



Healing Touch Program

Instructor Advancement
Level 4 - HTP-952

April 2010 - April 2012

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Instructor Advancement – Level 4

General Information

There are two parts for advancement as a Healing Touch Certified Instructor:

Part 1 - Application for Advancement

Part 2 - Training and Post Training Requirements/Documentation

Please read and consider the requirements in both parts before applying for advancement. Advancement requires the successful completion of each part.

Healing Touch Program will offer one or two Instructor Advancement classes per year, depending upon need. Class locations will be rotated. Tuition for the advancement training classes are set annually, please contact the Healing Touch Program office for current tuition rates.

Completion of Advancement Requirements

Once your training is completed and all requirements are received and reviewed, you will be notified of your status.

Status will be noted as “*Approved to Teach Level 4*”, “*Advancement Pending*” or “*Advancement Not Approved*”.

“*Approved to Teach Level 4*” applicants will receive a letter of congratulations.

“*Advancement Pending*” applicants will receive a letter outlining the additional action/s required to meet the “*pending*” certification requirements. Guidelines will be given on how to address issues that are denoted as “*pending*”.

“*Advancement Not Approved*” applicants will receive a letter with the reasons for this status.

Non-disclosure

Applicants names, applications, review, critique and outcome developed during the review process is kept strictly confidential and is available only to those individuals involved in the review process.

Healing Touch Program Instructor Advancement

The Healing Touch Advancement Applications are reviewed by the Program Director, Lead Instructor and Curriculum Committee. Application review is done prior to each Advancement Class.

Instructor advancement approval is reviewed upon completion of training and receipt of post training requirements. Advancement approval is determined by the Program Director and Lead Instructor. Approved Instructors will receive a letter indicating advancement to next level.

Notification of Advancement Classes will be posted in the first quarter of the year in the Instructor Memo. If you have questions regarding class dates, please write info@HealingTouchProgram.com. Applications are evaluated based upon completion of all requirements outlined for qualification standards.

Part 1 - Application for Advancement

Instructor Advancement Eligibility

A Healing Touch Certified Instructor (HTCI) may be eligible and apply for certification to teach the next successive level of the Healing Touch Program. Submitting the Application for Advancement with the appropriate requirements is the first step. Application approval is necessary to begin advancement training. Eligibility for advancement is based on the following criteria.

1. An Application for Advancement to teach the Level 4 must be submitted by the Applicant and be accepted prior to beginning the Level 4 training.
2. Applicant must be a Healing Touch Certified Instructor for Level 3 and have taught a minimum of ten (10) Level 3 classes.
3. Applicant must be practicing as a Healing Touch Certified Practitioner (HTCP).
4. Applicant must have met all other requirements pertinent to Level 4 as described in the following sections.

General Instructions

Application Layout

- Submit summary materials in the order listed
- Use 8 ½ x 11 paper
- Use 1" margins
- Use a plain type such as Arial for ease of reading
- Written summary statements should be one page in length and single spaced unless otherwise noted
- Submit double sided copies if submitting manually

Application Submittal

The Application for Advancement is requested two months prior to the upcoming training. Contact the Program Director (Cynthia@HealingTouchProgram.com) if you have other time frame needs. Submit completed Application for Advancement with all required materials in the order listed in Checklist. The application may be submitted in the following ways:

Option 1 – submit digitally (preferred)

- Upload completed application as a .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 3 copies of a completed application including all required paperwork.
- 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 \$250.00 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 non-refundable
- There is no charge for the Level 4 Instructor Advancement Training
- Notice of acceptance or decline will be sent to you within 4 weeks of receiving your application.
- There is no charge for re-submission of requested materials when Applicant is in "Pending Certification Status"

Application Notification

Applicants will receive a letter, via email, indicating outcome of your application within four weeks of application submittal unless otherwise notified.

If your application is pending, you will receive a letter outlining the additional action/s required to meet the "pending" Level 4 instructor advancement requirements. Guidelines will be given on how to address issues that are denoted as "pending".

If your application is not approved applicants will receive a letter with the reasons for this status.

Application Requirements

(Note: if you don't meet a specific requirement below and still consider yourself qualified to teach, please address this issue as a separate statement.)

The Application for Advancement must be submitted to determine your preparedness to begin training for advancement as a Healing Touch Certified Instructor. The requirements below need to be submitted with your application except where noted.

1. Experience as an Instructor Healing Touch Level 3

Experience as an instructor at the preceding level(s) with overall high student evaluations.

Requirement:

- Submit an outline of Level 3 classes taught including the dates and locations. A minimum of ten (10) classes must be presented.
- Submit a participant evaluation summary report for each of the last three Level 3 classes taught.

2. Instructor Motivation

Evidenced by classes attended and your role promoting Level 3 curriculum to students.

Requirement:

- List all Level 4 classes you have attended. If you have attended more than ten in the last three years, you may limit your list to the most recent ten classes. A minimum of three classes in the last two years is required. Include: your role (Repeater, Helper, Coordinator) in each class as well as the Location, Date, Instructor.
- Submit a descriptive report of what motivated you to seek application for Level 4, maximum length one page single-spaced.

3. Leadership role in the Healing Touch Community

Applicant must have served in one's community and/or with the Healing Touch Program in a way that indicates knowledge, commitment and leadership ability.

Requirement:

Applicant must submit either written or electronic (video or audio) documentation of three projects or involvements within their community or with Healing Touch Program within the last three years.

4. Updated Professional Resume

A professional resume provides an outline of experience, professional and educational background, and personal interests.

Requirement:

- Applicant will provide an updated Professional Resume to include the following:
 - Formal education (location and dates)
 - Work experience (location and dates)
 - Additional education or training, including all Healing Touch and related Classes
 - Professional licensure/recognition/certifications

- Professional affiliations/memberships
- Special accomplishments/awards
- Published works
- Other interests

5. Geographical Need for an Instructor

Applicant must provide evidence of need for an Instructor at the level they are applying for in the geographical area proposed to be teaching in.

Requirement:

Identification of where you intend to teach and what the perceived need is for Level 4 in this location(s). Or, if planning to teach in another geographical area, or country, please describe your plan.

6. Adheres to the Healing Touch Program Instructor Guiding Principles

Applicant must support Healing Touch Program as an Instructor and follow Instructor Guiding Principles.

Requirement:

- List the year you became a Healing Touch Certified Practitioner (HTCP) and the year(s) when you renewed your status as a Healing Touch Certified Practitioner.
- List the year you became certified as a Healing Touch Instructor for the preceding Level.
- Identify the dates of HT Instructor meetings and Conferences attended including teleconferences.
- List any other Instructor support activities you have attended, especially in the last two years.

7. Self Development: Personal, Professional and Spiritual Growth

Applicants must present a statement representing their self-study, personal, professional and spiritual growth at present and ongoing plans for development.

Requirement:

1. Submit a summary statement of your process and plans related to self-development in the following areas:
 - Personal development related to health, behavior and/or interpersonal skills.
 - Professional growth as a Healing Touch Practitioner/Instructor including attendance at educational offerings, continuing education or study.
 - Spiritual growth including course work, seminars, spiritual practice, reading and study.

8. Clear Boundaries Between Instructional Programs (If applicable)

Teaching Healing Touch when you also instruct other energy modalities requires that definitive and clear boundaries are upheld so as to not create any confusion in the student about Healing Touch or the instructor's role.

Requirement:

1. List the names(s) and description of the energy program(s) that you instruct and include a description of how you keep educational boundaries clear when teaching HT.
2. Letter from an instructor, helper or HT colleague verifying that you are not incorporating other modalities but teaching solely according to the Healing Touch curriculum. (Required only if applicant teaches program(s) other than Healing Touch.)

9. Personal Commitment

Applicant must have a personal commitment to teach Healing Touch.

Requirement:

Sign and submit Instructor Commitment Statement.

10. Ability to Teach Specific Level 4 Curricular Components

Applicant should have theoretical and experiential knowledge of the case study process, the Healing Touch sequence, the practice of the Full Body Connection and Etheric Vitality Meditation, professional issues related to HT, and advanced skills in therapeutic communication and group dynamics.

Requirements:

1. Submit a document that indicates how you would teach a Level 4 class which shows your skills in time management in the classroom situation considering the factors that vary in a Level 4 classes, i.e. number of students, retreat schedule, etc.
2. Submit written description of what an Instructor will look for in assessing case studies and how you will help students understand the process of documenting a case study
3. Submit one (1), half to one page in length, report on when you have used the Full Body Connection AND one (1), half to one page in length report, on when you have used Etheric Vitality Meditation
4. List skills you have in therapeutic communication and group dynamics including courses studied, books/literature read and any notes on application of these skills.
5. Schedule a personal interview after submitting application with Program Director and Lead Instructor - this can be done via a phone conference.

11. Classroom Mentor & Mentorship

Applicant should have theoretical and experiential knowledge of the principles and process of apprenticeship/mentorship

Requirements:

1. Submit a document describing in what circumstances you would discourage or stop a HT student from progressing in the HT program as both a mentor and as instructor
2. Describe the principles of mentorship as you see them
3. List the number of students for which you have been an active mentor in the previous two years and give a brief description of the student mentorship process experienced
4. List at least three Level 4 classes in which you have been a mentor/helper within the classroom in the last 5 years, include dates, location and instructor

Part 2 - Training and Post Training Requirements/Documentation

Training

(Note: Instructors are expected to pay for their own travel and room and board arrangements for training classes.)

General Information

Attendance and participation in a Level 4 class with the Level 4 Lead Instructor or Program Director. Lead Instructor will make a readiness recommendation to the Program Director.

There is no tuition charged for Level 4 Training.

Part 2 - Submittal

Option 1 – submit digitally (preferred)

- Upload completed application as a .pdf file – go to <http://www.healingtouchprogram.com/certification> and follow the upload directions

Option 2 – submit manually

- Submit 3 copies of a completed application including all required paperwork.
- 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.
- **Submit to:**
Healing Touch Certification
Attention: Certification Administrator
20822 Cactus Loop, Suite 200
San Antonio, TX 78258

1. Completion of Training for the Application Level

Applicant must successfully complete Level 4 Instructor Training.

Requirement:

1. Submit a copy of your letter of congratulations for completing the Level 4 training
2. Submit a written reflective report of the value of the training and include a statement regarding your readiness and confidence in instructing Level 4. Report should be one page single-spaced.

Post Training

1. Ability to Teach Specific Level 4 Curricular Components

Applicant should have a working knowledge of Hara Alignment, Chakra Meditation, Core Star Expansion, Chelation, Full Sequence healing and multi-dimensional energy work.

Requirement:

1. Submit a written reflective report of the value of the training and include a statement regarding your readiness and confidence in instructing a Level 4. Report should be one page single-spaced.
2. A new Level 4 instructor is required to schedule a conference call with the Program Director and Level 4 Lead Instructor after teaching their first class. The discussion will include a conversation about how the class went, time management, classroom challenges, group dynamics, verbal summary of evaluations and thoughts for improvement.

Application Forms

The following forms are part of the required materials and need to be submitted with the application or your training or post training experience. 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>.

- Instructor Advancement Application (HTP-967)
- Payment Information (if submitting manually) (HTP-968)
- Part 1 – Level 4 Instructor Advancement Application Checklist (HTP-952-A)
- Part 2 – Level 4 Instructor Advancement Training and Post Training Checklist (HTP-952-B)
- Instructor Commitment Statement (HTP-970)

Healing Touch Program Instructor Guiding Principles

HTP Instructors will follow the following guiding principles in their activities as an Instructor and in their interaction with the HT community. They will:

- Maintain a current knowledge of the HTP curriculum and an active practice through attending the annual HTP Instructor Meeting, participating in other Instructor meetings or gatherings for their instruction advancement level throughout the year, reading Energy Magazine and HTP Instructor memos and taking an active role in the growth and development of Healing Touch (e.g. contributing articles, mentoring, doing research, functioning as a lead instructor, speaking at or assisting with regional conferences.)
- Use and adhere to the standard HTP curriculum in substance, timing and sequence.
- Instruct each course in accordance with HTP Statement of Scope of Practice, Code of Ethics and these guidelines
- Set an example for students of appropriate energetic and ethical behavior within the classroom and when practicing Healing Touch.
- Responsibly manage and supervise all classroom activities.
- Monitor student conduct to insure correct ethical and energetic behavior and Instructor will intervene if there is inappropriate behavior. Instructor intervention may be appropriate if there is inappropriate touch or use of sexual energy inappropriate inquiry, diagnosis, sharing of information or advisement distraction from the HT curriculum with other therapies and modalities monopolizing of questions or discussion filming or recording during class
- Work in partnership with class coordinator and helpers.
- Respect and value each student as an individual regardless of gender, race, creed, disability, background and sexual orientation.
- Keep confidential and protected all student and group personal information in accordance with professional, state or federal regulations
- Document and report any unusual situation in the classroom and submit to the HTP Program Director
- Not promote or discuss alternative programs while in the role of instructor, assistant or participant during a Healing Touch class.
- Not solicit for their own personal gain during an HT class through
- Using students for research without prior consent
- Soliciting students for energetic therapy sessions
- Filming or recording without the student's written permission
- Not promote products that do not complement the HTP curriculum
- Work in cooperation with and help and support other HTP Instructors whenever possible.
- Honor and respect other Instructors and be respectful of relationships that other instructors are building within their community.

- Be available for student questions and follow up by phone and/or email. Instructors are encouraged to start and foster support/practice groups and may help by mentoring students