



AMERICAN SOCIETY OF CLINICAL HYPNOSIS

EXTERNAL PROGRAM APPROVAL FORM

The ASCH Standards of Training (SoT) Committee meets for the purpose of reviewing and approving continuing education (CE) programs offering credit toward ASCH membership and/or certification.

The following information must be submitted to ASCH for the Committee to properly review the course(s): **(incomplete applications will not be reviewed)**

- a. Program description/abstract;
b. Speakers bios, and curriculum vitae if not ASCH members;
c. Timed agenda with speaker assignments;
d. 2-3 learning objectives per session;
e. At least 3 primary references for the course content; and
f. A non-refundable payment of \$10.00 U.S. per credit hour, checks payable to American Society of Clinical Hypnosis.*

*Payment not required for active ASCH Component Society programs & University/College programs.

Please complete this form, save it, and return it with payment (if necessary) to:

ASCH
ATTN: External Review
180 Admiral Cochrane Drive
Suite 370
Annapolis, MD 21401
Phone: 410-940-6585
e-mail: education@asch.net

E-mail submissions are preferred.

Approval Fee: \$10 per credit hour

Number of Credit Hours Requested: _____

Total Amount Due: _____

Payment Method

MasterCard Visa Check # (Make payable to American Society of Clinical Hypnosis)

Credit Card # Exp. Date: CVS Code:

Name as it appears on the card:

Authorized Signature:

Remit payment to: ASCH
ATTN: External Review
180 Admiral Cochrane Drive
Suite 370



AMERICAN SOCIETY OF CLINICAL HYPNOSIS

Annapolis, MD 21401
Phone: 410-940-6585

SUBMITTER INFORMATION

Date:

Contact Name:
Component Section/Institution/Firm Name:
Address, City, State, Zip:
Telephone:
Fax:
E-mail address:

PROGRAM INFORMATION

Please either complete the information below or attach a brochure with the requested information.

- (1) Program Name:
(2) Program Date(s):
(3) Number of Hours:

NOTE: CE hours are awarded quarter hour increments rounding up and down where appropriate. We do not award credit for meals, breaks, membership or board meetings. Sessions must have predetermined learning objectives in order to earn CE credit so open ended introductory, wrap up and Q&A sessions do not qualify for credit either.

- (4) Level of Training: Basic
(5) Abstract (250 words or less): Your program must be free of trade and/or commercial product references.
(6) Speakers:

Table with 3 columns: Name, ASCH Member?***, Certification Status? and rows (a) through (g).

*** if not an ASCH member, please submit a CV

- (7) Timed Agenda/Assignments: For full or multi-day programs, your schedule should have the assigned faculty names as well as learning objectives for each unique portion of the schedule. For example:

Table showing Day/Date, Start time, Session title (faculty name), LO1, LO2.

- (8) Learning Objectives: You need to submit 4 learning objectives for every session. Below you will find assistance on how to compose quality learning objective and 4 questions to answer that will yield your learning objectives.



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How to write quality learning objectives:

Objectives describe the behavior of the learner, and:

- are stated clearly;
- define or describe an action; and
- are measurable, in terms of time, space, amount, and/or frequency.

Quality learning objectives should:

- Describe the information, skills, behaviors, or perspectives participants in the session will acquire through attendance and participation;
- Clearly identify the outcomes or actions participants can expect to demonstrate as a result of the educational experiences; and
- Identify how they relate to changes in a clinician's practice and how they hope to accomplish that.

Learning objectives should address not only what the learner will learn but also how what they learned will affect change in their performance in practice thus changing patient care. Write learning objectives that relate to these outcomes and that reflect the content of the session.

Please make certain the learning objectives are quantifiable and measurable.

DO NOT USE *Understand* or *To Learn* in your objectives. They are not measurable.

Examples of Acceptable Measurable Action Words:

Explain, Demonstrate, Analyze, Formulate, Discuss, Compare, Differentiate, Describe, Name, Assess, Evaluate, Identify, Design, Define, List, Recognize, Prioritize, Create, Construct, Articulate, Apply, Assess, and Develop.

Examples of quality learning objectives.

At the conclusion of this workshop participants will:

- Be able to construct 3 metaphors appropriate for pain management
Quantifiable outcomes
- Be able to deliver hypnotic interventions to patients in an original manner
Addresses how is this presentation is changing the participants practice
- Be able to articulate and practice ego-state therapy as a new method of treatment
New skills attainment

Answer the following questions to formulate your learning objectives:

- A) What information, skills, behaviors, or perspectives participants will attendees acquire from this session?
- B) What outcomes or actions can participants expect to demonstrate as a result of this session?"
- C) How will those outcomes and actions relate to changes in a clinician's practice?"
- D) How might attendees hope to accomplish these changes in practice?"

(9) References: (Please list at least three primary reference sources from which you developed the content of the workshop.)

- 1)
- 2)
- 3)

(10) Program Website: Please put an "X" here if you **do not** wish for your program to be listed on the website.

Thank you for submitting this application for approval of an external program. It will likely take between two and four weeks for you to receive an approval for the program.

If you have any questions in the interim, please contact Joanna Truitt at jtruitt@asch.net.



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8/6/2016

5/1/18

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