

What advantage is there in uploading my application versus mailing it?

Uploading your application packet is fast, reduces copying charges, eliminates mailing costs and allows you to keep a digital copy on your computer for future reference. It also reduces the time and mailing costs to get your packet to the reviewers as this is done in a seamless digital process.

If you would like to download the FAQ with the digital instructions [click here](#). You may wish to print them so they are handy when creating your file and submitting it.

What is the Digital Process?

- You **create a single .pdf file of your application packet** (includes complete application with any required forms)
- You upload the .pdf file that contains your application packet
- The HT Certification Administrator (CA) informs the appropriate reviewers that your packet is ready for review.
- Reviewers go on-line, download and read/print your packet. Only the HT Certification Administrator and the assigned reviewers have password access to your packet.
- Your packet is filed in an offsite, secure, digital format and held for the required period of time.
- The rest of the certification process remains the same as with non-digital packets.

What file format should I use for my application if I want to upload it?

- You may **only upload your application packet as a single .pdf file**.
- All application requirements and forms must be contained in one .pdf file.
- **Multiple .pdf files are not acceptable.**
- If a specific form requires a manual signature, you must print the form, sign, scan and include in the correct order in the .pdf file.
- The documents or forms in the .pdf file should be in the same order as the application checklist.

How do I create one (1) .pdf file of my complete application?

There are several ways:

- Use appropriate software, Adobe Acrobat Professional being the most common
- Create on-line through Adobe Create PDF - <http://createpdf.adobe.com>. They have a free trial and a \$9.99 month subscription
- Complete your packet as a Word Document and save as a .pdf file
- Scan your complete document using your printer (if it has scanning capability) or take your complete document to a service such as FedEx Print and Copy
- You can Google "create pdf" to find other services and tips

How do I name my application file?

Your packet file should be named as follows: **last name_first name_abbreviated application title_year.pdf**

- Please include the underscore "_" as indicated.
- Application abbreviation could be PC for Practitioner Certification or PR for Practitioner Renewal

How do I upload my application?

- If you are a new applicant, click register (if you are registered you can simply login)
- Choose what packet you will be paying for and uploading
- Fill out the required information
- Click register
- Fill out payment information and submit
- Logout of the website and then log back in. "Doc Exchange" will appear in the top tool bar.
- Click on the "Doc Exchange" tab in the top tool bar
- Click on "Submit File"
- Follow each of the three steps clicking "next" when completed
- Note: Once you click upload in Step 2, wait until the upload is complete, do not click back or leave the website or your file will not be submitted
- A notice will appear that your upload was successful
- If the review team requires any additional information, you can simply log-in and upload what is needed
- If you have questions email certification@healingtouchprogram.com or call the office 210-497-5529

May I mail my application in if I choose?

Yes, you may mail in your packet. Simply follow the instructions for mailing in the packet.