



Healing Touch Program™

Healing Touch Certification
Level 6 Training Application – HTP-940
April 2010 - April 2012



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Level I Instructor Certification Eligibility

A certified Healing Touch practitioner may be eligible for Healing Touch Instructor certification. It is recommended that the applicant have at least one year of practicing as a certified Healing Touch practitioner (HTCP) before application and must meet admission standards for Level 6 Training.

The applicant needs to submit the Level 6 Training Application, satisfactorily complete Level 6 Training and meet all other requirements outlined in this package before submitting an application to become a Healing Touch Certified Instructor.

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

Renewal of certification with the Healing Touch Program 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 I Healing Touch Program Instructor.

1. Applicant must be a Healing Touch Certified Practitioner (HTCP)
2. Applicant must apply for, be accepted into and successfully complete Level 6 Training
3. Applicant must complete requirements and submit application for instructor certification status.

Tuition for the Level 6 Training is set annually. Please contact the Healing Touch Program office for current tuition rates.

Level 6 Training Application

Application Layout

- Submit summary materials in the order listed in the application checklist (**See Appendix**)
- Use 8 ½ x 11 paper
- Use 1" margins
- Use a plain type such as Arial, size 12, for ease of reading
- Written summary statements should be one page in length and single spaced
- Submit double sided copies

Application Submittal

- Submit 3 copies of your completed Level 6 Training Application **at least 5 weeks prior** to the Level 6 class you are wanting to attend.
- All copies are to be sent to the Healing Touch Program office.
- 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.
- A copy of your application will be kept on file at the Healing Touch Program office through your application process.



- Submit Level 6 Training Application and materials in order listed in Checklist (**See Appendix**)
- Application fee \$50.00 - non-refundable
- A \$200 deposit must accompany the application . This amount is applied to Level 6 class tuition. Include a check for \$200 made out to Healing Touch Program. If you prefer to use a credit card, please fill out the Payment Information form. If your application is not accepted, this money will be refunded.
- **Keep a complete copy of your application. Your application will not be returned.**
- Notice of acceptance or decline will be sent to you within 4 weeks of receiving your application.

Submit to:

Healing Touch Program
Attention: Program Director - Level 6 Application
20822 Cactus Loop
San Antonio, TX 78258
210-497-5529
certification@healingtouchprogram.com



Application Requirements for Level 6 Training

The Level 6 Training Application is submitted to determine your preparedness to begin training as a Healing Touch Program Level I Instructor.

1. Certification as a Healing Touch Practitioner

Requirement:

Applicant is a Healing Touch Certified Practitioner (HTCP)

Submission Guidelines:

Applicant will present a copy of her/his original Document of Certification as a Healing Touch Program Practitioner (HTCP) along with the letter of renewal of Certification (if applicable).

2. Current Professional Resume

Requirement:

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

Submission Guidelines:

Provide an updated Professional Resume, which includes 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
- Personal interests

3. Previous Teaching Experience

Requirement:

A written document of your teaching experiences in any field of study which shows your experience with teaching adult learners.

Submission Guidelines:

Submit a summarized history of your teaching and/or professional experience

4. Ethics Reading

Requirement:

Applicants are required to read and write a reflective report on Creating Right Relationships: A Practical Guide to Ethics in Energy Therapies by Dorothea Hover-Kramer prior to attending Level 6.



Submission Guidelines:

Submit a 2-4 page double spaced reflective report on this text. Focus on answering the following questions and provide examples as needed.

- What new information did you learn from this text?
- How will you apply the content of this book as a Healing Touch Program Instructor?
- What value does this book have to you as an Instructor and to your future HT students?

5. Motivation and Plans to teach the Healing Touch Program Curriculum

Requirement:

Description of your plans for teaching Healing Touch Program classes, which demonstrate your desires and motivation for teaching.

Submission Guidelines:

Submit a written description of your desires and plans to teach Healing Touch including:

- Your desired teaching population
- Where you would like to teach
- How often you anticipate teaching
- How you visualize your future with the Healing Touch Program as an Instructor

6. Current Contributions to the Healing Touch Program Worldwide Community

Requirement:

List current contributions to and involvement with local or global Healing Touch community.

Submission Guidelines:

Submit a written description of your recent activities and involvement within your local community or the regional/national/global Healing Touch Worldwide Community.

7. Previous Experience as a Healing Touch Coordinator, Helper or Class Mentor or Mentor to Healing Touch Program Practitioner Apprentices

Requirement:

You must demonstrate your classroom experience, clinical mentorship involvement and desire to move into Instructorship.

Submission Guidelines:

Submit a list, in chronological order, of your service with Healing Touch as a coordinator, helper or class mentor or Healing Touch Practitioner Apprentice Mentor. Please include the following for each experience:

- Date of class



- Instructor
- Position in the classroom, i.e. coordinator, helper, mentor
- A half page, single spaced statement on how these experiences have influenced your decision to teach HT.

8. Letter(s) of Recommendation

Requirement:

A professional letter(s) of recommendation indicates your preparedness to take the Level 6 Training.

Submission Guidelines:

Include a recommendation from a Healing Touch Certified Instructor (HTCI). This should be from an Instructor who is in a position to evaluate you as a potential Instructor. You may also include a second letter of recommendation from a professional non Healing Touch Practitioner who can speak to your teaching and/or leadership abilities.

Note: Upon approval of your Level 6 Training Application, the Level 6 Notebook will be sent to you to assist you in your preparation to attend Level 6. **It is expected that the applicant will read the entire Level 6 Notebook before attending the Level 6 Training.**



Appendix

Application for Level 6 Training

Level 6 Training Application

Submission Date _____

Name _____
Last First

Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Credentials: _____

Include the phone number(s) and email address you want HTP to use for communication:

Home Phone _____ Home Email _____

Cell Phone _____

Work Phone _____ Work Email _____

Please fill out and attach the Level 6 Training Application Checklist and all related materials.

SEND PACKET TO:

Assistant to the Program Director
Healing Touch Program
20822 Cactus Loop
San Antonio, TX 78258
210-497-5529
certification@healingtouchprogram.com



Appendix

Level 6 Training Application

Payment Information

Please **make one (1) copy and staple to the first copy of your application.** This copy will be retained in the HTP office.

Billing Information:

Name _____
Last First MI

Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Email Address: _____

Payment information

Non-refundable Application Fee:

____ Enclosed is a check or money order for \$50.00. Make check payable to Healing Touch Program

____ Please charge \$50.00 to my credit Card

Level 6 Class Deposit:

____ Enclosed is a check or money order for \$200.00. Make check payable to Healing Touch Program

____ Please charge \$200.00 to my credit Card

Circle One: VISA M/C Discover

Card Number _____ Expiration Date: _____

Three digit safety code _____

Your Signature _____

Office Use Only: Auth # _____ CC Order # _____



Appendix

Application for Level 6 Training Checklist

To be used as your final checklist to insure all requirements are met and materials included. Include checklist with your application packet. Please organize materials in the same order as the checklist below.

1. Certification as a Healing Touch Certified Practitioner

_____ Copy of original Certificate as a certified Healing Touch practitioner and Copy of Renewal of Certification (if applicable).

2. Current Professional Resume

_____ Updated Professional Resume

3. Previous Teaching Experience

_____ Submit a summarized history of your teaching and/or professional experience

4. Ethics Reading

_____ Submit a reflective report on Creating Right Relationships: A Practical Guide to Ethics in Energy Therapies by Dorothea Hover-Kramer

5. Motivation and Plans to Teach the Healing Touch Program Curriculum

_____ Submit a written description of your desires and plans to teach Healing Touch

6. Current Contributions to the Healing Touch Program Worldwide Community

_____ Submit a written description of your recent activities and involvement within your local or the global Healing Touch Community.

7. Previous Experience as a Coordinator, Helper or Class Mentor

_____ Submit a list of your service with Healing Touch as a coordinator, helper or class mentor.

8. Letter(s) of Recommendation

_____ Enclose a recommendation from a certified Healing Touch Instructor



Appendix

HEALING TOUCH PROGRAM CODE OF ETHICS

PURPOSE:

The purpose of the following Code of Ethics is to guide the therapeutic practice of Healing Touch.

DEFINITION HEALING TOUCH:

Healing Touch is an energy therapy in which practitioners consciously use their hands in a heart centered and intentional way to enhance, support and facilitate the physical, emotional, mental and spiritual health and self-healing. Healing Touch utilizes light or near-body touch to clear, balance and energize the human energy system in an effort to promote healing for the whole person; mind, body, spirit.

GOAL:

The goal of Healing Touch is to restore harmony and balance in the energy system, creating an optimal environment for the body's natural and innate tendency to move toward self-healing.

1: Scope of Practice

Healing Touch practitioners use Healing Touch within the scope of their background, current licensing and credentialing. They represent themselves to the public in accordance with their credentials. They practice within the guidelines of this Code of Ethics; the Healing Touch Program's Scope of Practice statement; and state, local and federal laws and regulations.

2: Collaborative Care

Healing Touch is a complementary energy therapy which can be used in conjunction with traditional therapies or as a sole modality. Practitioners know the limits of their professional competence and do not step beyond these boundaries. They do not diagnose, prescribe, or treat medical conditions or disorders unless they hold a license which permits them to do so. They are credentialed and in good standing with their respective/legal licensing or credentialing body/bodies. Appropriate referrals to other health care professionals are made when necessary.

3: Intention

Healing Touch is used to promote the well being and healing for each client. Client safety, educational needs, and well-being are safeguarded by the practitioner. Practitioners working with subtle energies are careful to use their ability only in a manner beneficial to the client. Instead of trying to change the client in any way, practitioners use their intentionality to cooperate "with the field, the emerging order" (Watson, 2005, p. 101). They use their abilities with humility, consciousness and professionalism.

4: Principles of Healing

Healing Touch practitioners know that healing is a personal, individualized process that occurs from within the inner dimensions of the client. The client is supported by the HT Practitioner in self-directing this sacred process. The HT practitioner creates a conscious, reverent, caring-healing environment. Practitioners foster an optimal condition for that client to remember and



Appendix

CODE OF ETHICS - Continued

move toward their wholeness through the steps of the HT Sequence and the practitioner-client relationship.

5: Respectful Care

Healing Touch practitioners maintain high standards of professionalism in their care. They treat clients and colleagues with respect, courtesy, care and consideration. HT practitioners respect their client's individuality, beliefs, inherent worth, and dignity. They respect the client's right to be involved in their treatment and they empower the client to give feedback, alter or discontinue the session at any time. Practitioners provide information that assist clients in making informed decisions about their care.

6: Equality and Acceptance

Healing Touch practitioners work in partnership with the client to promote healing regardless of race, creed, color, age, gender, sexual orientation, politics or social status, spiritual practice or health condition. The client's inner process, spiritual practices and pacing of healing are respected and supported. No specific religious/spiritual belief or practice is promoted in Healing Touch.

7: Creating a Healing Environment

Healing Touch is provided in a variety of environments. Practitioners provide (when possible) a private, safe environment conducive to healing in which the client can relax and be receptive to the healing process. Safe and clear professional boundaries are described and maintained. Permission for receiving Healing Touch is obtained through the informed consent process. Where hands-on touch is appropriate for the healing process, it is non-sexual, gentle and within the client's consent and boundaries. The client is fully dressed except in medical situations, or other professional therapies requiring disrobing, in which case appropriate draping is used.

8: Healing Touch Sequence

The Healing Touch practitioner uses the ten-step process as a foundation and guideline, for administration of the work and in documentation. The ten steps are: (1) Intake/Update; (2) Practitioner Preparation; (3) Pre-treatment Energetic Assessment; (4) Identification of Health Issues/ Problem Statements; (5) Mutual Goals and Intention for Healing; (6) Healing Touch Interventions; (7) Post-treatment Energetic Assessment; (8) Ground and Release; (9) Evaluation, and (10) Treatment Plan. Sequential order of the ten steps may vary depending on the specific situation, methods administered and flow of the session.

9: Disclosure and Education

Information is provided to the client on an individualized basis taking into account expressed needs and personal situations. The Practitioner informs the client of her/his educational and experiential background in Healing Touch and any other related credentials they hold. They also provide an explanation of the treatment to the level of client's understanding, and clearly and accurately inform clients of the nature and terms of the service. The Practitioner discusses the HT treatment process as well as any relevant limitations or issues before HT interventions begin. Practitioners supply resources and/or additional materials that may support the client.



Appendix

CODE OF ETHICS - Continued

10: Confidentiality

Client confidentiality is protected at all times and records are kept in a secure and private place in accordance with state and federal regulations. The Practitioner also informs clients of exceptions to their confidentiality such as disclosure for legal and regulatory requirements or to prevent eminent harm or danger to client or others. Client health information and treatment findings are documented appropriately and are specific to the practitioner's background and setting. Information is shared only with client's written permission.

11: Legalities

Healing Touch practitioners are expected to understand and comply with the laws of the state(s) in which they are offering Healing Touch as well as applicable federal regulations in regards to obtaining or maintaining a license to touch. Those that have a professional license are expected to understand how touch either is or is not included or restricted in their scope of practice and comply accordingly. It is expected that HT Practitioners will carry liability/malpractice insurance according to state, federal and professional laws to protect themselves and clients. It is expected that HT Practitioners will maintain the appropriate business licenses according to their state requirements.

12: Self Development

Healing Touch practitioners practice self care to enhance their own personal health in order to provide optimal care for others. They practice from a theoretical and experiential knowledge base as they continue to deepen their understanding of healing, the biofield, spiritual development, and personal evolution. They keep themselves current in the practice and research of Healing Touch and related areas and seek to continually expand their effectiveness as a practitioner.

13: Professional Responsibility

Practitioners represent Healing Touch in a professional manner by exercising good judgment, practicing with integrity, and adhering to this Code of Ethics and the HTP Scope of Practice. They encourage ethical behavior, by words and actions, to all parties. They consult a supervisor, HT mentor, HT instructor or Healing Touch Program Director when an unresolved ethical issue occurs.

Note: The HTP Code of Ethics is an evolving document. We ask Healing Touch students and practitioners to be guided by this Code of Ethics and we invite them to send comments and recommendations for changes to the Healing Touch Program office at info@HealingTouchProgram.com.



Appendix

HEALING TOUCH PROGRAM STATEMENT OF SCOPE OF PRACTICE

PURPOSE: This Scope of Practice statement defines four levels of Healing Touch (HT) practice and outlines how HT providers may refer to themselves, how they can practice and what they must be mindful of when practicing.

GENERAL STATEMENTS THAT APPLY TO ALL DEFINED LEVELS OF PRACTICE

Code of Ethics

When offering an HT session, students, apprentices and practitioners will be mindful to follow the HTP Code of Ethics and abide by all applicable local, state, and national laws governing their services. HT providers do not diagnose, prescribe, or treat medical disorders and use language that clarifies this (such as: using the terms “client”, not patient; “clear, open, and balance”, not cure; “assess energy fields and centers”, not diagnose; “recommend”, not prescribe; etcetera). Providers make referrals to other health care professionals as appropriate /needed and at all times respecting the professional status of other health care practitioners.

Informed Consent

All HT providers are encouraged to develop and use a Consent Form when offering a HT session.

Session Documentation

Starting from Level 2 course completion, all students are encouraged to use Session Intake and Session Documentation forms whenever possible. HT Providers will be mindful that this information is considered confidential and will therefore follow privacy regulations for documentation and HIPAA regulations or confidentiality policies within your region or country. HT providers understand exceptions that will apply to holding and maintaining confidentiality and confidential records.

License to Touch

Students, apprentices and practitioners are expected to understand and comply with the laws of the state(s) in which they are offering Healing Touch and applicable federal regulations. Students, apprentices and practitioners who hold a professional license are expected to understand how touch either is or is not included or restricted in their scope of practice and comply accordingly.

Liability/Malpractice Insurance

It is expected that HT Practitioners will carry liability/malpractice insurance according to state, federal and professional laws to protect themselves and clients.

Charging for a Session

It is recommended that until a student/practitioner meets minimal standards for a professional, safe and skilled HT practice, asking a full charge for a HT session is not appropriate or ethical. As a HT Practitioner (successful program course completion, Levels 1-5), a full session fee for HT may be acceptable and encouraged. Once a student is certified as a HT Practitioner, or



Appendix

STATEMENT OF SCOPE OF PRACTICE - Continued

graduated from the HT Program with a sufficient skill level, a full charge (approximately the price of similar therapies in the geographical location) is then considered acceptable and encouraged. Students may consider sliding scale fees as well as donations for sessions based on the individual student's/practitioner's skill set and credentials. Healing Touch students and graduates may also choose to offer their services on a voluntary basis without compensation as desired.

DEFINED LEVELS OF PRACTICE

I. Student of Healing Touch:

Students who have received a Certificate of Completion (also commonly known as a certificate of attendance) for a Level 1 through Level 3 course, taught by a Healing Touch Certified Instructor and are actively participating in the Healing Touch educational program may refer to themselves a Student of Healing Touch. They may offer sessions to friends, family, community and potentially a client population (if already a practicing health care professional) based on their understanding and application of the HT coursework they have completed.

II. Healing Touch Practitioner Apprentice:

Students who have completed Level 4 (received a Certificate of Completion for the Level 4 class) and are participating in a minimum one-year mentorship process with a certified Healing Touch practitioner (HTCP) may call themselves a Healing Touch Practitioner Apprentice. As apprentices, practitioners are actively building their understanding of the clinical work, professionalism issues and business skills.

III. Healing Touch Practitioner:

Students who have completed Healing Touch Program Levels 1 through 5 (received a Certificate of Completion for each class) and have also received a Certificate of Course Completion (Program Graduation) issued by the Healing Touch Program Director, may refer to themselves as a Healing Touch Practitioner (HTP).

IV. Healing Touch Certified Practitioner (HTCP):

A Healing Touch Certified Practitioner is a Healing Touch Practitioner who, in addition to completing the program coursework, met the certification criteria and was approved by the Healing Touch Certification Review Panel. S/he may thus refer to her/himself as a Healing Touch Certified Practitioner (HTCP). Renewal of practitioner certification is required every five years.

HEALING TOUCH EDUCATIONAL PROGRAM DESCRIPTION

Healing Touch is an energy therapy in which practitioners consciously use their hands in a heart centered and intentional way to enhance, support and facilitate the physical, emotional, mental and spiritual health and self-healing. Healing Touch utilizes light or near-body touch to clear, balance and energize the human energy system in an effort to promote healing for the whole person; mind, body, spirit.

The Healing Touch curriculum is a multi-level continuing education program in energy-based therapy that progresses from beginning to advanced practice and is complementary to health care. The core curriculum program incorporates a variety of energy-based methods that are energetically sequenced in five levels of instruction: Levels 1, 2, 3, 4 and 5.



Appendix

STATEMENT OF SCOPE OF PRACTICE - Continued

Healing Touch provides Continuing Education contact hours for nurses and massage therapists.

Healing Touch is rooted in the concepts of consciousness, compassion/caring, energy medicine, authentic presence, intentionality, self-empowerment, the mind-body-spirit triad and belief in the body's innate tendency toward healing. The Healing Touch practitioner integrates her/his HT knowledge with the personal and professional background s/he brings to Healing Touch.

Each HT course level includes both didactic and experiential learning. Participants practice and share in classroom experiences using energy-based healing methods and principles.

The Healing Touch student undergoes a rigorous and comprehensive program that includes 114-118 hours of standardized curriculum with Certified Healing Touch Instructors. In addition, the program philosophy encourages the developing practitioner to enhance skills and knowledge through recommended reading, self care (including receiving HT on a regular basis), networking and support groups and through practicing Healing Touch. There is a strong commitment to personal growth and knowledge of holistic health principles.

DESCRIPTION OF HEALING TOUCH PROGRAM

Healing Touch Program was founded in 1989 by Janet Mentgen, BSN, RN, HNC, HTCP/I as a medically-based energy training continuing education program. Healing Touch Program is a for profit company. HTP has an affiliation with Healing Touch Worldwide Foundation, founded in 1997 (formerly known as Healing Touch International Foundation), which provides grants and scholarships for research and humanitarian projects related to Healing. The HT Program provides the following programs and services:

- Curriculum for Levels 1-5
- Teaching Materials
- Instructor Training and Advancement
- Certification as a Healing Touch Instructor
- Certification as a Healing Touch Practitioner
- Statement of Scope of Practice
- Code of Ethics
- Healthcare Facility Support
- Continuing Education Contact Hours for all HTP Classes
- Adjunctive Courses related to HT
- Advanced Practice Classes
- Ethics Committee
- Student, Practitioner, Coordinator and Instructor Support
- Energy Magazine (free monthly online publication)
- Healing Touch Community Newsletter (free monthly on-line publication)
- Healing Touch Professional Association
- International Conference
- International Instructor Meetings
- Website