal Record Check (obtained within the past 12 months).
7. A current doctor's note stating that applicant is of sound mind and body.
8. One professional letter of reference (from employer, clergy, or medical provider).
9. Two personal letters of reference (known to applicant for ten or more years) attesting to the applicant's integrity, values, and character.
10. Proof of Commitment from five (5) individuals who will participate as client volunteers.
11. \$150.00 non-refundable application fee.

* **Please note:** The purpose of requesting an Introduction Video and voice demo is two-fold:

1. In the program, you will be asked to video-record your client sessions for assessment and feedback. By submitting a video introduction, you will gain the experience of creating a private YouTube channel, video recording yourself, uploading the video and creating a link – all tasks that are required once the program begins. This video will also demonstrate your ability to effectively communicate your message, and provide a sample of the pitch, tone, and confidence in your voice while reading the assigned script (found on page 5).
2. We'd like to meet you!

Contents

The *Admissions Application Package* contains these documents (used for Part 1 of the application process):

- Application form (printable)
- Application Cover Letter and Essay requirements
- Script for Voice Demo – to be included in your Introduction Video.
- Proof of Commitment from five (5) individuals who will participate as client volunteers (printable)

Instructions (Please note: All submitted documents must be printed, packaged, and mailed.)

1. Print, complete, and sign the *Application form*.
2. Read the instructions for completing the *Application Cover Letter and Essay*. Word-process both documents, and proofread them. Ensure that you title and label the essay with your full name and the date. Save these files to your computer for your records.
3. Video tape your personal introduction and voice demo (using the prescribed script, page 5). (To submit a link of this video, you will need to create a personal YouTube account (channel), and post the video there. To maintain privacy, choose “Unlisted” as your privacy option. Once you have posted it to your channel, copy the link, and paste in your cover letter document. Be sure to label it so the reader knows the relevance of the link.)

(Please consider choosing a professional email address (*first name last name*) when setting up your account and for use in all other correspondence, as you are preparing to work as a professional in the Health Care sector. This request aligns with the Professionalism expectations set out in the College’s Code of Conduct and Professionalism documents.)

4. Complete the *Proof of Commitment* form for five (5) individuals who are willing to participate as client volunteers. (Your ability to practice your skills with volunteers is essential to your success in this program; therefore, getting commitment from five people must be done before your application can be approved.)
5. Gather the remaining required documents: current resume, current medical certificate, **Vulnerable Sector (VS)** Criminal Record Check, professional letter of reference (1), and personal letters of reference (2).
6. Organize all the documents, and mail them, along with the non-refundable application fee of \$150. by cheque (*payable to Jeannie Spencer*), to the following address:
(Note: Application documents will not be accepted by email.)

Admissions, CCAHH
c/o Jeannie Spencer
751 Timberlane Road
Courtenay, BC V9N 9K8

Once your completed application package has been received, the School Director will review them within one week of receipt. If your application is approved, the *Enrolment Package* will be emailed to you.

ADMISSIONS APPLICATION FORM

 <p style="text-align: center;">ADMISSIONS APPLICATION FORM</p>	<p style="text-align: center;">Vancouver Island, British Columbia CANADA</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p style="text-align: center;"><u>Main Office</u> 751 Timberlane Rd. Courtenay, BC V9N 9K8</p> </td> <td style="width: 50%; border: none;"> <p style="text-align: center;"><u>Onsite Learning</u> 319B Fourth St. Courtenay, BC V9N 1G8</p> </td> </tr> </table> <p style="text-align: center;">Email: info@canadianhypnotherapycollege.com Phone: 250-702-4769</p>	<p style="text-align: center;"><u>Main Office</u> 751 Timberlane Rd. Courtenay, BC V9N 9K8</p>	<p style="text-align: center;"><u>Onsite Learning</u> 319B Fourth St. Courtenay, BC V9N 1G8</p>
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Application Form – Applicant Information

Applicant’s Last Name		Applicant’s First Name and Middle Name																
Applicant’s Mailing Address			Postal Code															
Applicant’s Permanent Mailing Address (including country) (if different from above)			Postal or Zip Code															
Applicant’s Telephone Number	Alternate Telephone Number	Applicant’s Email Address																
Date of Birth:	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;"> </td> <td style="width: 25%; border: none;"> </td> <td style="width: 25%; border: none;"> </td> <td style="width: 25%; border: none;"> </td> </tr> <tr> <td style="text-align: center; border: none;">Y</td> <td style="text-align: center; border: none;">Y</td> <td style="text-align: center; border: none;">Y</td> <td style="text-align: center; border: none;">Y</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="text-align: center; border: none;">M</td> <td style="text-align: center; border: none;">M</td> <td style="text-align: center; border: none;">D</td> <td style="text-align: center; border: none;">D</td> </tr> </table>					Y	Y	Y	Y					M	M	D	D	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer to self-describe _____
Y	Y	Y	Y															
M	M	D	D															

PART 1: APPLICATION PACKAGE REQUIREMENTS

So that your application can be processed without delays, it must include the following:

1. Completed Application form
2. Completed Cover Letter and Essay
3. Introduction video and voice demo (YouTube link)
4. Current Resume or Curriculum Vitae (CV)
5. Current **Vulnerable Sector (VS)** Criminal Record Check (obtained within the last 12 months)
6. Current Doctor’s Letter (attesting to sound mind and body)
7. One professional Letter of Reference (from employer, clergy, or medical)
8. Two personal Letters of Reference (known to applicant for ten years or more) attesting to the applicant’s character, values, and integrity.
9. Proof of commitment from five (5) individuals who participate as client volunteers
10. \$150. Non-refundable application fee (cheque made payable to Jeannie Spencer)

I have enclosed the required documents and application fee.

Signature _____ **Date** _____

APPLICATION COVER LETTER AND ESSAY REQUIREMENTS

Professionalism is one of the cornerstones of the *Canadian College of Advanced Hypnosis and Hypnotherapy*. Professionalism directs the behaviours, actions, and responsibilities in our interactions with clients, students, peers, and the community. It is defined in the College's policy on *Professionalism and Code of Conduct*, and is reprinted on page 7 for your review.

The College looks to attract applicants whose personal and professional goals align with its mission and vision. A key component of a candidate's suitability is the demonstration of professional behaviour.

The Application Cover Letter and Essay are important documents designed to help us learn more about the applicant: their goals and values, their suitability to the program, and their ability to organize and express ideas clearly and professionally. One expectation is that candidates have good writing skills, not only in response to the program's online written discussions and assignments, but also in written communication with their peers, the instructor, and other health professionals (after graduation).

The Cover Letter will help us to better understand your goals; the essay will give us greater insight into you. Both documents help us to see how you organize and present written information.

Cover Letter – Application to the Program

1. Write (word-process) a cover letter using professional business format. State the purpose of the letter, and include answers to the following questions:
 - Why do you want to take this program?
 - How will completing this program advance your personal and/or career goals?

*Remember to paste the YouTube video link of your *Introduction Video and Voice Demo* in the cover letter, noting the relevance of the link.

Essay – Reflection and Insights

1. Take some time to reflect on the following questions.
 - In your day-to-day life, what are some ways you believe that you make a difference to others: your family, relationships, or community? Give concrete examples.
 - The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
 - Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others. Be specific. Explain your growth.
 - From your experience, what do you think are some of the biggest challenges individuals face in their lives? Discuss.
 - You've heard the expression, "Walk the talk". What do our behaviours and actions tell others about us? Discuss.
2. Choose one question and respond to it. Organize your ideas. (Suggested length: 500 words) Word-process your response. Be sure to proofread so that your document is error-free.
3. Title your document and label it with your full name and the date. (Save it to your computer for your records.)
4. Print the document, and include it in the application package.

INTRODUCTION VIDEO AND SCRIPT FOR THE VOICE DEMO

Here are general instructions for the Introduction Video and Script for the Voice Demo:

1. Practice reading the script, so it is natural for you. Consider the tone, pitch, pacing, and volume of your voice.
2. Set up your video equipment (Smart Phone).
3. Briefly introduce yourself. You may wish to include information such as your education, work experience, personal and professional goals, or something else of relevance.
4. Transition from the personal introduction by stating that you'll now read the voice demo script.
5. Read the script.
6. End the video with a brief closing message.
7. Save the video with a descriptive, identifying title. Upload it to your personal YouTube channel. Paste the link in your Cover Letter, noting its relevance, and include the letter in your Application Package.

Script for the Voice Demo

The following script is to be read for the voice demo and included on your Introduction Video.

Path in the Woods and Mini Self Confidence Script

Close your eyes and make sure you are comfortable. You are about to take a leisurely walk along a path that leads you into a lush forest. It is safe and secure. As you walk along this path, your legs stretch out with every step, loosening all of the muscles in your legs; and as you walk along, you are comfortable, and you breathe deeply and easily. Every breath calms you more and more, and off in the distance you can hear the sounds of birds chirping and the rustle of the leaves as a breeze blows through the tops of the trees. As you walk along the path, you hear the sound of water splashing from a stream nearby, and soon you come to the stream, find a comfortable place to stop, and then just REST.

You will notice from this moment forward when faced with your daily challenges that you are able to deal with each and every one of those challenges with total confidence and self-assurance.

From this moment on, all your life choices are made for the highest good of all, beginning with yourself.

PROFESSIONALISM – Definition (Taken from CCAHH *Professionalism and Code of Conduct Policy*)

Professionalism is a broad term used to describe desirable traits, skills, and behaviours of an individual in a role of trust and service. Professionals are “looked up to” in a community not only for their expertise, but also as *role models* for the way they act, behave, and interact with others.

The Canadian College of Advanced Hypnosis and Hypnotherapy (CCAHH) values and promotes professionalism in its operation, management, and delivery of information to its students. Its instructor models - and also expects - ethical behaviour and high standards from the students who are enrolled in the program and who are entrusted to support and provide therapeutic services to client volunteers and future clients.

Students are expected to practice and model professionalism in online class discussions, in partner work, and during group meetings so that it can transfer outside of the classroom in their practicum with client volunteers, in their daily lives, and in their future roles as clinicians.

The components of “professionalism” embodied by The CCAHH are listed and defined below:

1. **Consciously Choose Words** – choosing language of the highest standards to maintain one’s professionalism. Knowing that words are powerful and create “states” in others, choosing words that support and empower others. Applying the THINK principle in all communication: Is it True? Is it Helpful? Is it Inspiring? Is it Necessary? Is it Kind?
2. **Have Integrity** – the quality of being honest and having strong moral principles; trustworthy; choosing truth and living by example
3. **Punctual**– quality of being on time (This will apply to your scheduled sessions with practice partners and client volunteers and group meetings in person or via Zoom while you are a student, and in general, after you graduate.)
4. **Responsible and Accountable** – being dependable, keeping promises, and honouring commitments
5. **Self-Aware** – understanding yourself (strengths, weaknesses, thoughts, beliefs, motivation, and emotions) so that you can understand others. As a clinician, it is important to understand yourself so that you can set aside *your* needs and motivations and focus on the needs of your clients.
6. **(Uphold) Confidentiality** - the quality of keeping shared information private. Maintaining confidentiality within the classroom is the forerunner of establishing a clinician–client relationship based on trust.
7. **Trustworthy** – quality of being trusted; consistent behaviour and actions determine a person’s trustworthiness
8. **Open and Non-judgmental** - withholding judgment of others; listening without prejudice or bias; “holding space”.
9. **Composed and Reflective** – the ability to step back and think about a situation before giving a response; self-awareness and self-control are needed to promote optimal responses and to prevent *reactive* responses
10. **Client-focused** – the ability to put the client first, considering their needs over yours
11. **Ability to listen** - the ability to hear and interpret what another person has stated without projecting and/or injecting one’s own beliefs, feelings, or opinions
12. **(Have) Empathy** - the ability to identify with and understand somebody else's feelings or difficulties
13. **Good Personal Hygiene** – maintaining body cleanliness
14. **Dress Code** – maintaining standards that model professionalism both in and out of the classroom
15. **Active Learner and Participant** - engaging in discussion, participating in exercises and activities with genuine interest and commitment; taking responsibility for one’s own learning
16. **Life-long Learner** – continuing one’s education to maintain currency in the field and for self-efficacy
17. **(Have) Good Written and Oral Communication Skills** – the ability to organize and express ideas clearly and concisely verbally and in written form. The ability to word process, edit, revise, and proofread written content, ensuring that it follows English standards and is error-free. The ability to communicate with all audiences: peers, instructor, clients, and health care professionals. Ensures all communication is of a professional standard.
18. **Open and Receptive to Feedback** – the ability to listen openly to feedback to learn and grow personally and professionally



The Canadian College of Advanced Hypnosis and Hypnotherapy

PRACTICUM OVERVIEW – THE IMPORTANT ROLE OF CLIENT VOLUNTEERS

To work as a clinical hypnotherapist, an individual needs sound technical, interpersonal, and management skills. The Canadian College of Advanced Hypnosis and Hypnotherapy prepares its students for the world of work through its Clinical Hypnotherapy program. This program builds the necessary skills in its graduates through a combination of knowledge and application.

An essential part of this Clinical Hypnotherapy program is the practicum component. The practicum affords the students the opportunity to practice hypnosis with family members or friends, allowing students to apply - in *a real way* - the learned knowledge and techniques. By completing the practicum, students then gain the skills and confidence needed to work with prospective clients who need support.

Because the practicum is so important, enrolled students must secure five individuals (family or friends) who are willing to commit as “volunteer clients” during Levels 1 and 2 of the program. Working with the same five people affords students the opportunity to

- establish rapport and trust, building continuity from one session to the next
- observe client progress over time
- experience what it’s like to manage a client load
- practice their professionalism in client engagement and interaction
- solicit feedback from the clients to help students develop their professional and personal growth

The Client Volunteer’s Role and Responsibilities

The time commitment for volunteers is one (1) client session each month for a minimum of seven (7) months.

Once the program begins, each volunteer will be asked to complete a *Client Participation Agreement*. This document outlines their role in supporting the student. It is important that individuals understand that the goals of the client session include:

- improving the client’s confidence, and self esteem,
- helping them move forward in the areas in which they have been stuck,
- teaching them tools that will help them understand their mind and its capabilities, and
- always moving towards a higher state of happiness, peace, and joy.

Volunteers will also be asked to complete a *Permission Form* giving their consent to be video-taped during the client session (for purpose of student assessment) and a *Client Feedback* form following each session they have with the student.

Instructions for Getting Commitment from Five (5) Client Volunteers

1. Select five individuals who may be interested in participating as client volunteers.
2. Explain to each person the roles, responsibilities, and time commitment required of a volunteer.
3. Have each person who is willing to commit to volunteering for the 7-month period print and sign their names (below).
4. Print this completed page, and submit it with your application package.

Please note: Five is the minimum number of people you must get for your practicum. You may wish to work with more.

On the form below, please list the names of individuals (friends and family members) who will volunteer as your clients. Please note: This information will be kept confidential. It is required only to confirm that you have volunteer clients with whom to practice.

Individuals who will Participate as my Client Volunteers – Proof of Commitment

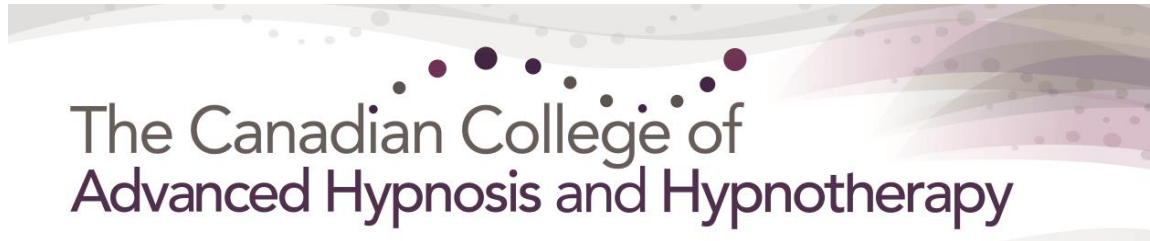
Prospective Student’s Name _____ **Date** _____

Please include your volunteers’ full names and telephone numbers. Thank you.

1. _____
2. _____
3. _____
4. _____
5. _____

Appendix A: Admissions Criteria Policy 2021

The *Admission Criteria Policy* is provided for your reference.



Admissions Criteria – Online Program 2021

Name of Policy

Jeannie Spencer, MH, CHt

Position(s) Responsible

January 19, 2021

Implementation Date

December 3, 2021

Date of Last Revision

Policy

The Canadian College of Advanced Hypnosis and Hypnotherapy (CCAHH) is committed to enrolling students who meet program admission criteria and who are likely to succeed in achieving their education and career goals.

Criteria:

To be eligible for admission consideration, applicants must:

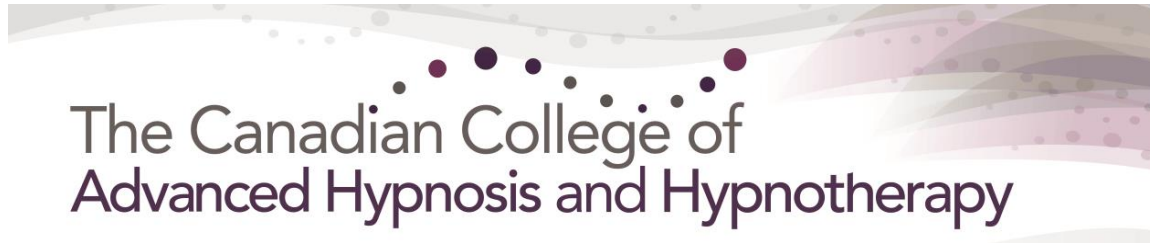
1. Complete and submit a CCAHH admissions application form.
2. Complete and submit a Cover Letter and Essay (in response to requirements).
3. Submit an Introduction Video and voice demo (using the prescribed script) (included as a YouTube link).
4. Provide a current resume or curriculum vitae (CV).
5. Provide a current (obtained within the past 12 months) **Vulnerable Sector (VS)** Criminal Record Check.
6. Provide a current doctor's note stating that the applicant is of sound mind and body.
7. Provide one professional Letter of Reference (from an employer, clergy, or medical provider).
8. Provide two personal Letters of Reference (known to applicant for ten or more years) attesting to the applicant's integrity, values, and character.
9. Provide proof of commitment from five (5) individuals who will participate as client volunteers.
10. Submit \$150.00 non-refundable application fee (cheque made payable to Jeannie Spencer).

If the application is approved, the applicant must:

11. Review the Student Enrolment Contract, CCAHH Policy Documents, Student Practicum Liability Release document, and Oath of Affirmation.
12. Sign and return the Student Enrolment Contract, Student Practicum Liability Release, and Oath of Affirmation, and submit the tuition payment in full.
13. Apply for membership to the International Medical and Dental Hypnotherapy Association (IMDHA) after successfully completing six (6) months of the program.

Appendix B: Admissions and Enrolment Policy

The *Admissions and Enrolment Policy* is provided here for your reference.



<u>Admissions and Enrolment Policy</u>	<u>January 19, 2021</u>
Name of Policy	Implementation Date
<u>Jeannie Spencer, MH, CHt</u>	<u>December 3, 2021</u>
Position(s) Responsible	Date of Last Revision

Policy:

The Canadian College of Advanced Hypnosis and Hypnotherapy is committed to enrolling students who meet program admission criteria and who are likely to succeed in achieving their education and career goals.

Procedure:

1. All inquiries regarding admission are directed to the owner.
2. The prospective student submits the completed application package to the owner by mail. The package includes:
 - a. Completed Application form
 - b. Completed Application Cover Letter and Essay
 - c. Introduction video and voice demo (YouTube link)
 - d. Current Resume or Curriculum Vitae (CV)
 - e. Current **Vulnerable Sector (VS)** Criminal Record Check
 - f. Current Doctor's Letter (attesting to sound mind and body)
 - g. One professional Letter of Reference (from an employer, clergy, or medical provider)
 - h. Two personal Letters of Reference (known to applicant for ten years or more) attesting to the applicant's character, values, and integrity
 - i. Proof of commitment from five (5) individuals who will participate as client volunteers
 - j. Non-refundable application fee \$150. (Cheque made payable to Jeannie Spencer)

The admission criteria cannot be waived by either the school or the applicant.

3. The owner reviews the application package ensuring that the admission criteria have been met by the applicant.
4. The owner contacts the applicant by email to let them know if they were successful or not.
5. For successful applicants, the owner prepares and emails an **Enrolment Package** to the applicant. The package includes:

- a. Student Enrolment Contract
 - b. Student Handbook of Policies and Procedures
 - i. Program Overview: Requirements, Outcomes, and Responsibilities
 - ii. Admissions and Enrolment
 - iii. Professionalism and Code of Conduct
 - iv. Dispute Resolution and Grades Appeal
 - v. Withdrawal and Dismissal from Program
 - vi. Safety
 - c. Student Practicum Liability Release
 - d. Oath of Affirmation
6. The applicant reviews the **Student Enrolment Contract, Student Handbook of Policies and Procedures, Student Practicum Liability Release, and Oath of Affirmation.**
 7. The applicant submits signed originals of the **Student Enrolment Contract, Student Practicum Liability Release, and the Oath of Affirmation** to the owner.
 8. The owner signs the **Student Enrolment Contract, Student Practicum Liability Release, and the Oath of Affirmation** and sends scanned copies to the newly-enrolled student.
 9. Original copies of the **Student Enrolment Contract, Student Practicum Liability Release, and Oath of Affirmation** are retained by the institution.