

**INSTRUCTOR REGISTRATION
AND AGREEMENT FORM**

AMERICAN INTERNATIONAL ASSOCIATION

TODAY'S DATE: _____

NAME: _____

(Your name should appear exactly as you would like to have it on your instructor certificate. Do not enter any designations after your name as we certify you as "an Instructor" and not any other trade or degree.)

(Although you are not limited to teaching in any one state or location, you are responsible to check on and adhere to your own state regulations on training and schools if applicable. It is imperative that you work within the legalities within your locality.)

ADDRESS: _____

(Mailing address where we should send materials and supplies. Please PRINT Clearly)

CITY: _____ STATE: _____ ZIP: _____

ADDITIONAL ADDRESS REQUEST: _____

TEL: (office) _____ (home) _____ (cell) _____

EMAIL: _____ WEB PAGE: _____

INCLUDE INFORMATION FOR THE A.I.A. WEBPAGE LISTING

Include your preferred phone number & email for clients to contact, web page, location of classes (City or Region), dates of classes, company name etc. We will add or delete information due to uniformity and currency to our discretion.

What is the Name you would like to call your Company? Be advised by you placing a name here, we will conduct a search to ensure that it is not taken and will enter it into our records. This can be used as a form of self-copywriting for you as you will have outside proof of the date and name you have decided to use.

(Leave two choices in case your first one is taken already.) American School of Hypnosis or ASH cannot be part of your name as it is now trademarked.

NAME #1 _____

NAME #2 _____

INSTRUCTOR GUIDELINES

(Last updated 5/27/2017)

Guidelines must be read, understood and agreed with in order to remain an instructor with the American International Association of Hypnosis. Failure to comply with any of the included articles and future amendments will be considered a breach of contract and any such contract or agreement between the A.I.A. and the involved Instructor will be immediately terminated with no further consideration.

INSTRUCTOR INDEPENDENT CONTRACTOR AGREEMENT:

Definition: The AIA grants the independent contractor the right to teach its products and represent its name only within the agreed upon restrictions specified within this contract.

Independent Contractor: You are operating with the American International Association of Hypnosis as an "Independent Contractor". In other words you are not an employee nor do you work for the A.I.A. You are a self-employed contractor and responsible for your own record keeping and tax accountability. It is your responsibility to inquire about, become informed of and operate within the guidelines of your own localities regulations or criteria to operate a hypnosis school there. As an independent contractor there are no protected territories so you may work in one or many locations as you deem fit.

* **Annual Renewal Fee:** Your instructor contract is valid as long as you are “actively” certified with the AIA, remain in good standing and abide by all the articles in this contract.

There is “no separate renewal fee” for the Instructor Program - however your “Practitioner Membership” must be active and up to date. If your Practitioner “AIA Membership” expires then your Instructor membership expires as well and you cannot teach our courses.

If your AIA Membership is non-active for more than two months your Instructor status will be cancelled.

Reinstatement fee: if your instructor membership has been suspended or canceled and you wish to reinstate it later on you must contact the home office first for a personal interview for approval. The home office retains the right to accept or reject such instructor memberships as it sees fit.

*** If we agree to reinstate you then your AIA membership must be renewed and active for a minimum of 3 months before you may begin teaching.

Memberships that have been non-active for more than one year will not be reinstated.

(This article ensures that all instructors remain actively practicing and knowledgeable in their field. It eliminates the practice of activating your membership once a year to teach one student and then deactivating again until the next year.)

Webpage Advertising: Even though your business name can be advertised online as a courtesy through our online locator page presence if you are an actively training instructor it is very important that you still create your own website and begin your own individual advertising campaign. As an independent contractor you are responsible to advertise for your own business. You'll find many advertising ideas and training in your AIA Membership...

* **Worldwide Instructor Locator Page:** You can be placed on our International Instructor Locator page. It will be important for you to keep watching it for changes that you may want to have placed there such as class dates or contact information for your upcoming events. It is your responsibility to keep us updated on new class dates as well as removing past dates and events.

1. Any location that we receive repeated complaints about at the home office that we feel are legitimate will be removed from the list before they become harmful to the income of the others.
2. Any listings with dead links or incorrect contact information will be removed.

You will only be listed as long as you are an "actively teaching" Instructor. Should you become inactive you will be removed from the listing so as to help the entire group to be more updated. There's nothing worse than a student calling an instructor that has no training dates posted and does not even answer their phone or return emails. This frustrates and often loses the candidate to the competition; losing us all money. We're here to assist you with guidance and will be covering many ideas in our training course.

Actively teaching means: You've taught at least one student every 4 month. Any less than that would be more of a hobby or sideline rather than a business. This listing is for "active" Instructors. If you become inactive your listing will be removed without notice.

You can contact us to be re inserted on the list at a later time should you decide to become an active instructor again (WITH THE ORDER A NEW STUDENT KIT) as long as your membership has not lapsed.

Use of the Name: The American School of Hypnosis

Limitations and restrictions: You are not permitted to include our name "American School of Hypnosis" or AIA Hypnosis as "part" of your company name as it is now a Registered Trademark.

1. Past franchise users of our name: You are only allowed to use this name while you are an active certified instructor with us. Upon termination of your membership by the AIA or on your own or being a non-active AIA member you agree that you will no longer use any part of the American School of Hypnosis name for business purposes and will eliminate all reference of such from any of your online, business or marketing materials.
2. You may use our name and logo stating that you trained with if you wish.

3. You may use the AIA name and Logo stating that you are certified with the AIA and this is an AIA approved course. (You are an instructor with the AIA but “not” the ASH)

You may also use your own independent name if you prefer.

AIA: You will be teaching the curriculum “Clinical Hypnosis, Training Manual from A - Z “ which was developed and is approved by the American International Association of Hypnosis, A.I.A.

Teaching our materials in a manner not in accordance to our guidelines is grounds for immediate cancellation of membership and association with the AIA.

Uniformity: All schools / training facilities will operate in accordance with the main body procedures and designated by the A.I.A. Uniformity of training procedure, curriculum, amounts of training days and other operational functions must be kept uniform to ensure the ultimate professionalism of the AIA.

If you desire to stray from the format or feel that one or more of your procedures “may” be not compatible you must call the main office to inform us and acquire approval of such procedure in writing. Failure to do so will result in breach of contract and termination.

Third Party Recognition: As a third party in your transactions if your client calls us for references or information, rest assured that they will be treated with the utmost of professionalism and courtesy. In many cases a third or outside professional party can be the difference between making or breaking a successful transaction. We are here to help you.

Referrals: from Main Office: When prospective students call the office looking for a school in their location they will be referred to the school closest to their location or preference.

New Student Kit Contents and Procedure:

NOTE: A student Kit must be purchased for each student in attendance "prior" to the commencement of your training class. If for any reason you feel that the kits would not arrive to your location before training is scheduled to begin, you should still purchase your training kit from the home office prior to training. You would have the option however to print your own manual upon approval or begin teaching a student while your kit is in route if that be your choice.

Teaching a student without having purchased a new student Kit prior to the commencement of their training will be considered theft of services and grounds for immediate termination of your instructor status and certification.

(You must order one package per student attending.)

A package with the following contents will be sent directly to the instructor:

One yellow registration form with official seal imprint per student. *(These will not be replaced and are the only forms that we will accept for student registration, do not lose them otherwise they will have to be repurchased. Consider each “officially sealed” Yellow Form as \$150 in cash. If you lose the form you lost the cash!)*

1 Clinical Hypnosis Manual in Printed Format (unless you choose the print your own manual format), which includes the following paperwork in the appendix:

1 Assignment Form

1 Code of Ethics Agreement form

100 question certification test

Upon successful completion of class the student will then be mailed from the home office:

A.I.A. Printed Certificate

Welcome letter from the Director A.I.A.

* Web-link to a one year “complimentary Membership with the A.I.A.

(Be sure to explain the difference between the Complimentary Membership and the Gold Membership before they register.)

* **Be sure to explain to your students that they must register for the AIA membership in order to be “certified”.** Once their certification expires so does their certified status. They are still a Hypnosis Practitioner but not a Certified Hypnosis Practitioner.

Placement on our International Database of Hypnosis Practitioners for Referrals if they choose to be listed “only”. **They must contact us personally** to be listed there as many graduates are not intending on practicing with clients upon graduation. It is not an automatic service.

Upon completion of students training class and before they receive their second package with their certificate from the main office, you must complete and mail in the appropriate 3 forms via postal service, with original signatures. **WE WILL NOT ACCEPT THESE FORMS EMAILED!**

1 Registration Form (yellow one with embossed imprint) with student test score written on it.

2 Assignment Form

3 Code of Ethics Agreement Form

In addition to these forms we must also receive the students’ two original script assignments in doc. format or included in the body of the e-mail. Please review these before sending them in so they are not rejected and asked to be redone.

NOTE: If your student does not pass the test they can re-take it in 10 days. They will not receive their certification until they have passed it with a score of at least 80%.

Ordering New Student Kit Procedure, Shipping and Handling: You are to order your student kits directly from your instructor webpage. All product and shipping costs are listed there.

If you are from A non-USA country, YOU MUST USE THE FIRST OPITON of "printing your own manual" as we will not ship manuals for the office out of country due to the extreme postal costs. You may order them directly from the printers or print your own for use from a 3 ring binder.

1. Give yourself enough notice in ordering manuals (in USA) as we cannot guarantee they will reach your location on time. We ship all manuals USPS First Class. Your yellow registration form is mailed from the Home Office. We cannot be responsible for the time of shipping to foreign countries once the packages have left the USA.

2. If you do not have the time to receive the training manuals for your students before your classes begin you may: Print the manual from your computer and place it in a 3 ring binder for your student.

3. When placing your first order of kids you may want to order an additional manual for yourself to teach from or order one directly from our online store in advance so as to be prepared. Otherwise you can print a copy of the manual from your online pdf and teach from a 3 ring binder which makes it convenient for removal of forms and scripts during training.

NOTE: A New Student Kit must still be ordered whether you use the free printed manual or decide to print your own manual in a three ring binder format.

Only “you” can order a student kit or make use of the instructor course and materials. If someone else is found purchasing kits other than you as the register instructor, you will be terminated immediately as this is a private membership. The only exception to this rule is if you have prior agreement in writing from the main office.

Non Transferable - One kit per student: They cannot be shared or used by the entire group as each kit represents a student membership.

Non Refundable: The student kit purchases are “non-refundable”. If your student happened to cancel before class begins then you may save your kit for the next student you decide to train. You agree by signing this contract that you understand this point.

* Your Company Certificate: Each of your graduates will be sent an AIA certificate from the home office “Only”. They will not be sent an ASH certificate as the ASH did not train them; you did! In addition to the AIA certificate sent from the home office it is highly advised that you create your own certificate to award your student to show that they attended and completed training at your school or training center. It will be much appreciated by the student.

Your company certificate does not need to match or relate to the one sent from the home office. It does not need to be fancy. You will find that many office supply stores sell blank certificates with the borders already printed and some even with most of the words there that you can fill in if you are not able to make them yourself. Be creative.

The ASH American School of Hypnosis certificate will only be sent to students' trained by the ASH Home Study Courses. Since you have your own independent school, you award them your own graduation certificate.

* Processing of Certificates: Certificates are processed at the AIA in the 1st week of each month only if it is a business day or the next non-holiday business day following. Keep this in mind when sending in your student packets for processing. This is another good reason for giving your students your own certificate so they have something in hand to take home from their training

FREE to Re-attend: You agree that any live classroom graduate from any A.I.A. training facility worldwide may attend your 6 Day Training as much as they like upon proper notification and if there is room, for free. They are to bring their own materials (books). This is a unique and positive benefit that the AIA has based its reputation upon.

1. It will help your existing class with someone new to practice with.
2. It will give your class an outside testimonial of how things are going.
3. If the person is disruptive or hinders the class in any way they can be asked to leave.
4. This benefit will greatly enhance your new student enrolment and will cost you nothing.

Although it does not occur very often, you must be aware of it as a benefit.

State Guideline Requirements: As we have graduates and instructors spanning over 150 countries it is virtually impossible for us to keep on top of state, region and country regulations in every area. You will be responsible to inquire about and work within the guidelines of your specific state or governing body as to the rules of operating your business.

You are working as an "Independent Contractor" and must follow the rules of your state or local business regulations. Regulations for having a business vary from location to location. We will not be held responsible or liable for any rules or regulations that you did not adhere to by your local state or area regulations.

State Guideline Amendment - Posted Oct. 14, 2009

1. Any printed or paper graduation or completion certificates issued from your specific training facility from the AIA / ASH Course that displays a title designation will be issued with the title of "Hypnosis Practitioner" only, rather than Hypnotherapist, Hypnotist, or HypnoCounselor regardless

of the graduates educational background or status. This is to keep within the various state, province or country regulations.

A.I.A. Code of Ethics: You will comply with all the articles of the AIA Code of Ethics pertaining to negativity towards competition, misrepresentations, scope of practice, professionalism, and honesty.

(See AIA Code of Ethics in the back of your Clinical Hypnosis Manual.)

This contract is subject to change as new benefits accrue or as the AIA may deem necessary.

I understand and agree with all of the articles and information printed on the previous 6 pages.

Signature Date

Printed name