



Healing Touch Program

Healing Touch Certification
Practitioner Application - HTP-933

April 2010 - April 2012

Practitioner Certification Application and Requirements

General Instructions

Certification as a Healing Touch Practitioner is open to all students who have satisfactorily completed Levels 1-5 of the Healing Touch Program (HTP) coursework and received a Certificate of Course Completion. Certification is an appropriate goal for all who wish to establish a Healing Touch practice, or incorporate Healing Touch as a focus within an existing practice.

Certification is intended for the competent practitioner and requires a professional level of development. It is anticipated that individuals approach certification with preparation and work experiences that have contributed to his/her awareness of the concepts of energetic healing, confidentiality, ethics, scope of practice and client/practitioner relationship.

Renewal of the certification credentials is required every five years. This process requires submittal of the Healing Touch Practitioner Renewal Application at least 30 days prior to the current certification date.

General Instructions

There are two parts to applying for Practitioner Certification

1. Completion of Application Requirements
2. Submission and acceptance of an Application for Certification

Application Layout

- Submit the application and required materials in order listed in the Application 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 3 copies 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 \$275.00 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 - \$275.00
- Application fees are 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

These terms apply to certified practitioners and are considered when they apply for certification renewal. They are included in this packet so the applicant is aware of their definition and meaning.

The term "active and in good standing" means that the applicant is approved to practice as a Healing Touch Certified Practitioner and their certification is current, up to date, and has not been challenged or compromised by unprofessional or unethical behavior. A Practitioner whose certification has been suspended or revoked, or who has permitted their certification to lapse into an inactive status is not "active and in good standing."

The following criteria must be met to avoid being disenfranchised:

- 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 (to be received by mentor in a pinning ceremony).

"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 any 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 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 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 4 periods per year, February, May, August and November. Applications must be received by the first of the month of the review period. They will be reviewed by at least two members of the Review Panel. Applications are evaluated based upon completion of all requirements outlined for practitioner 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 Practitioner Certification

Requirements are listed in the order corresponding to the Application Checklist and in the order supporting material should be included.

1. Completion of Coursework

Requirement:

Completion of Healing Touch classes Levels 1 through 5 and all coursework for each class is required for certification as a Healing Touch practitioner. All classes must be taken in sequence and must be taught by a Healing Touch Certified Instructor (HTCI) except in circumstances where the HTP transfer policy was utilized. Upon completion of Level 5 and all coursework, a Healing Touch Program Certificate of Course Completion is provided.

Submission Guidelines:

Include a copy of the following:

1. The Certificate of Class Completion for each initial Level 1- 5. All certificates must be signed by a Healing Touch Certified Instructor (HTCI). Place the certificates in chronological sequence. If any level(s) of core curriculum were repeated, only one initial certificate per class level need be included.
2. A Certificate of Course Completion signed by the Healing Touch Program Director.
3. Your Level 5 Instructor Recommendation form signed by your Instructor (or signed by Program Director or designated Instructor if your coursework was completed after attendance at the Level 5 class).
4. A List of Healing Touch classes taken including additional classes for each level. Please include level, class date, instructor and your role (student, mentor, helper, etc) in descending chronological order starting with the most current class.

Note: If you have lost a certificate, please contact the HTP office for a duplicate at info@HealingTouchProgram.com. Include the class level, dates, city, state and instructor in your email. There is a \$15 fee for each duplicate certificate.

2. Professional Resume

Composing your resume provides you with experience in presenting yourself to the general public.

Requirement:

A one to two page Professional Resume prepared in a format consistent with professional resumes.

Submission Guidelines:

Include the following information:

- Formal education (include locations/dates)
- Work experience
- Healing Touch Program Completion
- Additional related education or training (Include an explanation of any acronyms and terms that are not related to nursing.)
- Professional recognition, licensure or certification
- Professional membership or affiliations
- Accomplishments or awards
- Summary list of published works
- Other related interests

3. Self Evaluation and Development

Self study/examination is an important element in the journey of the Healing Touch Practitioner. It is also a useful tool in tracking growth and development.

Requirement:

A Self Study Summary, which addresses your development as a Healing Touch Practitioner.

Submission Guidelines:

Include a one to two page single spaced report, which addresses your evolution as a Healing Touch Practitioner. Answer the following questions and include other pertinent information:

- How have you grown in the process of taking Healing Touch Program courses?
- Describe your understanding of yourself as an “energy being.”
- How has your consciousness grown to include multidimensional and non-local phenomena?
- How are you continuing your professional development?
- How do you integrate your personal gifts and talents as a Healing Touch Practitioner into your personal and professional life?
- Include information about your Healing Touch practice and what you envision for yourself, your clients and your community.

4. Self Care Healing Modalities Experience

Part of the efficacy of Healing Touch is helping persons manage their self care toward optimal wellness and quality of life. A way to focus on self care and one’s inner landscape is to receive healing work. In addition, receiving these experiences also educates the applicant firsthand about a variety of healing modalities and supports building of a local professional healthcare network. It also gives the applicant an opportunity to enhance her/his own assessment of professionalism by assessing the professionalism of another holistic practitioner.

Requirement:

A Self Care Report based on the 10 different healing modalities received by various holistic health care practitioners experienced between Levels 4 and 5.

Note: A listing of the 10 Self Care Modalities is required. Only three (3) reports are required out of the ten experiences.

Submission Guidelines:

1. List the 10 Self Care Healing Modalities experienced between Level 4 and Level 5. Include the following:
 - Name of Modality
 - Date Received
 - Name of Practitioner
 - Contact information including phone number
2. Describe two (2) of the experiences, which were most beneficial to you.
3. Describe your one (1) least beneficial experience.

For each of the three (3) chosen experiences, submit a one page single spaced report. Include the following information in the order listed below for each experience submitted:

- **Practitioner Credentials** - Practitioner’s name, address and credentials, skill or experience.
- **Date of treatment**

- **Procedure and Theory** - Briefly explain the theory of how the modality works and how it functions to promote health and healing and how the method was administered.
- **Reflective statements**, which address the following questions.
 - How has the experience contributed to your understanding of the importance of self-care?
 - Did the experience broaden your knowledge from a holistic perspective and how?
 - How has this experience influenced the way you would work with clients and conduct your Healing Touch practice?
 - Would you add the modality and practitioner to your referral base? Why or why not?

5. Educational Resources

Becoming a practitioner of the healing arts requires a commitment to professional development through a multidimensional search toward physical, emotional, mental and spiritual growth. Alice Bailey, in Esoteric Healing, said that a healer must have the “ability of the human mind to stretch, to record, to discover and to formulate truth.” (Healing Touch Program Level 1 Notebook, Part 11 - “Attributes and Qualities of a Healer”)

In partial fulfillment of the Certification process, it is required that the Applicant read books, listen to audio resources, participate in webinars or online classes, or attend conferences and classes relevant to the development of the HT Practitioner. At least fifteen (15) events or resources must be reported here to fulfill this requirement. There are a myriad of ways to continue the exploration of energy therapies. Books and suggested reading are listed in the HTP curriculum. (See Recommended Book List in Healing Touch Notebooks Level 1 and Level 2. Please know this is not an exhaustive list and many other resources are applicable.)

Requirement:

Prepare an Educational Resource Report of fifteen (15) resources, books, classes, tapes or conferences, which have assisted in your continued progress and development as a Healing Touch Practitioner. A minimum of ten (10) books must be included.

Each of the following seven topics/categories must be addressed by one or more resources:

- Healing Touch
- Energy Medicine/Holistic Health Care
- Quantum Physics/Scientific Principles/Research
- Spiritual Development
- Journaling/Self-care
- Professional Development
- Ethics

Submission Guidelines:

1. Provide a summary sheet, identifying each resource with one of the seven categories as applicable. List the books/classes/tapes/audio CDs/DVDs/conferences under the appropriate topic/category including title and author/presenter. Organize and submit your reports in the order listed on the Resource Summary page. Following is an example of a Resource Summary page:

Educational Experiences Summary Page

Healing Touch

Author, Name of Book
Presenter, Conference Title

Spiritual Development

Author, Name of Book
Author, Name of Tape

Energy Medicine/Holistic Health Care

Author, Name of Class

Journaling/Self Care

Author, Name of Book

Quantum Physics/Scientific Principles/Research

Author, Name of Audio CD/DVD

Professional Development

xxx, xxx

Ethics

xxx; xxx

2. Include a single-spaced, (250 words, one half page maximum), report for each source submitted. Be sure to document the following:
- Category
 - Books, Tapes, Audio CD or DVD: full title, author, publisher and date of publication
 - Conferences: title, instructor(s) and credentials, dates, location and number of hours attended
 - Include a description of some of the ideas/theories presented and your own reflective statements which consider the following questions:
 - What meaning does the material have to you?
 - How would you integrate this information into your life and/or Healing Touch practice?
 - What expansion occurred within your own consciousness?

6. Supervised Mentorship

"The meeting of two personalities is like the contact of two chemical substances - if there is any reaction, both are transformed." Carl Jung (1875-1961)

"When two people enter into a caring moment, a new field of consciousness or possibilities is created. Both can share consciousness or tap into another field, the universal energy, universal spirit of infinite Love which in turn has healing possibilities." Dr. Jean Watson

Cultivating and sustaining a mentoring relationship is an important aspect of the growth and development of the expert Healing Touch Practitioner. The mentor is someone who has the capacity to help you expand your personal concept of being a capable, confident and competent practitioner. The mentor assists and provides support in the development of the Healing Touch Practitioner and completion of homework assignments. The mentor will be assessing and cultivating your case management skills, how you create healing environments and whether you practice within the HTP Statement of Scope of Practice in an ethical manner.

Co-mentorship with more than one mentor is accepted and encouraged as long as a qualified mentor is included. This option offers the applicant opportunities to develop practitioner-to-practitioner mentoring. Each mentor needs to submit the mentor letter of recommendation.

Requirement:

Effective January 1, 2011, the requirement for this section is changing.

Effective January 1, 2011: Participation in a one-year mentorship with a person certified in Healing Touch (HTCP) and is an HTP Qualified Mentor or is supervised by an HTP Qualified Mentor.

Effective BEFORE January 1, 2011: Participation in a one-year mentorship with a certified Healing Touch Practitioner (HTCP). An applicant is required to work with a mentor who has a background in nursing and is certified with Healing Touch Program OR work with a Qualified Mentor or with a mentor who is supervised by a Qualified Mentor.

To find a qualified mentor go to the Worldwide Directory of Healing Touch Practitioners at www.HTPractitioner.com and search for Qualified Mentors in your area.

Include documentation for a minimum of twelve (12) completed contact or conference sessions with your mentor who must be a Healing Touch Program Certified Practitioner (HTCP). The twelve (12) sessions should contain the following:

- Individual contacts, which may be done in person, in a mentor group, via email or telephone conversation.
- Mentor contacts, which include two directly observed Healing Touch sessions and one HT session provided to the mentor.

In the case of long distance mentorship, a designated proxy, or video, may be used for the required observed/received sessions.

Submission Guidelines:

Include the following:

- A Mentorship Experience Report addressing the contact frequency with your mentor and pertinent information related to your development as a HT practitioner. Areas to emphasize in the mentor/mentee relationship are: professionalism, ethical issues, case management, documentation, the referral process, personal growth as a practitioner and other meaningful issues important to you.
- Applicant's signed Assertion of Personal Responsibility form.
- A completed Mentor Assessment and Recommendation form.
- A Mentor Letter of Recommendation indicating general competence of the applicant within a practice setting. This letter must include evaluations of the two viewed and one received Healing Touch sessions.

7. Ethics and Professionalism

Knowledge of the ethical and legal framework provided both by the HT Program and federal, state and community laws, regulations, guidelines and standards is necessary when starting a practice.

Requirement:

Knowledge and evidence of an ethical framework that guides your practice of Healing Touch.

Submission Guidelines:

Include the following:

- A half page single-spaced reflection on your decision regarding the need for and use of an informed consent in your practice.
- A one-page single spaced report reflecting adherence to the Healing Touch Program Statement of Scope of Practice and Code of Ethics. Include in this report your personal guidelines for making referrals to other appropriate practitioners. Also provide one example of a referral made during your 100 sessions completed between Levels 4 and 5.

8. Evidence of Healing Touch Practice

"Never doubt that a small group of thoughtful people could change the world. Indeed, it is the only thing that ever has." Margaret Mead

The purpose of this requirement is to provide an opportunity for the Healing Touch Practitioner to demonstrate the ability to competently manage a case with a client who has a disturbance in the biofield and to demonstrate use of appropriate Healing Touch techniques and sequences.

Requirement:

- Part I – Case Study
- Part 2 – Healing Touch Session Documentation

Please use the ten step Healing Touch Sequence format for each requirement. (Refer to Healing Touch Notebook Level 2 pages 46 - 72)

Part I – Case Study

Prepare a Case Study addressing four (4) to five (5) sessions with a client to highlight your abilities to assess the needs of a client, to create and hold a healing space over time, and to provide effective energetic interventions that promote healing. This provides the opportunity to describe and promote your unique talents in a caring relationship, using what you have learned within the Healing Touch Program.

Submission Guidelines:

1. Case Study

The Case Study should be 10 numbered pages, double-spaced in a narrative format. The client's name should not be included, only initials should be used. Your Case Study should include the following for each reported client session:

1. Intake or Update
2. Practitioner Preparation
3. Pre-Treatment Energetic Assessment
4. Health Issues/Problem Statements
5. Mutual Goals/Intentions for Healing
6. Healing Touch Interventions and rationale for selection of each method
7. Post-Treatment Energetic Assessment
8. Ground and Release
9. Evaluation and Feedback
10. Plan

Include a summary of the following information with your case study.

- Final Evaluation: Summarize how health issues and treatment goals were met or changed over time along with the energetic patterns observed such as specific chakras that were repeatedly compromised, biofield patterns or sensations, issues related to specific body systems or locations, etc.
- Discharge Planning
- Referrals made during the course of treatment. If no referrals were made, explain why.

For cases involving more than 4 – 5 sessions over an extended period, provide a brief overview of sessions and which ones were reported in depth.

Part 2 – Healing Touch Session Documentation

Provide two documented individual client sessions utilizing techniques not included in your Case Study. Various methods/techniques are contained in Levels 1 – 4 course materials. Follow the 10 step HT Sequence for each session. The applicant may use Healing Touch Program documentation forms or choose to describe in narrative format the ten steps of the session.

Documentation forms should be submitted in a legible fashion. Narrative documentations should be in double spaced typewritten format - two page maximum or legible handwritten documents. You may include drawings of pre and post energetic assessments if desired. Include the rationale for the selection of your chosen techniques. (Sample documentation forms can be found in the Appendix of the Level 1 or 2 notebook.)

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)
- Level 5 Instructor's Recommendation for Certification (HTP-933-A)
- Mentor Assessment and Recommendation (*one form must be filled out for each mentor used during the one-year mentorship process*) (HTP-933-B)
- Assertion of Personal Responsibility (HTP-933-C)
- Practitioner Certification Application Checklist (HTP-933-D)