



The Institute of Shamanic Healing

Program Policies and Procedures

These program policies and procedures apply to The Institute of Shamanic Healing (referred to here as “the Institute”), to the Apprenticeship Leaders, and to any other employees, (whether compensated or volunteer), as well as to the Apprentices when appropriate.

Program Content Policy and Responsibility

The content and materials presented in this Apprenticeship come from the Maya shamanic tradition, from the mystical and philosophical teachings of Sri Aurobindo, from the shamanic and life philosophy of shaman Ross Bishop, and from the teachings of Dr. Selena Whittle. All of the shamanic teachings have ancient roots in shamanism, in the shamanic worldview, and in the many methods of shamanic healing known to humankind, but shamanic teachings at the Institute of Shamanic Healing are particularly linked to the Maya tradition. The teachings of Sri Aurobindo come from his Integral Yoga and from the ancient Indian teachings born out of the Vedas and the Upanishads. Sri Aurobindo’s teachings are in alignment with the shamanic teachings.

For apprentices who are also mental health professionals, it should be noted that the apprenticeship includes interventions and modalities that are beyond the authorized practice of mental health professionals. Licensed professionals are responsible for reviewing the scope of practice, including activities that are defined in law as beyond the boundaries of practice in accordance with and in compliance with professional standards.

Program and Apprentice Responsibility for Shamanic Healing Interventions and Results

The Institute of Shamanic Healing is responsible for providing comprehensive training in shamanic healing to apprentices, including knowledge and healing skills; however, the apprentice practitioner is solely responsible for all interventions and actions, whether in the spirit realm or the physical realm, associated with that apprentice practitioner’s clients, both during the training and after the training is completed. The Institute, its owners, faculty, employees, or any other individual associated with the Institute, are not responsible or liable for the apprentice’s shamanic healing interventions, outcomes, or results, either during or following the completion of the apprenticeship.

Program Certificate, Certification Information, and Policies

In order to become certified as a Shamanic Healer with the Institute of Shamanic Healing, the Apprentice must fully attend each aspect of the training, demonstrate proficiency in both knowledge and skill, and demonstrate development of presence as a shamanic healer. Successful completion of each of these elements substantiates the certification.

Attendance

Full attendance at each aspect of the training, including each day of retreats, classes, sessions, and vision quest is required. In cases of illness or emergency, make-up classes or activities may substitute. The Apprentice is responsible for consulting with the Apprenticeship Leader about such cases.

Demonstrable Academic and Shamanic Healing Proficiency

In addition to the assigned readings for each academic subject, the Apprentice will be given homework tasks that serve to deepen understanding of the subject as well as demonstrate proficiency. All homework tasks must be completed, received, and evaluated by the Apprenticeship Leader in order to receive the certification. If the Apprenticeship Leader deems it necessary, the Apprentice may be asked to take a class again or receive individualized instruction on the subject.

Demonstration of proficiency in the facilitation of shamanic healing sessions begins with 5 observed or supervisory sessions and documentation of your first 20 client sessions, which must be completed within one year of the third retreat dates. Demonstration of proficiency continues through participation in group supervisory classes during the apprenticeship.

Development of a Healing Presence through Inner Growth

Personal inner growth and transformation are inherently a part of the apprenticeship at the Institute. As the Apprentice begins his/her own shamanic healing and inner growth continues, the Apprentice will begin naturally to develop a healing presence. This presence is a direct result of the inner work and is marked by the subjects that emerge during that inner work. The Apprentice may consult the Apprenticeship Leader for further information about these markers.

Policies on Apprentice Attendance in the Program

As indicated in the certification policy above, Apprentices are expected to participate in every aspect of the program, including, but not limited to retreats, classes, and sessions as examples.

Missed Attendance for Classes

In the case of illness or emergency, the Apprentice may need to miss a class or classes. Under such circumstances, the Apprenticeship Leader will consult with the Apprentice to determine an appropriate make-up task or class. With extended missed classes, the Apprenticeship Leader will consult with the Apprentice and determine whether or not classes may be made-up or whether the Apprentice wants to or should continue in the program. Apprentices who miss classes as a result of negligence may be asked to leave the program or consider joining the following year, depending upon circumstances.

Missed Attendance for Retreats

Missed attendance for retreats is more dire as the education and experiences of a retreat cannot be replicated. In the event of illness or emergency causing missed attendance for a retreat, the Apprentice should contact the Apprenticeship Leader to determine the appropriate action. The Apprentice may be asked to join the next apprenticeship group.

Missed Attendance for Sessions

In the event of illness or emergencies, sessions may be canceled without notice, but the Apprenticeship Leader will appreciate as much notice as possible. Sessions may be canceled for other reasons with 48 hours' notice. Failure to provide proper notice will result in the Apprentice being charged in full for the session. Missing sessions frequently may result in evaluating whether the Apprentice wants to or should continue in the program.

Policies on Apprentice Expulsion from the Program

Circumstances that can result in immediate expulsion:

1. *Unethical Practices* – The Institute adheres to strict ethical practices as outlined in the American Psychological Association's Ethical Code of Conduct. Apprentices are required to take an ethics class during the program which specifically outlines these ethical codes, but these codes are available online and it is the Apprentices

responsibility to research and inquire about questionable ethical practices prior to the class on that subject. Additionally, there are ethical codes pertaining to shamanism that are taught throughout the program. Apprentices who engage in unethical practices or in practices that the Institute deems unethical (including, but not limited to, working with clients before being properly trained and acquiring the approval of the Apprenticeship Leader, or promoting harmful practices in-person or online through social media, or breaching confidentiality of another apprentice on social media as examples), may be immediately expelled from the program. Apprentices who have questions about what may or may not be ethical can ask their Apprenticeship Leader at any time.

2. Delinquent Apprentice Accounts – see below
3. Falsification of Documents – Any Apprentice who submits documents with false information including, but not limited to information on the application, registration, may be expelled from the program.

Other potential scenarios for expulsion are handled on a case-by-case basis. In each case, the Apprenticeship Leader will work diligently with the Apprentice to avoid this most unfortunate outcome.

Program Privacy Policies

The Institute, including all of the Apprenticeship Leaders and employees, pledge to uphold the strictest of confidentiality regarding all data collected, including, but not limited to the apprentice's personal information, session data, financial data, and academic record. The Institute has not and will never share or sell apprentice contact information with any other corporation. Furthermore, the Institute conforms to the Health Insurance Portability and Accountability Act's (HIPAA) rules regarding privacy. In the case of a medical emergency, the apprentice's relevant contact and emergency contact information may be shared with relevant medical personnel. For a comprehensive understanding of HIPAA, please visit the U.S. Department of Health and Human Services website.

Additionally, Apprentices are required to sign a confidentiality and privacy agreement prior to entering the program in order to ensure that Apprentices do not share or record any information about other Apprentices. Sharing information about other Apprentices may result in expulsion from the program.

Photos

Apprentices may give express permission for the Institute to take and post photos. Apprentices may give each other permission to take and post photos provided permission is overtly given for each and every photo and posting.

Recordings

Apprentices may give permission for the Institute to take and post recordings. Apprentices may not make recordings of anything that occurs during the apprenticeship as materials and classes are copyrighted, and as confidentiality may be breached.

Vision Quest Policy

While the Institute and the Apprenticeship Leader will do all that is possible to ensure the Apprentice's safety throughout the vision quest, safety cannot be guaranteed as the vision quest occurs in the wilderness.

Declaration of Understanding

By signing this statement electronically, I am indicating that I have read and understood the above policies and procedures and that all of my questions have been answered to my satisfaction.