

# History and Philosophy

Hypnosis dates back to ancient civilizations where its use was included in activities such as fire walking, meditation and various healing arts. As education in hypnotherapy and other holistic sciences continue to grow into the new millennium, the trend in our society is one of increased credibility and public demand. In recent decades, there has been a notable expansion in methods and applications throughout the United States and abroad. Hypnotherapy and Reiki should not be considered panaceas, nor replacements, for proper medical attention, however, they have proven to be quick and effective in producing transformations that are atypical to other forms of treatment.

THE INSTITUTE FOR CONSCIOUS AWARENESS (ICA) has been training hypnotherapists since 1999. The ICA and its courses are recognized by the National Association of Transpersonal Hypnotherapists.

ICA offers a broad base of knowledge and skills for both entry-level hypnotherapists desiring to begin a new profession and clinical professionals desiring to add new skills and broaden their scope of practice. Typical ICA student demographics include those in business, motivational, mental health, nursing, research, medicine, alternative health practices, ministry, metaphysics, body work, personal growth and more. As a result of their educational experiences, students encounter both personal growth and professional development.

All of the courses that ICA offers are taught with a transpersonal/holistic awareness. *Transpersonal* may be defined as the crossing of mind, body and spirit. ICA promotes that these three vital components of individual human experience may be bridged with the use of trance therapies such as Reiki and Hypnotherapy. I personally welcome you to this exciting field and the never ending journey into the study of the true final frontier, *the mind*.

# General Policies

## 1.) Training Components:

The Institute for Conscious Awareness educates its students through a variety of lecture, demonstration, “hands-on” practicum, audio-video and independent study. Its goal is to achieve a balance between experiential and theoretical learning.

## 2.) Grading System, Satisfactory Progress, Attendance and Make-Up:

Assignments and exams are graded on a pass/fail/incomplete basis (80% or more = PASS). In the event one fails a test, he or she may be given the opportunity for a makeup exam. Incompletes may result from un-submitted exams or assignments or if class attendance is less than 80%, which indicates tardiness. Incompletes are reversible upon contacting ICA for approval to submit requirements, purchasing and listening to tapes of the course, and/or retaking the course at no additional charge. All courses are self-paced, except the Hypnotherapy I course, which requires all work to be complete thirty days from the end of class. Progress is measured through attendance, tests and assignments.

## 3.) Graduation Requirements:

In order to receive Certification, all tests and assignments must be completed, submitted and graded as “passing”. All financial obligations must be met. Certificate given upon completion of the class.

## 4.) Student Placement and Services:

The student has a right to one year of mentorship through the ICA staff for each course taken. This is accomplished by calling the membership line (non toll free) and requesting an appointment. You can then call the mentorship line at a specified time for speaking with a specific person. One may attempt to gain the information needed from the staff member who is available at the time they call in. If the instructor requested is not in the office, he or she may be contacted through the e-mail address listed on the cover. Placement services are available for group practices in most major cities upon request. Employment opportunities are left to the discretion of the director of the group or center. ICA does not directly provide or guarantee job placement.

## 5.) Tuition Reduction:

Those prospective students with previous formal training in Hypnotherapy or Reiki may reduce their tuition fee for the entry level courses by requesting a phone interview and/or submitting proof of education. The interview focuses on duplications in training and knowledge. No discounts are available for advanced level courses.

6.) Registration, Tests and Preparation:

A flyer titled "How to Study for This Course" is mailed with the course text of the Hypnotherapy I Certification Program with a *registration flow* chart. These are valuable assists to students. The *ICA Registration Form* enclosed with this catalog must be filled out fully with a goal statement. All outside open-book tests are sent with the course test when they are ordered. Course texts are sold separately and become the student's permanent personal property. All training manuals are included at no extra charge and are presenting to the students at the beginning of each course.

7.) Admission and Non-Discrimination Policy:

The staff at ICA reserves the unconditional right to grant or deny admission, however, the institute does not discriminate on the basis of race, age, sex, religion, national origin or handicap. Entry level courses advise a high school degree, however, if he or she does not have this minimum education, a G.E.D. is required for certification to be granted. All students may assume that they are automatically enrolled upon ICA's receipt of their registration form, unless contacted and informed otherwise. Confirmation of registration is not implemented by ICA; most students are confirmed at registration on the first day of class.

8.) Clock Hours and Credits:

"Clock Hours" are referred to as "in-class hours". Credit hours may be calculated for other institutes or affiliates from "Rated Hours" listed in the introduction paragraph of each course description. ICA doesn't guarantee transferability of its credit to any other institution.

9.) Library Facilities:

Texts for specialized outside study can be obtained through the ICA resource department which is available at every course location. In addition, some NATH chapters and public libraries offer texts. The ICA/NATH library is located at the home office.

10.) Conduct/Termination Policy:

If faculty or staff deems that a student is disruptive to other students in the course of the instructor, ICA will first attempt to resolve the issue. If resolution cannot be made, termination will result verbally, and then followed up within 30 days of the in-class portion of the course, in writing. If the student does not finish the in-class portion, as a result, tuition refund will be prorated on the time missed against the total in-class hours attended.

- 11.) Withdrawal, Cancellation and Tuition Refund Policy:  
Courses through ICA are non-refundable, however, a student may apply their deposit to another course within a year (12 months) after cancellation. Please refer to the back of the *Registration Form* for further policy details. Materials are not subject to refund. Deposits are non-refundable but may be transferred as stated above.
- 12.) Operating Hours and School Calendar:  
Operating hours are generally 10am – 6pm daily, however, limited part-time hours are kept by office staff during special events, like certification training. We generally offer two courses per year.
- 13.) How to reach us:  
We are not listed in the phone book at this time. You can reach us by calling (734) 856-MIND or (734) 854-1514.
- 14.) All students will receive a certificate with their name displayed upon completion of each program. (Example: Ruth Smith, Hypnotherapist)

Training Locations: Courses are offered in Lambertville, Michigan.

Repeating Courses: Any student may repeat an entry level course at no charge. Graduates of ICA courses may assist with training of administration at any ICA course at no charge, provided they have attended the course beforehand. Each of these scenarios requires approval by the ICA administration.

Students who wish to file a complaint with the  
State of Michigan may do so at [www.michiganps.net](http://www.michiganps.net).

# I. Hypnotherapy Program

This program is rated at 100 hours (approximately 40 hours in-class and 60 hours outside study) and teaches beginning, intermediate and advanced Hypnotherapy skills. The entry level student with at least a high school degree or G.E.D. and the seasonal professional both benefit from its unique and effective professional and personal-change methods. College experience is recommended.

## Course Outline/Objective

1. Developing Rapport, Hypnosis Phenomena, Self-Hypnosis, Induction methods, Deepening Techniques, Mind/Brain Tests and Using NLP for Personality Profiling. (5 hours in-class and 15 hours out-of-class, including reading text and doing worksheets.)
2. Mind Process Models, Post-Hypnotic Suggestion and Signs of Hypnosis. (5 hours in-class.)
3. Introductory Ericksonian Methods and Suggestive Therapy. (4 hours in-class and 5 hours out-of-class.)
4. Entertainment Hypnosis Analysis, Dangers and Precautions, History and Misconceptions, Research Studies, Susceptibility Tests, Handling Resistance and Analyzing and Utilizing Motivational Structures. (5 hours in-class and 8 hours out-of-class, including reading text and doing worksheets.)
5. Client Interview Methodology. (3 hours in class and 2 hours out-of-class.)
6. Smoking Cessation Intervention, Hypno-Anesthesia Techniques, Weight Reduction Therapy, Stress Management, Miscellaneous Suggestive Therapy Interventions, Introduction to Regress and Abstract/"Past Life" Regression Therapy, Multiple Case Histories, Several Demonstrations and Experiential Student Sessions, Induction Assignment, Book Report and Research. (15 hours in-class and 25 hours out-of-class, including reading the text book.)
7. Professional Policies, Proven Methods for Successfully Marketing and Conducting Private Practice. (1 hour in-class and 5 hours out-of-class.)
8. Exam. (2 hours in-class.)

## Requirements

- *Attendance Requirements:* 80% of the approximately 40 in-class hours are required. In the event of absence, it is the student's responsibility to locate assignments and class information.
- *Research Assignment:* A short book report of three to five pages on a subject area of the student's choosing is due within 30 days of the end of class. It must be related to the field of hypnotherapy.
- *Induction Assignment:* An induction assignment, which is assigned in-class, is due within 30 days of the end of class.
- *Final Exam:* The student will be provided the course text, "Clinical Hypnotherapy: A Transpersonal Approach" as part of their tuition fee. We also recommend purchasing the resource book, "Script Magic" (Cost: \$30), upon enrolling for the class. An open book exam is sent to the student through the mail (generally with their texts) upon registering. It is due on the second day of class and must be passed with a score of 80% or higher. See the enclosed order form to purchase the additional course texts recommended above.

After receiving certification, students will receive a certificate stating that they are a Hypnotherapist and will then be able to use the credentials CHt. (Certified Hypnotherapist) after their name.

*Books and Supplies:* A text book and manual will be given to each student either prior to class or on the first day of class. These two items are part of your tuition fee. It is recommended that each student purchase a hypnosis script book written by The Eastern Institute of Hypnotherapy. It is the students' responsibility to purchase a book for the book report that is due. The student will also furnish notebooks, pens/pencils and any other materials needed for class.

Instructional tools are available through ICA. We have a collection of scripts available for students to view.

**Cost: \$775.00**

## II. Master of Hypnotherapy Program

The Master Hypnotherapy Program is offered by ICA once yearly. You must have taken and successfully completed the Hypnosis Program and be familiar and want to specialize in hypnotic regression therapy. Mental health professionals and health professionals with formal hypnotherapy training will also be considered for admission. This course is rated at 100 hours with approximately 40 hours in-class hours and 60 hours of out-of-class study.

Master level hypnotherapy maintains the view that the client already holds the answers to his or her triad condition, the integral part of the mind, body and spirit (intellectual/emotional, physiological and spiritual purpose). These are driven by the unconscious mind through the internal representations (a compilation of memories) of the individual. The hypnotic regression therapist honors and facilitates each clients unique path toward transformation. Negative states of being, and other unwanted and learned repetitive patterns, are transformed on an unconscious level using “transformational models”. Promoting balance, harmony and choice.

### Course Outline/Objectives

1. Regression Scripts, Methodology and Review. (5 hours in-class and 10 hours out-of-class.)
2. Strategic Therapy and Pattern Detection, Multi-Session Format and Client Centered Therapy Within “The Process”. (5 hours in-class and 5 hours out-of-class.)
3. Finding the Unconscious Triggers and Retrieval of Memories. (5 hours in-class and 10 hours out-of-class.)
4. Goal Management and Clinical Formatting. (5 hours in-class and 5 hours out-of-class.)
5. Advanced Abstract Past Life Models, Reperceptual vs. Cathartic Methodology, NLP for Reframing Negative Feeling States and Emotional Clearing Techniques. (5 hours in-class and 10 hours out-of-class.)
6. Timeline Induction, Regression Methods and Affect-Bridge Rapid Induction for Regression. (5 hours in-class and 5 hours out-of-class.)
7. Advanced Study for Transformational Models, Psychophysical Emotional Centers and Addiction; Hypnotherapy for Briefest Grief Recover, Blending the Wounded Child, Soul Retrieval, Generational Time Lines and Forgiveness, Utilizing the Multidimensional Self, Spirit Releasement Techniques and Higher Guidance Therapies. (10 hours in-class and 15 hours out-of-class.)

### Requirements

- *Attendance:* Students must attend a minimum of 80% of the total in-class hours.
- *Experiential:* Students must have 12 documented sessions in which the student is the client.
- *Materials and Paper:* The student must purchase the two volume set “Regression Therapy: A Handbook for Professionals” (\$49.95) and submit a 20 question paper. Instructions on this assignment are sent with texts upon their purchase from ICA. These are available on site at the course location as well. Assignment is self-paced.

Upon completing of this course you will receive a certificate stating that you have completed the Master Hypnotherapy Course and you will receive the title of Master Hypnotherapist (MHT.) after your name.

### Continuing Education Credits (CEU's)

Each year the student is required to maintain 30 continuing education credits in order to maintain their status as a hypnotherapist. These credits can be obtained by attending other hypnotherapy seminars (which will offer per hour credits), reading books and practicing hypnotherapy.

**Cost: \$800.00**

# III. Past Life Regression & Intuition Development

This class is for an entry level student. No prior hypnosis experience is required. We will learn techniques to do past life regression on ourselves and others. We will also learn to open our intuition through various exercises and hypnosis. We will learn to communicate with our guides and to learn more about our spiritual path on this earth plane. This is a 10 hour class.

## Course Outline/Objective

1. Basic Relaxation Techniques, Utilizing Scripts for Self-Hypnosis and Applied Hypnosis. (2 hours in-class.)
2. Past Life Regression Techniques, Higher Self Principles and Using the Mind to Open the Intuition. (2 hours in-class.)
3. How to Handle Abreaction, Using Past Life Regression, Spirit Communication and Intuition to Help Yourself and Others. (1 hour in-class.)
4. Evaluating What You Have Learned and Using it for Personal Purpose and in a Spiritual Practice. (2 hours in-class.)
5. Reading Text and Lab. (3 hours in-class.)

## Requirements

- *Attendance:* Students must attend 80% of the approximate 10 in-class hours. In the event of absence, it is the student's responsibility to locate assignments and class information.
- *Text:* You will be required to read the book "Many Lives, Many Masters". It will be provided to you with the cost of the class.

**Cost: \$125.00**

# Reiki Certifications

## *The Five Healing Principles of Reiki*

Just for today, I shall not worry.

Just for today, I shall not anger.

I shall earn my living honestly.

I shall honor every living thing.

I shall show gratitude for all of my blessings.

**Reiki** (pronounced ray-key) is a Japanese word representing Universal Life Energy, the energy which is in and all around us. Reiki, when applied for purposes of healing, addresses the body, mind and spirit. It accelerates the body's ability to heal physical ailments and opens the mind and spirit to the causes of disease, disharmony and pain. With this understanding you take responsibility for your life and experience the joys of balanced wellness.

**The Usui System:** The Usui System is a natural healing aid. Although Reiki is a means of working with energy that we cannot see, it requires no particular belief system, it is not a religion. This system was born out of the dedication and experience of Dr. Mikao Usui, a Japanese Christian educator from the 1800s. Through travel, research, study and education he evolved a healing system based on ancient Buddhist teachings written in Sanskrit. He spent the rest of his life practicing and teaching this method of natural healing, which involved laying on of the hands and attunement to the energy. The Usui System of healing continues to be taught by Reiki Masters who are trained in the original teachings of Reiki.

**Receiving a Reiki Treatment:** A Reiki treatment is a light hands-on process whereby the Reiki practitioner transfers Universal Life Force to the recipient, whether it be to the body of another person or into the practitioners own body. A Reiki treatment is a safe non-intrusive and non-manipulative. There are no substances applied to the body and the recipient remains fully clothed. While focus during a full Reiki treatment is given to the major organs and chakras, every cell of the body benefits. In addition to the formal body positions, Reiki can be applied to any area of the body that has been injured. Reiki will even work through bandages or a cast and can also be transmitted at a distance by a level 2 or higher practitioner. The sensation felt by the recipient is usually a feeling of warmth, well-being and comfort.

## IV. Reiki One Program

The first level of training is an opportunity to expand one's experience of life through the Reiki initiation process which re-awakens one's own natural healing channel. This energy "attunement" occurs in a ceremonial act shared by the Reiki Master with each student. The student is instructed in the history of Reiki, the basic hand positions, how to treat one's self for an increased level of personal wellness, as well as how to use Reiki in one's own life to service to others. Some time will be spent learning about the chakras and energy levels. Class time is provided for students to begin practicing Reiki on themselves and on other students, under the caring supervision of the Reiki Master. The class is approximately 5 hours of class time.

### Course Outline/Objective

1. History of Reiki. (1/2 hour in-class.)
2. Hand Positions, Chakras and Explanations. (1 hour in-class.)
3. Attunement. (1/2 hour in-class.)
4. Practice. (3 hours in-class.)

**Cost: \$95.00**

## V. Reiki Two Program

This level is for the first degree student who wishes to deepen his or her commitment in using Reiki in the process of mastering the existence we call life. The second degree class involves two additional "attunements" by the Reiki Master and instruction in the conscious use of ancient symbols to a.) increase the power of the treatment, b.) to reach the subconscious mind and c.) to send the energy to someone from a distance (remote therapy).

### Course Outline/Objective

1. Review of Reiki I. (1/2 hour in-class.)
2. Attunements. (1/2 hour in-class.)
3. Study Time for Symbols. (1/2 hour in-class.)
4. Discussing Distance Therapy. (1 hour in-class.)
5. Practice. (2 ½ hours in-class.)

**Cost: \$95.00**

# VI. Reiki Master Program

This level of training is for those who wish to certify others in the Usui System of Reiki. The student will be “attuned” to the master symbols and taught the method of attuning others. This class has approximately five hours of in-class time. This class has a prerequisite of the therapist previously doing Reiki on 100 documented cases and helping the Reiki Master at the Level I and Level II classes to gain experience.

## Course Outline/Objective

1. Review of Reiki I and II. (2 hours in-class.)
2. Attunements. (1/2 hour in-class.)
3. New Classroom Instruction. (2 ½ hours in-class.)

For all of the Reiki levels, there is out of class time involved in the form of reading and practice. Please contact us for additional prerequisites.

**Cost: \$300.00**

“All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school prior to enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing the contract with the school. All refunds shall be returned within 30 days.”

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I have read all the policies above and agree to their terms.

\_\_\_\_\_ (Signature of Student)

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*Students who wish to file a complaint with the State of Michigan may do so at [www.michiganps.net](http://www.michiganps.net).*

### **Kimberly R. Zapf, MHt:**

Is the founder of The Institute for Conscious Awareness and is a Master Hypnotherapist, trainer and an Ordained Minister. She has a private hypnotherapy practice in Lambertville, Michigan and owns a metaphysical store with her mother Carolyn. Kim is also the host of her own radio show and is a featured guest on several radio stations nationwide. She has been invited to be a guest speaker at several northwestern Ohio conventions. Kim has been teaching hypnotherapy for several years and is associated with The Eastern Institute of Hypnotherapy, The National Association of Transpersonal Hypnotherapists and Holistic Tree University.

### **Carolyn R. Ruby, CRM, CHt:**

Carolyn is a Reiki Master/Teacher/Practitioner and is co-owner of Lite the Way, a metaphysical store in Lambertville, Michigan, with her daughter Kim. At Lite the Way, Carolyn maintains a hypnotherapy practice and also does intuitive readings and Reiki healing. She has studied Reiki under William L. Rand at the International Center for Reiki Training in Southfield, Michigan and with Frank Arjava Petter (author) in his Japanese Reiki Techniques Training. She has also taken numerous classes from private sources and has studied other forms of “energy” work. Carolyn is always seeking further knowledge in this area. Carolyn also assists with teaching the Hypnotherapy Program.

### **Kevin Myers, CHt., B.S.**

Kevin is one of the instructors with ICA. He holds a degree in Political Science and is a certified Hypnotherapist. He hosts a radio program and conducts business training seminars for business professionals. He assists in teaching the Hypnotherapy Program.