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## **Procedure for Completion of Instructor Training Following Level 6**

The traditional sequence for completion of requirements of HTP instructorship after taking Level 6 includes three Teaching Assistant experiences, three Assistant Instructor experiences and teaching a “Solo” Level 1 class. All seven of these Level 1 classes will have an experienced HT Certified Instructor (HTCI) who takes the major responsibility for a successful Healing Touch class.

HTP also offers an “Individual Education Plan” (IEP) for those instructors-in-training who may be able to meet HTP instructor qualifications toward certification with fewer teaching assistant or assistant instructor experiences. As of March 1<sup>st</sup> 2010, the IEP has been revised slightly. All applicants submitting certification packets after May 1<sup>st</sup> 2010, should follow the revised IEP. (See end of this document).

### **Mentorship**

Instructors-in-training on the traditional track are encouraged to develop a formal or informal mentorship relationship with one or more Healing Touch Certified Instructors (HTCIs) in order to have an ongoing support system as they move through the various experiences toward instructor certification.

### **The Traditional Sequence between Level 6 and the application process to become a Certified Instructor.**

#### **Teaching Assistant (TA) Experiences**

Three Teaching Assistant experiences are scheduled privately between you and one or more instructors. For Levels 1-3 sponsored by HTP, tuition for these classes is not charged after taking Level 6. However, the privately run (independent) classes do make their own rules and some instructors may choose to charge you for your Teaching Assistant or Assistant Instructor experience. To enhance your learning, it is advised you observe two or three different instructors if possible. An instructor may have more than one Instructor in Training attending as Teaching Assistants at the same class.

#### **Assistant Instructor (AI) Experiences**

Three Assistant Instructor experiences are scheduled by you after completing the Teaching Assistant experiences. You make arrangements with the instructors you would like to co-teach with who are willing to share teaching a Level 1 class with you. Due to various circumstances, the instructor and/or the coordinator have the right to refuse your request. Once the instructor (and coordinator) have agreed to your participation as a co-instructor, please notify the HTP office class scheduler at [classes@healingtouchprogram.com](mailto:classes@healingtouchprogram.com) so that both names can be listed as instructors for the class on the website.

In addition, please notify [Cynthia@healingtouchprogram.com](mailto:Cynthia@healingtouchprogram.com) and Jean Marie Givens-Myers, HTCP/I at [healingpathways2000@yahoo.com](mailto:healingpathways2000@yahoo.com) so we can be updated in your progress and offer our support.

### **Biographical Sketch to be added to the Class brochures for the Assistant Instructor Experiences**

Your biographical sketch will also need to be added to any marketing information such as brochures and email notifications. (If the timing of your becoming the Assistant Instructor does not make the printing deadline of the brochure, then create a separate biographical information sheet to be distributed with the confirmation letter to students. Students are entitled to know that they will be taught in part by an instructor-in-training. As with the Teaching Assistant experiences, you are encouraged to teach with as many HTCI's as possible in order to expose you to various teaching styles for broader learning. If you are unable to experience at least three different instructors during these six (total) experiences, please notify, [cynthia@healingtouchprogram.com](mailto:cynthia@healingtouchprogram.com). We may be able to offer other support or suggestions.

### **Solo Teaching Experience**

Plan your Solo teaching experience at least three months before teaching the class in order to market the course for sufficient attendance. You should have a fair degree of confidence when you plan your solo. Extra Teaching Assistant or Assistant Instructor experiences are recommended if you feel they would help you prepare for your solo. Find a good person to coordinate your class so that you can focus on preparation for teaching rather than the details of marketing, organizing and setting up. Classes sometimes have to be rescheduled due to insufficient enrollment, so be sure to have a "Plan B" to complete your requirements. The selection of your Supervising Instructor for your Solo experience is a collaborative effort between you, the Program Director and the potential Supervising Instructor. You may request a certain Supervising Instructor, though at times there are criteria or circumstances that the Program Director will need to discuss with you to assure that you will be having the best experience possible.

## **Individual Education Plan**

Some Healing Touch Certified Practitioners (HTCP) attending Level 6 already have significant experiences in (1) teaching adults; (2) being present at many Healing Touch Classes and/or (3) years of active practice in HT, thereby being familiar and comfortable teaching Level 1 Healing Touch. In order to provide an individualized, supportive track for those who may be qualified to teach Level 1 sooner, HTP offers an opportunity for Instructors-in-Training to request an abbreviated track through an Individual Education Plan (IEP).

In addition, instructors who live in isolated locations or countries that are not easily accessible, or who do not offer many HT classes may also benefit by an IEP.

Instructors-in-Training who feel that they (and/or their community) may benefit from an IEP should follow the procedure below.

### **1. Request for IEP**

- A written letter from the applicant, describing why s/he feels an IEP is appropriate for her/his case, will be sent to the Program Director (PD).
- Letters of reference that support the applicants IEP request may be submitted, but are optional.
- The Program Director (PD) will evaluate/approve all IEP requests.
- The PD will provide a signed IEP Form that specifically outlines the education plan for each applicant. This form notes the agreed upon IEP conditions and the process involved in progressing through these steps.

### **Submission Guidelines:**

- Letter of request (and letters of reference) for an IEP will be sent to the PD
  - Letters may be emailed **as a word document attachment** to [cynthia@healingtouchprogram.com](mailto:cynthia@healingtouchprogram.com) OR
  - Hard copy of letter may be presented to the PD during the interview session at Level 6 Training
  - Hard copy may be sent directly to Cynthia at 4683 16<sup>th</sup> St., Boulder, CO. 80304

- Be sure to keep a copy of your letter.
- The Individual Education Plan Form is to be submitted with your Instructor certification packet.

## 2. Mentorship for the IEP

- It is recommended that Instructors-in-Training approved for an IEP choose a mentor instructor to support her/him during this process toward instructor certification. The mentor will be a Healing Touch Certified Instructor (HTCP/I) and approved by the Program Director (PD).
- The mentor will communicate with the instructor-in-training pre and post each training/teaching experience as outlined in the Individual Plan. The purpose of these contacts will be to: monitor the instructor-in-training's progress and support in building confidence toward a successful IEP. The new instructor may also communicate with the PD as needed for support. In some cases it is possible to have more than one mentor.
- **Any mentor** who works with an instructor-In-Training **will be expected to provide written feedback** to both the instructor-in-training and to the PD. The feedback report will relate progress and readiness to move forward to the next experience. The instructor-in-training will assure that s/he communicates with the designated mentor between all IEP experiences, including situations where one teaching experience is chronologically close to the next, for example, a week apart.

### Submission Guidelines:

- Appropriate mentor(s) will **be determined through discussion** with the PD, approved by the PD, and noted on the IEP.
- Mentor(s) will provide written feedback to the PD regarding the progress of the Instructor-In-Training and her/his readiness to progress, especially if there is a concern about progression.
- Letters may be emailed **as a word document attachment** to [cynthia@healingtouchprogram.com](mailto:cynthia@healingtouchprogram.com)

## 3. Teaching Experiences (TA & AI)

For each TA or AI Experience included in the IEP the applicant will:

- Submit each of the forms in the Instructor Certification Application criteria for the appropriate experience to the **PD for approval to move to the next step(s) as agreed in the IEP Plan. These forms are also to be included in your instructor certification packet.**

## 4. "Solo Instructor" Experience

The "Solo Instructor" Experience is mandatory for all IEP applicants. The "Solo Instructor" experience shall be pre-approved by the Healing Touch PD.

### Submission Guidelines:

- Submit each of the forms/report in the Instructor Certification Application criteria for the Solo Experience to the **PD. These forms are to be included in your certification packet as well.**

*As you move forward, we would like to make your journey as joyful and as smooth as possible. Please allow us to help you move through this process with ease, increasing confidence and grace. We want your Solo to be a success. We want you to be ready for the certification process, and we want you to have a fulfilling vocation teaching Healing Touch*

## Individual Education Plan Form

Applicant Name: \_\_\_\_\_

City: \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/PC \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Approved Mentor(s): \_\_\_\_\_

The applicant agrees to contact the Program Director on an as needed basis if support is needed while in process of the IEP.

I approve the outlined IEP plan for the above named applicant and recommend that s/he move through the Instructor-In-Training process in the manner stated. Approval to move from one-step or steps to the next will be based on the feedback provided to me from the applicant, the approved applicant's mentor(s) and any other HTCP/I involved in this process with the applicant.

\_\_\_\_\_  
Signature: Cynthia Hutchison, HT Program Director Date \_\_\_\_\_

\_\_\_\_\_  
Signature: Applicant Date \_\_\_\_\_

### Individual Education Plan

#### 1. Recommended Teaching Assistant Experiences 1 2 3 N/A

Approval for movement to the next step will be based upon the feedback provided by the applicant, Instructor Mentor and/or other involved Instructors.

The Instructor-In-Training has satisfactorily completed this requirement based upon the feedback provided by the Instructor Mentor and/or other involved Instructors, and is now ready to move to the next step.

Yes  No \_\_\_\_\_ Date

#### 2. Recommended Assistant Instructor Experiences 1 2 3 N/A

Approval for movement to the next step will be based upon the feedback provided by the applicant, Instructor Mentor and/or other involved Instructors.

The Instructor-In-Training has satisfactorily completed this requirement based upon the feedback provided by the Instructor Mentor and/or other involved Instructors, and is now ready to move to the next step.

Yes  No \_\_\_\_\_ Date

3. Required Solo Instructor Experience

The applicant is ready for the required Solo Experience without completing one or both of the above two steps.

Yes  No

4. Proposed timeline for completion: \_\_\_\_\_

5. Notes, and dates, on the "In Process" changes to the above plan:

**PROGRAM DIRECTOR APPROVAL for Completion of Individual Education Plan**

The HT Program Director (PD), with this signed form, informs Healing Touch Certification (HTC) that, to the best of her knowledge, \_\_\_\_\_ has satisfactorily completed teaching experiences mutually agreed upon in the previously signed Individual Education Plan (IEP) based on this applicant's history, credentials and experience.

This signed form is evidence that the applicant has met the agreed upon commitments and experiences to qualify for an IEP. While supportive of this candidate, the PD defers to HTC all final determinations of the applicant's readiness and ability to teach Healing Touch Level 1 course material, as determined in the process of granting instructor certification status.

Respectfully submitted,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Program Director, HTP

\_\_\_\_\_  
Date