



Healing Touch Program

Healing Touch Certification
Level 1 Instructor Certification Application – HTP-930

Level 1 Instructor Certification Eligibility

A Healing Touch Certified Practitioner may be eligible for Healing Touch Instructor certification. It is recommended that the applicant have at least one year of practicing as an HTCP before application. Applicants must meet admission standards for Level 6 Training.

The Instructor Application must be submitted within five years of completing the Level 6 class. All requirements outlined in this package, including the teaching experiences, must be completed . If submitting a year or more after the solo teaching experience, the applicant shall communicate with the Program Director to assure that s/he is current with HT Program before sending the HTCI application packet to Healing Touch Certification (HTC).

The credential granted to Healing Touch Program Certified Instructors is HTCI.

Renewal of certification with the HTC takes place every five years following the initial certification. Practitioner renewal may be done at the same time.

General Instructions

There are three parts to becoming a certified Level 1 Healing Touch Program Instructor.

1. Applicant shall be a Healing Touch Certified Practitioner (HTCP) that is active and in good standing.
2. Applicant shall apply for, be accepted into and successfully complete Level 6 Training
3. Applicant shall complete all requirements and submit application for instructor certification status.

Level 1 Instructor Certification 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
- Written summary statements should be one page in length and single spaced except where noted
- 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 with a binder clip in the top left corner.
- Place your name and page number 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 \$150.00 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 - \$150.00
- Application fee is non-refundable.
- There is no fee for re-submission of application materials when an Applicant is in "*Certification Pending*" Status.
- If you have questions or need further information contact the Certification Administrator, email certification@healingtouchprogram.com or call 210-497-5529.

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.

Active and In Good Standing

An applicant must be "active and in good standing"-- approved to practice as an HTCP with a current and up-to-date certification, and maintain compliance with the HTP Code of Ethics and Scope of Practice.

The following criteria must be met to avoid being disenfranchised:

- Practitioner certification granted from the Healing Touch Certification Board resulting from an approved application
- Continuing professional education is current and up-to-date
- All renewal fees/maintenance payments are current
- Continued compliance with the HTP Code of Ethics and Statement of Standards of Practice

Notification to Applicant

Applicants will receive a letter, indicating the outcome of the application review within **10 weeks** of application submission unless otherwise notified. Status will be noted as "*Certification Approved*", "*Certification Pending*" or "*Certification Not Approved*".

"*Certification Approved*" applicants will receive a congratulatory letter, certificate and pin.

"*Certification Pending*" applicants will receive a letter outlining the additional information or actions required to address the Pending status. Guidelines to address issues that are denoted as Pending will be provided.

Applicants will have 8 weeks to complete the revisions requested by the Certification Review Panel.

"*Certification Not Approved*" applicants will receive a letter with the reason(s) for this status.

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.

Healing Touch Certification Review Panel

The Certification Review Panel members are certified Instructors with experience and commitment to Healing Touch Program. Panel members are chosen by the Chair and Vice Chair of the Review Panel. Panel participants are certified Instructors in good standing who have been successful and actively teaching or practicing Healing Touch through Healing Touch Program for a minimum of 2 years.

Application review is done as the applications are submitted. They are reviewed by at least two members of the Review Panel. Applications are evaluated based upon completion of all requirements outlined for instructor credential standards. Certification approval is at the discretion of the Review Panel.

Applicant Grievance Procedure

An applicant who has a grievance may write to the Chair or Vice Chair of the review panel. Grievances need to be filed within 45 days of notification. The Chair and Vice Chair will work with the review panel to address the grievance. The Chair will notify the applicant of the outcome.

Application Requirements for Level 1 Instructor Certification

1. Completion of HTP Level 6 Training

Requirement:

Applicant must have successfully completed Healing Touch Program Level 6 Training within the last 5 years.

Submission Guidelines:

Applicant must present a copy of their Healing Touch Program Level 6 Certificate of Class Completion.

2. Educational Requirements

Requirement:

A baccalaureate or higher degree in any field OR equivalent of related schooling, work or life experience is required. Whether or not the applicant has a college/academic degree, the three following areas of course work are required.

Submission Guidelines:

The Applicant shall present a copy of transcripts or reports/test scores as applicable that indicate a passing grade for coursework in the following three areas:

1. Anatomy and Physiology coursework (One of the following requirements must be met.)
 - Baccalaureate or higher degree with coursework in Anatomy and Physiology
 - Degree in a healthcare field which included anatomy and physiology
 - Anatomy and Physiology coursework with a passing grade
 - Anatomy and Physiology classes that qualify may be one of the following two options.
 1. College level Anatomy and Physiology OR equivalent of related schooling. If presenting equivalent schooling, demonstrate equivalency by submitting documentation of classes and describe how the coursework is equivalent to a college level course.
 2. Attendance at Anatomy and Physiology for Healers™ Level 1 by Sue Hovland, RN, HTCP/I (<http://www.anatomyforhealers.com>). In addition to attendance, a take home exam will be completed. A letter to the student verifying that a passing grade was achieved will be provided. That letter will be submitted to HTC to demonstrate meeting this criterion.

2. Psychology coursework (One of the following requirements must be met.)
 - Baccalaureate or higher degree with coursework in Psychology
 - Degree in a healthcare field, which included psychology in the degree study
 - Basic psychological concepts: passing grade in a college level course
 - For applicants without formal coursework in Psychology, demonstrate equivalency by presenting documentation of classes, professional experiences and/of related work experience(s). Describe how it is equivalent to college level coursework and supports your teaching healing work
3. Ethics coursework (One of the following requirements must be met.)
 - Baccalaureate or higher degree with coursework in Ethics
 - Degree in a healthcare field, which included ethics in the degree study
 - Basic ethical concepts with passing grade in a college level course
 - For applicants without formal coursework in Ethics, demonstrate equivalency by presenting documentation of classes, professional experiences and/or related work experience(s). Describe how it is equivalent to college level coursework and supports your teaching healing work.

3. Ethics and Scope of Practice

Requirement:

An understanding and following of the Healing Touch Program Code of Ethics and Statement of Scope of Practice is required for all HTP Instructors. Feeling confident and clear about one's integrity and having a process to work through ethical dilemmas is the foundation on which a safe and sacred ethical practice is built and maintained. Healing Touch Certified Instructors model appropriate ethical and legal behavior in the classroom and in all Healing Touch related activities.

Submission Guidelines:

Submit a one page, double spaced statement describing how you intend to model appropriate ethical and legal behavior in the classroom.

Submit a one page, double spaced document that describes your thoughts on providing students with the need for and use of an informed consent when practicing Healing Touch and how you would teach the basics of creating such a document.

4. Healing Touch Professional Practice

Requirement:

The Applicant shall document an ongoing practice of Healing Touch .

Submission Guidelines:

Submit a ½ to 1 page single spaced statement regarding your professional practice, for example:

- The nature of your current HTP Practice
- How long you have been actively practicing and in what setting(s)
- Your scope of practice
- The approximate number and type of clients you see monthly
- Future plans for your Healing Touch Practice

5. Self Development: Personal, Professional and Spiritual Growth

Requirement:

The Applicant shall present a statement representing her/his self-study, personal, professional and spiritual growth at present, and ongoing plans for development.

Submission Guidelines:

Submit a summary statement (½ to 1 page single spaced) 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

6. Educational/Reading Experience

Requirement:

The Applicant shall have read a minimum of 6 books/journal articles. Books and suggested reading are listed in the Level 6 bibliography and in the Level 6 notebook. At least one must be on adult learning. Please know this is not an exhaustive list and many other resources are applicable.

Submission Guidelines:

1. Submit a list of at least 6 books/journal articles you have read which include:
 - Items that reflect your interests in continuing education related to teaching and Healing Touch
 - Items as related to group dynamics and adult education must be included
 - List should include:
 - Full title
 - Author
 - Publisher
 - Date of publication
2. Write and submit an overall summary (one – two pages single spaced) of all your readings that reflect your understanding of the principles of teaching and how they have prepared you to teach Healing Touch methods and course content. Include your understanding of adults as learners and key elements of group dynamics.

7. Demonstration of Teaching Experiences in Preparation for Certification

1. Two “Teaching Assistant” Experiences

Requirement:

The Applicant choosing to complete requirements for certification application in the traditional tract will show that s/he participated in two (2) Level 1 training experiences, observing the entire course and serving as a formal assistant to the Instructor. This may require filling in when needed in treatment exchanges, teaching a pre-arranged segment of the course (not a requirement), participating in responding to student’s questions and holding sacred space for the class and students.

Submission Guidelines:

Submit the Self-Evaluation “Teaching Assistant” and “Assistant Instructor” Experience form (*HTP-930-B*) for each experience. This form includes your reflective statement regarding the overall value/or lessons learned.

2. Two “Assistant Instructor” Experiences

Requirement:

The “Assistant Instructor” experiences shall follow completion of the two “Teaching Assistant” experiences.

The Applicant will teach approximately 50% of each of two (2) Level 1 courses under the supervision and evaluation of a Supervising Instructor with a minimum of six student participants. The two supervised “Assistant Instructor” experiences must collectively reflect teaching all the Level 1 course content at least once. Ideally the size of classes will be varied and the classes will be led by different Supervising Instructors for the best overall development and learning experiences.

Submission Guidelines:

1. Submit the Self Evaluation “Teaching Assistant” and “Assistant Instructor” Experience form (*HTP-930-B*) for each experience.
2. Include a Level 1 Supervising Instructor’s Evaluation form (*HTP-930-D*) for each “Assistant Instructor” experience
3. Include a Participant Evaluation Summary form (*HTP-930-C*) for each experience. (Do not submit individual evaluations.) Include numerical scores and narrative comments. Teaching Assistant and coordinators should also fill out course evaluations if the class size is fewer than ten students and are welcome to fill them out for larger classes as well.

3. One Supervised “Solo Instructor” Experience

Requirements:

A “Solo Instructor” experience will follow completion of the two “Teaching Assistant” and the two “Assistant Instructor” Experiences.

The “Solo Instructor” experience shall be pre-approved by the Healing Touch Program Director. The applicant will teach the entire content of one Level 1 course under supervision of an approved Healing Touch Certified Instructor, including responsibility for overall timing and management of the group. (Minimum class size of 6 with six evaluations handed in.) If the class size is under ten, the coordinator and any Teaching Assistants attending class should also fill out a class evaluation. If the student number is reduced to five, the helper’s evaluation shall count as the sixth student’s evaluation.

Submission Guidelines:

1. Submit the Self Evaluation “Solo Instructor” Experience form (*HTP-969*), which indicates recognition of self-development and readiness to fulfill the role as a Healing Touch certified Level 1 Instructor.
2. Complete and include the Participant Evaluation Summary form (*HTP-930-C*) for “Solo Instructor” experience. (Do not submit individual evaluations.) Include numerical summaries and narrative comments.
3. Include Supervising Instructor’s Evaluation form (*HTP-930-D*).
4. Include a summary report explaining how you handled ethical, clinical, behavioral or timing issues, as well as coordinator and environmental issues.

Note: If the “Solo Instructor” experience is unsatisfactory, an additional satisfactory supervised experience will be necessary to meet certification requirements.

8. Instructor Commitment

Requirement:

The Applicant will review and agree to follow the Healing Touch Program Instructor Guiding Principles (HTP-971).

Submission Guidelines:

Sign and submit Instructor Commitment Statement form (HTP-970).

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 (HTP-962)
- Payment Information (if submitting manually) (HTP-963)
- Instructor Certification Application Checklist (HTP-930-A)
- Self Evaluation "Teaching Assistant" and "Assistant Instructor" Experience for Level 1 (HTP-930-B)
- Self Evaluation "Solo Instructor" Experience (HTP-969)
- Participant Evaluation Summary Healing Touch Level 1 (HTP-930-C)
- Level 1 Supervising Instructor's Evaluation "Assistant Instructor" and "Solo Instructor" (HTP-930-D)
- Instructor Commitment Statement (HTP-970)