



# Healing Touch Certification

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

1. **Title: Healing Touch Certification Standards for a Healing Touch Certified Practitioner Renewal**
2. **Purpose:** The purpose of this document is to define the standards to renew certification as a Healing Touch Certified Practitioner (HTCP).
  - 2.1. **Purpose:** The purpose of HTCP certification renewal is to ensure that HTCPs continue to meet the standards required to be a HTCP.
  - 2.2. **Basis:** The basis of renewal for the HTCP credential is ongoing self-development and continuing education to stay current in the field.
  - 2.3. **Rationale:** 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
3. **Definitions:**
  - 3.1. **HTCP Board Certification** is acknowledgement of individuals who successfully meet the required standards for Healing Touch Practitioner Certification
  - 3.2. **“Active and in good standing”** means that the applicant is approved to practice as an HTCP and their certification is current, up-to-date, and has not been challenged or compromised by unprofessional or unethical behavior. An HTCP 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”.
4. **Scope:** This document covers policies and procedures for renewing certification as an HTCP.
5. **Eligibility:** Renewal as an HTCP is open to current HTCPs beginning 90 days prior to expiration of their current certification. Applicants must be active and in good standing.

Renewal of the HTCP certification credential occurs every five years. This process requires submission of an HTCP Renewal Application at least 30 days prior to the current certification expiration date.

Instructions for certification renewal applications are found in the Certification Packet Form HTC-934.

6. **Certification Lapse Policy:** In the event that certification is allowed to lapse, the following events will take place.
  - 6.1. Public notice of expired certification will be made through Practitioner's status as listed on the practitioner directory. Certification status will display the certification expiration date.
  - 6.2. The credential Healing Touch Certified Practitioner or the acronym HTCP may no longer be used after the expired practitioner's name.
7. **Guidelines for reinstatement:** If HTCP certification has lapsed, the process for renewal is:
  - 7.1. **Within two years past the Certification expiration date,** submission a renewal packet. All information must be completed and continuing education hours must be current within the previous six-year period.
  - 7.2. **After two years past the Certification expiration date,** the lapsed HTCP is required to repeat levels 1-3 of Healing Touch Program classes to update knowledge of the program, in addition to the completion of the renewal packet.
  - 7.3. **More than five years past Certification expiration date,** the practitioner will need to re-certify using a new and current practitioner certification packet.
8. **Standards of Certification Renewal:** Renewal is an action representing continued support of the credentialed HTCP through ongoing self-development and continuing education to stay current in the field.
  - 8.1. **Evidence of Participation:** Active participation keeps the Practitioner well informed of current education updates, provides self-growth and discovery, and involvement in the Healing Touch Community. The P-practitioner honors the credential by ongoing participation and involvement with Healing Touch and the Healing Touch community. Actions which demonstrate this involvement include: Healing Touch classes, related continuing education offerings, attending Healing Touch conferences, and networking with Healing Touch and other holistic practitioners. Be as creative as possible to honor the diversity within the world of energy therapies/holistic healthcare and Healing Touch local, regional or global activities.
  - 8.2. **Requirement:** The HTCP recertification requirement is to demonstrate enhanced competence through completion of 75 hours of continuing education and active participation every five 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.
  - 8.3. **Submission Guidelines:**
    - 8.3.1. Complete the Certification Renewal Continuing Education Hour Worksheet (HTP-964)

8.3.2. Include a single-spaced half to one page overall summary of your experiences in 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?
- What linkages from your resources have you made with your HT practice?
- How can you use this information to assist and educate your clients?

**8.4. Practice Development - Submission Guidelines:** Please write a one page, single spaced summary on your growth in your HT 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 in the Healing Touch community?)
- What are your plans for future growth: personal, practice and community involvement?

**8.5. Assertion of Personal Responsibility - Submission Guidelines:** Please sign and submit the Practitioner Certification Renewal Assertion of Personal Responsibility (HTP-934-B).

**8.6. 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 recertification at their next regular recertification interval. The HTCP is only required to pass the exam once.

**8.7. 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 online 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)

**8.8. Applicant Grievance Procedure:** An applicant who has a grievance may write to the Certification Administrator who will direct the grievance to the HTCGC Chairperson or Vice Chairperson. Grievances need to be filed within 45 days of notification of Application Packet outcome. The Chair and Vice Chair will work with the specific packet reviewers to address the grievance. The Chairperson will notify the applicant of the final grievance review outcome. Decisions are final. The exam outcome is based upon an applicant achieving a passing score. It may be retaken up to a total of three times.

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