

**Australian Association of Professional
Hypnotherapists and NLP Practitioners Inc.
(AAPHAN)**



IA13111
ARBN 098754315

Current Byelaws

**As contained in the appendices of the Rules of the Association
with superseded sections removed**

as at 1st January 2012

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Appendix “A” - Bye laws of the Association

Code of Conduct

All members of the Association, regardless of grade, shall conduct themselves in a professional and ethical manner in accordance with the Association’s Code of Conduct.

On joining, each member will be given a copy of this code and be required to accept its content and sign for it as a prerequisite to membership.

Failure to abide by the Code shall constitute grounds for withdrawal of membership.

Activities

To provide a peer group forum as per Rule 2(4) to support :

- (a) Practitioners of Hypnotherapy,
- (b) Practitioners of NLP & other modalities of communication,
- (c) Students of Hypnotherapy & NLP, and
- (d) Corporate members (approved clubs, societies & training organisations)

Support in the form of:

- (a) regular meetings and workshops conducted by members and invited experts.
- (b) regular news and information bulletins
- (c) member networking
- (d) supervision for probationary members

To encourage the availability of a wide and diverse range of suitable training programmes as per rule 2(5), the Committee will, at its discretion, recommend suitable training workshops as being appropriate for grading within the Association.

Visitors

Visitors are welcome to our meetings twice in any one year. After that it is expected that they will apply for membership

Image

In representing the profession to the public and to the civil authorities emphasis will be placed on professionalism and responsibility.

The Management Committee

The Association’s President shall always be an experienced full time practicing Hypnotherapist

At least 50% of the Committee shall at all times be practicing therapists

Standards of Competence

The Association shall remain impartial in relation to training received by members and intending members, and judge each applicant’s training and qualifications on their merits and the demonstrated practical competence of the applicant.

The academic and practical requirements for membership in the stated grades shall be determined by the Management Committee.

Intending members shall be graded only after reference to their:

1. Qualifications
(Content and hours evidence is to be produced of any award or certificate received).
2. Notarised transcripts or evidence of the content of each course claimed must be presented and approved as appropriate to the grade applied for.
3. A practical demonstration of hypnotic and/or NLP proficiency.

Use of the Association's name and or logo

The use of the Association's name and or logo in advertising is not permitted without written permission from the Management Committee.

Permission is restricted to financial members in grades 4e & 4f*, and is limited to the use of the logo as provided in bromide form by the Registration Board, and must have written under it "Registered Hypnotherapist" or "Registered NLP Practitioner"

Membership cards and Certificates

Membership cards can be issued annually to all financial Registered Practitioner members on request.

Membership Certificates will be issued annually to all financial Registered Practitioner Members

Website

A web site is maintained by the Association. Registered Practitioners and Accredited Trainers can have their profile listed on the site.

Registered Practitioners are required to submit 4 technical articles of no more than 500 words per year as one of the requirements for re-registration.

APPENDIX B/3

Membership fees

[1] As from 1st September 2009 the membership fees shall until further notice be:

- | | |
|--|-----------------|
| Initial application fee, Non returnable | \$25.00 |
| (a) Associate Member - | \$50.00 |
| Persons interested in and supporting the aims of the Association | |
| (e) Registered Hypnotherapist* | \$180.00 |
| Qualified in approved training programme including a current first aid certificate, practicing full or part time and satisfying the Registration Board as to competency. (can be combined with (f) at no extra cost) | |
| (f) Registered NLP Practitioner* | \$180.00 |
| Qualified in approved training programme including a current first aid certificate, practicing full or part time and satisfying the Registration Board as to competency. (can be combined with (e) at no extra cost) | |
| (g) Member | \$120.00 |
| Partially qualified in approved training programme in Hypnotherapy and/or NLP & practicing under supervision | |
| (h) Accredited Trainer | |
| Fulfilling the requirements of these Byelaws - | |

APPENDIX C/1

Membership requirements for as at 30/6/2009

Note The 'Registered' grade of Membership is a professional grade, and qualifies for a Certificate of Registration issued by the Registration Board of the Association.

Associate members (a) are required to state on their application form that they have an interest in Hypnotherapy and/or NLP but have insufficient qualifications to become full members. They are also required to state that they have no criminal record or current psychiatric disorder They are required to commitment themselves to the Association's Rules and Byelaws.

Members (g) in addition to the above must have commenced a formal training in Hypnotherapy and/or NLP in an approved course and be working under supervision. They must give a commitment to a programme of continuing education in accordance with the byelaws. Must hold current certification in Senior First Aid, CPR and hold a permit to work with children if required in their State of practice, or provide a declaration that s/he does NOT work with children.

Applicants may be required, at the discretion of the Board of Registration, to attend a personal interview to demonstrate their competency.

Registered Hypnotherapists (e) and/or NLP Practitioners (f) in addition to the above (a) to have taken formal training in Hypnotherapy and/or NLP to a minimum of 400 hours of which 100 hours must be classroom hours or give evidence of long term practical experience in their chosen field. They must give a commitment to a programme of continuing education in accordance with the byelaws. Applicants may be required, at the discretion of the Board of Registration, to attend a personal interview to demonstrate their competency. Must hold current certification in Senior First Aid, CPR and hold a permit to work with children if required in their State of practice, or provide a declaration that s/he does NOT work with children.

Note: Entry into any grade of Membership of the Association is subject to approval by the Management Committee or its appointed Board of Registration. (Rule 7.1)

A sample application form is appended hereto

AAPHAN Byelaws

APPLICATION FOR MEMBERSHIP

Applicants Full Name

Residential Address

..... Post Code

Business Address

..... Post Code

Phone (...) Email

I Hereby apply to become a Member of AAPHAN as a:

- ~~Registered Hypnotherapist and/or NLP Practitioner \$120.00*~~
- Hypnotherapist and/or Neuro Linguistic programmer (Non Practicing) \$120.00*
- Note: Membership as Hypnotherapist & NLP Practitioner requires only one Membership fee
- Associate Member \$50.00*

• In the event of admission as a Member I agree to be bound by the rules and Code of Conduct of the Association for the time being in force.

• You are required to answer the following questions:

- Are you currently being treated by a Psychologist or Psychiatrist? Yes No
- Are you currently being treated for a Psychiatric condition? Yes No
- Have you ever been convicted in a Court of law? Yes No

If you have answered Yes to any of the above questions, it is a condition of acceptance into the Association that you provide full and frank details to the Membership Board. These details will be held in strict confidence.

Applicant's signature Date / /

In the presence of JP/C.Dec Signature

I enclose my non-refundable application fee of \$25.00*
 annual Membership fee (appropriate to grade) \$

Total	\$
--------------------	-----------------

*Actual fees due will be calculated as a percentage of the annual Membership will terminate on June 30th, when all membership fees are due. You will be advised of the fee required when your application has been successfully processed.

Proposer I nominate the applicant, who is personally known to me as a person of good character, for Membership of AAPHAN

Signed Date / /

Second I second the applicant, who is personally known to me as a person of good character, for Membership of the Association

Signed Date / /

APPENDIX C/2

Training Standards

A Practitioner should be able to demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas.

Training should have:

- Breadth, depth and complexity covering planning and initiation of skills, knowledge and applications across a broad range of clinical hypnotherapy and/or NLP, practice management, ethical and therapeutic requirements.
- Application of activates that are set in a range of contexts with significant unfamiliar and/or unpredictable aspects which involve non-routine, complex issues which are identified, tested and addressed using substantially adapted procedures or guidelines.
- Performance and self directed application of a broad range of knowledge, direction and skills where judgment, planning and organisation of self and/or others are needed. Evaluation and analysis of areas where judgment is required in planning and selecting appropriate techniques and procedures for assessment and treatment. This includes the development of strategic initiatives recognising contra-indications and developing appropriate hypnotherapy and/or NLP procedures, tailored to the specific needs of the client.

Distinguishing features of learning outcomes:

The learning outcomes should enable the Practitioner to:

- Demonstrate understanding of a broad knowledge base incorporating relevant theoretical concepts and their practical applications in the areas of Clinical Methods, Communication and Counseling Skills, Professional Conduct and Ethical Practice.
- Identify and apply skill and knowledge areas to a wide variety of hypnotherapy contexts.
- ¥ Identify, analyse and evaluate information from a variety of relevant sources for planning or research purposes.
- ¥ Analyse, plan and implement specific hypnotherapy and/or NLP techniques and therapeutic procedures to presenting issues and the management of those issues.
- ¥ Transfer and apply theoretical concepts and/or technical or creative skills to a range of situations.
- ¥ Evaluate information using it to forecast for planning or research purposes to assist with client case management.

15/8/2009

APPENDIX D/1 - DECLARATION OF BEST PRACTICE

(to be signed by all Registered Practitioners)

I, understand and agree that it is a prerequisite to membership of the Australian Association of Professional Hypnotherapists and NLP Practitioners Inc. (AAPHAN) that I shall at all times maintain an ethically high standard of conduct and I now unreservedly agree to:

- 1. Honour the requirements set out in the current Code of Practice.
- 3. Accept that as a practicing member of the Association, it is specifically forbidden to engage in any form of sexual activity with my Clients.
- 4. Conduct myself in the best interests of my Clients, respecting their human rights at all times.
- 5. Never to impose my personal views onto my Clients.
- 6. Actively involve my Clients in their therapy.
- 7. Never use my skills to obtain personal advantage over my Clients.
- 8. Guarantee and protect absolute Client confidentiality.
- 9. Develop and update my personal therapeutic skills on a regular basis.
- 10. Willingly refer any Client whose problem lies outside my skills to another Therapist who in my opinion has those skills.
- 11. Never make claims to be, or infer in any way, that I am a member of another recognised profession, unless I do hold the necessary qualifications and recognition.
- 12. Support the Association in achieving its stated aims and objectives
- 13. Freely exchange advice and assistance with Members of the Association.
- 14. Conduct my personal life in such a way that reflects positively on the Association and the profession.

NAME (PRINT)

Sign and dated/...../.....

Witnessed by a member of the Management Committee

..... and dated...../...../.....



The Australian Association of Professional Hypnotherapists and NLP Practitioners Inc.

CODE OF PRACTICE

The Registered Hypnotherapist or NLP Practitioner whose signature is affixed hereto has, in the interests of the public and the profession, agreed to be bound by the rules of the Association and by the following ethical considerations.

I unreservedly agree to: Provide my clients with

- a) The probable duration of the therapy
 - b) The cost per session
 - c) The method of resolving disputes should they arise and.
1. Provide therapeutic services in a safe and ethical manner.
 2. Without limiting subclause (4), comply with the following principles:
 3. Maintain the necessary competence in my field of practice,
 4. Subscribe to and be active in the affairs of the Association
 5. Not provide a service of a type that is outside my experience or training,
 6. Provide only treatments that serve the needs of the client,
 7. Recognise the limitations of the treatment I can provide and refer clients to other competent health practitioners if appropriate,
 8. Recommend to my clients that additional opinions and services be sought, where appropriate,
 9. Assist my clients to find other appropriate health care professionals, if required and practicable,
 10. Encourage my clients to inform their treating medical practitioner (if any) of the treatments they are receiving,
 11. Have a sound understanding of any adverse interactions between the therapies and treatments I provide and any other medications or treatments, that the I am aware the client is taking or receiving,
 12. Ensure that appropriate first aid is available to deal with any misadventure during a client consultation,
 13. Obtain appropriate emergency assistance (for example, from the Ambulance Service) in the event of any serious misadventure during a client consultation.
 14. Make no claim to be a member of any other healthcare profession unless qualified and recognised.

NAME (PRINT) Registration no.

AAPHAN Grade

Signature Date

APPENDIX E

DISCIPLINARY PROCEDURE

If a member's behaviour is deemed by the Management Committee to be contrary to the Association's published Code of Ethics, the said Committee may at its discretion either

1. Suspend the member's membership for a period not exceeding two years,
2. Terminate the member's membership
3. Refer the complaint to the police or other Government office if the offence is against the law

The Committee may consider evidence and complaints presented by:

1. Members of the Association
2. A member's clients and/or their families
3. Members of the public

The Committee will take into consideration the provisions of rule 8(2) and 8(3) of the Association's Rules when applying a ruling on any complaint received.

<TERMINATION OF MEMBERSHIP

8 (2) *If a member*

i is convicted of an indictable offence; or

ii fails to comply with any of the provisions of the Rules; or

iii has membership fees in arrears for a period of two months or more; or

iv conducts him/herself in a manner considered to be injurious or prejudicial to the character or interests of the Association, the Management Committee shall consider whether his/her membership shall be terminated.

(3) The member concerned shall be given a full and fair opportunity of presenting his/her case and if the Management Committee resolved to terminate his/her membership it shall instruct the Secretary to advise the member in writing accordingly.>

15/8/2009

APPENDIX F

RECOGNITION OF TRAINERS AND TRAINING SCHOOLS.

Under rule 2(5) AAPHAN Recognises and encourages responsible and professional training programmes.

CONDITIONS FOR RECOGNITION for trainers.

Accredited Trainer

AAPHAN only recognises training given by AAPHAN accredited trainers.

In order for a Trainer or Training organization to be recognised as an Accredited Trainer for the purposes of supplying recognised training to AAPHAN's Registered Practitioners, the trainer must supply AAPHAN with:

1. Name, address and contact details of the Training organisation
2. The name of the course(s) given(s)
3. Pre-requisites for taking the course(s)
4. The content of the course(s)
5. The name(s) and qualifications of the trainers,
6. Number of classroom hours for the course(s)
7. Details of any other training requirements
8. Details of any supervision or other post study requirements
9. Name of the Award(s) given.

The Committee retains the right to give 'Grandfather status' to international and Australian trainers who are major developers in their field and/or who have already trained a significant number of existing AAPHAN Practitioners as at 3rd September 2009.

AAPHAN will maintain a register of Accredited Trainers.

15/8/2010

APPENDIX G

CONTINUING EDUCATION

Registered Hypnotherapy and/or Neuro linguistic Programming Practitioners are required to acquire 100 points per year in order to renew their registration.

Points will be allocated by the Board Of Registration or its nominated officer for the following and will be based on actual or nominal hours expended.

- Classroom hours for courses taken
- Attendance at regular AAPHAN meetings
- Articles submitted for publication on AAPHAN's website or official News sheet
- Case studies submitted for publication on AAPHAN's website
- Individual tutorials
- Approved groups sessions
- Mentoring and Supervision.
- Workshops, Conferences and Seminars relevant to health care professions.
- Papers submitted on self-directed research
- Extensive specific and related reading
- Contribution to relevant professional publications
- Professional practice
- Practical assessments
- Supervised practice
- First Aid courses.
- Service on the Management Committee or Sub-committees
- Delivering approved courses and workshops.
- Others as approved from time to time by the Management Committee

RESPONSIBILITY

It is the responsibility of the Practitioner applying for re-registration to provide authorized details of continuing education acquired during the past year together with their Application for Renewal form.

Inclusion of Practitioner profiles on the Web site will be conditional on having their Registration renewed.

Members who are qualified but not practicing are classified as Members in accordance with our Byelaws Appendix B3(g) and are not required to undertake continuing education, but it is recommended.

A sample renewal form is appended hereto

15/8/2009

MEMBERSHIP RENEWAL FORM

Applicants Full Name

Residential Address

.....Post Code

Business Address

.....Post Code

Phone (...) Email

Declaration - Please tick as appropriate

I Hereby apply to renew my membership of the Australian Association of Professional Hypnotherapists and NLP Practitioners Inc as a:

- Registered Hypnotherapist and/or NLP Practitioner** \$180.00*
- Hypnotherapist and/or Neuro Linguistic programmer (Non Practicing) \$180.00*
- Note: Membership as Hypnotherapist & NLP Practitioner requires only one Membership fee
- Associate Member \$50.00*

I agree to be bound by the rules and Code of Conduct of the Association for the time being in force.

I enclose a transcript of my continuing education hours together with authorised copies of awards for formal training completed during the past year. Awards **must** be accompanied by details of subjects covered and hours spent on the training or activity in order for points to be allocated..

I have not/have not* received any complaints about my professional conduct during the past year.

* Delete as appropriate. If you have received complaints append details in confidence

Applicant's signature Date / /

I enclose my annual Membership fee (appropriate to grade) \$

Note. Under the provisions of rule 7(2) the Management Committee has the right reject any application without being required to state the reasons therefore.

DOCUMENTARY EVIDENCE REQUIRED for RE-REGISTRATION

I enclose certified COPIES of all new certificates, transcripts etc with my application. I understand the bylaws of the Association require that re registration into all grades of membership above that of Associate Member is based on satisfactory completion of 100 points of Continuing Education & that all claims for points are fully authenticated.

Grade applied forRegistered Member (Non Practicing)

If Registered, current professional practice Full time or Part time

CHECK LIST	Copies enclosed	Please ✓
1. Course/Training details		<input type="checkbox"/>
2. Authorised record of meeting attendance		<input type="checkbox"/>
3. Presentations given		<input type="checkbox"/>
4. Technical Books read.....		<input type="checkbox"/>
5. Committee meetings (AAPHAN)		<input type="checkbox"/>
6. Committee meetings (Allied associations)		<input type="checkbox"/>
7. PR presentations		<input type="checkbox"/>
8. Evidence of having submitted technical articles for publication over the year.		<input type="checkbox"/>
9. Other		<input type="checkbox"/>

To be graded a Registered Practitioner the following MUST be included

- Senior First Aid Certificate
- CPR Certificate
- Permit (Blue Card) for working with children if applicable in your State or declaration stating you do not work with children
- Copies of all new certificates and evidence of training with details of number each award.

AAPHAN will provide members with a booklet in which records of Continuing Education can be kept.

**Guide lines for the allocation of points for Continuing Education
Based on hours spent in the activity**

100 points per year required

Event	Suggested allocation	Possible annually
Regular AAPHAN meetings	3	30
Attendance at AGM	3	3
Attending one day AAPHAN seminar (3pa)	8	24
Classroom hours for courses/seminars/workshops taken	Actual hrs	?
Articles submitted for publication on AAPHAN's website (2pa)	2	4
Case studies submitted to AAPHAN's news sheet	2	2
Individual tutorials	Actual hrs	?
Approved groups sessions	Actual hrs	?
Mentoring and Supervision (5pa)	1	10
Workshops, Conferences/Seminars relevant to health care	Actual hrs	?
Papers submitted on self-directed research	2	?
Extensive specific and related reading – 5 pts per book (3pa)	5	20
Contribution to relevant professional publications	2	?
Practical assignments	?	?
First Aid courses	4	4
Service on Management Committee/Sub-committees	8	8
Delivering approved courses and workshops.	Actual hrs	?
Delivering PR talks to public (Clubs etc)	1	2
Actual total		
<i>Minimum possible total</i>		107

It is the responsibility of the Practitioner to keep authorised records of all Continuing Education activities. These records must be attached to the annual renewal form so that a points assessment can be made by the Registration Board or its representative.