

GUIDE TO CERTIFICATES, MEMBERSHIPS AND COMPLETING THE PORTFOLIO

CERTIFICATES

There are a number of certificates you can gain through attendance of the course and completion of written assignments. Here is a brief overview of which certificates you can gain and when:

Certificate of Completion – Issued when you have attended all the modules in the DipCAH course.

Practitioner of NLP Certificate – Issued when you have attended two full NLP weekends and (in some circumstances) completed a short piece of reflective written work about NLP.

DipCAH Certificate – Issued when you have attended all the modules in the DipCAH course (to satisfy the requirement of minimum classroom hours) and submitted your complete Portfolio to us and it has been marked. You will actually receive two certificates, from both the New Zealand School of Professional Hypnotherapy and the UK Academy of Therapeutic Arts & Sciences.

HPD Certificate – Issued by the National Council of Hypnotherapy (NCH) in UK once they have completed their external marking of the Portfolio. For a more detailed description of the marking process, see below.

Specialist Certificates in Smoking, Ericksonian Hypnosis and Anxiety – There are three optional specialist certificates that you can gain by completing the relevant assignments. These are separate from the Portfolio, are marked only by us and can be submitted at any time.

PORTFOLIO WORK

Completing and submitting your Portfolio

The Portfolio is the written work through which we assess you both for the DipCAH, AND through which you gain the HPD. We would ideally like your completed Portfolios submitted within 3 months of attendance at your final weekend. However as everyone's circumstances and pace of working are different, there is no time limit on when you can submit it.

The portfolio is assessed on an ongoing basis, and is not intended to be handed in complete without any input from us. The best approach is to complete a few of the shorter questions, and email them to Ed for some initial feedback. He can then get on phone or skype with you to course correct, if necessary.

There is no one format that you must follow, but a straightforward approach which is used by many students, is to simply answer each short question in order, followed by the vignettes etc. You should receive a copy of the HPD from your trainer at the first full training weekend you attend and also an electronic copy.

Please don't forget to complete and return the other elements of the portfolio, for example the 1000 word Philosophy of Care, recording of your first session (CD or MP3), the signed declaration etc. Your portfolio is not complete and cannot be submitted to the NCH without these.

Portfolio Marking Process

Once we receive your portfolio, we will mark it and if satisfactory, send you our feedback comments and your DipCAH Certificates. You can then use the letters DipCAH after your name.

If it needs more work, we will bounce it back to you and advise you what needs to be done.

It's preferred if you can send us your portfolio electronically, as we may need to send it to the NCH in the UK as part of the marking process. If you must send a written copy, please do not give us your only one, as there is no guarantee of when we can return it.

HPD Marking Process

The HPD is an externally accredited qualification, so before you can receive this, the NCH in the UK needs to do some moderation of our school's standards.

They do not usually need to see every single portfolio, instead selecting a random 25% sample of student portfolios for 'internal verification' (IV). The NCH carries out this process every two months, and once completed they send you the HPD certificate from the UK. Upcoming deadlines in 2012 to get your work to us in time for IV are: January are May 31st, July 31st and September 30th.

The length of time it takes for the NCH to send out HPDs depends on how many portfolios they have received, but certificates should be sent within a few weeks of each IV date.

MEMBERSHIPS

NCH

On joining the course you will be registered online for your free 15 month student membership of the NCH in the UK. This gives you access to online resources,

an electronic newsletter and the *Hypnotherapy Journal*, which is mailed out from the UK quarterly.

NGH

On completing the Portfolio and gaining your DipCAH qualification, we will send you an application form for one year's International Certified membership of the National Guild of Hypnotists (NGH) in the US. Once you return this to us, we will register you for this membership. Benefits include a membership certificate mailed out from the US, and a subscription to *Journal of Hypnotism* and *Hypno-Gram*.

These are the two memberships that are included in the course. There are various other hypnosis and hypnotherapy organisations here and overseas that you may wish to join; please feel free to ask for guidance on these.