



STUDENT HANDBOOK

The National Board of Professional and Ethical Standards Hypnosis Education & Certification



www.hypnosiseducation.com

The National Board of Professional & Ethical Standards...
The largest supplier of hypnosis/hypnotherapy distance education in the world.

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MISSION

CEO's Message

Congratulations on your choice to pursue education through The National Board of Professional and Ethical Standards, also known as NBPES. Over fourteen years ago, I embarked upon a personal and professional journey into what was referred to then as “alternative health,” which included hypnotherapeutic and transpersonal psychological methodologies. After much learning and transformation, I set out to obtain certifications and a distance education doctoral degree in clinical hypnotherapy. This background enabled me to establish a private practice and increase my teaching opportunities. I became busy with a variety of clientele, and it soon became evident that public demand was creating new career opportunities for other holistic practitioners and myself.

By the early nineties, I owned and operated a thriving private practice at my own professional hypnotherapy center. There, I was respected as an equal within my own domain of knowledge and resources. By the mid nineties, it was evident that there was a great need for an organization to oversee the practice of hypnosis/hypnotherapy. An organization where one could become a member and gain insight into this wonderful modality. By the mid 1990's The National Board of Professional and Ethical Standards was formed with the assistance of other faculty, its hypnotherapy program was born. We now offer law enforcement courses, medical courses, most of which are related to hypnosis/hypnotherapy, as well.

Sometime later it became evident to me as well as others that this organization should offer quality education to its members at a cost they could afford, so we developed our certification program. Today we have over 33 accredited courses available, some of which are the best of courses available in the world today and certainly at the best prices and support available.

In the late nineties, I had written a book on hypnosis and hypnotherapy and had established a successful teaching center involving workshops such as smoking, stress management, weight loss spiritual growth and vocational programs in hypnotherapy.

So with the help of several other individuals we founded ***The National Board of Professional and Ethical Standards Hypnosis Education and Certification*** now known as The National Board of Professional and Ethical Standards. (NBPES) This organization started out on a local basis and grew quickly once we went on to the Internet some year and a half, two years later. We now have 6 websites and do business worldwide. We have more members and centers in more countries than anyone else in the world. We are very proud of The National Board of Professional and Ethical Standards of what we have accomplished in the fourteen years since it began.

We now have 11 directors from all walks of life including MDs, Psychologists, Deans of Colleges, degreed educators and many other individuals such as high-ranking law enforcement officers. This organization has continued to grow at a phenomenal rate over the years. We now occupy a 24-acre headquarters complex outside of Ocala, Florida with 5 buildings. We are completely self-contained, we produce all our own material in-house thus keeping the cost down to absolute minimum, so you, the student, benefit in the long run. We also offer the best support system available anywhere with 9 am to 9 pm advisors available, 365 days a year to work with you and to help you through your courses of study. Your education with NBPES will carry prestige and lead to multiple career opportunities, but just

as importantly will result in your ability to serve society with advanced healing modalities derived from a solid education and support. Many NBPES graduates have secured their futures in private practice, in addition to teaching and writing opportunities; as a result of the knowledge and expertise they've gained through their studies with us.

When you join NBPES, you are joining a student class that is not just from the United States, but across the globe. Compared with more conventional forms of education, on-line distance learning is more economical and less demanding for people with other personal or professional obligations.

*The primary advantage of the educational structure of NBPES is that most students can earn their certifications on-line while working or having a working life as well.

We consider ourselves a governing body for hypnosis and hypnotherapy and have for many years. We handle complaints, we set standards and once again we are very proud of what we have accomplished with the help of our affiliates and what we will accomplish in the years to come. Our vision is, together, we will improve and expand the field of hypnosis, hypnotherapy and holistic health throughout the world.

Dr. D. A. Brady, DCH, Ph.D.
NBPES CEO
ceo@hypnosiseducation.com

Mission Statement

NBPES's goal is to educate society in alternative and complementary health care methodologies. This is accomplished through the practical and thorough education and support of its students. By teaching modern, yet historically well-documented, holistic arts and sciences, we believe strongly in the mind, body and soul connection and that the body has the ability to heal itself through natural means. As the world seeks natural and safe health alternatives, NBPES is proud to be on the cutting edge offering instruction to those who desire to fulfill this need.

Program Accreditation:

We are fully accredited by *The Professional Board of Education* (PBOE) as well as their affiliate *International Accreditation Association*. Our courses are approved by The Professional Board of Hypnotherapy, a US, State Department of Education (NJ) and are currently being reviewed for full accreditation, (2008) by (AAHE) *American Association for Higher Education and Accreditation*, founded 1870, www.AAHEA.org and *The Institute of Professional Psychology (IPP)*.

Membership Affiliations:

British Association of Therapeutical Hypnotists (BATth)
Professional Board of Hypnotherapy (PBH)
The Australian Hypnotherapy Association
The Spanish Hypnotherapy Association
The UK Psychological Society
The American Board of Hypnotherapy/ NLP (ABH)

You receive membership in all of the above once you are a member of NBPES

ACADEMIC PROGRAMS

Basic Hypnotist Course

This hypnosis course is a 100 hours plus the reading of a textbook and viewing of a video or DVD and practice sessions. When the course is completed, there is a 50-question exam that needs to be completed and returned to the National Board... along with three work assignments for correction. A minimum score of 75% is required in order to pass. You will need to have completed 20 practice sessions including one to be sent in to NBPEs for a director to review and critique or an optional (free) internship at any one of our centers near you or at our annual convention. Once you have completed and passed your assignments and test you will receive a certificate, which will certify you as a ***Hypnotist***. You will then possess the necessary skills needed to perform hypnosis for *stop smoking, weight loss, and stress relief*. Included with the course are scripts to induce hypnosis used by leading hypnotists and hypnotherapists. This course includes a book, manual and a Videotape or DVD of training, including a complete, actual consultation and session. When completed, You can use the designation "**BH.**" After your name.

Advanced Hypnotherapist Course

This is a 55-hour course. Once the course is completed there is a 50-question test that must be passed by a minimum score of 75% to be certified as a ***Hypnotherapist***. Included with the course is a series of "how-to" information on starting and operating a successful hypnotherapy practice written by several leading experts in the field of business. When you have completed and passed the course, you will then possess the necessary skills to perform hypnotherapy for relief from *anxiety, fear, pain, age regression, etc.* You will also understand business, sales, marketing. You can also use the letter designation "**CHt.**" after your name.

Master Clinical Hypnotherapist Course

This is a 50-hour course. Once completed there is a 50-question test that must be passed with a minimum score of 75%. Upon successful completion of the test you will be certified as a ***Master Clinical Hypnotherapist*** and can use the letter designation "**M.ht.**" after your name. This course provides state-of-the-art information and tools on the use of hypnotherapy and explains its many scientific approaches (such as *Anodyne Imagery*,TM *painless child birthing, painless dentistry, memory, Psychology and the brain* and how it works and so on). The course also provides essential "how-to" information on starting, operating, and building a successful hypnotherapy practice and

the working with medical professionals.

NLP-Neuro-Linguistic Programming Certification

This fun and easy to learn NLP Practitioner course is full of simple to understand terms and is a paint by the numbers program. This is a one of a kind, as we hired the best to put this course together exclusively for us, in a simple format, so everyone can now understand and use NLP, normally a very hard to grasp concept now made simple in this great course. Thus proving the point that it does not have to be hard to be understood. This course comes complete with a course manual, a renowned book, "*Introducing NLP*" and your own personal advisor.

NLP may be the most powerful vehicle for change in existence'- Modern Psychology

MASTER NLP CERTIFICATION COURSE

This is an extensive course consisting of 16 audiotapes or CD's, 6 / 2-hour videotapes or DVDs and a student manual. Once completed there is a test that you must pass with a minimum of 75%. Upon successful completion of the test, you will be certified as a *CERTIFIED NLP MASTER PRACTITIONER*.

This course is the study of how the mind and language affect behavior. It is a *state-of-the-art* set of communication methods for enhancing personal and professional development. NLP is a "how to" philosophy. It teaches you how to use your brain, language and physiology to systemically produce the results you want. With this NLP course you will learn how to overcome procrastination and depression, how to let go of past negative experiences, how to eliminate stress, fear, and guilt. How to help yourself and others break unwanted habits easily. NLP will help you enhance your communication with others by understanding their thinking and decision making processes. Improve interpersonal relationships and learn how to achieve your goals.

Train the Trainer Courses

Hypnosis: This is a course designed to aid you in teaching the three levels of hypnosis. It goes in detail on sales, marketing and advertising. By taking this course you will become a certified international hypnosis instructor for The National Board and you will be listed on our 6 websites as such.

NLP: This is a course designed to aid you in teaching our two levels of NLP. It will teach you how to instruct and train others in NLP. It will cover how to market and advertise yourself and your business. By taking this course you will become a certified international NLP instructor for The National Board and you will be listed on our 6 websites as such.

Anodyne Medical: This is a course designed to aid you in teaching the two levels of Anodyne Medical hypnosis courses. It goes in detail pain, stress relief, and anxiety. By taking this course you will become a certified Anodyne Medical Practitioner instructor for The National Board and you will be listed on our 6 websites as such.

Forensic: This is a course designed to aid you in teaching the three levels of Forensic Hypnosis Investigator. It goes in to detail on all aspects of forensic hypnotic investigations and actual cases. By taking this course you will become a certified international Forensic instructor for The National Board and you will be listed on our 6 websites as such.

EFT: This is a course designed to aid you in teaching the art of EFT. It goes in to detail on EFT and how to use it in conjunction with the hypnosis profession. Once completed you will be a certified international EFT instructor for The National Board and you will be listed on our 6 websites as such.

Department of Hypnotherapy

*DCH- Doctor of Clinical Hypnotherapy

Core:

HYP 500: Basic Hypnotist

HYP 501: Advanced Clinical Hypnotherapy

HYP 502: Master Clinical Hypnotherapy

NLP 600: Neuro-linguistic Programming

NLP 601: Master Neuro-linguistic Programming

PSY 101: Psychology 101

*Internship (20 hours) this is optional but highly recommended and can be obtained by going to any one of our many centers worldwide. Please contact student services at StudentServices@hypnosiseducation.com complete list of where internship is available. Curriculum can change without notice.

Electives: Must take one elective (this is an additional price)

CDB	300:	Hypno Childbirthing
BHP	100:	How to Build a Successful Practice
BSF	101:	Benefits of Self Hypnosis
AND	700:	Anodyne Medical Practitioner
FNS	800:	Forensic Investigator

*NBPE does not itself offer a PhD or DCH degree; instead we work closely with several institutes that do offer these programs. Once our courses are completed your paperwork is submitted to the institute you select for acceptance and an issuing of a PhD or DCH based on the prerequisites of courses. The PhD and DCH are in hypnosis/hypnotherapy.

*PhD- Doctor of Philosophy

Core:

HYP 500: Basic Hypnotist

HYP 501: Advanced Clinical Hypnotherapy

HYP 502: Master Clinical Hypnotherapy

NLP 600: Neuro-linguistic Programming

NLP 601: Master Neuro-linguistic Programming

PSY 101: Psychology 101

*Internship (20 hours) this is optional but highly recommended and can be obtained by going to any one of our many centers worldwide. Please contact student services at StudentServices@hypnosiseducation.com for a complete list of where internship is available. Curriculum can change without notice

Electives: Must take one elective (this is an additional price)

CDB 300: Hypno Childbirthing

AND 700: Anodyne Medical Practitioner

FNS 800: Forensic Investigator

BHP 100: How to Build a Successful Practice

BSF 101: Benefits of Self Hypnosis

*NBPES does not itself offer a PhD or DCH degree; instead we work closely with several institutes that do offer these programs. Once our courses are completed your paperwork is submitted to the institute you select for acceptance and an issuing of a PhD or DCH based on the prerequisites of courses. The PhD and DCH are in hypnosis/hypnotherapy.

Independent Studies

*Each student is required to take the prerequisite courses and to complete a mandatory 20-hour internship or an audio/video or similar recording sent to the student services at The National Board for review by one of the directors for review, critiquing and grading.

Internship (20 hours) this is optional but highly recommended and can be obtained by going to any one of our many centers worldwide. Please contact student services at StudentServices@hypnosiseducation.com for a list where internship is available.

POLICIES

Telecommunications:

NBPES is a self-paced, distance education; telecommunications based education structured to offer the convenience of distance learning. Students may apply and take education on-line, by fax, telephone or by US Postal Service and use their personal email address for correspondence purposes. Students will receive a student advisor who will work with them throughout the process of their education both by phone and by email.

Student Handbooks/Policies:

The current student handbook is available on the Website, dictates policy for NPBES and its students. All current students with us are subject to changes in policy, while grandfathering regarding curriculum may exist for those students already enrolled. Major policy changes will be posted at the beginning of each calendar year in the current NBPES student handbook, while minor policy changes may occur throughout the year.

The current student handbook will always be available on the NBPES Website, www.hypnosiseducation.com, for the purposes of convenience and environmental conservation.

Course Registration:

All courses are available to any student at any time; they will be listed under the student's program of courses. There is a \$99.00 non-refundable enrollment fee that must be paid when signing up for our courses. Core courses should be taken first before electives and basic courses need to be taken before advanced and master course. If a course disappears from the list, it indicates that it is no longer available, while those newly listed indicate new courses available. We are always updating and adding new courses for your educational needs.

Texts and Examinations:

Each course comes with a test in the back of the course. You are on an honor system and we believe it is the best policy. We have had to date no one cheat that we know of and it has worked out well. We will continue this policy as long as it does continue to work so well. You will need to complete the examination and return it back to us. If it is the basic hypnosis course you will need to complete a tape, CD or some other audio and/or visual method of an actual session. Each student is required to do 20 practice sessions. By taking the internship program your certification will change from **“certified”** to **“board certified”** at no additional cost to you. The Board of Directors strongly recommends to each and every student to become board certified at some time in the future. This option is available to you for as long as you are a current member with The National Board of Professional & Ethical Standards and you can take this option at any time *without cost* at any one of our centers worldwide.

Library Access:

NBPES hosts a large library of hypnosis, hypnotherapy and other related works. If you need information on the library please do not hesitate to contact one of our faculty staff that would be happy to look up something for you or can recommend a book that information can be obtained from. We have had problems in the past with books being loaned out and not returned, we **do not** loan out any of our library books, as a lot of works are no longer available. However, any of our library items may be reviewed in person at any time a student may wish to do so.

Academic Honesty/Ethics:

NBPES was founded on high moral standards, thus the name. We like to see our students succeed and will do anything in our power to make that happen. However, copying course test answers, cheating, plagiarizing, being dishonest or using degree credentials before completing an NBPES certification are grounds for immediate expulsion without any refund and any money due to NBPES financially will be due and payable in full. All financial accounts are subject to being reported to the credit bureau. Student and members are expected to treat one another with the utmost respect at all times. Likewise all directors, faculty and staff will be treated with utmost respect at all times. Any student/member being arrested or having any knowledge of any member being arrested must report it within 24 hours to the international headquarters.

All certifications and memberships received from the National Board... or it's affiliates are subject to being suspended or revoked at anytime misconduct is reported and is verified.

All students are subject to a background check at the time of enrollment, any students to be found, either upon enrollment or later, to have a criminal record or have served jail time is subject to immediate dismissal and revocation of any and all certifications received. There are special circumstances so before enrolling we recommend that you contact Dr. Brady directly to discuss your particular situation. If it has been more than 10 years or for other circumstances it will be taken into account. There can however be **NO** sex offenses given special circumstances. In other words, one having a conviction for a sex offense will not under any circumstance be allowed to be a member/student or director of The National Board of Professional & Ethical Standards. **No exceptions!**

Student Responsibility:

It is the sole responsibility of each student to check with state and local laws, which may or may not govern the professional use of NBPES certifications and credentials and the practice of hypnosis and hypnotherapy. Although every effort has been taken, of course new laws and regulations are being passed regularly by city, county, state governments. It is impossible to try and keep track of them all so therefore it is up to the student to make sure that there are no rules or regulations in your area to prevent you from practicing. However, we have disclosed all the rules, regulations and laws that we do know about in our courses and at the time of enrollment. Each and every student agrees to abide by the rules and ethics of NBPES.

Complaints:

All complaints should first be discussed with student services and/or faculty. If they are not resolved at that level, a secondary step is to send in a complaint letter signed and dated by the individual to the director of student ethics at The National Board headquarters. All NBPEs faculty, membership and staff are regulated by NBPEs policies and responses are subject to such. Students are not penalized in any way for registering complaints. All complaints sent in writing and signed will be forwarded on to our director of student ethics, Dwight Hood, who is an assistant police chief. Dwight Hood will investigate any and all complaints and then review the case before the ethics committee for a full vote and the majority will rule. They have complete and 100% independent authority to handle all complaints in the way they sees fit. The organization its faculty and staff cannot override the decision of the ethics committee, and it will be final. We have given them this authority so that their hands are not tied and they are completely independent from the organization and that the decision can be completely independent from the organization and not be influenced in any way.

We of course have the right to terminate them from that position any time we see fit, but by doing so we, the board of directors, **cannot reverse** the decision that has been made on a particular complaint. Complaints can be on faculty or staff or on any NBPEs member. We handle all complaints the same with complete 100% impartiality. If the complaint is still not to the satisfaction of the complainant they have the right to independent binding arbitration at the city location of the board. The decision of the arbitrator shall be binding on both parties and paid for by the complainant. It is clearly understood and agreed upon that there will be no other third part intervention of any kind allowed. We are proud to say we are the only organization that has this independent form of handling complaints and it has been very successful with no real problems to report to date. We are in fact very fortunate that we have never had a city, state, county, or federal government of the United States or abroad, stop, sue or arrest, detain or even question any one of our members/students to date. We are indeed fortunate.

Receiving Certifications

All certifications will be issued once financial arrangements have been concluded and paid **in full** as agreed, including any late fees that may have been assessed due to not paying on time. NBPEs and all its courses and information can be found on the order page on www.HypnosisEducation.com or www.HypnosisBoard.com. The bottom of the order page gives you the number of payments based upon the amount purchased. There is **no** charge, fees, interest or any other monies charged for this service. However, we expect each and every payment paid each 30-day period. Failure to do so will result in a \$10.00 a day bookkeeping fee to be added to each day payment is not received. Certifications will not be sent until all financial obligations have been taken care of. Check with the administrative assistant if there are any questions regarding this matter. All late payments are reported to all three credit bureaus.

Verification of Education

NBPES has staff on duty for support, as you already know 9 a.m. to 9 p.m. 365 days a year. Likewise any verification needs you may have for employment or other purposes can easily be verified by contacting our administrative assistant at 352-591-1130 extension 11. This process can be accomplished by telephone or email at AdministrativeAssistant@hypnosiseducation.com or by fax (352-591-2849).

Opportunities

Often NBPES faculty, administration, staff and graduates are instrumental in helping students become informed on how to set up and manage a successful practice. Not only do we go into this extensively in some of our courses, but we are also stand readily available to help you with your needs in this area to gain employment, to get published, or to find and/or create teaching positions. We are contacted by centers looking for our students to fill their positions and as such we are more than happy to comply. In addition, resources that develop entrepreneurial skills include professional memberships with NBPES, affiliate organizations are offered.

ADMISSIONS

Admission Requirements

Everyone is eligible to enroll; NBPES does not discriminate on the basis of age, sex, race, religion or disability. NBPES has certain academic requirements that must be satisfactorily completed before a student can be considered for admission. Above all must be a positive attitude. We have found through the years, people who don't have a good outlook on life do very poorly. It is therefore very necessary that you have a positive attitude and we can build upon that and give you the skills that you need to become successful. However, as the famous Galileo once said, *"You cannot teach a man everything; you can only help him find within himself."*

Our courses will guide you through sales, marketing and advertising and how to open and operate a successful business, but they will not give you a positive or winning attitude. This is something that you must bring to the table yourself. Therefore it is very important that our students have this or are able to develop this attitude if they want to become successful. All the knowledge in the world cannot give a person the personality he or she needs to become successful. We can give you the tools, but we cannot give you the attitude or make you use the tools taught.

Hypnosis/hypnotherapy is an unregulated field as such we have no prerequisites for enrollment other than the above. At some point in the future when it becomes closely regulated, prior educational experience or other requirements will be established at that time. We will of course give full credit for other educational achievements as long as they are through recognized legitimate educational sources. There are of course many bogus hypnosis / hypnotherapy institutes around the world; therefore not all are going to be accepted. Even some of the largest are, as you may already know bogus. So check with admissions in reference to what we will and will not accept prior to enrolling. We do recommend that you start at the beginning or the basic; all of our courses flow together it will certainly make it easier for yourself to do so. However, we understand that a lot of money and time can be invested and other courses maybe as good as ours and therefore we will give course recognition and legitimate certification, degrees obtained legitimately. We will of course offer membership providing you've had an established practice for 2 years and can substantiate this; a business license or occupational license is one way to accomplish this. However, for enrollment in our training we will not give life experience any credit. You must take each and every course and complete each course with a 75% or higher grade in order to pass on to the next course, there is no exceptions to this rule. We do not sell certifications or training at **any** price. One must complete the work satisfactorily and show knowledge of proficiency and experience before moving on to the next level.

FINANCIAL INFORMATION

Tuition

Students may select a payment program that is suitable to them by checking the appropriate box on the order form at any of our websites. On the bottom of each order page you will notice number of payments based on the amount of your total investment for courses. There is no fee or interest whatsoever to you for the use of this system. You merely take the published cost and divide it by the number of months and this is your monthly payment.

However, you must make your payments each and every month on or before the due date in full or there will be a \$10.00 a day bookkeeping fee for each and every day that your payment is late. We give freely but we do not want to be taken advantage of, therefore this requirement is necessary. We do not charge for the financing of our courses, but we do insist that we get paid promptly on what we had agreed upon. Upon your enrollment in the payment program a payment agreement will be sent to you, generally via email, you must sign that and fax it back before you can start. This payment agreement is solely for the purpose of an understanding of The National Board... and yourself so that it is clear in writing and precise and no misunderstandings at any future date.

Once again, all payments must be made in full prior to a certification being issued, **NO EXCEPTIONS.**

If a prospective student does not find a payment option that is agreeable we would ask that you contact admissions at Admissions@hypnosiseducation.com or call the admissions office and ask for Dr. Brady and discuss your particular situation. Quite often we work out other payment arrangements and will do so on an as needed basis. So please don't hesitate to contact us as we are eager to help you arrange and answer or meet your needs.

The payments are directly related to the courses you receive and the time it takes you to graduate, so please keep in mind that the longer we spread it out the longer it will take you to receive your certifications and be able to practice. As a result it is important to keep that in mind when applying for a payment program.

Of course, any student can arrange for his or her own financing and many times employers have paid for employee's education.

Please keep in mind that all education in the United States is tax deductible. There are several deductions available including educational deduction, a life educational deduction.

Certification Programs

List of Certifications offered:

Basic Hypnotist	BH	\$450.00
Advanced Clinical Hypnotherapy	CHt	\$399.00
Master Clinical Hypnotherapy	MHt	\$299.00
Train the Trainer (Hypnosis)		\$999.00
*NLP for Dummies		\$500.00
NLP (Neuro-Lingustic Programming)	NLP	\$999.00
MNLP (Master Neuro-Lingustic Programming)	MNLP	\$1500.00
Train the Trainer (NLP)		\$999.00
PhD or DCH (Clinical Hypnotherapy)	PhD/DCH	\$1500.00+
*Psychology 101		\$999.00
*Anodyne Medical Practitioner	AP	\$550.00
*Anodyne Medical Therapist	AT	\$299.00
*Train the Trainer (Anodyne)		\$450.00
Forensic Investigator	FI	\$999.00
Certified Forensic Investigator	C.FI	\$199.00
Train the Trainer (Forensic)		\$299.00
Hypno Childbirthing		\$250.00
Hypnosis for Children		\$599.00
Metaphysics		\$199.00
Internet Business		\$199.00
Criminal Profiling	CP	\$299.00
EFT (Emotional Freedom Technique)	EFT	\$399.00
Stage Hypnosis		\$499.00
Hypnosis for Sports		\$499.99
Handwriting Analysis Part 1		\$350.00
Handwriting Analysis Part 2		\$299.00
Handwriting Analysis Part 3		\$299.00
*A Beginner's Guide to Self Hypnosis		\$ 99.99
*Building a Successful Hypnotherapy Practice		\$199.99
*Hypnotherapy with Neural Optimization Technique		\$999.00
*Acu-Hypno (Acupressure with Hypnosis)		\$399.00
*Post Traumatic Stress Disorder and Hypnotherapy		\$999.99

Available Soon

Overcoming Impotence

Irritable Bowel Syndrome

*Moving Through and Beyond Grief

Advanced Criminal Profiling

*Forensic Psycholinguistics

*Hypnosis for Addictions

EMDR or equivalent

* This course is ONLY available through NBPES.

Withdrawal Policy

In order to withdraw from NBPES, students need to contact a student advisor at the NBPES home office to request official NBPES withdrawal form, which then must be sent to NBPES via certified mail. The postmark of this certified letter will be the official withdrawal date from NBPES. In following these procedures, the student would be able to receive the amount of refund listed below:

Days after enrollment	Amount of Refund
Within 10 days	*100%
Within 30 days	50%
After 30 days	0%

Changes can be made to your order within the first 30 days at no charge. Refunds are only on tuition and do not include the application fee or shipping and handling (*15%) and refunds cannot be given when certifications are already issued. To return any product once purchased, a Return Number must be obtained. As NBPES is a distance learning education program no refund will be given for a student who is not planning on finishing the certification program. Any financial arrangements with NBPES will continue to be due until paid in full and is subject to being report to *all three* credit bureaus. Please review our return policy in full.

“Twenty years from now, you will be more disappointed by the things that you didn’t do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the tradewinds in your sails. Explore. Dream. Discover.”-Mark Twain

FACULTY & ADVISORS

The following biographical information regarding NBPEs faculty will assist students in selecting the appropriate faculty for their needs, involving faculty interactive courses and credits. The following contact information below is essential for understanding faculty levels of participation.

Directors



D. A. BRADY (CEO), DCH, Ph.D, DBA, M.Inst.Psy
(Retired)

Dr. Brady was the founder and director of *The Volusia Health Center, PA* in Deland, Florida for more than a decade where he operated his private practice and taught. Doc Brady holds a doctorate degree in Clinical Hypnotherapy, a Doctorate in Business Administration and is certified in NLP and is State trained and certified as an Advanced Forensic Hypnosis Investigator and a Forensic Criminal Psychological Profiler. Doc is the Regional Director for the US and Canada for the *Institute of Professional Psychologists*. He has hosted a live radio talk show on *WALE* and teaches classes on the power of positive thinking, hypnosis and business. Doc Brady founded *The Greater Volusia County Chamber of Commerce / Better Business Council* in Central FL in 1994. Doc Brady is one of the founding directors of *The National Board of Professional and Ethical Standards...*, an organization that certifies qualified hypnotherapists from around the world.

He is a published scholar, nationally certified motivational instructor, a business consultant and life coach. He has been quoted by such magazines as *Red Book*, *Woman's World* and interviewed by a Polish T.V. news show, the equivalent of our *60 Minutes* as well as several national newspapers. He is a noted speaker and is paid by colleges to appear. He is a sought after speaker for many conventions. He often volunteers to speak at such groups as The Retired Educators Assoc., Cancer survivor groups, local hospitals, and high schools. In December of 2002 Doc Brady was asked by a local Police Chief to deliver the graduation speech as the keynote speaker at the annual Cit. Police Academy graduating class. Guests included the Mayor, several councilmen the town manger and

honor guard. Doc Brady is a member of that department. He is frequently asked by Sheriff & Police Departments all over the U.S. to help solve major cases including homicides, using his extensive forensic knowledge. Doc was asked to be the Honorary Chairman in special reference to the 2003 President's Dinner and NRCC's Business Advisory Council Annual Board Meeting, in Washington, DC. He is the author of several books and is considered a world-renowned expert in business, hypnosis, hypnotherapy, forensics, life coaching and in crime prevention. Doc is a forensic consultant for the most popular, #1 TV show, **CSI** and as such has contributed to the shows success. He has also been hired as an expert and worked for CBS / Paramount Studios in Hollywood California for the # 1 daytime TV show, **The Dr. Phil Show** as an expert Forensic Hypnosis Investigator to help Dr. Phil solve a crime. Doc Brady can be seen on that show in 2006-2007 helping with the investigation that took many months to try and resolve and as such he is known Internationally for his extensive skills.

Doc holds a Crime Prevention Certification, and is one of only 500 people in the world to hold such a prestigious Certification. This Certification is issued by the State of Florida, Attorney General's office. He also served in the County fire rescue team in the job of Fire / Police. He has served as a Crime Prevention officer with a very large Sheriffs Department. Doc Brady was also appointed by two different Governors as a Justice/Esq. to serve a five-year term with each. He set bail, signed warrants, and could tried civil cases. This makes him uniquely qualified to sit as a director of such a prestige's organization as *The National Board of Professional and Ethical Standards...* and to oversee this board with such high standards. He is listed as an expert in *The Library of Congress Referral Center* and with *The Source Yearbook of Experts, Authorities and Spokespersons*, 1997-1998.



Dwight Hood, MHT

President and Director of the Ethics Committee

Following in the footsteps of the founder and CEO, Dr. Brady,...and as President of the National Board of Professional & Ethical Standards which feels so strongly about doing the right thing that it includes "Professional & Ethical" in its name, Dwight has spoken many times on the importance of its members being Ambassadors for Hypnosis.

A retired Assistant Chief of Police in Collierville, TN., (a suburb city of Memphis) Dwight retired from law enforcement after thirty-four successful years in this honorable profession. He served his last thirty years with the Collierville Police Department, before

that a year with the State of Tennessee Department of Correction where he was part of a special unit responsible for tracking down and arresting escapees and he began his career with three and a half years with the Germantown Police Department as a patrolman. As a Senior Administrator of one of the safest cities, located in the largest county in Tennessee.

Dwight is well qualified in what it takes to lead a professional and ethical organization. Dwight is a Master Clinical Hypnotherapist. He is also certified as a Criminal Profiler. He holds a Bachelor of Professional Studies Degree in Public & Police Administration from the University of Memphis; an Associates of Science Degree in Sociology and a Associates of Applied Science Degree in Criminology both from Shelby State Community College. He is a graduate of the FBI National Academy as well as having earned several thousand hours of specialized training over his 34+ career in many areas of law enforcement. Dwight is a member and President of the National Board of Professional & Ethical Standards where he holds the position of Chairman of the board of ethics with sole authority and independence to oversee any and all complaints against any member. This committee has sole decision and its decisions can not be over turned.

Dwight uses NLP and has done so for many years with his work as a detective with the police department. Dwight is a strong believer in the mind-body connection and is a very spiritual person.

He is on the Board Directors for the American Association for Higher Education and Accreditation. An Associate member of the Institute of Professional Psychologists. A member of the FBI NA; the Tennessee Association of Chiefs of Police and the Fraternal Order of Police. Dwight was recognized as the Knights of Columbus Officer of the Year in 1985. From the Collierville Police Department he has received their Medal for Dedicated & Distinguished Service in 2002 and the Departments Commendation Bar & Certificate in 1999. He was recognized and received a Certificate of Appreciation from Shelby County Commissioner Tommy Hart in 1996 as well as receiving numerous letters of appreciation from other local public leaders, churches, schools, charity organizations such as Special Olympics, civic clubs and citizens throughout his career.

In 1995 Dwight was the original Accreditation Manager when his Department achieved "Accredited" status through CALEA. Since that time he has helped manage each re-accreditation inspection in 2000, 2003 and 2005. An outstanding achievement for both he and his Department.

Dwight is uniquely qualified in the areas of ethical leadership, organizational communication, stress management and strategic planning. He has authored numerous documents of all kinds in his thirty-four years of service including organizational policies, procedure manuals, mission statements as well as many training outlines on most police related topics, including ethics.



Donald R. Murphy, Ph.D. President (Retired)

Dr. Donald Murphy is Founder of DReaM Motivational Institute-in Northern CA. where he helps people overcome behavioral problems and many other challenges. Don also works as a Service Coordinator for Far Northern Regional Center, a private non-profit corporation, funded through the State Of California. FNRC provides a wide range of services to developmentally challenged children and adults, who suffer from autism, cerebral palsy, epilepsy, and mental retardation and pervasive developmental disorders.

Don possesses an M.A. in Human Relations, and his Ph.D. in Clinical Hypnotherapy was obtained through **NBPES**. He additionally is Board Certified through **NBPES**, in Hypno Childbirthing, and Neuro Stimulation Sound Therapy (NSST). Don conducts Clinical Hypnotherapy and NSST sessions on evenings and weekends at his studio in Alturas Ca.



Prof. Erantha De Mel, Ph.D., DSc. Vice-President

Prof. Erantha De Mel is a Certified Clinical Hypnotherapist, holding a PhD, and a D.Sc. in Applied Psychology. As a practicing psychologist and researcher, in both psychology and parapsychology; he is engaged in extensive research in both fields and is a scholar with original research into Altered States of Consciousness and Psycho-Cybernetics.

Prof. De Mel is the founder of the psychological theories – *Neural Optimization Technique (NOT)* and *Collaborative Techniques in Counseling and Therapy (CTCT)*.

After many years of research and development on Computer Based Psychometric Assessment, he successfully formulated and designed the QNET Personality Predictor™ and the QNET Career Aptitude Test™, which is both state-of-the-art computer based personality-testing tools, and which design rights he holds.

He has studied widely alternative therapies related to Psychiatry & Psychotherapy, and holds Diplomas in Auriculotherapy, Moxibustion, as well as in Laser Therapy. He also holds an Advanced Diploma in Counselling Psychology by the Wigan & Leigh College - UK.

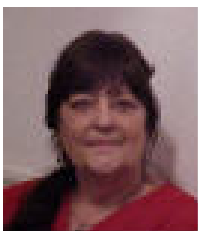
Having fulfilled the requirements of the World Health Organisation syllabus of the Academy of Traditional Chinese Medicine of Beijing (1974), governing the training and practice of International Acupuncturists, he was elected to the membership of the International College of Acupuncture, and holds a Doctorate in Acupuncture by the International University Medicina Alternativa in conformity with the World Health Organisation (W.H.O.) stipulations.

He is a Member of the Acupuncture Federation, International Laser therapy Association, and of the Homeopathic Foundation. In the field of Applied Psychology, he has recently concluded a three-year research project on *Emotional Intelligence, Group Emotional Competence, and Effectiveness of Corporate Customer Care and Human Service Teams*. His research interests in the fields of Psychology and Parapsychology are – Past Life Regression and Past Life Therapy, Forensic Hypnosis, Extra Sensory Perception (ESP), Psycho-kinesis, and Human Behaviour Analysis Tools. Currently he is engaged in research on Music Therapy as well.

He also is actively involved in research work on Tele-Medicine Systems, Remote Diagnostic Tools, Computer-Based Medical Record Keeping Systems, and Image Repository Systems.

He is a certified member of The National Board of Professional and Ethical Standards in Hypnosis Education and Certification (USA), The Professional Board of Hypnotherapy (Canada), The International Council of Psychologists, and The British Association of Therapeutical Hypnotists. Currently he is functioning as the president of the Institute of Professional Psychologists (IPP) and the MindTherapy Foundation – Sri Lanka.

Prof. De Mel is the recipient of the Cambridge Blue Book Man of the Year award – 2005.



Susan Murphy, MHt, Ph.D., RN

Susan is a licensed Registered Nurse in several states and has worked for many years in the nursing field. She is currently finishing her nurse practitioner license. She has worked in the hospital setting, in long term care, home health and hospice care, using hypnosis and guided imagery to make changes possible for her patients. As a member of the

curriculum development committee of the Board, Susan developed and wrote an NLP course for the National Board. She has been a member of The National Board for 10 years.



Dr. Jose Gomez, M.D.

Dr. Gomez started his very distinguished career working as a medical doctor in 1956 in Columbia, SA, where he was the head of the department of surgery at Boaoita Hospital and was the director of Surgery at Children's Hospital for sick children in London, England. He worked at the University of Columbia as a director of the board and as President of the Board of directors of the medical department. He was the Dean of the University of Columbia for 18 years with a student body of 25,000.

He was Co-Founder of the UDCA University of Columbia (Universidad de ciencias ambientales) where he was a member of the board of founders. He was also a director of the school of continuing studies at the Koubek Center - University of Miami.



Prof. Carrie Cox, Ph.D.

Carrie D. Cox, PhD has a Bachelor's Degree in public relations and psychology from Xavier University, a Master's Degree in conflict management from Antioch University and a PhD in Clinical Hypnotherapy with a focus in NLP from Suffix University. Prof. Cox has taught at several renowned Universities over the years, as well as doing training's for private industry and government organizations. She is a member in good standing of The National Board of Professional & Ethical Standards (NBPES) as a Clinical Hypnotherapist, The British Association of Therapeutical Hypnotists (BATH) and The Professional Board of Hypnotherapy (PBH). She is also a member of the American Psychological Association, The Institute of Professional Psychologist, Women in International Security and the International Remote Viewing Association. She is also a board member for the American Accreditation for Higher Education Association.

She has been featured in the Who's Who of American Teachers for several years. Prof. Cox also co-hosts an international weekly radio show with listeners on almost every continent. They cover a variety of topics on the show related to the changing climate of African culture on the continent and around the world. Prof. Cox is a certified forensic psychological profiler. She has worked with local, state, and federal law enforcement departments in the US to help solve and close out numerous cold cases. Prof Cox has worked as a mediator/negotiator for the Hamilton County Courts and the Dayton City Courts. She has also done negotiations for several unions including the Kentucky Nurses Association where she served as their Director of Labor Relations for the largest voting body in the state. She worked previously as the Director of the Northern Kentucky Task Force on Child Sexual Abuse where she headed up a multi-county task force reporting to the governor.

Prof. Cox has studied several alternative healing modalities and works as a Reiki Master. She has written many books for adults and children. Her writings and photographs have been published in several national newspapers magazines, including Parents.

Dr. Price has had a long and well-established medical career. He is an active Medical Doctor in Florida, specializing in Family Medicine and Internal Medicine. He has earned Fellow and Diplomat status. He has worked more than 11 times as chief of staff of a hospital. He has also been Chief of Medicine, Medical Director, Consultant to Joint Commission of Accreditation, Disability Examiner, Hypertension Investigator, and on the Board of Directors at a hospital. He has worked at some of the most prestigious hospitals in the world, including Walter Read in Washington, DC. He has written more than 12 papers including; The Armed Forces Medical Journal, Walter Reed Institute of Research, and the Journal of the Medical Association.

Dr. Price has successfully used hypnosis in his practice since 1957 some 50 years. He is Alumni of The National Board...



Del H. Morrill, M.S., C.C.H.

Del Morrill is a counseling hypnotherapist, who has been using hypnosis as a major counseling tool in her practice since 1986. She has been active in personal and social development for over 30 years in Seattle, Japan, New York City, Chicago, and now in Tacoma, Washington.

Del has a Master of Science degree in Clinical Hypnotherapy, and Bachelor degrees in Psychology and Hypnotherapy. She is certified as a Clinical Hypnotherapist, and a Hypnobirther by St. John's University.

Del was nominated "**Woman of the Year**" and "**Hypnosis Woman of the Century**" by the International Hypnosis Hall of Fame, and is honored in the National Registry of WHO'S WHO. She also sits on the advisory board of the Professional Board of Hypnotherapy and she is an active director of The National Board...

In addition, Del scripts and produces the "New Beginnings" series of tapes and CD's featured on this site, and is the author of the Great Escapes volumes of therapeutic scripts.



Dr. Tom Verso, DC, Ph.D.

Dr. Tom Verso is a licensed Texas Board Certified Physician, where he has been in private practice since 1984. Dr. Verso served as a Lt. Col. in the US Air Force (1967-1988). He served as a fighter pilot where he received numerous awards including: 1 Silver Star, 2 Distinguished Flying Crosses, and 11 Air medals.

As a physician and a therapist, he utilizes Hypnotherapy on his patients regularly to enhance the efficacy of his treatment.



Dr. Jean Murton, BHC, BATHH, NATH

Jean (Dr. Love as she prefers to be called) is the director of the Belmont Centre for Hypnotherapy UK. She is the trainer for the British Association of Therapeutical Hypnotists (established in 1951). Her school is accredited with the The National Council of Hypnotherapy UK. Both are founder members of UKCHO an umbrella organisation for regulating Hypnotherapy. Jean is a member of NATH (National Association of Transpersonal Hypnotherapy) Jean is a member of the UK Guild of Hypnotists: A Master Practitioner of Neuro-Linguistic Programming. Her course is accredited with the International Medical & Dental Hypnotherapy Association and the American Board of Hypnotherapy USA. She is a member of the National Spiritualist Healer UK. A Reiki Master and is an accredited Medium with the Spiritual Centre of Great Britain. She is a healing leader and has given workshops for the International Spiritual Federation. She has travelled internationally and has been on TV and radio many times. She is the author of "Hypnotherapy in Healthcare". She has done training in PTSD (Post Traumatic Stress Disorder) and CID (Critical Incident Debriefing).



Dr. Louis Griffin, Ph.D.

Lou is with the Killeen Police Department in Texas where he is a State Certified Trainer of Forensic Hypnosis Investigation. Lou was past Vice President of The National Board where he served as Director of Ethics for the previous term. Lou is proficient in hypnosis and EFT, and teaches both in Texas as well as at conventions nationally.



Dorothea O'Regan, BS

Dorothea O'Regan is a Magna Cum Laude alumnus, with B.S. degrees in Psychology, Mathematics and Secondary Education-Certified Massachusetts Educator. She is the owner of Quantum Hypnosis & Wellness Center in Wakefield, MA. Dorothea is a Certified Master Clinical Hypnotherapist and International Instructor of Hypnosis for The National Board of Professional & Ethical Standards in Hypnosis, (NBPEs), a member of its Board of Directors, a member of The British Association of Therapeutical Hypnotists and The Professional Board of Hypnotherapy (Canada), The Australian Hypnotherapist's Assoc., The Spanish Hypnotherapy / Psychotherapy Assoc., The UK's Psychological Society and Pebble Hills University.

She is a Certified Reiki Master/Teacher and a Professional Feng Shui Consultant and Instructor. Dorothea has developed and presented numerous "enlightening and fun" workshops and seminars, is a popular public speaker having appeared on local television programs, and has been recognized as an International Speaker by NBPEs. She is a widely recognized intuitive medium with more than 20 years experience, providing her services at private, corporate and college events. Utilizing her skills in Hypnotherapy and Reiki, she offers Holistic Counseling Services to adults and children. She has mentored many bereavement-healing programs, donates her time as a Hospice Volunteer, and is a member of The Board of Directors of the Council on Aging in her hometown of Stoneham, MA. She is currently working on the development of a new course for The National Board of Professional & Ethical Standards called "Moving Through and Beyond Grief" and is a candidate for certification as an Anodyne Therapist & Instructor and Doctorate in Clinical Hypnotherapy with NBPEs.



Christine Rossiter

Christine Rossiter received a Bachelor's in Education and has been educating others ever since. She has also obtained a Master's degree in Holistic Nutrition, is a Reiki practitioner, a Craniosacral Therapist, a Master Certified hypnotherapist (her passion is regression and is a Certified Past Life Regressionist), and a Smoking Cessation Specialist. She also utilizes a Bioimpedance Analyzer as a tool to assist people in

managing their weight for fitness and health. She is one of 10 Certified Soul Therapists in the world. She has developed Healthful Living Weight Releasesm program. She is a teacher. If there are at least 10 students gathered together and she has the knowledge, she will teach. Among the classes she has taught are Meditation is FUNdamental, stress relief, dream elucidation, exploring your mystical gifts, connecting with your spirit guide, and group regression. With all these modalities, she can assist in the process of having a better understanding of your physical, emotional, mental and spiritual bodies.

Honorary Directors

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Dr. McDowell, M.D.
Keith Jones, CEO BATHH
Suhail Jarroush, Ph.D.
Dr. Susan Saucier, Ph.D.
Diane Sewell, MhT, AT

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Anodyne Medical

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Stage Hypnosis

Jeremy Chisum

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Hypnotherapy with Neural Optimisation Techique

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Acu-Hypno (Acupressure with Hypnosis)

Suhail Jarroush

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Psychology 101

Prof. Erantha De Mel, Ph.D., DSc.

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Post Traumatic Stress Disorder and Hypnotherapy

Michelle Purdy

[Mpurdy7157@aol.com](mailto:mpurdy7157@aol.com)

Board Mascot (Rudy Roo)



Rudy says: “Want to fight, put’um up”

Note: Rudy Roo has a Masters Degree in being a pest!

The National Board of Professional and Ethical Standards...

Code of Ethical Standards



All members of the National Board shall maintain the integrity and competence of the hypnosis profession by agreeing to abide by the following code of professional ethics.

- 1. All members shall conduct themselves and their sessions at all times in a professional manner and in a professional setting, and only within the limits of their training, with the client/patient's/students best interest held above **all other** considerations.*
- 2. All members shall obey **all state, federal, local laws and regulations** including NBPE ethics, rules and regulations, concerning the ethical practice of hypnosis/hypnotherapy.*
- 3. All matters between the member/therapist and client/patient shall be kept confidential. No third party shall be allowed access to confidential client/patient information. Exceptions: **A)** When the client/patient gives written permission. **B)** When directed by a court with jurisdiction.*
- 4. **No physical contact** shall occur between a member and a client/patient/student, including but not limited to, that of a sexual nature. This remains in effect for a minimum of one year after professional services have been terminated.*
- 5. Members will only work within the training & knowledge acquired through approved sources.*
- 6. All members shall keep current with new innovations in their field of practice and shall keep their CEU's and membership fees current.*
- 7. Prior to entering into any professional relationship, the member shall disclose to the client/patient the nature of the services, the purpose of the services, the length of time anticipated and the cost for the services. **No services** shall be provided without a signed consent form from the client/patient.*
- 8. All members shall refer any and all people they are not qualified to handle.*
- 9. All members shall act in a professional manner toward clients, members and other professionals. Any harassment or bad mouthing toward any member or a director is strictly prohibited.*
- 10. A member must terminate his/her relationship with a client/patient when the client/patient can no longer benefit from his/her services, and will not continue to provide help if the member does not have a good faith belief that the client/patient will benefit from further help.*
- 11. All members **must report any and all arrests and or convictions to NBPE within 24 hours.***

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