



Healing Touch Certification

Healing Touch Certification • 20822 Cactus Loop, Ste. 200 • San Antonio, TX 78258 • USA

Healing Touch Practitioner Packet Application for Renewal as a Healing Touch Certified Practitioner (HTCP)

Practitioner Certification Renewal applications should be submitted 30 days prior to expiration of your current certification date.

Purpose

The purpose of HTCP certification renewal is to ensure that HTCPs continue to meet the standards required to be a HTCP.

The basis of renewal for the HTCP credential is ongoing self-development and continuing education to stay current in the field.

The rationale for the five year certification renewal interval is that it was determined that five years is a sufficient amount of time for professional development to occur, and is a short enough timeframe to monitor activity to ensure continued competence that keeps pace with advances in the energy healing therapies or bio-field therapies

General Instructions

The Practitioner must be active and in good standing.

There are three parts to applying for Practitioner Renewal

- Achieving a passing score on the Healing Touch Certified Practitioner Entry Level Proficiency Exam
- Completion of Application Requirements
- Submission and acceptance of an Application for Renewal

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 1 copy of your completed application and required materials.

- 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 throughout your application process.
- Include a check or money order for \$125.00 payable to Healing Touch Certification. If you would like to use a credit card please fill out the Payment Information form.
- Starting September 1, 2012 there will be a \$50 (USD) late fee for all packets sent in after their renewal date. Packets must be received online or post marked by your renewal date to avoid the \$50 late fee. This fee is in addition to the standard renewal application fee of \$125.00.
- Submit to:
 Healing Touch Certification
 Attention: Certification Administrator
 20822 Cactus Loop, Suite 200
 San Antonio, TX 78258

General

- Application fee - \$125.00
- Application fees are non-refundable.
- Late Fee - \$50 for applications sent in after their renewal date.
- 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/I with a current and up-to-date certification, and maintain compliance with the HTP Code of Ethics and Statement of Standards of Practice.

The following criteria must be met to avoid being disenfranchised:

- Certification granted from the Healing Touch Program 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 8 weeks of application submission unless otherwise notified. Status will be noted as "*Certification Renewal Approved*", "*Certification Renewal Pending*" or "*Certification Renewal Not Approved*".

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

"*Certification Renewal 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 Renewal 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 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.

Practitioner Renewal Requirements

Renewal is an action representing continued support of the credentialed Healing Touch Certified Practitioner (HTCP) through ongoing self-development and continuing education to stay current in the field.

1. Evidence of Participation

Active participation keeps the Practitioner well informed of current education updates, provides self-growth and discovery and involvement in the Energy Medicine Community. The practitioner honors the credential by ongoing participation and involvement with Healing Touch Program and the Healing Touch Program community. Actions, which demonstrate this involvement, include; Healing Touch classes, related continuing education offerings, attending Healing Touch Program conferences, and networking with Healing Touch Program and other holistic practitioners. Be as creative as possible to honor the diversity within the world of energy therapies/holistic healthcare and Healing Touch Program local, regional or global activities.

Requirement:

The HTCP renewal requirement is to demonstrate enhanced competence through completion of 75 hours of continuing education every five (5) years. At least half of the total hours (37.5) must be in energy medicine. The remainder of the hours should be in professional development and/or self care. In addition, 37.5 hours must be recognized as official CE hours from which you receive a certificate from a provider of Continuing Education. These official hours can be obtained for either category - Energy Medicine and/or Practitioner Development and Self Care. Please keep copies of all of your certificates in your files as they may be requested but are not required to be included with your packet.

Here are some examples of energy based continuing education:

- Adjunct Healing Touch Program classes, i.e., Advanced Practice, Self Care, HTSM, HT for Babies, HT for Animals, Anatomy and Physiology for Healers, Energetic Counseling etc.
- Repeated Healing Touch Program classes Levels 1-5

- Other energy based modalities classes i.e. aromatherapy, reflexology, cranial sacral, music therapy, etc.
- Healing Touch Program regional and worldwide conferences or other energy/holistic conferences such as the American Holistic Nurses Association (AHNA)
- 2 hours can be gained by reflectively reporting on a book, audio book or DVD (up to 5 books, etc. or 10 hours) which have influenced your growth and development

Here are some examples of professional development and self care continuing education:

- Business development courses, webinars, tele-seminars, etc
- HTPA Business calls
- Self Care courses

Submission Guidelines:

1. Complete the Certification Renewal Continuing Education Hour Worksheet (HTP-964)
2. Include a single-spaced half to one page overall **reflective** summary of your experiences which **integrates** self and professional growth as related to the above continuing education hours. Please address the following information in each area of exploration:
 - How has this information moved you forward in your growth?
 - How have you used this information in your HTP practice?
 - How can you use this information to assist and educate your clients?

2. Practice Development

Submission Guidelines:

Please write a one page, single spaced summary on your growth in your HTP practice. Include reflection on these questions and your specific plans.

- How has your practice grown or changed and what have you learned?
- How have you shared your learning? (How have you been involved the Healing Touch community?)
- What are your plans for future growth: personal, practice and community involvement?

3. Assertion of Personal Responsibility

Submission Guidelines:

Please sign and submit the Practitioner Certification Renewal Assertion of Personal Responsibility (HTP-934-B)

4. Healing Touch Certified Practitioner Entry Level Proficiency Exam

Any HTCP who was certified prior to the adoption of the Healing Touch Certified Practitioner Entry Level Proficiency Exam requirement must achieve a passing score on the exam prior to submitting their application for renewal at their next regular renewal interval. The HTCP is only required to pass the exam once.

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)
- Practitioner Certification Renewal Application Checklist (HTP-934-A)

- Practitioner Certification Renewal Assertion of Personal Responsibility (HTP-934-B)
- Certification Renewal Continuing Education Hour Worksheet (HTP-964)