



***Mindhance Holistic  
Learning Center***

2010-2012

[www.mindhancelearning.com](http://www.mindhancelearning.com)

Welcome to Mindhance Holistic Learning Center, one of the few distant educational learning centers that offers a certificate in holistic mental healthcare and a certificate in mediation. Mindhance gives students the opportunity to develop their skills by offering well-rounded course work. Students can start the program at any time because we are an independent, self-paced program. There is no career interruption, commuting, or fixed class hours. Our quality programs and holistic learning methods ensure that the student will learn and enjoy their education experience.

### **Mission Statement**

Our purpose is to provide a comprehensive curriculum for the student who seeks higher education using a holistic model.

### **What will the student earn?**

Upon completion of each 30-credit-hour program, students will receive a certificate in Holistic Mental Health Care or Mediation. Each certificate will enable the student to qualify to apply for membership with the American Association of Drugless Practitioners (AADP), become a consultant, and possibly open their own practice.

### **What is accreditation?**

Accreditation guarantees a basic level of quality in the education you receive from an institution. This also ensures that your certificate will be recognized for the true achievement it is.

### **The purpose of attending an accredited school includes:**

- Standards of evaluation
- Accountability
- Public confidence in educational institutions

### **Who is accrediting Mindhance Holistic Learning Center?**

The AADP is dedicated to promoting an enhanced professional image and prestige among practitioners of traditional and non-traditional therapies and methodologies.

### **What other credentials will be available?**

The AADP will offer Mindhance graduates board certification as a drugless practitioner after the student completes their certification program.

### **What are the laws in my state? Do I need a license?**

Students are responsible for determining the legal issues involved in opening a holistic practice either as a holistic mental-health coach or as a certified mediator in their state.

### **Who is interested Mindhance Learning Center?**

Students at Mindhance Holistic Learning Center come with many backgrounds such as:

- Counselors/Social Workers
- Private Practitioners
- Nurses, Nurse Practitioners
- Physicians
- Healthcare administrators
- Healthcare personnel
- Parents
- General public
- Educators/teachers
- Psychiatrists
- Clergy
- Integrative Healers
- Childcare providers
- Body workers
- Patients
- Psychologists

## **Statement of Non-Discrimination**

Mindhance Holistic Learning Center is committed to providing equal opportunity for all students and applicants for admission without discrimination on the basis of race, color, creed, national or ethnic origin, sex or sexual orientation, age, religion, disability, marital or parental status, status with respect for public assistance, or veteran's status.

### **As a student of Mindhance Holistic Learning Center all students will:**

- Uphold personal and academic integrity
- Practice honesty in communication
- Recognize the strength of diversity
- Work with others to uphold these standards

## **Program Goals**

Mindhance Holistic Learning Center seeks to fulfill the Learning Center's mission by providing a structured curriculum. Students gain competence, self-direction, and insight while fulfilling personal and professional goals. Mindhance provides a setting for new learning because we believe learning is a continuing process. Students bring to the program diverse experience, and students are encouraged to start from where they are today and work to fulfill their own potential. The program emphasizes the learning process, rather than grades or credits earned.

## **Taking Courses at other Colleges while Enrolled at Mindhance**

Only courses taken through Mindhance are applied towards certification. Courses taken at other institutions cannot be used. Taking courses at other institutions is not discouraged.

### **Can I take all the courses Mindhance offers?**

Of course you can, but one certificate at a time.

## **Distance Learning**

Distance learning is the delivery of an educational program that allows students, instructors, and course content to be brought together regardless of geographic separation. It is extremely cost-effective and flexible. Best of all, each student gets to learn at a pace and location of his/her choice.

### **When do the courses begin? Can I start at any time?**

Since Mindhance is an independent-study school, you may begin at any time.

## **Connecting with Others**

Mindhance Holistic Learning Center encourages students to have contact with each other; this strengthens learning and networking opportunities. The school, with your permission, will place you on an email distribution list. After completion of the program, students will have the ability to seek each other out for advice and referrals.

## **Time Limit**

Our programs are designed to be self-paced, with a strong recommendation for completion within one year. If your personal life requires you to complete in more than eighteen months there will be an additional \$200 charge for an extension. After two years there will be no extensions.

## **Learning Materials**

Students will be given an instructional CD that contains information, instructions, and forms. Additional resources such as books or professional publications are the responsibility of the student. Lectures and assignments will be available to download from the Mindhance website. Our goal is to keep the costs low, be as green as possible, and pass that along to you.

## **Assignments**

At the conclusion of each lesson, learning is demonstrated by the completion of a specific assignment. Completed work is mailed, faxed or uploaded to Mindhance with a cover sheet attached.

## **Grades**

All lessons are completed on a Pass/Fail standard.

## **Education Prerequisite**

Applicants must hold a high-school diploma or equivalent

## **Application Process**

Applicants complete the Mindhance Application Form and send it to [www.mindhancelearning.com](http://www.mindhancelearning.com). Applicants will receive admission information within two weeks.

## **Tuition**

The cost for the 30-credit hour program for Holistic Mental Healthcare Coach is \$1,200. The cost for the mediation program is \$2,000. Payment is made by cashier's check or visit [www.mindhancelearning.com](http://www.mindhancelearning.com) to pay online. Checks are made payable to Mindhance.

Please enclose payment with registration to:

Mindhance  
PO Box 40546  
Tucson AZ  
85717-0546

If you would like to download your application, please visit [www.mindhancelearning.com](http://www.mindhancelearning.com).

## **Refunds**

Upon admission, students have access to all program materials. Because of this, there can be no refunds.

## **Online Student Center**

Mindhance offers the Online Student Center where enrolled students may gather for networking, reading articles, posting their papers, a chat room, and helpful tips. Students will find information about upcoming events, news, and changes to the website. Students may also exchange book reviews and post inspirational stories. Visit the student union center at [www.mindhancelearning.com](http://www.mindhancelearning.com). If you are enrolled in the holistic mental health program, you will find the student union under holistic mental health. If you are taking the mediation program, you will find that student union under mediation certification.

### **State-of-the-Art Learning**

As innovations and researches surface, Mindhance will offer additional information that can enhance the certification process. This is offered as a free service and will be posted on the website.

### **Continuing Support after Completion**

After obtaining your certificate, you will have:

1. Continued connection with current and former students
2. Free online support for questions (some limitations on frequency will apply).

### **Copyright**

All Mindhance Holistic Learning Center materials are copyrighted and permission is required to use materials for other purposes. We appreciate that all students will respect this requirement.

### **Any Questions?**

If you have any questions, please email

Holistic Mental Health: Dr. Tyler Woods at [Mindhance@gmail.com](mailto:Mindhance@gmail.com)

Mediation: Dr Diane Katz @[dkcircle@me.com](mailto:dkcircle@me.com)

### **Disclaimer**

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the learning center. The established procedures for making changes protect the integrity of the learning center and the interest and welfare of the students.



**Tyler Woods Ph.D. Founder  
Instructor for Holistic Mental Health and Holistic Grief Coach**

Dr Tyler Woods has worked in crisis intervention and suicide prevention since the early 90s and remains active in that field as the facilitator of Survivors of Suicide, Tucson. Prior to this, she worked for ten years with the dually-diagnosed population. Tyler earned her BA in Holistic Psychology and her Master's in Counseling Psychology. She then earned her Ph.D. in Holistic Health, focusing on healing through alternatives that aid in

emotional and healthy well-being.

She is a board certified holistic-health practitioner through the American Alternative Medical Association. In addition, she is a certified energy healer, a registered life coach, a certified holistic health counselor through the American Association of Holistic Health Counseling, a member of the Association for Comprehensive Energy Psychology, and a member of the Holistic Health Association. After twenty-five years in social services, Tyler realized that healing had to come from a deeper level, involving three dimensions not just the mind, but body and spirit as well. She believes that healing occurs when we choose a sense of balance over chaos.

Tyler Woods founded Mindhance in May of 2001, offering holistic mental-health services to clients throughout the United States. She currently runs a private practice, teaches at the college, presents workshops and trainings, is a keynote speaker, a wellness consultant, an author, and the founder and director of the Mindhance Holistic Learning Center.

## **Diane L. Katz, Ph.D. Mediation Instructor**



Diane Katz has owned The Working Circle, a full-service consulting company in Tucson, since 1995. Teaching and speaking across the country in over 20 cities to thousands of people, her message of organizational transformation and leadership development has been positively received. Working with organizations such as Raytheon, PricewaterhouseCoopers, The University of Arizona and many small organizations, Diane helps them to become more collaborative, communicative and productive. Since 1995, her company has served over 150 organizations in the United States.

Diane was a Human Resources executive for American Express, Chase, KPMG Peat Marwick and Alexander & Alexander. She has a Ph.D. in Conflict Resolution from Union Institute and a Masters in Organizational Psychology from Columbia University. Her doctoral work included modern and ancient theories and practices and culminated in an 8-step process for resolving conflict and making decisions she calls The Working Circle®.

Diane is the author of the book, “Win at Work” and an international keynote speaker on conflict resolution. The message that Diane brings to organizations and audiences is that there can be great success, high productivity along with an increased trust and respect between employer and employee; leaders and those they lead. She has brought this message through consulting, training, teambuilding and public speaking. Participants in her classes across the country have echoed the sentiments that the message is empowering and enlightening. Diane blends humor, insight, self-awareness, intelligence, and a keen business sense. That combination is rare—audiences become motivated, clients understand what they need to do to change.

Diane Katz has spoken at conferences in Washington, D.C., New York City, Connecticut, Arizona, Mexico and New Jersey. Industry representation has included financial services, insurance, construction, manufacturing and service.

## **Holistic Mental Health Care Coach**

Welcome to Mindhance Holistic Learning Center. Join the revolution that is changing the way we understand the treatment of mental health.

### **What is holistic mental healthcare?**

Holistic mental healthcare is based on the philosophy of the mind-body-spirit connection and attempts to find the underlying causes of psychological symptoms. This system of multidisciplinary approaches helps move clients toward optimum health and wellness by promoting, maintaining, and optimizing their physical, psychological, and spiritual health.

### **Why earn this certificate?**

People are seeking new approaches to mental health: they want a choice other than to receive a prescription for drugs that may or may not help—they want to improve their mind, body, and spirit. Medications can help in the short term. But, the use of medication alone does not necessarily facilitate personal learning. For the practitioner, this healthcare certification provides holistic tools that encourage clients to move towards comprehensive well being. This program is beneficial to those already practicing in mental-health occupations, as well as those who wish to begin a career in helping others. Obtaining a certificate can also help the student take a more active part in their own mental healthcare.

### **Professional Applications**

Upon completion of the certification program, students will be able to apply their learning in some of the following ways:

- Adding holistic mental healthcare to an already existing counseling practice
- Advocating for a holistic mental health approach as a patient moves through the medical system
- Facilitating client decision making regarding mental healthcare choices
- Developing a private practice as a holistic health care coach
- Facilitating workshops on wellness and holistic mental healthcare
- Teaching stress-reduction and related courses
- Creating holistic mental health materials for a variety of outreach or wellness programs
- Integrating holistic mental healthcare to a medical practice—nursing, etc.
- Developing a holistic mental healthcare focus for a specified population—children, teenagers, seniors, etc.

## **Course Outline**

### **HMHC 101 Mind-Body Connection**

This course explores the interrelationship between physical and mental health. The student will gain a better knowledge of how mental health affects physical health and how physical health affects mental health aspects of anatomy and psychology will be covered in this course to investigate the relationship between illness and emotions. (3 credits)

### **HMHC-102 Modern Mental Health Conditions**

Depression, stress, anxiety, and insomnia are now common by-products of our modern lifestyles and how 21st century living affects our mental health. This class will familiarize the student with some of the more general mental health conditions that most influence us in our modern day society. (3 credits)

### **HMHC-103 Spirituality and Health**

This course helps students better understand spirituality in a therapeutic setting and the relationship of spirituality to the meaning of health. A variety of spiritual traditions, philosophies, and practices will be explored. (3 credits)

### **HMHC-104 Integrative Pharmacology**

Alternative versus conventional medicine will be learned with an emphasis on pharmacology. Students will learn about different natural therapies that can be used, in place of, or in conjunction with allopathic medicine and how to help people make sound decisions about their medications. (5 credits)

### **HMHC-105 Client Practitioner Relationship**

While the premise of the class is not to train the student how to become a licensed counselor, this class does offer information about the counseling process and help develop an understanding of concepts and techniques that a practitioner may use to improve communication skills. (3 credits)

### **HMHC-106 Mind/Body Interventions**

This course will be an overview of techniques such as meditation, EFT, life coaching, charka healing, energy work, chelation and other therapeutic therapies, to enhance the mind's capacity to affect bodily function. (5 credits)

### **HMHC-107 Basic Nutrition**

This course presents the most advanced concept in correct food nutrition including vitamins and supplements. It introduces foods and supplements to treat a variety of mental health concerns. (3 credits)

### **HMHC-108 Building and Maintaining a Practice**

This course will assist you in managing a successful private practice or consulting. The course will cover, forms, procedures, legalities, certifications, code of ethics, understanding the oath. (1 credit)

### **HMHC-109 Independent Study/Practicum**

The student will choose what they would like to focus on such as ADHD, depression, energy work, nutrition, Bach flowers. They will do a 50 hour practicum and present a-page paper demonstrating their competency in their field of study. (4 credits)

## **Holistic Grief Coach**

### **What is a holistic Grief Coach?**

A holistic grief coach focuses on the mind-body-spirit connection and operates on an individual or group basis while focusing on the overwhelming feelings that are associated with grief and loss. A grief coach can help people learn healthy ways to express their pain so they can free their emotional energies to focus on life.

### **Why earn this certificate?**

As a society we are encountering more and more loss and people are seeking ways of coping with grief outside of the traditional realms counseling. People's lives are challenged by grief and loss and the mind, body, spirit approach can help people learn healthy ways to express their pain so they can free their emotional energies to focus on life and the challenges ahead.

### **Why do people take this Certification Program?**

- Specializing in grief to an already existing counseling practice
- Developing a private practice as a holistic grief coach
- Facilitating workshops on grief and loss
- Creating grief materials for a variety of outreach or wellness programs
- Helping careers in hospice centers and settings
- Developing programs for divorced parents or children and helping them cope with loss

### **Grief Coach offers expertise in...**

- Understanding grief and loss
- Mind body connection and grief
- Facilitating support groups
- Spirituality and grief
- Counseling Skills

### **Grief coaches can specialize in...**

- Death and dying, caregivers, hospice
- Suicide and homicide survivors (complicated grief)
- Animals, children, divorce and relationship loss
- Personal losses such as job, finances, home and health

## **Holistic Grief Coach Course Outline**

### **HGC-100 Grief and Loss**

This course provides an overview of the dynamics related to grief and loss. Students study many facets of the grieving process as well as an understanding of the different types of loss. Students will become familiar with stages of grief, children and grief, types of grief, and life transitions. (6 credits)

### **HGC-101 Client Practitioner Relationship**

While the premise of the class is not to train the student how to become a licensed counselor, this class does offer information about the counseling process and help develop an understanding of concepts and techniques that a practitioner may use to improve communication skills. (3 credits)

### **HGC -102 Grief and Emotional and Physical Health (Mind-Body)**

Depression, stress, anxiety, insomnia as well as chronic fatigue, fibromyalgia, and chronic pain are common by-products grief. This class will familiarize the student with some of the more general mental health/emotional (mind) and physical health (body) conditions that most influence people during their time of grief. (3 credits)

### **HGC-103 Spirituality and Grief (Spirit)**

A spiritual perspective can be helpful in resolving grief. This course helps students better understand spirituality and explores a variety of spiritual traditions, philosophies, and practices. (3 credits)

### **HGC-104 Facilitating Support Groups**

The students will learn the group process and learn the foundations of how to establish successful grief support groups. (3 credits)

### **HGC – 105 Elements of a Healing**

This class will focus on how to help people begin to heal their grief by discovering and understanding different coping styles, dealing with guilt and shame, strategies for positive grief resolution, forgiveness and a variety of ways to help people turn grief into hope. (6 credits)

### **HGC -106 Independent Study/Practicum**

The student will actively participate in grief work by doing a 100 hour practicum in the field of grief. This practicum can be volunteer work at a hospice, or a support group, or even volunteer at a funeral home or some community grief project. The student will present a-page paper demonstrating their competency in their field of study. (6 credits)

## **Holistic Spiritual Life Coach Certification**

Welcome to Mindhance Holistic Learning Center and we are proud to offer a certificate as a Holistic Spiritual Life Coach. This course is written and taught by C Tyler Woods who teaches spirituality and counseling courses at colleges and is a speaker and workshop presenter on spirituality and life coaching.

This certification program allows you to become a spiritual life coach by providing the student with a conceptual background of spirituality, psychology and life coaching/counseling techniques that help people make life choices and good decision about themselves. Upon completion of this program, the student will be qualified to coach individuals and offer spiritual life coach expertise.

### **How This Certification Program Works**

Students will learn the basics of the psychology of spirituality and life coaching skills. After completing the 35-credit program, they will be able to state that you have earned Certification as a Holistic Spiritual Life Coach.

### **Why do people take this Certification Program?**

- Facilitating workshops on spirituality and life choices
- Adding holistic spirituality to an already existing counseling practice
- Developing a spiritual approach focus for a specified population—children, teenagers, seniors, etc
- Developing programs to help people achieve success through a spiritual lens
- Take a hands-on approach to helping people with relationship, career, family, and finance issues.
- Assist people through spiritual caching that life is a whole because everything is interconnected.
- Help people achieve mental and physical well being

### **Holistic Spiritual Life Coaching offers expertise in...**

- Understanding spirituality and the effects it has on decision making
- Mind body spirit connection
- Keynote speaking and expertise in spiritual principles
- Counseling/spiritual skills

### **HSLC-101 Client Practitioner Relationship**

While the premise of the class is not to train the student how to become a licensed counselor, this class does offer information about the counseling process and help develop an understanding of concepts and techniques that a practitioner may use to improve communication skills. (3 credits)

### **HSLC-102 Religion & Spirituality**

Student will learn the importance of religion and spirituality as a meaning system that can shape every aspect of people's lives. They will explore psychology, philosophy, religion, and spirituality and the effects it has on life decisions. (3 credits)

### **HSLC-103 Mind-Body Connection**

This course explores the interrelationship between physical and mental health. The student will gain a better knowledge of how mental health effects physical health and how physical health affects mental health aspects of anatomy and psychology will be covered in this course to investigate the relationship between illness and emotions. (3 credits)

### **HSLC- 104 Introduction To The Power of Thought and Intention**

This course will have students focus on the power of intention since it is the starting point of every spiritual path. Focus will on understanding intention and how to understand that life is always responding to one's intentions.

### **HSLC-105 Techniques in Spiritual Wellness**

This course will be an overview of techniques such as meditation, EFT, life coaching, charka healing, energy work, power of prayer, the art of forgiveness, and other spiritual therapies, to enhance the mind's capacity to affect the mind, body and spirit. (5 credits)

### **HSLC -106 Building and Maintaining a Practice**

This course will assist you in managing a successful private practice or consulting. The course will cover, forms, procedures, legalities, certifications, code of ethics, understanding the oath.  
(3 credit)

### **HSLC-107 Independent Study/Practicum**

The student will choose what they would like to focus on such as ADHD, depression, energy work, nutrition, Bach flowers. They will do a 50 hour practicum and present a-page paper demonstrating their competency in their field of study. (10 credits)

## **Mediation Certification**

Welcome to Mindhance Holistic Learning Center one of the few learning centers that offers a one-year certification in mediation.

This certification program allows you to become a mediator by providing the student with a conceptual background of conflict resolution, a process to use when mediating, and practical experience before being certified. Upon completion of this program, the student will be qualified to mediate conflicts between others and will receive a certificate stating they have completed a Mediation Program.

### **How This Certification Program Works**

Students will learn the basics of conflict resolution and basic skills to begin mediating. After completing the 30-credit program, you will be able to state that you have earned Certification as a Mediator.

### **Why do people take this Certification Program?**

- They own businesses and want to become more effective mediating issues with clients, employees and vendors
- They wish to do volunteer work as a mediator in the community, for their house of worship
- They are uncomfortable with conflict and, because of their job, need to mediate conflicts between others
- They are professional counselors and would like more expertise in mediating conflicts
- They are parents with two or more children and want the destructive conflict in their family to be minimized
- They are students who wish to add mediation skills to their résumé.

### **CR-101 Basic Understanding of Conflict**

This course presents a basic understanding of conflict. The inevitability of conflict and that it can be constructive or destructive will be covered. Constructive conflict is conflict that occurs when people disagree but work together to resolve their issues. Constructive conflict resolution is the goal of the mediator and will be the focus of the program.

(3 credits)

### **CR-102 Styles of Conflict Resolution**

Mediators need to understand their own style of conflict resolution as well as the styles of the disputants they will be working with. This course will provide the student with a Questionnaire that assesses a person's conflict resolution style and will be able to be used once the program is completed. Knowing each person's style enables a mediator to be more effective. (3 credits)

### **CR-103 The Role of the Mediator**

What does it mean to be "neutral"? This course will focus on how mediators can become as neutral as possible, even when the people in the dispute are aggressive, or alienating. The course will also assist the mediator in not taking sides in a conflict. The student will learn various techniques for remaining neutral. (3 credits)

### **CR-104 The Working Circle®: A Process for Resolving Conflicts**

This course presents a process for resolving conflicts that does not allow for confrontation. The Working Circle® is an 8-step process developed by Dr. Diane Katz. It allows the people in the dispute to ask questions rather than confront. The student will learn this process and how to apply it to any conflicted situation. (3 credits)

### **CR-105 Setting up and Facilitating a Mediation: Basic Ground Rules**

Students will learn how to:

1. Complete all of the preparation for a mediation—both with the disputants as well as the process itself
2. Establish ground rules with the disputants
3. Record the proceedings in a mediation
4. Deal with all sorts of people in a mediation
5. Introduction and application of The Working Circle®
6. Keep the process going, even when the disputants are "stalled"
7. Close the process

(8 credits)

### **CR-106 Practical Experience in Mediating**

Through online discussion and simulation, the student will gain hands-on experience as a mediator. Case studies will be presented that the student will have the opportunity to "mediate." In addition, the student will be able to practice in real life and bring their experience to Dr. Katz and receive feedback on their performance. The case studies will allow the student to focus on conflicts that they will be working on in their practices.

(10 credit hours)



Mindhance Holistic Learning Center

# Certificate Program Application Form

Mindhance@cox.net

Name \_\_\_\_\_  
Last First Middle Initial

Mailing Address: \_\_\_\_\_  
No. Street Apt No.

\_\_\_\_\_ City State Zip Code

Telephone: Home \_\_\_\_\_ Alternate: \_\_\_\_\_  
Area No. Area No.

Email: \_\_\_\_\_

Female  Male Birth Date: \_\_\_\_\_  
Month - Day - Year

Which program are you applying for?

Holistic Mental Health  Grief Coach  Mediation Program

List all colleges, universities, and professional schools you have attended:

Institution	City and State	Major	Units Completed	Degree and Month/Year Received
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List the college courses you have taken that are relevant to this program:

Institution	Term/Year	Course Title	Unit Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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