

DISCLOSURE

Terms and Responsibilities

The mission of MLT is deeply rooted in fostering individual empowerment, focusing on self-esteem enhancement and facilitating profound personal growth. We strive to guide individuals towards a deeper awareness and connection with their subconscious minds, unlocking a greater understanding of their life's purpose and overall wellbeing. As dedicated mentors, we are bound by a strong commitment to teamwork and shared values, ensuring we provide comprehensive guidance, training, and support to our students. Our goal is to cultivate a learning environment that propels them towards a promising new career, enabling them to graduate not only with knowledge and skills, but also with a fervent desire to contribute positively to the well-being of our community.

ALL PARTICIPANTS

- Every individual interacting with MLT has the right to be treated with respect and dignity. This foundational principle extends to all services received and participation in association with MLT teamwork and participants. It's paramount that these interactions are free from any form of discrimination, harassment, intimidation, persuasion, or force. MLT unequivocally prohibits and will not tolerate any actions that violate this right, ensuring a safe and equitable space for everyone involved. This commitment underscores MLT's dedication to fostering a culture of inclusivity and mutual respect.
- MLT – Mindful Living Transformation and its members does not discriminate on the basis of race, ethnicity, Color, gender, gender identity, or expression sexual orientation, religion, creed, national origin age (except when program eligibility is restricted to children/transitional age youth, adult or older adults), immigration status, marital status, genetics, AIDS/HIV, medical condition, political affiliation, disability, status as a victim of domestic violence/assault/stalking, or military/veteran status. If you feel you have been discriminated against or treated unfairly, you may report the incident to a staff member and/or file a grievance (see Grievance Procedures).
- Consent to or refuse any care or treatment (see age of consent for minor children), except in a medical emergency or otherwise permitted by law.
- As part of an integrated model of service delivery, with a signed consent or authorization form, MLT staff may coordinate services. You have the right to provide or withdraw consent at any time by providing written notification.
- When it comes to education and personal development, it is important to have access to a variety of services and support systems that can help you reach your goals. This is where the services of students, interim staff, volunteers, and hired staff come into play. Each of these groups can provide unique assistance and guidance, based on their availability and expertise.
- As a student, you have the opportunity to receive services and support from all of these groups. This may include teaching and instruction from hired staff, mentoring and guidance from interim staff or volunteers, and assistance from other students. The availability of these services will depend on the resources and plans of the organization or institution you are working with, as well as the specific goals and needs of each individual.
- It is important to choose the services and support that are most consistent with your plans and goals, and that will help you make the most of your educational experience. This may involve participating in periodic reviews and evaluations, in order to assess your progress and make any necessary adjustments to your plans and the services you are receiving.
- At the end of the day, the goal is to ensure that you have access to the services and support you need to succeed. By taking advantage of the availability of students, interim staff, volunteers, and hired staff, and by participating in regular reviews and evaluations, you can set and work towards your goals and make the most of your education and personal development. And, of course, you should always receive a copy of any evaluations or reviews, in order to

PRACTICES AND UNDERSTANDING THE LAW

- California provides an exemption and specifically defines the legality and scope of the Hypnotherapist contained in California's Business and Professions Code #2908.
- In California, the legal landscape of hypnotism is nuanced. While the state doesn't explicitly prohibit the practice, it becomes regulated when it overlaps with the domains of medicine or psychology. Specifically, if a hypnotist presents themselves as treating illnesses or conditions, thereby diagnosing or treating physical or mental ailments as defined in Business and Professions Code Section 2052, they could be considered to be engaging in the unauthorized practice of medicine. Similarly, the practice of hypnotism falls under the umbrella of psychology as defined by Business and Professions Code Section 2903. Therefore, unless licensed as a psychologist or exempted under the Psychology License Law, performing hypnotism could be a violation of the Business and Professions Code Section 2908. However, the Psychology License Law offers exemptions, allowing unlicensed individuals to use hypnotic techniques when referred to by licensed medical, dental, or psychological professionals, or when offering avocational or vocational self-improvement services that do not involve therapy for emotional or mental disorders. This framework allows for the use of hypnotism in certain contexts while safeguarding against potential harm from unqualified practitioners venturing into medical or psychological treatment.
- Clients, Students, Interims, Volunteers, staff and assistants, have the right to be fully informed about all available treatment options, training methodologies, teaching approaches, coaching styles, mentoring strategies, and related services that are relevant to their needs and goals. This includes a clear explanation of alternative approaches, enabling them to make informed decisions about their care or development. Furthermore, individuals must understand their right to refuse any specific treatment, training, or service, and they should be fully aware of the potential risks and benefits associated with both accepting and declining those options. Ultimately, they possess the autonomy to make decisions regarding their engagement, including the right to accept or reduce offered services and benefits, as well as the right to request a change in the type of service provided or the individuals providing that service. This ensures that their needs and preferences are respected throughout the process.
- Maintaining confidentiality is paramount in all our services. Whether we're sharing information, engaging in case work, providing mentoring, or managing clinical records and personal information, we are committed to protecting your privacy. The details discussed and collected remain confidential unless legal obligations require disclosure.
- To ensure your safety and well-being, all clients will be assessed for suicide risk as appropriate. If necessary, you will actively participate in developing a personalized safety plan. This process involves support from our team or a trained professional, aimed at providing you with the resources and strategies to navigate challenging times.
- Request in writing to review your participant records and/or receive a copy, comment on any portion of your records, and determine who can read your records to the extent permitted by law.
- Allow staff to view records as necessary to do their jobs and allow outside reviewers to review records for quality assurance or otherwise as permitted by law.
- Report any incident of abuse or neglect without any form of retaliation. Grievances will be investigated in a fair manner, with the opportunity to appeal.

PARTICIPANT RESPONSIBILITIES

In addition to the rights that are afforded to you as a participant of MLT services and education, there are certain responsibilities you have in order to ensure appropriate delivery of services. Your responsibilities include but are not limited to the following:

- Be truthful about medical and any provided information and requirements and history; report any changes in your health or living situation that may affect your training and or participation with MLT services. Be sure you understand or ask questions about the program and services when needed.
- In professional settings, particularly where teamwork and collaboration are paramount, code dressing and conduct play a crucial role in fostering a positive and productive environment. Understanding the principles of Mindfulness, Learning, and Teaching (MLT), along with prioritizing wellbeing, awareness, and focus, significantly contributes to self-improvement and collective consciousness. Dressing to success isn't about conforming to rigid standards, but rather about presenting oneself in a manner that enhances communication and minimizes distractions. For instance, being mindful of fragrance choices and moderating or avoiding strong scents can improve interactions with colleagues and clients. Similarly, thoughtful clothing choices that avoid potentially confrontational or provocative messaging can prevent unintended disruptions and ensure everyone feels comfortable and respected. This approach is not about discrimination, but rather about recognizing the power of appearance and conduct in facilitating effective teamwork and achieving shared goals.
- Be sure you understand or ask questions about the program and services when needed.
- Respect MLT policies, property, staff, volunteers, teachers, mentors, visitors, classmates, and other participants, and abide and comply with all rules and regulations, including Department of Education requirements, Community Services, Training facilities locations and any other participants not mentioned in this section.
- MLT services will be suspended, terminated or refused if there are threats, threatening language, or any other acts of aggression/violence made toward or by any MLT participant, visitor, student, staff or volunteer.
- For the purposes of this policy, a threat includes (but is not limited to) any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious, or destructive action undertaken for the purpose of domination or intimidation, or sexual harassment, or other acts of aggression not listed.
- To the extent permitted by law, all people present on MLT premises or online are prohibited from carrying, exposing or publishing weapons as any form of violence, intimidation, advertisement, gift and/or selling
- Further, MLT does not tolerate defamation of character toward any MLT participant, visitor, staff, volunteer or student. For purposes of this policy defamation of character is defined as spreading false information (verbally or in writing) stated as fact, which harms an individual's personal or professional reputation or causes other damage, including financial loss and emotions distress. Bullying is also considered another destructive conduct that is not permitted.
- Provide relevant information, to the fullest extent possible, which is accurate and complete when it impacts on the services and training you are receiving.
- Actively participate in the services, training and work on the goals outlined in your assignment, educational or service plan.
- Make an appointment and agree to show up on time, with regular attendance, as applicable. Abide by cancellation, attendance and rescheduling policies.
- When applicable, pay for all services at your appointment and/or complete MLT billing/fee agreement. Promptly meet any financial obligations agreed to with MLT including staff working with third party payers.
- Should noncompliance of MLT Participant Rights & Responsibilities occur, MLT staff will investigate each situation to determine the continuation and/or possibility of future services should suspension or termination occur. We reserve the right to make exceptions case by case.

PARTICIPANT RIGHTS & RESPONSIBILITIES

All MLTs program and staff recognize and respect the rights of our program participants

Confidentiality for Mental Health Services

A basic right of every person is the right to confidentiality. Confidentiality is both an ethic and a law for those accessing mental health services which prevents disclosures about care received without expressed permission, except in medical emergencies, cases of suspected child or elder abuse, threat to the lives of self (suicidal) or others (homicidal); if there is disclosure of a sexual nature involving minors that meets the criteria for a report upon the receipt of a court order; in the event of valid medical emergency; and when there is a general concern for your safety or that of others. More details are available in our Notice of Privacy Practices available at the time of intake or from your therapist or mentor (HIPAA Privacy Rule, ORS 107.154.179.505,179.507,192.515,192.507, and 42 CFR Part 2 & 45 CFR Part 205.50). Also subjected to any active law not mentioned in this section.

For Minors: You may not need your parents’ permission to access certain services if you are 12 years or older and seeking outpatient mental health, substance use services or reproductive health care. See <http://teenhealthlaw.org/wp-content/uploads/2019/08/2019CaMinorConsentConfChartFull.pdf> for more information. If you are under these ages, you must have parental consent to receive services. Services will be confidential unless releasing certain information is required by law. Talk with your therapist to understand the extend of your confidentiality.

Confidentiality for all MLT Services and educational and training program

All staff, volunteers, instructors, and applicable contractors of MLT Mindful Living Transformation Hypnotherapy School and related courses are “mandated reporters” who are required by law to report the following categories or types of abuse/neglect (known as suspected) to the appropriate law enforcement or social service agency: child abuse and neglect; elder dependent adult abuse.

Certain MLT staff also have a professional responsibility and have received specialized education and training to fulfill a role of ensuring safety when they have reason to believe that a person may be a danger to themselves or others, or may be gravely disabled, meaning that someone is not longer able to provide for their own food, clothing , or shelter because of a mental health disorder, warranted, in certain other situations, including if a child under 16 years old is the victim of a crime, and if ordered to do so by a court of law.

Grievance Procedures

MLT strives to prove high-quality programs. There is always the potential that the care received by a participant may not be perceived by that person as fair or appropriate. All participants of MLT will be free from retaliation for any complaints or grievances filed against MLT staff or the school itself. Complaints and grievances will be investigated and resolved within 30 days. Any concerns regarding services and training program should first be expressed to the MLT staff person you are working with. For any unresolved complaints or concerns, please submit your grievance through our confidential website at <https://mindfullivingtransformation.com> or call (415) 246-9862.

The MLT Director receives and responds to complaints regarding the practice of our services and training program. To file a complaint, you may contact the Director via our confidential website at <https://mindfullivingtransformation.com> or email to our leadership team at MLT.Hypnotherap@gmail.com or call (415) 246-9862 asking to speak with MLT Director.

Any other matter not listed in this section, can also be reported to our leadership team at MLT.Hypnotherapy@gmail.com or call (415) 246-9862.

Name (printed) _____

Name (signed) _____ Date _____

If under 18 YEARS of AGE – Parent Signature Required (in addition to your signature, above)

Parent/Guardian name (signed)

Parent/Guardian name (printed)

Date