

# The Meta Institute

## Student Catalog and Policy/Procedure Manual



January 2016, Volume 1

School of:

Therapeutic Coaching®

(Includes Neuro-Linguistic Programming  
And Hypnosis)

&

Reiki



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## *About The Meta Institute*

The Meta Institute is a privately owned for-profit training institute. It was founded in 1995 in New York City and moved to the Twin Cities in 1996. It is owned by Mirtha Solis. The Meta Institute was founded as a response to the increased demand for techniques and skills that would allow clinicians and coaches to keep pace with the ever growing and changing needs of the field of Coaching and helping professionals.



**Mirtha Solis, M.S.W.**, has a Masters degree in Social Work. She is a Certified Trainer of Neuro-Linguistic Programming (NLP), Humanistic NLP, Hypnosis, and a Reiki Master. She has been in the Human Services field for 32+ years, working with individuals, families and businesses. Mirtha has 32+ years of combined clinical, managerial, and supervisory experience. Mirtha has spent the last 18+ years here in the Twin Cities teaching and training thousands of students in the most cutting edge transformational techniques available. She is the co-creator of the innovative program Therapeutic Coaching® that is unsurpassed anywhere in the United States. She also has maintained a private practice here in the Twin Cities as a Therapeutic Coach® for the last 18+ years.

Mirtha brings a rich combination of training and presentation skills that include the facilitation of trainings and workshops nationally, internationally, and in both English and Spanish. Ms. Solis is also a published author of articles in clinical journals.

The Meta Institute also utilizes trainers-in-training that are part of the teaching assistant program and teaching staff as part of their year-long training. These trainers-in-training come with a multitude of skills and diverse backgrounds that will allow The Meta Institute to continue to enrich the services we provide.



***The Meta Institute is a Licensed and Bonded School***

The Meta Institute is a Private Career School licensed by:  
Minnesota Office of Higher Education  
1450 Energy Park Drive , Suite 350, St. Paul, MN 55108 and,  
Bonded By: Washington International Insurance Company

*“The Meta Institute is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, Sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.”*

***The Meta Institute is Certified as an Approved Institute of:***

The American Board of Neuro-Linguistic Programming  
The American Board of Hypnotherapy  
International Network of Humanistic Neuro-Linguistic Programming

***Mission:***

**Assisting people in recognizing their resources in order to maximize opportunities for growth and success in any area of their life.**

***The Meta Institute Objectives:***

To provide a professional and safe environment that will enable students to maximize their learning potential.

To provide comprehensive, and integrated programs that provide thorough understanding of the techniques, skills and theories presented regarding human behavior and healing.

To provide a variety of diverse learning opportunities to students to deepen their level of understanding of the material and improve their overall application of the skills.

To be sensitive to the special needs of adult learners and create a stimulating, yet noncompetitive, learning environment.

To recognize the physical, emotional, spiritual, and intellectual dimensions of all human beings and their behavior and provide an opportunity for individuals to experience transformation and integration of these components.

To provide a comprehensive, cutting edge, highly ethical and caring learning experience through well trained and highly skilled trainers.

To provide a valuable contribution to the field of Human Growth and Development.



## ***Continuing Education Credit:***

The Meta Institute's classes have been accepted for Continuing Education credit in the following professions.

Massage Therapy  
Nursing  
Social Work  
Psychology  
Chemical Dependency



The Meta Institute is approved by the National Certification Board of Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider

*If you have questions regarding CE credit, please call The Meta Institute.*

## ***Facilities and Equipment***

The Meta Institute is located at 5121 Winnetka Ave., Suite 200, New Hope, MN 55428. The School has two large training rooms, a lounge area, offices, and a kitchen. The staff has created a warm and comfortable atmosphere that is relaxed and casual to provide the optimum environment for adult learning. Books are available for purchase to enhance the learning and further each students educational experience. Students are encouraged to bring whatever food, snacks etc. they need to support their learning experience. The Meta Institute does provide coffee, tea, water and snacks during all trainings. During meal breaks students can enjoy the surrounding neighborhood, with it's many restaurants and stores.

## ***Class Room Setting And Format:***

As a policy, The Meta Institute uses many different kinds of media and presentation enhancements throughout all training modules. Class size is kept small and there are generally two to four trainers present at all times, and several assistant trainers. The Meta Institute may bring in additional expert trainers and assistants from around the world to enhance the training experience. Students can expect to learn through standard lecture, discussion formats, demonstration and exercises. Learning modules typically consist of about 25% Lecture, 50% supervised exercises, and 25% demonstration.

***Driving Directions to:  
5121 Winnetka Ave., Suite 200, New Hope, MN  
55428***

***Coming From West of 169***

Take 394 East to 169 North to 42<sup>nd</sup> Ave. N (Rockford Rd or CR-9 E). Turn right onto 42<sup>nd</sup> Ave. and go to Winnetka Ave. N. Make a left turn onto Winnetka Ave. N (CR-156) and go ~1.1 miles; just past 51<sup>st</sup> Ave., to a big beige building on the left.

***Coming From East of 169***

Take 394 West to 169 North to 42<sup>nd</sup> Ave. N (CR-9 or Rockford Rd). Turn right onto 42<sup>nd</sup> Ave. and go to Winnetka Ave. N. Make a left turn onto Winnetka Ave. N (CR-156) and go ~1.1 miles; just past 51<sup>st</sup> Ave., to a big beige building on the left.

***Coming From North***

Take 169 South to Bass Lake Rd E (CR-10 E) & travel ~1.3 miles. Turn right onto Winnetka Ave. N (CR-156), traveling south ~0.5 mi. Make a right turn at the first road after the Rail Road tracks (a big beige building on the right).

***Coming From South***

Take 169 North to 42<sup>nd</sup> Ave. N (Rockford Rd or CR-9 E). Turn right onto 42<sup>nd</sup> Ave. and go to Winnetka Ave. N. Make a left turn onto Winnetka Ave. N (CR-156) and go ~1.1 miles; just past 51<sup>st</sup> Ave., to a big beige building on the left.

***Coming From South using Hwy. 100***

Take Hwy. 100 North to 36<sup>th</sup> Ave. N. Make a left onto 36<sup>th</sup> Ave. and go approx. 1.5 miles to Winnetka Ave. Make a right onto Winnetka Ave. and go ~1.5 miles; just past 51<sup>st</sup> Ave., to a big beige building on the left.

***Coming From North using Hwy. 100***

Take Hwy. 100 South to 36<sup>th</sup> Ave N. Make a right onto 36<sup>th</sup> Ave. N and go approx. 1.5 miles to Winnetka Ave. Make a right onto Winnetka Ave. and go ~1.1 miles; just past 51<sup>st</sup> Ave., to a big beige building on the left.

***Building***

We are located in the 5121 Winnetka Building. Our entrance is located by the American Flag

This site is wheel chair accessible.

***Parking***

A parking lot is available in the front of the building.

## ***Class Cancellation Policy:***

The Meta Institute may find it necessary to cancel a class due to inclement weather or other unforeseen problems. Students will be contacted immediately and a make up date for classes canceled will be arranged.

## ***English Language Proficiency:***

The Meta Institute students must be sufficiently proficient in spoken and written English to undertake studies.

## ***Non-Discrimination Policy:***

The Meta Institute does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, affectional preference or disability in its programs or activities.

## ***Complaint Procedure:***

The Meta Institute requires suitable standards of ethical conduct and personal responsibility from its students. Should a student wish to dispute any dismissal, evaluation, test or other implementation of policies, students are encouraged to request a meeting with the Director of The Meta Institute. All decisions by the Director are final.

## ***Admission Policy and Procedures***

Due to the diverse nature of the certification courses offered at The Meta Institute, Admissions Policy and Procedure vary from program to program. Please refer to each individual program for details.

## ***Attendance Requirements:***

Students enrolled in any of the programs that are 40 hours in length or less are required to attend all classes. Students who miss any portion of the program will be required to retake the program in its entirety for certification. Additional time must be allocated and self-managed by the student for assignments, reading, practice, skill development and internship. Programs that are more than 40 hours in length have their own specific absence policies. Please refer to each individual program for details.

## ***Make-Up Class Policy***

If students miss any classes, the material covered and all assignments are the responsibility of the students. Students must make up the work by meeting with a fellow student, borrowing an audio tape that corresponds with the course content (where applicable) or setting up a tutorial with one of the instructors at a fee of \$100 an hour, or with any Assistant Trainer at \$75 an hour. Trainers may assign additional course work as deemed necessary when students are absent from a class.

## ***Absences Policy:***

Students will be dismissed from any certification program for excessive absences. If a student is dismissed for excessive absences they will receive a refund according to the refund policy. Please refer to each individual program for Absence Policy pertaining to that program.

## ***Certification Requirements***

Certificate requirements include successful completion of all required course work, including demonstration showing adequate level of practical proficiencies to the satisfaction of the Trainers. Upon completion of the course, the final outcome is determined as “Unsatisfactory”, “Satisfactory”, “Excellent” or “Honors”. Certificates are presented only if the student has maintained an overall standing of “Satisfactory”. Prior to certification, students are required to sign a code of ethics agreement.

## ***Office Hours:***

Telephone: 763-533-6527

Fax: 763-533-6528

Web: [www.metainstitute.com](http://www.metainstitute.com)

Email: [meta@metainstitute.com](mailto:meta@metainstitute.com)

Admission, Registration and General Inquiries:

Monday through Fridays 10:00 am - 3:00 pm, by appointment only.

Closed on holidays.

## ***Grading Policy:***

The Meta Institute uses a grading system of “Unsatisfactory”, “Satisfactory”, “Excellent” or “Honors”.

Below 69%	Unsatisfactory
70%-84%	Satisfactory
85%-94%	Excellent
95% +	Honors

Grades are based on evaluation of each student in the following 4 Areas:

Attendance-10%,  
Professional Conduct-30%,  
Performance of Skills -30%,  
Tests, Homework, Internship - 30%.

## ***Transfer of Credit or Work/Life Experience***

The Meta Institute does not accept any transfer of credits in pursuit of the following certifications: Hypnosis, NLP, or Therapeutic Coaching®.

The Meta Institute will accept prior certification and training in Reiki Level One in order to attend subsequent levels of training. Students will be required to forward a copy of their certificate to the Meta Institute prior to taking the class.

## ***Employment and Careers:***

The Meta Institute maintains a strong orientation towards practical and effective career development. The majority of graduates will be able to directly translate any of their skills into a significantly enhanced career or private healing or coaching practice. See individual programs for more information. The Meta Institute does not provide career placement for students. The Meta Institute does provide career education in the classroom, and posts any employment opportunities for students to pursue on their own. Students must follow the Department of Health’s Complementary and Unlicensed Health Care Practitioner Guidelines. The Meta Institute will provide each student with materials as well as all the necessary information to be in compliance.

## ***Buyer's Right to Cancel***

### **Refund Policy**

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give written notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective.

A contract or enrollment agreement will be presumed to be effective on the date that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give written notice more than five days after you signed the contract but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program.

You will be provided a prorated tuition, fees, and other charges refund minus a 25%, up to \$100 administrative if you provide written notice of your withdrawal after your program has begun, but before 75% program has been completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal.

Written notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the institution.

If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

## ***Dismissal Policy:***

The Meta Institute reserves the right to dismiss any student for the following reasons:

1. Unsatisfactory progress in completing the curriculum and requirements set forth in this Program Catalog, pursuant to the policies of The Meta Institute.
2. Conduct that may be harmful to the reputation of The Meta Institute, or fellow students.
3. Behavior that is disruptive to the learning process of other students or disruptive to the teaching process of the instructors.

***The Meta Institute strives to create a safe, nurturing and fun learning environment for all students. If a student exhibits any inappropriate behavior in the classroom that is disruptive to the training, or exhibits a lack of appropriate boundaries and ethics, the student will be asked to attend a conference with the Director of The Meta Institute to discuss their behavior and a plan of action will be created to address and correct the behaviors. If the behaviors are not or can not be corrected or the inappropriate behavior is so severe, the student will be dismissed from the program and a refund will be given according to the refund policy.***

4. Unsatisfactory attendance.
5. Nonpayment of tuition.
6. A determination by The Meta Institute that the student has participated in cheating with respect to any class assignment or examination administered by The Meta Institute.
7. Consumption of, possession of, or being under the influence of alcohol or non-prescription drugs by a student while the student is attending class.

In the event that dismissal occurs, the dismissed student will remain responsible for payment of all outstanding program fees for services received.

## ***Financial Assistance:***

The Meta Institute accepts Cash, Checks, Credit Cards (Visa, MC and Discover Card). Financial assistance in the form of payment plans is available to qualified applicants who wish to use this option to pay for the cost of their studies. Payment plans are available through The Meta Institute for a nominal set up fee of \$100 and a 5% finance charge on 12-18 month payment plans and a 6% finance charge on 24 month payment plans. Students are asked to pay the deposit on time and are able to finance the balance of the tuition through our payment plans.

There will be a late payment fee of \$25 if a student misses a payment date. Only students who have made payments according to a predetermined payment plan will be allowed to attend classes. Student payment dates are listed on the student's tuition payment schedule and are generally the 15th of each month. ***Please fill out the Financial Application for consideration.***

## ***Withdrawal***

A student who wishes to withdraw from the program must submit a written, signed and dated letter informing The Meta Institute of her/his intentions. If a student fails to attend class and does not contact The Meta Institute within any period of 21 calendar days while actively enrolled, (s)he will automatically be dismissed from the program, and any refund due will be calculated from that date. Any student withdrawing from The Meta Institute will receive a refund in accordance with the refund policy.

## ***Start Dates***

Coaching classes typically start once to twice a year depending on the varying schedules. Please consult the enclosed calendar for specific start and end dates of class.

All other classes are scheduled month to month and are posted on our web site and listed in our newsletter. Please consult either for up to date schedules or call our office for more information.

## ***Therapeutic Coaching® Certification Program***

*Admission to the Therapeutic Coaching® Program requires students to fill out the application, send it along with an application fee of \$25.00 and attend a FREE Information Session. Please check the schedule for Information Session dates.*

**TC-101-Therapeutic Coaching**

**\$8,500**

**TC-102-P—Practicum and Certification**

**Included**

**Tuition includes class manual, textbooks, liability insurance for time in class and graduation ticket.**

The Therapeutic Coaching® Program is a 15 month, 500 hour intensive, integrative certification Program. There are 350 class hours, and 150 hours of additional work which includes prep, study, assignments and practicum. Unlike many other coaching programs, this unique program will offer a thorough hands on learning environment where you can experience and practice coaching skills as you learn them. You will be able to watch elegant demonstrations of the material being taught as well as being able to receive one-on-one feedback from the instructors to enhance your learning process. The Therapeutic Coaching® Program includes skills and techniques from the following fields:

Hypnosis  
Systems Theory  
Quantum Physics  
Developmental Stages  
Life Cycle Changes  
Motivational Coaching  
Team Building and Leadership  
Neuro Linguistic Programming

Learning Styles  
Shifting energy through mindsets  
Emotional Intelligence  
Past Life Healing  
Experiential Learning  
Professional Development  
Couples Communication Coaching

Our 15 month program will teach you all the skills you need to begin to assist people in achieving their goals, breaking through obstacles and maintaining success in any area of their lives. You will be able to understand how a problem is linguistically coded at the unconscious level through the use of language and structure your language to produce the most profound change in the least amount of time. You will be able to work with clients one-on-one, over the phone, work with large or small corporations, the applications are endless! The Meta Institute strives to provide the most optimal learning environment to enhance the learning experience for the student. Here are just a few of the applications and/or areas you can apply your therapeutic coaching skills to:

- Career shifts or enhancements
- Performance enhancement ( i.e. the arts, theater, sports, academics, public speaking, organizational teams, management, etc.)
- Mind/Body/Spirit healing and integration
- Business Coaching
- Quality communication enhancement for families, couples, and individuals
- Increase emotional intelligence
- Coaching Practice: Individuals, groups and couples
- Teaching and Training

In addition, your Therapeutic Coaching® skills can be combined with other modalities to further enhance your clients' growth experience.

### **TC-102-P-Therapeutic Coaching Practicum and Certification      \$Included**

This is a required course for students wishing to be Certified as a Therapeutic Coach®. The Practicum will run concurrent with the course work. Practicums must be completed by the end of the 15 months. Practicums are individually designed to meet the needs of the student and criteria for certification. Students should be prepared to spend at least 150 hours completing their practicum. Practicum includes written reviews and 4 case studies using your skills as a Therapeutic Coach®. Practicum work includes outside study, review, and written assignments. Together, this course and practicum combine to create the most comprehensive 15 month long training program in Coaching available today.

## ***Employment Opportunities***

Employment options for The Meta Institute graduates of Therapeutic Coaching® Program, include developing a private practice, enhancing your skill set within your current coaching, clinical or medical practice or business consulting. Depending on your current educational status, other options encompass a growing number of positions in human resource departments, hospitals, hypnosis clinics, human service agencies, performance coaching and business consulting and management. Typical coaching hourly wages vary widely from \$75 to \$250 per hour, and are in great demand in the Corporate and private sector.

***If you would like to speak with an instructor over the phone or in person, please contact us to make an appointment. You can also reserve a seat at one of our free Information Sessions. To receive an application and information packet please contact us at:***

***763-533-6527***

***or e-mail: meta@metainstitute.com***

***www.metainstitute.com***

# ***NLP Practitioner Training and Certification***

*The NLP Certification is part of the Certification for Therapeutic Coaching® and requires students to fill out the Therapeutic Coaching® application and send it along with an application fee of \$25.*

## **NLP-101– Practitioner Training in NLP**

**\$Included**

This is a 96 hour, intensive lecture and experiential training within the Therapeutic Coaching® Program that will provide you with many skills for both personal growth and professional development. This unique training with a personalized internship, is the most comprehensive way to learn to become a Practitioner of NLP. NLP is the study of excellence. It is a model of communication created to enhance our level of communication with ourselves and others in order to maximize our potential. Discovering how to make the unconscious process of creating excellence conscious and possible for anyone to create and duplicate. Equally, NLP allows us to understand how behaviors are created so that we can easily and comfortably eliminate those behaviors that are no longer useful.

### ***Content Highlights:***

Sensory Acuity  
Eye Accessing Cues  
Unconscious Rapport Skills  
Representational Systems  
Anchoring  
Metaphor

Meta Model  
Sub-Modalities  
Outcomes  
Strategies  
Presuppositions  
Milton Model

Phobia and Trauma Relief  
Reframing  
Parts Integration  
Alignment Therapy™  
Healing Through Time™  
NLP Assessment Model™

Humanistic Neuro-Linguistic Psychology™  
Unconscious Learning and Integration Skills  
Aligning Your Future For Success™

## **NLP-102-P-NLP Practicum and Certification**

**\$Included**

This is a required course for students wishing to be Certified as a Practitioner of NLP within the Therapeutic Coaching® Program. Practicums are individually designed to meet the needs of the student and criteria for certification. Practicum includes using your skills as an NLP Practitioner within the Therapeutic Coaching® Practicum. Please refer to the Therapeutic Coaching® Practicum requirements.

Alignment Therapy™ and Humanistic Neuro-Linguistic Psychology™ are registered trademarks of Neuro-Energetics.

## ***NLP Master Practitioner Training and Certification***

*The Master NLP Certification is part of the Certification for Therapeutic Coaching® and requires students to fill out the Therapeutic Coaching® application and send it along with an application fee of \$25.*

### **NLP-201– Master Practitioner Training in NLP \$Included**

This is a 96 hour training within the Therapeutic Coaching® Program that will take your NLP Practitioner skills to the next level of understanding and expertise. It will provide you with the latest cutting edge technology developing in NLP, and refine your existing skills. This advanced training and learning experience is a one of a kind opportunity to fully integrate your existing skills while layering in new techniques at a deeper more profound level. Completion of this training prepares you to be eligible to attend Trainers Training when you are ready to go to the next level with your skills. This intensive didactic, and experiential training with a personalized practicum, is the most comprehensive way to learn to become a Master Practitioner of NLP.

#### **Master Practitioner Content:**

Quantum Healing Techniques  
Allergy Relief Model  
Logical Levels  
Neuro-Drivers  
Healing Paradigms  
Meta Programs  
Aligning Values

Future Sourcing  
Problem Dissolver  
Drop Through - Technique  
Values Elicitation and Utilization  
Resolving Values' Conflict  
Modeling Project  
Beyond Words™

Sleight of Mouth Patterns  
Learning the art of Demos in a group  
In-depth Personal Breakthrough Sessions  
Training and Presentations Skills

### **NLP-202-P-NLP Practicum and Certification \$Included**

This is a required course for students wishing to be Certified as a Master Practitioner of NLP within the Therapeutic Coaching® Program. Practicums are individually designed to meet the needs of the student and criteria for certification. Practicum includes using your skills as a NLP Master Practitioner within the Therapeutic Coaching® Practicum. Please refer to the Therapeutic Coaching® Practicum requirements.

## ***Hypnosis Master Practitioner Training and Certification***

*The Master Hypnosis Certification is part of the Certification for Therapeutic Coaching® and requires students to fill out the Therapeutic Coaching® application and send it along with an application fee of \$25.*

### **Hyp-101 Beginning and Intermediate Hypnosis Skills    \$Included**

This 40 hour course within the Therapeutic Coaching® Program is designed to introduce you to hypnosis, it's application, beginning and intermediate techniques that will allow you to experience trance phenomenon and facilitate trance experiences with others.

This course will deepen your learning and integration of hypnotic language skills and techniques. You will learn hypnotic skills for emotional healing, while learning how to elicit trance phenomenon to deepen the learning and transformation. It is a required course for Certification as Master Practitioner of Hypnosis within the Certification for Therapeutic Coaching®.

#### **Content Highlights:**

### **Hyp-102-P-Hypnosis Practicum and Certification    \$Included**

Why hypnosis is useful	Post Hypnotic Suggestions
Suggestibility Test	Ericksonian Trance Inductions
What hypnosis is and dispel all the myths	The complete Hypnotic Interview
How to Create Rapport to Deepen Trance	Unconscious Reviewing
Calibration skills to recognize trance phenomena	Deep Trance Identification
Utilization of current experience to deepen trance	Trance Induction Techniques
Elicitation of Classical Hypnotic Phenomena	

This is a required course for students wishing to be Certified as a Master Practitioner of Hypnosis within the Therapeutic Coaching® Program. Practicums are individually designed to meet the needs of the student and criteria for certification. Practicum includes using your skills as a hypnosis practitioner within the Therapeutic Coaching® Practicum. Please refer to the Therapeutic Coaching® Practicum requirements.

## **Hyp-201 Advanced Hypnosis Skills**

**\$Included**

This 48 hour course within the Therapeutic Coaching® Program is an advanced course in the use of hypnotic language and skills. This is an advanced training for those of you who are interested in becoming masterful at Hypnotic Interventions with yourself or others, personally or professionally. You will learn new advanced hypnotic skills for emotional, spiritual and physiological healing, while learning how to elicit and utilize trance phenomenon to deepen the learning and tranceformation.

### **Content Highlights:**

Utilization of complex hypnotic phenomena  
Ericksonian Post Hypnotic Suggestion Protocol  
Advanced Inductions Using Ideomotor Signaling  
Comprehensive Hypnotic Protocol for Healing

Metaphor Construction  
Unconscious Emotional Clearing  
Hypnotic Dream Induction  
Unconscious Learning Protocol

## **Hyp-202-P-Hypnosis Practicum and Certification**

**\$Included**

This is a required course for students wishing to be Certified as a Master Practitioner of Hypnosis within the Therapeutic Coaching® Program. Practicum includes using your skills as a hypnosis practitioner within the Therapeutic Coaching® Practicum. Please refer to the Therapeutic Coaching® Practicum requirements.

### **Required Courses for Certification:**

**NLP-101 & NLP102-P**  
**NLP-201 & NLP-202-P**  
**Hyp-101 & Hyp-102-P**

## ***Therapeutic Coaching® Absences Policy:***

Students will be dismissed from the program for excessive absences. If a student is dismissed for excessive absences, the refund policy stated in the enrollment agreement will apply.

- 1-4 Days      Student must make up all required work as stated above.
- 5-7 Days      Student must make up all required work as stated above and is placed on probation until completion of program.
- 8-9 Days      Student may be dismissed at the discretion of the trainers.
- 10 Days      Student is automatically dismissed from the program.

## ***Certifications Awarded***

Students who successfully complete all required course work and practicum will receive the following Certifications:

- \*Certified Therapeutic Coach®***
- \*Certified Practitioner of NLP***
- \*Certified Master Practitioner of NLP***
- \*Certified Master Practitioner of Hypnosis***
- \*Certified Master Practitioner of Humanistic  
Neuro-Linguistic Psychology™***



## ***Therapeutic Coaching® Trainers' Training Certification***

*Admission to the Therapeutic Coaching® Trainers' Training Certification program requires students to successfully complete the Therapeutic Coaching Certification class, fill out an application and send it along with an application fee of \$25.00.*

**TC-TT-103-T. C. Trainer's Training Certification** **\$9,000**  
**TC-TT-104-P—Practicum and Certification** **Included**  
Tuition includes class manual and 2 years professional liability insurance.

The Therapeutic Coaching® Trainers' Training Certification Program is a 26-30 month, 160 class room hour, intensive, hands on, Certification Program. There are 1,000 hours of practicum which includes prep, study, assignments and teaching & training, both internally and externally. Unlike many other Trainers' Training programs, this unique program will offer a thorough hands on learning environment where you can experience and practice Training skills as you learn them, receive immediate feedback and have the opportunity to put your skills to practice with hands on mentoring and coaching support.

The mentoring portion of this training will occur monthly to bi-monthly to support the student's mental and emotional development and processes that will enable them to master their training and platform skills.

You will be able to watch elegant demonstrations of the material being taught as well as being able to receive one-on-one feedback from the instructor to enhance your learning process. Video taping of your training experience is utilized to support your development as a Trainer. The Therapeutic Coaching® Trainers' Training Program includes the following skills and techniques:

NLP Communication Model	Stage Anchoring Layout
Basic Presuppositions of Training	Multi-Embedded Metaphor
Chaos & Order and Dissipative Structures	Demo Using Metaphor with Auditory Anchoring
Steps to Using Chaos Theory as an Ally	Principles of Suggestion in Training
Morphogenic Fields	Effective Presentation
Transforming Realities in Training	Audience/Group Induction
Group Process Developmental Stages	Training Assessment Questions
Forming, Storming, Norming and Performing	Learning and Training Styles
Group Rapport	The 4-Mat System
Working with the Unconscious Leader	The " Classical" NLP Training Design
Hypnotic Feedback Sandwich	Story Boarding
General Guidelines for Effective Feedback	Hypnotic Suggestion in Training Design
Ideas for Utilizing Participants Feedback	The Use of Language in Training Design for
Satir Categories in Training	Maximizing Learning and Change Effectively

# ***Therapeutic Coaching® Trainers' Training Certification***

## **TC-TT-104P Practicum and Certification**

## **Included**

This is a required course for students wishing to be Certified as a Therapeutic Coaching® Trainer. The Practicum will run concurrent with the course work. The Practicum must be completed by the end of the 26-30 months. The Practicum is individually designed to meet the needs of the student and criteria for certification. Students should be prepared to spend at least 1,000 hours completing their practicum.

First Year Practicum includes: Assisting within a Therapeutic Coaching® Class one weekend a month, preparing & delivering student evaluations, evaluating & coaching students on their performance during exercises, facilitating student study groups, presenting at Information Sessions, teaching segments of existing classes at The Meta Institute, one-two times per month, present a 1-3 hour workshop, present a 1-3 day workshop. Mentoring groups meet one time per month for 5 hours providing extensive feedback post-delivery of trainings.

Second Year Practicum includes: All of the above as well as presenting 6-10 Therapeutic Coaching segments in a Therapeutic Coaching Class and demonstrations of techniques during teaching process. Written comprehensive testing is administered to insure course content proficiency. Together, this course and practicum combine to create the most comprehensive, 26-30 month long Trainers' Training program in available in the Coaching field.

## ***Employment Opportunities***

Employment options for The Meta Institute graduates of Therapeutic Coaching® Trainers' Training Certification, include developing a Training practice, enhancing your current scope of Training, providing Training to corporation or organizations as a consultant. Working at The Meta Institute as a Trainer in house and as a per-diem instructor. Trainers in today's market earn anywhere from \$100 a day to \$1,000 a day depending on skill and experience and the content and size of the training.

## ***Certifications Awarded***

Students who successfully complete all required course work and practicum will receive the following Certifications:

***Certified Trainer of Therapeutic Coaching®  
Certified Trainer of Neuro-Linguistic Programming***

## ***Reiki Level I***

*Admission to this Reiki Training Course requires students to fill out the enclosed registration form and send it along with the course fee. Students do not need any prior training or experience to take this course.*

### **RKI-101 Level I Reiki Training**

**\$75**

This is a 1 day 7 hour introductory class for anyone interested in learning about energy healing techniques for themselves and others. Reiki is a Japanese form of energy work used to relax, replenish and heal the body. Although Reiki dates back 2,500 to 3,000 years, it was rediscovered in the 1800's by Dr. Usui, a Japanese man, whose quest was to explain why physicians and other healers no longer had the power in their hands to heal people. "REI" means spiritual consciousness or wisdom, "KI" means life force. This spiritually guided life force energy that is Reiki is universal and has an intelligence of it's own. Dr. Usui believed that Reiki had been accessible to all people at one time.

After a person is initiated into Reiki energy, whenever they place their hands on others or themselves, with the intention of using Reiki, the energy naturally flows. Reiki can be used to nourish and restore the body from every day life stressors. Reiki's soothing and balancing energy can be useful with ourselves, our loved ones, and even our pets. Whether it is a ten minute or a full body session, this gentle Reiki energy will allow the body to replenish and restore it's natural immune system. Reiki is not a substitute for medical care, however, it will support and enhance any form of treatment. Reiki can be used to aid the body's natural ability to heal headaches, exhaustion, colds, sleeplessness, injuries and any other form of "Dis-ease".

#### **Course Content:**

Introduction to energy healing  
Definition of Reiki  
Lineage and History  
Healing with Reiki

Attunement (initiation into Reiki I)  
Practice sessions  
The hand positions for self healing  
Manual

Students who successfully complete all required course work for RKI-101 will receive a certificate as a

***First Degree Reiki Practitioner***

## ***Reiki Level II***

*Admission to this Reiki Training Course requires students to be certified as a First Degree Reiki Practitioner. Students need to fill out the registration form and send it along with the course fee to The Meta Institute . First Degree Certificates from another school or instructor are permitted at this level only. If you have received instruction from another school or teacher please send a copy of your first degree certificate with your registration.*

### **Required Prerequisite Course:**

**RKI-101**

**or**

**First Degree Certificate Copy from another school**

### **RKI-201 Level II Reiki Training**

**\$150**

This 1 day, 7 hour course will assist the practitioner in continuing their personal and professional development as a healer and help guide them along their journey. Students will learn advanced healing skills and feedback on their current skill levels. Students will learn the use of ancient symbols to aid the healing process. Long distance healing techniques will be taught and practiced. A brief overview of issues to be addressed when starting a healing practice will be discussed to help students begin to prepare for a private practice.

#### **Course Content:**

First Three Symbols, meaning and uses	Practice & Additional Techniques
Long Distance Healing	Attunement (initiation into Reiki II)
Ethics and Permission	Development of a Healer
Manual	Introductory Chakra discussion

Students who successfully complete all required course work for RKI-201 will receive a certificate as a

## ***Second Degree Reiki Practitioner***

## ***Reiki Master Level III***

*Admission to this Reiki Training Course requires students to be certified as a Second Degree Reiki Practitioner, and document at least 50 hours of providing Reiki sessions. These sessions may be a combination of volunteer work, paid experience, Reiki shares, or family and friends. Please contact us to receive the necessary documentation required. Students need to fill out the registration form, include a copy of their First and Second degree Certificates, and send the paperwork to The Meta Institute along with the course fee. Students must have taken their Second Degree Training at the Meta Institute in order to register for this course.*

### **Required Prerequisite Course:**

**RKI-101 or First Degree Certificate Copy from another school**  
**RKI-201**

### **RKI-301 Level III Reiki Master Training**

**\$300**

This 1 day 7 hour course is for those students interested in deepening their skills as a Reiki Practitioner and furthering their study and commitment to the process of energy healing. Students will be trained in the art of Reiki Initiation and Attunement, learn and use three new symbols, and demonstrate their skill and knowledge regarding Reiki Healing.

#### **Course Content:**

Additional Symbols	Practice Passing Attunements
Buddhist Interpretation of Symbols	Attunement into Reiki III
Learn the Process of Passing Attunements	Manual

### ***Employment Opportunities***

In addition to a private practice, Reiki practitioners can obtain employment at healing and massage clinics. Massage therapist and Nurses are among the many students who add these skills to their already existing skills. CE credit can be obtained for both massage therapists and nurses.

Students who successfully complete all required course work for RKI-301 will receive a certificate as a

***Reiki Master***

## ***Reiki Master Teacher***

*Admission to this Reiki Training Course requires students to be certified as a Reiki Master. Students need to fill out the registration form, include a copy of their First and Second degree Certificates and send the paperwork to The Meta Institute along with the course fee. Students must have taken their Second Degree Training at the Meta Institute in order to register for this course.*

### **Required Prerequisite Course:**

**RKI-101**

**RKI-201**

**RKI-301**

### **RKI-301T Reiki Master Teacher Training**

**\$300**

This 1 day 8 hour course follows the Reiki Master class for those students interested in teaching other students Reiki. This class allows the student to get an introductory level course in presentation skills to enhance their ability to teach effectively. Students will also participate in a supervised Internship for our Reiki Master Teacher Certification. After a student has taken the Reiki Master Teacher class, they will then be required to assist at a Reiki I & Reiki II class. In the role of assistant/apprentice, the student will participate in doing attunements, answering questions and providing guidance during practice sessions. The student will also participate in several briefings with the instructors throughout the day. During these meetings the student apprentice will have the opportunity to ask questions and share information about their observations and learnings during class. This will allow the student apprentice to take the information learned in their Master Teacher training and experience and process it on a different level for a deeper learning experience.

#### **Course Content:**

Training and Presentation Skills  
Supervised Internship  
How to Prepare a REIKI Class

Understanding learning styles  
Class room preparation

### ***Employment Opportunities***

In addition to the employment opportunities of a certified Reiki Practitioner, Reiki Master Teachers can offer training workshops and certify students at all three levels.

Students who successfully complete all required course work for RKI-301T will receive a certificate as a

## ***Reiki Master Teacher***

## ***Discover the Healer in You***

This is a unique process that was developed by Mirtha to assist students in achieving their highest intention of developing their skills as a healer and helping others to heal along their journey. This process allows students to journey inside themselves on a guided personal tour to discover any unwanted or limiting beliefs, values or objections that might get in the way of allowing the student to manifest their goal of becoming a healer. Once discovered, this process allows the student to clear these limiting beliefs, values and objections in a very personal and private way.

This guided imagery allows students to let go of what is no longer serving them and frees them up to connect to the true healer in themselves. They can now begin their journey to healing self and assisting others in healing. It is a very powerful process that was developed based on the Hawaiian spiritual and energy system called Huna.

## ***Reiki Sessions***

Reiki can be used to nourish and restore the body from every day life stressors. Whether it is a ten minute or a full body session, this gentle Reiki energy will allow the body to replenish and restore it's natural immune system. Reiki is not a substitute for medical care, however, it will support and enhance any form of treatment. Reiki can be used to aid the body's natural ability to heal headaches, exhaustion, colds, sleeplessness, injuries and any other form of "Dis-ease".

**Reiki Sessions are 60-90 minutes long and by appointment only.  
Sessions are \$75.00**

*Use of Essential Oils is available at no extra cost.*

## ***Reiki Shares***

The Meta Institute sponsors monthly Reiki Shares for Reiki Practitioners to get together and share experiences as well as give Reiki treatments to each other to support practitioner's self-care. Reiki Shares are open to anyone trained in Reiki by The Meta Institute at Level One, First Degree Reiki. Please call for more information.

## ***Therapeutic Coaching Session***

***Sessions can be scheduled with Mirtha. A Coaching Session ranges from 1-3 hours. Sessions are billed at \$150 an hour.  
By appointment only.***

***The Meta Institute also has a team of skilled Therapeutic Coaches®. These practitioners are available for an array of services that include Individual, Personal, Professional, Couples and Family Coaching, Reiki, ARoMATOUCH®, Reiki & Essential Oils and Business Planning.***



Assisting people in recognizing their resources  
in order to maximize opportunities for growth  
and success in any area  
of their life.

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