



Healing Touch Program

Qualified Mentor – HTP-942

Effective January 1, 2011

Qualified Mentor Eligibility

Any Healing Touch Certified Practitioner (HTCP) may be eligible to become a Qualified Mentor.

The applicant needs to submit the Qualified Mentor Application and meet all other requirements outlined in this package before submitting an application to become a Qualified Mentor.

The credential granted to Healing Touch Program Qualified Mentors is QM.

Once granted, the Qualified Mentor status remains in effect as long as the person is a Healing Touch Certified Practitioner (HTCP).

General Instructions

There are three parts to becoming a Qualified Mentor.

1. Applicant must be a Healing Touch Certified Practitioner (HTCP) that is active and in good standing
2. Applicant must complete Qualified Mentor application requirements
3. Applicant must submit application and be accepted as a Qualified Mentor

Qualified Mentor Application

Application Layout

- Submit the Application and materials in order listed in checklist
- Use 8 ½ x 11 paper
- Use 1" margins
- Use a plain type/font such as Arial, size 12, for ease of reading
- Submit double sided copies if submitting manually

Application Submittal

Option 1 – submit digitally (preferred)

- Upload the completed application and **required materials** as a single PDF file – go to <http://www.healingtouchprogram.com/certification> and follow the upload directions
- Before you begin to upload your packet, you will be asked to choose which certification process you are applying for and how you wish to make payment. Packets will not be processed until payment is received.

Option 2 – submit manually

- Submit 1 copy of your completed application and required materials.
- Bind each copy individually with a single staple or round head fastener in the top left corner.
- Please place your name on each page of your document.
- Keep a complete copy of your application. Your application will not be returned.
- A copy of your application will be kept on file at the Healing Touch Program office through your application process.
- Include a check or money order for \$50.00 payable to Healing Touch Certification. If you would like to use a credit card please fill out the Payment Information form.
- **Submit to:**
Healing Touch Certification

Attention: Certification Administrator
20822 Cactus Loop, Suite 200
San Antonio, TX 78258

General

- Application fee - \$50.00
- Application fees are non-refundable.
- If you have questions or need further information contact the Certification Administrator, email certification@healingtouchprogram.com or call 210-497-5529.
- Notice of acceptance or decline will be forwarded to the applicant within 6 weeks of HTP receipt of the application by email from the HTP office. Those who have successfully met the requirements will receive a number that is unique to them as an HTCP QM.

Application Forms

All the application forms needed to complete the requirements are posted on-line at <http://www.healingtouchprogram.com/certification>. Please download and use as needed.

Non-disclosure

Applicant names, applications, review, critique and outcomes developed during the review process are kept strictly confidential and are available only to those individuals involved in the review process. The outcomes of application for QM will be reported to the Healing Touch Program Certification Board.

Applicant Grievance Procedure

An applicant with a grievance may write to the Program Director. Grievances must be filed within 45 days of notification of decline.

Application Requirements for Qualified Mentorship

1. Applicants must have successfully mentored three mentees through program completion and certification.

Submission Guidelines:

List, in chronological order, three (3) students you have successfully mentored through certification starting with the most recent using Students Mentored – HTP-942-B

2. Applicants must qualify in one of three categories:

- **Category 1:** Applicant holds a four-year degree in the health care field (example: BA or BS in nursing, BSW social work, BS in physical therapy, BA in counseling)
- **Category 2:** Applicant has completed the HTP Mentor Training Course available through Healing Touch Program.
- **Category 3:** Applicant is an Associate Degree RN, Diploma RN, LPN, or non-nurse.

Submission Guidelines:

Submit information on the QM Application Category form – HTP-942-C

3. Applicants must be current with HTP Level 4/5 homework requirements and the Practitioner Certification requirements.

Submission Guidelines:

Submit QM Statement of Understanding form - HTP-942-D

4. Applicant shall submit a letter or letters of recommendation.

Submission Guidelines:

Submit one or more letters of recommendation from one of the following:

- Another HTCP (nurse or non-nurse) mentor
- An HTP Instructor
- A mentee who achieved certification under your mentorship.

The letter should reflect your mentorship qualities as experienced by the writer, along with stating that they recommend you as a mentor.

5. Applicant shall have experience with ethical issues either through training or experience. Applicants who indicated they are in Category 1 or 2 have met this requirement through training. Applicants who indicated they are in Category 3 shall complete this requirement as follows.

Submission Guidelines:

Category 3 applicants shall submit the following:

- a. A list of books and/or articles read, or courses taken, related to Ethics *and/or* a half page single spaced summary of how your professional work has entailed the conscious application of ethical practice.
 - b. Two written experiences depicting how you personally handled a professional ethics situation. (a single-spaced half page report for each)
 - c. Description of a situation that you experienced related to working with a mentee on an ethical issue, *or* provide a personal reflective summary related to how you incorporate the HTP Code of Ethics in your mentoring. (a single spaced, half page report).
6. Mentorship experience requirement for Category 3 applicants

Submission Guidelines:

a. If you are applying as an associate degree or diploma RN or LPN, and having served as a mentor or a supervising nurse mentor prior to January 1, 2011, please submit:

- 1) A reflective summary of the mentorship experience for three mentees you have worked with in recent years, including names of the mentees and dates of the mentorships (limit each to one half page, single space)

and/or if applicable

- 2) If you served as a supervising nurse mentor with another HTCP as a mentor, include
 - a. A reflective summary of your experience (limit each to one half page, single space)
 - b. A list of the names of the non-nurse mentors you have worked with in recent years
 - c. Approximate dates of the mentorship(s)
 - d. The names of the mentees that you mentored together through certification

b. If you are applying as a non-nurse, please submit:

- 1) A reflective summary of the mentorship experience for three mentees you have worked with in recent years, including names of the mentees and dates of the mentorships.
- 2) If the mentorship experience included a Supervising Mentor include:
 - a. The name and credentials of the Supervising Mentor
 - b. The length of the relationship between you, the mentee(s) and the supervising mentor
 - c. A descriptive reflection on how the Supervising Mentor influenced the certification process including:
 - i. The degree of active participation by the supervising mentor
 - ii. What was learned from this interchange
 - iii. Concerns or issues as applicable.
 - iv. The outcome of the experience (Did the mentee become certified?)

Application Forms

The following forms are part of the required materials and need to be submitted with the application. Please include in your application packet in the order listed on the Practitioner Certification Application Checklist. These forms can be found on-line at

<http://www.healingtouchprogram.com/certification>.

- Application Form - HTP-942-A
- Payment Information (*if submitting manually*) - HTP-942-E
- QM Students Mentored – HTP-942-B
- QM Application Category – HTP-942-C
- QM Statement of Understanding - HTP-942-D