



Institute of
HOLISTIC
Leadership

Program Catalog
Clinical Hypnotherapy
Clinical Reflexology

Institute of Holistic Leadership

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Ohio State Board of Career Colleges and Schools Registration Number: 2216

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Welcome!

Institute of Holistic Leadership (IHL) provides you with skills to become the Leader of your Success Track, be it your health, your personal goals, or your professional goals. We give you the tools to achieve success in your personal and professional life. This is achieved through holistic health education programs that provide you with the skills to implement various holistic practices.

Our programs combine holistic and medical philosophies. According to research, over 65% of the population is now using holistic models as a part of their approach to success. IHL programs are designed for a variety of audiences: healthcare, business, and the general community.

Mission Statement

The Institute of Holistic Leadership is committed to helping individuals define and achieve success and wellness in their personal and professional lives through the integration of models of holistic health. In addition, we teach professionals how to integrate holistic models of health into traditional health care settings. This is done through the offering of educational programs that provide professional and community continuing education. All educational programs maintain a holistic philosophy and teach skills to maintain balance in all areas of life.

About IHL

Since 2005, Institute of Holistic Leadership (IHL) has offered education in various holistic practices. In addition to providing quality education, IHL has become known as the resource for leading models of integrating holistic practices into a variety of settings. Various health care settings are currently utilizing IHL graduates to provide holistic services to patients. Corporate settings use IHL staff / graduates to bring holistic health into their wellness programs.

IHL was founded by Patti McCormick, RN, PHD, who has been involved in holistic health practices and education since 1978. Her goal is to provide quality education which results in the safe use of holistic health practices for consumers. Her focus is on the instruction of high-level skills, theories and techniques, ethical scope of practice and professional success for IHL graduates.



Regulatory Organizations

Institute of Holistic Leadership is accredited through:

International Association of Continuing Education and Training (IACET)

21670 Ridgetop Circle, Suite 170
Sterling, VA 20166
703-763-0705 / www.iacet.org

State Registration:

Ohio State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, Ohio 43215
614-466-2742
Registration #: 2216

IHL Education Calendar

IHL operates on Semester basis offering 2 (two) semesters per year.

2022 Schedule

1st Semester – January 10, 2022 – June 30, 2022

2nd Semester – July 11, 2022 – December 23, 2022

IHL honors the following 2022 legal holidays as follows:

New Year's Day – January 1, 2022

Easter Sunday – April 17, 2022

Memorial Day – May 30, 2022

Independence Day – July 4 & 5, 2022

Labor Day – September 5 & 6, 2022

Thanksgiving Day – November 21 – 25, 2022

Christmas Day / Winter Break – December 23, 2022 – January 9, 2023

IHL offices are closed Saturday & Sunday when no classes are scheduled.

Enrollment is flexible depending on the program desired and scheduled course dates.

Classes are offered on Saturdays and Weekday evenings depending on the program / course offered.

Courses may be cancelled due to low enrollment. Low enrollment can greatly inhibit a quality learning process and the goal of IHL is to provide the best educational experience for every student. Enrollment requirement is dependent on specific course.

Entrance Requirements

Individuals who wish to enroll into the Clinical Reflexology or Clinical Hypnotherapy Program will be required to:

1. Be a High School Graduate or have successfully completed a GED
2. Be 18 years of age or older
3. Complete the Admission application & Enrollment Agreement and pay \$50 application fee. This agreement may be cancelled within 5 calendar days after the date of applicant signature. Cancellation must be provided to school in writing.
4. Complete Admission interview in person or via zoom/phone with IHL designated representative
5. Transcripts must be provided for any course exemptions.
6. Those students enrolling with a minimum education of GED or High School Diploma must provide documentation.

Upon successful completion of the above, applicant will receive an acceptance letter and then may register for required program courses. Courses are registered for on an individual basis, a minimum of 3 days prior to class with payment due at that time. Registration may be completed via phone to IHL offices at 937-470-8024 or via website, www.ihlead.com

Graduation Requirements

To graduate from an IHL program, student must:

1. Have completed all academic course requirements
2. Met attendance requirements for course
3. Student must attend first and last class meeting of each course in program
4. Meet all learning outcomes for each course
5. Fulfilled all tuition obligation to IHL

Grading System

Exams – Must be passed with an 80% or higher

Learning Outcomes – Must be successfully met. This may be achieved through exams, class practicums and/or homework.

Homework – Scoring for Homework is as follows:

E – Excellent

S – Satisfactory

U – Unsatisfactory – any homework receiving an Unsatisfactory must be resubmitted to instructor within 7 days if initial due date.

All homework must be submitted to instructor on due date. In the case of extenuating circumstances, student must discuss circumstances with instructor.

Grading System for Individual Courses:

P – Pass – All academic requirements have been met as stated above

F- Failure - academic requirements were not met. Instructor will provide counseling if academic status is presenting failure anytime in course. If student fails course, it must be retaken at full tuition.

I – Incomplete

W – Withdraw

Student must earn a “P” in each course required for Certification Program for successful completion.

Tuition Refund for Clinical Reflexology and Clinical Hypnotherapy Certification Programs: As set forth in Ohio Revised Code 3332-1-10 (13) (C)

State refund policy for programs organized on a clock hour basis:

Refunds in clock hour programs shall be made for each academic term in accordance with the following procedures:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% completed but before the academic term is 25% complete will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 40% complete will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student may be entitled to special consideration and the school may settle the account for an amount which is less than that called for by the school's established policy.

Schools that have their program authorization revoked for cause for any specific program shall provide students enrolled in the program at the time of revocation who have not completed the program and who are unable to complete the program at another institution, the opportunity to receive a refund of all tuition and fees paid for the program. Any refund of tuition and fees under this provision shall first be made to the applicable student aid lenders of each affected student agreement. Each academic term shall constitute a separate refund period.

In the case of an extenuating circumstance, ie illness, death in family, etc. special consideration may be given to the student and refund may be in an amount that is higher than required by 3332-1-10.

Student Conduct and Grounds for Dismissal

Suspension and/or dismissal from Institute of Holistic Leadership will result in the case of the following occurrences:

- Physical abuse or harassment to students, instructors, or guests
- Damage to building, classroom or its contents
- Use of alcohol or drugs
- Being under the influence of alcohol or drugs
- Smoking: IHL is a smoke free campus (this includes vaping)
- Discrimination toward students, instructors, or guests
- Students who perform unsatisfactory will be required to meet with instructor and/or IHL CEO or President to discuss academic issues and develop a plan for resolution / re-entrance

Student Requirements

- Student is expected to be on time and attend 100% of classes
- Attendance of first and last class of every required course is required
- When a student is absent, the student is responsible for contacting instructor and obtaining information from instructor or another individual in same course. If unsatisfactory work continues, student will be asked to withdraw and IHL refund policy will be followed
- If a student does not attend required classes, he/she will be given an incomplete and IHL refund policy will be followed.
- If student wishes to return to IHL after a withdraw, incomplete status for any reason, IHL requires a meeting with student and IHL designated representative to discuss concerns
- Student is expected to have required learning materials for each class
- All homework is expected to be turned in on given due date
- If student must withdraw from a course for any reason, IHL refund policy will be followed

Anti-discrimination Policy

Institute of Holistic Leadership (IHL) is committed to providing a learning environment that is free from illegal discrimination based upon an individual's race, ethnicity, national origin, age, religion, gender, sexual orientation, physical or mental disability or veteran status. Illegal discrimination in any form will not be tolerated at the Institute

Proprietary Interest

Instructors / Presenters at the Institute of Holistic Leadership (IHL) are not permitted to promote or sell products, services or materials that they have a proprietary interest in from the podium or educational stage.

Additional Attendance Information

We at IHL want your educational experience to be comfortable and inviting. The following items may answer some of your questions.

- Dress comfortable / in layers to accommodate temperature changes
- Bottled water and warm beverages are available for \$1 each and paid on an honor system
- Feel free to bring your own snacks, lunches, and beverages.
- Refrigeration is not available for student food / beverages – pack accordingly

Financial aid, Scholarships, Grants

There are no Scholarships, Grants or Financial Aid programs available for IHL programs.

Grievance Process

Any concerns / questions are to be discussed with instructor. If student does not feel concern has been resolved, he/she may contact Patti McCormick, Pres at pmccormick@ihlead.com / 937-475-5040 or Chris Ellis, CEO at cellis@ihlead.com / 937-475-5040.

If a resolution is not reached the student may file a written complaint with the Ohio Board of Career Colleges and School, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215. 614-466-2752 / 877-275-4219/ bpsr@scr.state.oh.us

Inclement Weather / Class Cancellation

While it is rare, classes may have to be cancelled due to weather conditions or other unforeseen circumstances. Student will be contacted via email and/or phone as soon as situation occurs. Class cancellations are also announced on Dayton News Stations – WHIO, WDTN, WKEF & WRGT

Certification Programs

Clinical Hypnotherapy – 244 Clock Hours

A comprehensive 244 Clock Hour Program centered upon the therapeutic and medical aspects of hypnosis. Accelerated healing methods, pain management, and working with medical professionals are also included in this Program. Clinical training also teaches the theory and practice regression methods with a strong emphasis on practical hours to ensure successful application of all previously learned methods.

Program Objectives:

- Discuss understanding of the Conscious and Unconscious mind
- Establish rapport with clients to enhance the hypnotherapeutic process
- Synthesize interrelated concepts for assisting the client to clearly define outcomes and goals
- Apply knowledge and skills to assist the client to meet goals with specific hypnotherapy techniques
- Define the scope of practice for Clinical Hypnotherapist

Required Courses:

HYP 101 Clinical Hypnotherapy – 54 clock hours - no prerequisite

HYP 201 Advanced Clinical Hypnotherapy – 54 clock hours -prerequisite HYP 101

BIO 101 Anatomy & Physiology / Patho – 50 clock hours - no prerequisite

PSY 101 Human Behavior – 50 clock hours - no prerequisite

BUS 101 Business & Ethics for Holistic Health Professionals – 36 clock hours - no prerequisite

Note: Those individuals who are licensed health professionals or those who have completed a college level equivalent for BIO 101 and/or PSY 101 are exempt from taking those courses. Transcripts and/or proof of licensure are required and open to review by IHL administrative designee.

Clinical Hypnotherapy Program -

Required Course Descriptions

HYP 101 – Clinical Hypnotherapy – 54 clock hours – no prerequisite

Course Description

HYP 101 Clinical Hypnotherapy will introduce the learner to the basic concepts of hypnosis; provide a clear understanding of the value and difference of the conscious and unconscious mind; recognition and value of the state of hypnosis. Various hypnotherapy techniques will be taught; discussion of indications and contraindication of clinical hypnotherapy; ethical and legal scope of practice; development of hypnotherapy programs for behavior changes such as smoking cessation, weight control, stress management etc.

Learning Outcomes

- Define hypnotherapy
- Discuss history of hypnotherapy
- Perform client intake specific to clinical hypnotherapy session
- Perform 2 different types of inductions
- Perform specific hypnotherapy techniques for specific indications

HYP 201 - Advanced Clinical Hypnotherapy – 54 clock hours – prerequisite HYP 101

Course Description

The Advanced Clinical Hypnotherapy course introduces the theories and practices of indirect hypnotherapy; hypnosis language patterns; therapeutic metaphor and additional nondirective techniques. The use of Hypnotherapy in the medical / health care setting will also be presented with a focus on pain management, obstetrics, dentistry, and hypnoanesthesia.

Learning Outcomes

- Utilize hypnotic Language Patterns in the interview process<
- Discuss various models of Ericksonian Hypnosis
- Perform non-directive hypnotherapy techniques
- List indications and contraindication for hypnotherapy in the healthcare setting
- Discuss the scope of practice for clinical hypnotherapy in a health care setting
- Perform clinical hypnotherapy techniques for the healthcare and dental milieu

Clinical Hypnotherapy Program - continued

Required Course Descriptions

PSY 101 – Human Behavior – 50 clock hours – no prerequisite – self paced

Course Description

This course is designed to introduce the student to concepts of psychological principles and theories to everyday life. Topics include: personality, behavioral change, stress and coping, interpersonal communication, relationships, gender and sexuality, and diversity and individual differences. Differences of development across the human lifespan; emotions, stress, mental disorders and therapies will be discussed

Learning Outcomes

- Define psychology and discuss its importance in the holistic paradigm
- Describe normal and abnormal psychological functions throughout lifespan
- Discuss memory systems and aspects of creating behavioral change

BIO 101 – Anatomy & Physiology/Patho – 50 clock hours – no prerequisite - self paced

Course Description

This course is designed to introduce the student to basic concepts of anatomy & physiology of the human body. Structure & function of the body in health will be presented. Additional information on the processes of disease will also be reviewed. This is a self-paced course involving student review and comprehension of text, review of study guide and written submission of specific questions designed to integrated course objectives.

Learning Outcomes

- List basic structure of the human body
- Describe basic function of body system in health and wellness
- Define specific disease processes in relation to human body systems

BUS 101 – Business & Ethics – 36 clock hours – no prerequisites

Course Description

This course prepares the learner to begin integrating skills and training into care of the clients. Creating a comfortable therapeutic milieu in regard to equipment needed for clinical setting, cleaning of equipment between client use is discussed. Other topics include proper documentation, ethics, scope of practice, marketing for referrals.

Learning Outcomes

- Explain specifics of setting up a professional office
- Define legalities of private practice
- Identify materials needed to begin a private practice
- List marketing techniques for holistic practice
- Explain ethics in regard to client therapist boundaries
- Perform legal documentation
- Scope of practice; Physician Referral



Clinical Hypnotherapy Program - continued

Fee Schedule for Program

Application Fee – due at time of application	\$ 50
Course Tuition / Text	
HYP 101 – Clinical Hypnotherapy – due 3 days before class start date	\$525
Workbook / Binder Provided in Class – no additional charge	
HYP 201 Advanced Clinical Hypnotherapy – due 3 days before class start date	\$525
Workbook / Binder Provided in Class – no additional charge	
PSY 101 – Human Behavior – due at registration	\$205
Text: <i>Psychology</i> - 4 th Edition – Hockenbury	\$ 30
with study guide	\$ 10
BIO 101 – Anatomy & Physiology/ Patho - due at registration	\$205
Text: <i>The Human Body in Health & Disease</i> – 5th Edition – Thibodeau	\$ 45
with study guide	\$ 25
BUS 101 – Business & Ethics for Holistic Health Professionals –	\$405
Due 3 days before start date	
Workbook / Binder Provided in Class – no additional charge	
Text: <i>Business Mastery</i> – 5 th addition - Sohnen-Moe	\$ 38
<u>Total for Program</u>	<u>\$2063</u>
Note: Cost of textbook may vary depending on student purchasing source	

Clinical Reflexology – 222 Clock Hours

Reflexology is a bodywork technique based on the theory that there are specific reflex points located in the feet and hands that correlate to specific organ/body systems. When a Reflexologist applies gentle pressure to these specific areas, one can create balance and homeostasis in the body. The results vary with the individual client yet can present as relaxation, increased energy, better sleep and decrease in pain, and other symptomatology. This Clinical Reflexology Certification Program will allow the student to learn specific reflexology techniques to use with clients to promote health and wellness.

Program Objectives:

- Overview of the history of Reflexology
- Basic theories and techniques of Reflexology
- Relaxation techniques specific reflex points
- Practical applications and indications
- A brief review of anatomy and physiology with emphasis on specific body system applications
- Scope of practice
- Infection prevention processes for Reflexology practice

Required Courses:

REF 101 Clinical Reflexology – 86 clock hours - no prerequisite

BIO 101 Anatomy & Physiology / Patho – 50 clock hours - no prerequisite

PSY 101 Human Behavior – 50 clock hours - no prerequisite

BUS 101 Business & Ethics for Holistic Health Professionals – 36 clock hours - no prerequisite

Note: Those individuals who are licensed health professionals or those who have completed a college level equivalent for BIO 101 and/or PSY 101 are exempt from taking those courses. Transcripts and/or proof of licensure are required and open to review by IHL administrative designee.

Required Course Descriptions

Clinical Reflexology Certification

REF 101 – Clinical Reflexology –86 clock hours – no prerequisite

Course Description

Reflexology is a body work technique based on the theories that there are specific reflex points located in the feet and hands that correlate to specific organ / body systems. This course will include: Overview of history of Reflexology; Basic theories and techniques of Reflexology; Relaxation techniques specific reflex points; Practical applications and indications; Brief review of anatomy and physiology with emphasis on specific body system applications; Scope of practice; Infection prevention processes for Reflexology practice

Learning Outcomes:

- Define Reflexology
- Define Zone Therapy
- Discuss the history of Reflexology – Foot & Hand
- List Indications and Contraindications for Reflexology – Foot & Hand
- Discuss disinfection practices for Reflexology Practice
- Perform Full Therapeutic Foot Reflexology
- Perform Relaxation Hand Reflexology

PSY 101 – Human Behavior – 50 clock hours – no prerequisite – self paced

Course Description

This course is designed to introduce the student to concepts of psychological principles and theories to everyday life. Topics include: personality, behavioral change, stress and coping, interpersonal communication, relationships, gender and sexuality, and diversity and individual differences. Differences of development across the human lifespan; emotions, stress, mental disorders and therapies will be discussed

Learning Outcomes

- Define psychology and discuss its importance in the holistic paradigm
- Describe normal and abnormal psychological functions throughout lifespan
- Discuss memory systems and aspects of creating behavioral change

Required Course Descriptions - continued

Clinical Reflexology Certification

BIO 101 – Anatomy & Physiology/Patho – 50 clock hours – no prerequisite - self paced

Course Description

This course is designed to introduce the student to basic concepts of anatomy & physiology of the human body. Structure & function of the body in health will be presented. Additional information on the processes of disease will also be reviewed. This is a self-paced course involving student review and comprehension of text, review of study guide and written submission of specific questions designed to integrated course objectives.

Learning Outcomes

- List basic structure of the human body
- Describe basic function of body system in health and wellness
- Define specific disease processes in relation to human body systems

BUS 101 – Business & Ethics – 36 clock hours – no prerequisites – self paced

Course Description

This course prepares the learner to begin integrating skills and training into care of the clients. Creating a comfortable therapeutic milieu in regard to equipment needed for clinical setting, cleaning of equipment between client use is discussed. Other topics include proper documentation, ethics, scope of practice, marketing for referrals.

Learning Outcomes

- Explain specifics of setting up a professional office
- Define legalities of private practice
- Identify materials needed to begin a private practice
- List marketing techniques for holistic practice
- Explain ethics regarding client therapist boundaries
- Perform legal documentation
- Scope of practice; Physician Referral



Clinical Reflexology Program - continued

Fee Schedule for Program

Application Fee – due at time of application	\$ 50
Course Tuition / Text	
REF 101 – Clinical Reflexology – due 3 days before class start date	\$630
Workbook / Binder Provided in Class – no additional charge	
Text: <i>Better Health through Foot Reflexology</i> – 5 th edition – Byers	\$ 35
PSY 101 – Human Behavior – due at registration	\$205
Text: <i>Psychology</i> - 4 th Edition – Hockenbury	\$ 30
with study guide	\$ 10
BIO 101 – Anatomy & Physiology/ Patho - due at registration	\$205
Text: <i>The Human Body in Health & Disease</i> – 5 th Edition – Thibodeau	\$ 45
with study guide	\$ 25
BUS 101 – Business & Ethics for Holistic Health Professionals –	\$405
Due 3 days before start date	
Workbook / Binder Provided in Class – no additional charge	
Text: <i>Business Mastery</i> – 5 th addition - Sohnen-Moe	\$ 38
Additional Required Course Materials – estimated cost	
This will be discussed 1 st night of class	
2 Bath Towels	\$ 20
Foot bath	\$ 25
<u>Optional</u> – Anti Gravity Chair (provided for classroom use by IHL)	\$ 75
<u>Total for Program</u> – includes optional anti gravity chair	<u>\$1798</u>

Note: Cost of textbook may vary depending on student purchasing source

Administrators

Patti McCormick, RN, Ph.D. – President -has been a holistic educator and maintained a private practice since 1978. She founded and directed one of the first state-approved and federally accredited holistic vocational schools in the United States. Through IHL she now provides education and consultation for integrating holistic practices into various industries such as education, business, and healthcare. She is known on a national level for her ability to empower people to be the “head coach” of their health care team and make choices from an educated perspective.

Her personal mission is the integration of holistic concepts into traditional models. Dr. McCormick’s presentations are dynamic, entertaining, and filled with specific information that participants can begin to immediately use to create a better life. She is available for lectures, educational programs, consultation, staff training, and private sessions.

Patti maintained a Clinical Hypnotherapy practice for over 40 years, specializing in Ericksonian Hypnotherapy, Pain Management and Behavior Modification. She has traveled nationally making presentations with a focus on the medical uses of Hypnotherapy and was awarded Hypnotherapy Educator of the Year.

Chris Ellis – Chief Operating Officer– has over 30 years of working in Corporate America. He has contracted with many Fortune 500 companies such as GE, IBM, and General Motors. Mr. Ellis has the ability to precisely manage projects from a systems assessment approach. He effectively streamlines the outcome of the project while developing a time management model that allows goals to be accomplished. IHL has been able to grow quickly in a variety of areas utilizing Mr. Ellis’ model of Success.

Faculty

Patti McCormick, RN, PHD – President / Hypnotherapy Instructor – See above

Mary Ellen Shupert, RN, CCR, RM – Reflexology Instructor - Mary Ellen graduated from the Ohio Academy of Holistic Health in 1998 receiving her certification as a clinical reflexologist. She specializes in several modalities including Reflexology, Reiki, and Energy Work. She has incorporated her holistic and wellness background into her nursing practice as a nursing instructor teaching students self-care and holistic techniques.

She teaches Reflexology Certification at IHL in Centerville; offers Reiki classes as well as other holistic workshops. She is continuing her personal interest in studying herbalism and aromatherapy. She is past president of Reflexology Association of Ohio (RAO) and current professional member in good standing of Reflexology Association of America (RAA) and RAO.

Advisory Committee

Lisa Fields, LSW, BA, Human Services & Psychology - Lisa, a dedicated Social Worker, has served her community for 33+ years. Her focus is helping Seniors & the Young/Disabled live independently and age in place. Lisa created 3 successful “Metro Green Programs” for her Residents: Recycling, Composting & an Intergenerational Community Garden program, all of which still thrive 15 years later.

She sponsors Health & Wellness programs for her Residents to help them seek their own personal wellness. Lisa presents to her fellow Social Workers at national conferences, sharing her knowledge on holistic/self-care through “heal the healer” lectures. Lisa grew up in NE Ohio, on a farm where organic gardening/food preparation was the norm. As an advocate for holistic health, Lisa is honored to be a member of IHL’s Advisory Board.

Carol Huesman, M. Ed. - is a teacher who specialized in Special Education. She worked in the Kettering Schools for 31 years. Since retiring in 2017, she continues her work with kids and adults with dyslexia as a Wilson Dyslexia Practitioner. Her business, Literacy With Heart, provides tutoring services in the area of Reading to individuals with dyslexia.

She incorporates mindfulness strategies with her students to provide ways they can self-regulate. She loves to garden and craft. Her goal is to provide an outside classroom curriculum for kids so that they may learn about their natural environment and how to care for it. Carol lives with her wonderful pets (2 cats 1 dog) that bring much joy to her life.

A. Patrick Jonas, MD, ABFM - Dr. Jonas is a holistic Family Physician who practices in Neighborly Family Medicine, a membership-based practice in Beavercreek. He graduated from West Point, flew helicopters in Vietnam, and graduated from medical school at Ohio State before training in Family Medicine at Penn State- Hershey where he developed a taste for chocolate. Dr. Jonas has extensive training in various holistic health models.

With 40 years and 225,000 patient encounters, he’s still learning while preventing and treating disease in his office and via virtual visits. In the last two years, he has overseen the development of several medical student programs at Open Arms Health Clinic, the free clinic in Bellbrook where he is Founding Medical Director and current Board President.