

**American Society of Clinical Hypnosis
Application and Requirement Checklist
Approved Consultant in Clinical Hypnosis**

The following is a list of the materials to be submitted with your application for Approved Consultant in Clinical Hypnosis. Please make sure that you have met each of the requirements presented on pages 2 and 3 of the application and that documentation for each requirement is included in your application. Please return this form with your application.

- ✎ Completed application form
- ✎ Non-Refundable application fee of \$150 for ASCH members or \$350 for non-members, elevation fee of \$100 for ASCH members or \$300 for non-members.
- ✎ Official transcript of academic program demonstrating advanced degree per item VI, B on page 3 of the application (not required for ASCH and SCEH members).
- ✎ Proof of membership in a professional society consistent with degree (e.g., AMA for physicians, ADA for dentists, APA for psychologists, etc.) State or local organizations are acceptable Note: membership in ASCH or SCEH does not apply towards this requirement.
- ✎ Official proof of current valid licensure from the state or province in which you practice.
- ✎ Documentation of minimum of 100 hours of ASCH approved workshop training.
- ✎ ASCH Consultation and Learning Contract Verification Form demonstrating 20 hours of training with an ASCH Approved Consultant.
- ✎ Documentation of a minimum of 5 years of independent practice utilizing clinical hypnosis (part of application).
- ✎ Documentation of a minimum of 5 years membership in ASCH or SCEH or equivalent membership per item IV on page 3.
- ✎ One letter of endorsement per item VII on page 4 (not required for ASCH members). A sample letter of endorsement immediately follows this page.
- ✎ Signed statement of agreement to comply with ASCH Code of Conduct and signed waiver of claim to confidentiality.

The American Society of Clinical Hypnosis Requirements for Approved Consultant in Clinical Hypnosis

I. Qualifications.

The applicant must meet the following qualifications: An MD, DC, DDS, DMD, DO, DPM, PhD, PsyD or an equivalent doctoral degree with psychology or speech-language pathology as the major field of study, or a masters degree in nursing, social work, psychology, marriage and family therapy, or mental health counseling from an accredited college or university; and membership in a professional society other than ASCH or SCEH consistent with his/her degree.

II. Licensure

A. The Applicant shall hold a current valid state/provincial regulatory license for independent practice in one of the following disciplines: Medicine, Psychology, Dentistry, Podiatry, Chiropractic Medicine, Nursing, Social Work, Mental Health Counseling, Speech-Language Pathology or Marriage and Family Therapy.

B. If such a regulatory system is not in effect in the state/province where the applicant practices, one of the following criteria shall be met:

1. Listing in the National Register of Health Service Providers in Psychology.
2. Certification by the Academy of Certified Social Workers or the National Board of Examiners in Clinical Social Work.
3. Certification by the American Nurses Association or other equivalent national certifying body.
4. Full Membership in the American Association for Marriage and Family Therapy.
5. Certification by the National Board of Certified Counselors.

III. Clinical Hypnosis Workshop Training:

A. The applicant shall have completed a minimum of one hundred hours of post-degree, ASCH approved education. Up to fifty hours of "Ericksonian Hypnosis" may be accepted towards the one hundred hour requirement as long as the training adheres to the standards of training referred to below.

B. The applicant shall also have completed 20 hours of individualized training with an ASCH Approved Consultant. This individualized training may occur in one-to-one training or in a small group of one Approved Consultant to not more than six trainees. Twenty cumulative hours of individualized consultation can be credited

one hour to one hour of one-to-one consultation. Individualized objectives should be specified for each person including individualized learning experience. All training must fit the guidelines published in the manual *Standards of Training* (ASCH Press, 1994). It is the responsibility of the applicant to provide with his or her application sufficient documentation to demonstrate that his or her training is compatible with these standards. Any applicant submitting non-ASCH training must document their attendance and number of contact hours. All workshop training must be approved by the Certification Committee for acceptance as comparable training.

IV. Clinical Practice

The applicant must document five years of independent practice within their use of hypnosis in clinical practice, and describe their use of clinical hypnosis in their practice.

V. Advanced Membership

The applicant must meet one of the following criteria:

- A. The applicant shall hold Diplomate status in the American Board of Psychological Hypnosis, the American Board of Medical Hypnosis, the American Board of Hypnosis in Dentistry, or the American Hypnosis Board for Clinical Social Work; or,
- B. The applicant shall hold Fellowship status in the American Society of Clinical Hypnosis or the Society for Clinical and Experimental Hypnosis; or,
- C. The applicant shall document a minimum of five years of membership in ASCH or SCEH; or,
- D. Otherwise eligible applicants who have not been eligible for ASCH or SCEH membership during the past may submit evidence of equivalent membership (Component Section membership, etc.), and evidence of extensive training for consideration by the Certification Committee.

VI. Documentation

The following documentation shall be submitted in for review by the ASCH Certification Committee and will become the property of ASCH.

- A. Completed application for ASCH Certification as an Approved Consultant in Clinical Hypnosis along with the proper, non-refundable application fee (\$150 members; \$350 non-members). Those applying for elevation from regular certification to approved consultant need only complete those sections that would entitle them to be elevated and enclose the proper, refundable application fee (\$100 members, \$300 non-members).
- B. Official transcript of program in which the highest degree was earned (not required for ASCH or SCEH members).
- C. A copy of current valid license or certification in one of the approved disciplines.
- D. Official transcripts, attendance certificates, curriculum or program transcripts as requested by the Certification Committee documenting at least 100 hours of ASCH approved workshop training. Documentation of attendance and actual contact/CEU hours is required for all non-ASCH training
- E. At least 20 hours of individualized training with an ASCH Approved Consultant including a completed ASCH Consultation and Learning Contract Verification Form signed by the applicant and ASCH Approved Consultant. If the required individualized training was conducted with more than one Approved Consultant, a separate Verification Form is required for each Approved Consultant. (Learning Contract should be obtained from an ASCH Approved Consultant).

If the Approved Consultant wishes to discuss the requirements specified in this application, please contact the ASCH Central Office at 140 N. Bloomingdale Rd, Bloomingdale, IL 60108, USA; Telephone: 630-980-4740; FAX: 630-351-8490. info@asch.net

VII. Letters of Recommendation

One letter of endorsement from professional colleagues who can comment on the applicant's professional ethics, use of hypnosis, and character should accompany the application. These letters are intended to comment on overall clinical demeanor, not competence. (Not required for applicants who are members of ASCH).

VIII. Miscellaneous

- A. All applicants for Approved Consultants shall be required to comply with and sign a statement of agreement to comply with the ethical standards established by the American Society of Clinical Hypnosis as expressed in the ASCH Code of Conduct.
- B. Upon approval by the Certification Committee, the successful applicant shall receive a certificate in recognition of having met the ASCH requirements for Approved Consultant in the area of clinical hypnosis. This certificate shall be subject to renewal every three years.
- C. If you are applying for Approved Consultant status, certification is automatic and you do not need to complete the application for Certification in Clinical Hypnosis.
- D. ASCH Certification as an Approved Consultant shall be noted in the ASCH Membership Directory for ASCH members.
- E. Violation of ethical standards or loss of qualifications may result in revocation of ASCH Certification as an Approved Consultant.

IX. Case Consultation Learning Contract

The requirements for ASCH Certification as an Approved Consultant in Clinical Hypnosis include 20 hours of individualized training and case consultation with an ASCH Approved Consultant in Clinical Hypnosis. A list of ASCH Approved Consultants may be obtained from the ASCH Central Office. Prior to beginning the 20 hours of individualized instruction, it is recommended that the consultant and the student complete a "learning contract". The learning contract should be individualized and tailored to the unique learning needs of the student. The training with a consultant must be individualized to qualify as ASCH approved training. The individualized training is not and should not be represented as clinical supervision. It should also be noted that dual relationships are unethical and individualized training may not be provided to individuals in the context of psychotherapy or other professional relationships that provide clinical services.

The learning contract should be used to specify the learning needs, learning objectives, learning resources and strategies, and methods for evaluating achievement of learning goals. Completion of the individualized training must be documented on the "ASCH Consultation and Learning Contract Verification" form. For more information, contact the ASCH Central Office

Letter of Endorsement
Candidate for Approved Consultant in Clinical Hypnosis

I, _____ , endorse the following candidate for ASCH Certification as an Approved Consultant.

Candidate's name: _____

City and State/Province: _____

To the best of my knowledge, the Candidate meets the qualifications for certification as an Approved Consultant by the American Society of Clinical Hypnosis. I have known the Candidate in a professional capacity for _____ years.

Please comment on the candidate's qualifications, activities, and ethical behavior.

Name (please print): Title: _____

Signature: _____ Date: _____

Street Address: _____

City/State/Prov/Zip: _____

AMERICAN SOCIETY OF CLINICAL HYPNOSIS (ASCH)

CODE OF CONDUCT

Introduction

The ASCH Code of Conduct is comprised of two sections, Ethical Principles and Ethical Standards. The Ethical Principles serve as philosophical guidelines that help to structure a members' practice of hypnosis. The Ethical Standards serve as practical or applied guidelines for the members' practice.

Acceptance of membership in, or Certification by, ASCH commits the member or certified clinician to the Code of Conduct. For the purposes of this document, both ASCH members and those non-members certified by ASCH will be referred to as "members."

In subscribing to this Code, members are required to cooperate in its implementation and abide by any disciplinary rulings based upon this Code. Members should take adequate measures to discourage, prevent, expose, and correct unethical conduct of colleagues. Additionally, members should be equally available to defend and assist colleagues unjustly charged with unethical conduct.

The Code should not be used as an instrument to deprive any member of the opportunity or freedom to practice with complete professional integrity; nor should any disciplinary action be taken on the basis of this Code without maximum provision for safeguarding the rights of the member(s) affected.

Ethical Principles

- I. Competence: Members strive to attain the highest levels of professional competence.
 - A. members use hypnosis only within the bounds of their training and expertise; within their primary discipline; and within the context of a professional relationship;
 1. A "professional relationship" is defined by the member's primary discipline and includes consultation or supervision of colleagues.
 - B. member's expertise is determined, in part, by their professional education, training, licensure, and experience;
 - C. members recognize, and are respectful of, any limitations to their expertise;
 - D. members strive to maintain current knowledge of research, issues, and methods in hypnosis;
 1. members participate in continuing education activities.
- II Professional Responsibility: Members serve the best interests of their clients or patients.
 - A. members accept responsibility for the care of their clients or patients consistent with their discipline and licensure;

- B. members seek out consultation and/or supervision when in doubt regarding their clinical practices or when questioned by others about their clinical practice;
- C. members participate and cooperate with inquiries regarding their practices;
- D. members accept responsibility for, and when necessary the consequences of, their behavior;
- E. members accept responsibility to monitor and make appropriate changes in their practice to comply with the Ethical Principles or Ethical Standards of this Code;
- F. members seek to educate the public about the proper and scientific use of hypnosis.

Ethical Standards

- I ASCH members uphold the professional standards, ethics, and codes of conduct of their primary discipline.
- II ASCH members remain in good standing in the association or society that oversees the member's primary discipline.
- II ASCH members maintain a license to practice at the independent, unrestricted, or unsupervised level.
- IV ASCH members do not support the practice of hypnosis by laypersons.
 - 1. The "practice of hypnosis" means the provision of services, or the offer to provide services, utilizing hypnosis to individuals or groups regardless if a fee or honorarium is charged, offered or paid.
 - B. A "layperson" is:
 - 1. an individual lacking professional education and clinical training in a health care discipline, including but not limited to those recognized by ASCH for membership and/or certification,
or
 - 2. an individual not pursuing a degree, from a regionally accredited institution, in a health care discipline including but not limited to those recognized by ASCH for membership and/or certification.
 - C. members do not provide hypnosis training to laypersons.

V. Public and Media Presentation

- A. ASCH members do not use hypnosis for entertainment purposes.
- B. When members do appear in public forums, such as on television or some other audio or video format, they take care to ensure that any demonstration of hypnosis is done in such a way as to prevent or minimize risk to unknown audience participants.
 - 1. For example, when a videotape demonstration is shown on television, the member takes steps to ensure that the complete audio portion of the induction and deepening phases are muted.
- C. ASCH members ensure when they present hypnosis, in any format, to the public the member does so within the spirit of this Code and within the guidelines of their primary discipline.
- D. Members honestly and fairly represent their professional competency, qualifications and capabilities to the public and media, and refrain from making false, misleading, deceptive or unsubstantiated statements in resumes, advertising and other means of soliciting clients or patients.

VI. Nothing in this Code shall prohibit members from:

- A teaching hypnosis to individuals or groups who, upon completion of such training, would be eligible for ASCH membership,
- B teaching students of health care disciplines, including but not limited to those recognized by ASCH for membership and/or certification,
- C teaching patients or clients the use of self-hypnosis for that individual's own therapeutic use, or
- D teaching about hypnosis in any forum that serves to properly educate and inform the consumer or professional public about hypnosis.

VII. When ASCH members engage in human subjects research, they do so within the accepted standards of their primary discipline, taking precautions not to cause emotional or physical harm to their subjects.

VIII. When this Code is unclear on an issue, question, or complaint and when deemed appropriate by the ASCH Executive Committee, guidance is sought from the ethical standards of the member's primary discipline professional association and/or the member's licensing board.

Enforcement

- I. Any person, whether or not a member of ASCH, may initiate a charge of ethical violation against a member of ASCH.
- II. Any charge must be submitted in writing to the Ethics Committee, must specify the time and place of the violation, and must be signed by the complainant.
- III. The Ethics Committee shall inform the member in writing of the charges against the member and solicit the member's response to the charges.
- IV. If, upon receiving the response of the member, the Ethics Committee determines that cause for further inquiry exists, the Ethics Committee shall set a time and place for a hearing and shall notify the member and the complainant, by certified mail, of the time and place.
- V. The purpose of the Ethics Committee hearing is to gather all the facts related to the alleged violation. The charged member shall have the privilege of appearing in person, or may submit a written defense to the Ethics Committee at least twenty-four hours prior to the time of the hearing. At the hearing, the charged member shall have the right to cross-examine the complainant and any witnesses who may appear against the member. The charged member shall also have the right to present witnesses. The complainant shall be able to direct questions to the charged member only through a committee member. The hearing may be recorded and a transcript of the proceedings, if any, shall be available at cost.
- VI. No later than thirty days following the hearing, the Ethics Committee shall submit a report of its findings to the Executive Committee and recommend either:
 - A. dismissal of the charges,
 - B. censure or warning,
 - C. suspension, or
 - D. expulsion.

The Ethics Committee shall send by certified mail a copy of its report and recommendation to the charged member.
- VII. If the Ethics Committee finds for a recommendation of guilt of any of the charges or recommends censure, warning, suspension or expulsion, the member shall have thirty days from the receipt of the Ethics Committee report to submit to the Executive Committee written objections to the findings or recommendations of the Ethics Committee.
- VIII. The Executive Committee shall review the findings and recommendation of the Ethics Committee and any written objections submitted by the member and shall reach a final decision. In accordance with the By-Laws, the Executive Committee shall not expel a member without holding a hearing at which the accused may appear and be represented by counsel. The Executive Committee shall also have the right to be represented by counsel at such a hearing. The Executive Committee shall notify the member in writing, by certified mail, of its decision.
- IX. In accordance with the By-Laws, a decision of censure or warning will be a matter of Executive Committee record only. A decision of suspension or expulsion will be reported to the Board of Governors and to the membership of ASCH through the "Corrections to the Directory" section of the Newsletter.

The American Society of Clinical Hypnosis
Application for Certification as an Approved Consultant in Clinical Hypnosis

INSTRUCTIONS

1. Fill out all pages.
2. Applicant's signature must appear as designated on the final page of the application.
3. Applicant must arrange for submission of endorsement forms, transcripts and other supporting material.
4. Enclose an initial application fee of: ASCH members \$150 non-members \$350

For elevation from Certification to Certification as Approved Consultant, enclose an application fee of: ASCH members \$100 non-members \$300

Indicate payment method: VISA MasterCard

Card number: _____ Exp. Date: _____

3-4 digit Security Code (CV2 on back of card) _____ Signature: _____

check # _____ payable to **American Society of Clinical Hypnosis**

5. Mail completed application packet to:

The American Society of Clinical Hypnosis
Certification Processing
140 N. Bloomingdale Road
Bloomingdale, IL 60108-1017

1. Contact Information

Name: _____ Highest Degree: _____

Address: _____

City: _____ State/Prov: _____ ZIP/PC _____

Telephone (work): _____ E-mail _____

Date of application: _____

LIST ME IN THE REFERRAL DATABASE WITH THIS CONTACT INFORMATION Yes No

Check here if this is a new address to where all ASCH communications should be sent.

2. Have you been a member of ASCH or SCEH for at last 5 years?

Yes No Not a member of either

ASCH/SCEH Member since: _____ (month/year)

If you are submitting evidence of equivalent membership (i.e. Component Section, etc) explain here: _____

3. Do you hold Fellowship Status in ASCH?

Yes No If yes, month and year elected to Fellowship status: _____

4. Do you hold Diplomate status in:

- Yes No American Board of Psychological Hypnosis?
- Yes No American Board of Medical Hypnosis?
- Yes No American Board of Hypnosis in Dentistry?
- Yes No American Hypnosis Board of Clinical Social Work?

5. Professional Membership

Please list the professional organizations of which you are a member. Proof of current membership in a professional organization consistent with your degree (i.e., MD--AMA; MSW--NASW, etc.) must be enclosed.

6. Academic Training

	Institution Name	Location	Major Field of Study	Degree	Date
Undergraduate					
Graduate					
Post Graduate					

7. Primary Area of Practice (check one):

- Psychology Medicine Psychiatry Dentistry Social Work
- Podiatry Chiropractic Medicine Marriage and Family Therapy
- Mental Health Counseling Other area (specify:) _____

If Medicine is primary area, please specify specialty: _____

8. Clinical Licensure:

A.

License Type	License Number	Issuing State/Prov/Agency	Renewal Date

B. Alternate Credentials: If no state/provincial licensing is available in your state/province, and you are applying under the alternate criteria as specified in Section II-B, complete the following:

Credential membership/certification # issuing organization renewal date

A copy of this current valid license or alternate credential must be included under either option.

9. Clinical Hypnosis Training:

Have you completed at least 20 hours of beginning level and 20 hours of intermediate level and 60 hours of advanced level ASCH approved workshop training? Yes No

- A. ASCH Workshops Attended:** This section should include only workshops sponsored by ASCH. Certificates of attendance should be included when possible.

Date	Location	Workshop	Chairperson	CEUs Earned

- B. Non-ASCH Workshops attended:** This section should include only workshops sponsored by organizations other than ASCH, e.g.: Component Sections, academic courses, SCEH, ISH, APA Division 30, etc. Certificates of attendance, or other relevant documentation which verifies attendance and the number of actual contact hours/CEUs awarded **must** be included.

Date	Sponsoring Organization	Location	Workshop	ASCH Approved?	CEUs Earned

- C.** Have you completed at least 20 hours of consultation and individualized training with an ASCH approved consultant? Yes No

Please attach the ASCH Consultation and Learning Contract Verification Form(s) to application.

- D. Additional Training (optional):** You may list any additional training you would like the Certification Committee to consider in this section. Certificates of attendance or other relevant documentation, which verifies attendance and, the number of actual contact/CEU hours awarded must be included.

Date	Sponsoring Organization	Location	Workshop	ASCH Approved?	CEUs Earned

10. Clinical Experience in Hypnosis: Please document that you have used hypnosis in your clinical practice for at least two years.

Position 1: _____

Setting: _____

Dates: _____

List the kinds of disorders you treated with clinical hypnosis in this setting: _____

Briefly describe your use of hypnosis in this setting: _____

Position 2: _____

Setting: _____

Dates: _____

List the kinds of disorders you treated with clinical hypnosis in this setting: _____

Briefly describe your use of hypnosis in this setting: _____

(Use extra sheets as needed to report clinical experiences with hypnosis in additional employment settings)

11. Letters of Recommendation: Please attach two letters of endorsement from professional colleagues attesting to your professionalism, ethical conduct, and qualifications (not required for applicants who have been members of ASCH for 5 or more years).

12. Additional Information: In the space below, please provide any additional information you believe may be relevant to the committee in examining your application.

13. Validation of Review: Acceptance of Certification by ASCH connotes the acceptance by the applicant of the ASCH Code of Conduct, a copy of which has been reviewed by the applicant, as it may be amended in accordance with the ASCH By-Laws.

I agree to accept the ASCH Code of Conduct. I agree to have my name listed in relevant publications.

Signature	Date	Title
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The foregoing information has been voluntarily supplied by the undersigned, with the understanding that it will be reviewed by the Certification Committee of ASCH and that, in the process of verification of the facts stated in the application, such facts may become known to third parties, and the undersigned expressly waives any claim to confidentiality of the material stated herein.

Signature	Date
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I hereby agree that I am submitting this application voluntarily and that, if my application is not acted upon favorably, I will in no way seek to hold ASCH, or any of its officers, members, or agents responsible for action.

Signature	Date
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Revised 5/2008

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