

# **American Academy of Medical Hypnoanalysts (AAMH) Policy Library**

## **Confidentiality of Information**

AAMH does not share participant information with any entity except those to which we are required to do so in order to offer CEU credits, for example, NBCC, as necessary for the organization hosting events; or other disclosure necessary for doing business as a CEU provider. We do not sell or divulge participant information to any other organization for any marketing or advertising purposes.

## **Program Complaint**

Conference participants may submit complaints to the AAMH Ethics committee, to the board president, or board chair. The ethics committee will review and investigate the complaint and address any breaches of professional ethics or standards within one month of receipt of the complaint. Appropriate actions will be taken in a timely manner according to professional ethical standards and the AAMH's own ethical standards.

In addition, the participant may register a complaint with the professional organization to which the person of concern is a member. AAMH will report the complaint, dispute, or grievance to the CEU authorizing organization, including complaints, disputes, or other grievances from a participant, another organization, government agency, or authority within sixty days (60) of the Provider's knowledge of the complaint, including all related written communications and materials.

## **Program Cancellation**

Cancellations made 30 before the program will receive a full refund minus a \$100 administrative fee. Cancellations made within 30 days or less before the program will not be refunded.