



American Council of Hypnotist Examiners  
3111 Camino del Rio N., Ste. 400, San Diego, CA 92108, USA  
Dr. John Butler, President – Gil Boyne, Founder  
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### APPLICATION FOR CERTIFICATION RENEWAL

Dear Registrant,

Your ACHE certification is due for renewal on December 31, 2018. Certification is for a 2-year period, until December 31, 2020. Fill in the required information below or renew online at <http://hypnotistexaminers.org/certification/renewal-form/>

**\*\*\*Newly Updated\*\*\***

**Effective October 2018, it is required that you watch the free Legal & Ethical Issues video online (includes handout) before submitting your renewal application. 1 CE hour awarded. Use the link above.**

Full name \_\_\_\_\_ Cert No. \_\_\_\_\_  
Title \_\_\_\_\_ Gender \_\_\_\_\_ Date of birth \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Province \_\_\_\_\_ Country \_\_\_\_\_  
Email \_\_\_\_\_  
Tel: Home \_\_\_\_\_ Bus: \_\_\_\_\_  
Hypnosis website \_\_\_\_\_  
**Update:**  Phone  Email  Address

#### Check current membership grade

Hypnotherapist  Clinical Hypnotherapist  Hypnotic Coach\*  Master Hypnotic Coach\*  
\*Requires 100 hours of life coach training. Details on page 4.

#### Upgrade

I am applying for an upgrade to Clinical Hypnotherapist / Master Hypnotic Coach  
 N/A  Yes Add \$25  No

PRINT NAME HERE AS IT IS TO APPEAR ON YOUR CERTIFICATE\*

\_\_\_\_\_

\*MA, PhD must be in a related field from a university or other higher education body that is accredited by the Dept of Education and/or the Council for Higher Education in the US, or corresponding state body if the member is outside the US. A copy of your diploma is required.

**I graduated from hypnotherapy training within the past two calendar years and am exempt from the CE requirement for this renewal period only.**

*See page two for suitable CE activities.*

• **ID Card**

If your renewal is postmarked on or before February 15, 2019, would you like a free card with your name and title?  Yes  No

**After 2/15/19 or w/lapse in certification add \$7.50**

• **Online Directory** I wish to list my hypnotherapy practice on the ACHE website  Yes  No

Specialties (limit of 3) \_\_\_\_\_

Business address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business email: \_\_\_\_\_

Hypnosis Website: \_\_\_\_\_

Update my current listing  Add new listing  Delete listing

**FEES:**

- U.S. Members \$150 USD, \$175 if certification has not been kept current.
- International Members \$170 USD, \$195 if certification has not been kept current.
- Checks in US dollars only.
- Additional \$25 fee for an upgrade in Certification status.
- Checks are made payable to A.C.H.E.

**DUE DATE:** December 31, 2018. Renewals postmarked after 2/15/19 will require an additional \$25. After 2/15/19 or with a lapse in certification, ID cards are \$7.50.

**Declaration**

- I confirm that the above information is true to the best of my knowledge.
- I confirm that I have read and signed the ACHE Code of Ethics and I remain committed to uphold and be bound by this Code.
- I confirm that I have not been convicted of a felony or morals charge and that if I am convicted during the 2-year certification period, I undertake to inform ACHE and I understand that my ACHE certification may be suspended.
- I confirm that I have paid/enclose payment herewith the appropriate fee.
- I confirm that I have watched the Legal and Ethical Issues video.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **American Council of Hypnotist Examiners Guidance for Continuing Education**

ACHE registrants are required to engage in a minimum of 30 hours CE in each two-year registration period. ACHE seeks to encourage registrants to engage in diverse educational activities to keep their knowledge and skills updated and to continue their development as hypnotherapists and growing individuals. To renew, complete your CE hours within the last two years.

It is recommended that registrants engage in CE activities over a minimum of four categories. If there are particular circumstances where this may prove difficult, please provide a brief account of the circumstances when renewing registration.

Suitable CE activities are:

1. Attending as a student at training courses in topics relevant to practice as a hypnotherapist. A training course is differentiated from a lecture or information imparting as in 2. below, by including a facility for synchronous interaction between student and trainer, such as coaching, feedback and live demonstration and practice. Such courses may be online or in-person attendance.

**Proof is required:** Receipt showing CE hours, Certificate of Completion OR statement of attendance on vendor/s letterhead.

2. Attending as a student at lectures/information imparting formats in subjects relevant to practice as a hypnotherapist. Relevant subjects may include but are not limited to: hypnotic techniques; practical and theoretical knowledge relevant to understanding human thinking, feeling and behaviour; ethics and legal matters; marketing and presentation of hypnotherapy practice. Such courses may be online or in-person attendance.

**Proof is required:** Receipt showing CE hours, Certificate of Completion OR statement of attendance on vendor/s letterhead.

3. Attending as a student at conferences and seminars on topics relevant to the practice of hypnotherapy. These may be online or in-person attendance.

**Proof is required:** Receipt showing CE hours, Certificate of Completion OR statement of attendance on vendor/s letterhead.

4. Home study of audio, film, books and manuals relevant to practice as a hypnotherapist. These may be either in traditional format, or downloaded/ accessed via the internet.

**Proof is required:** List of book titles, authors and number of pages read. 60 pp - 1 CE hour. Do the math. Videos: Name of speaker, title of film/audio and length. 1 hour = 1 CE hour. NO photos of books.

5. Delivering information about hypnotherapy by writing published articles, books or research papers. These may be online or in print.

**Proof is required:** Title of article/book/research paper, publication date, published by, e.g. name of magazine, newsletter, etc. Hours of preparation.

6. Preparing and delivering training courses, lectures, conference presentations and seminars on hypnotherapy. These may be online or in-person attendance. **Proof is required: Title of course/s, lectures, conference presentations, seminars, Include date of delivery and sponsor, if applicable along with copy of advertisement/flyer.**
7. Participating in groups with other therapists for peer review and practice reflection. Such groups may communicate in-person or online or in a blended format.  
**Proof is required: Dates of attendance, number of hours.**
8. Contributing to the hypnotherapy profession by activities such as providing voluntary services to professional bodies.  
**Proof is required: Letter from professional body attesting to number of hours of volunteer services.**
9. Waiver/Partial waiver: You may qualify for a waiver if there has been a health or financial issue only. Please briefly describe your situation when you renew. With advent of home study and online courses, geographical location is no longer accepted for waivers.

### **Life Coach Training requirements**

Students will learn the fundamentals of being a successful life coach. They will learn to create the coaching alliance and how to complete client paperwork. The core competencies of the International Coach Federation will be studied and practiced. Templates for client paperwork are included in training materials. Students will learn basic and advanced skill of life coaching. The Hypnotic Coaching formula will be taught and practiced in a way that can be applied to many situations utilizing the five styles of hypnosis. Skill development includes: Meeting Ethical Guidelines, Creating the Coaching Agreement, Establishing Trust & Intimacy, Coaching Presence, Powerful Questioning, Active Listening, Empowering, Acknowledging, Direct Communication, Designing Actions, Planning and Goal-Setting, Managing Progress and Accountability and many more.

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