



American Council of Hypnotist Examiners
7183 Navajo Rd., Ste. E, San Diego, CA 92119, USA
Dr. John Butler, Executive Director
619-280-7200 • <https://hypnotistexaminers@gmail.com>

APPLICATION FOR SCHOOL/INSTRUCTOR RENEWAL

Dear School Owner,

Your status as Certified Instructor and Designated Examiner and Approved School is due for renewal at the end of each calendar year. Approval is for a 1-year period. To renew, please complete this form. Mail with required documents and payment to address on page two or complete the form online.

Please note: Renewals will not be processed unless personal certifications are current for all instructors teaching the core program. Guest instructors are exempt.

School name _____
Director's name _____ Member # _____
Mailing address _____
City _____
State _____ Country _____ Zip code _____
Tel: Home _____ Bus: _____
Email _____
Website _____

New address/contact information ☐

Information required to process your renewal:

Check all that apply

- ☐ 1. All classes are offered 100% live, in person
- ☐ 2. A percentage of the course is offered LIVE online: _____% Describe below*
- ☐ 3. A percentage of the course is offered as online video instruction: _____% Describe below*
- ☐ 4. A percentage of other instruction: _____% Describe below*

*Comments

1. N/A
2. Percentage of live instruction (minimum 30%)
3. Percentage offered in other formats, e.g. video, audio lecture.
4. e.g. reading, responses to case studies, shadowing a hypnotherapist, list other instruction and a brief description here.

Attach required documents

Renewals are not processed without the required documents.

- Your school catalog only (significant changes require approval)
- Outline of the current classes you offer
- Current class schedule
- New continuing education courses (approval required)

Instructor name/s

List name/s and member ID. Review the ACHE School Regulations here:

<https://hypnotistexaminers.org/wp-content/uploads/Regulations-2019.pdf>

*Core curriculum only; guest instructors are exempt

Examiner name/s

List name/s and member ID

Listing for CE Courses

If you wish to have an additional listing to your website stating that your school offers continuing education courses indicate the correct categories below. It is a general listing only. We do not list specific courses.

ADD category: ☐ Live training ☐ Online courses ☐ Home study courses

UPDATE current listing: ☐ Online courses ☐ Home study courses

Or use our online form:

<http://hypnotistexaminers.org/approved-schools/application-for-school-renewal/>

FEES: School Approval fee for one year is \$150 USD, \$35 per Certified Instructor and \$35 per Designated Examiner. Add \$20 for checks issued in foreign funds. Checks are made payable to ACHE.

To use PayPal send fee to hypnotistexaminers@yahoo.com

DUE DATE: December 31, 2022. Renewals postmarked after 2/15/23 require a \$25 late fee.

Mail your renewal packet and check payable to:

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