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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. As of November 2008, HTP introduced 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. (See end of this document).

### **Mentorship**

All 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. Instructors-in-training on an IEP shall identify an instructor mentor soon after the IEP is approved and receive approval of that mentor (or mentors) from the Program Director.

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

Three Teaching Assistant experiences are scheduled privately between you and an Instructor. For Levels 1-3 sponsored by HTP, tuition 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 three different Instructors if possible.

An instructor may have more than one Instructor in Training attending as Teaching Assistants at the same class. (It is not recommended to do a Teaching Assistant experience if there is an Assistant Instructor co-teaching half the class. However, this may be possible with permission from the Program Director.) Ideally, it is best to observe one instructor per class to get a sense of timing, content and classroom management.

The 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, [classes@healingtouchprogram.com](mailto:classes@healingtouchprogram.com) so that both names can be added to the class calendar as instructors for that class. In addition, please notify [Cynthia@healingtouchprogram.com](mailto:Cynthia@healingtouchprogram.com) so we can be updated in your progress and offer our support. 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 HTCIs 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 experiences, please notify, [Cynthia@healingtouchprogram.com](mailto:Cynthia@healingtouchprogram.com). We may be able to offer other support or suggestions.

Plan your Solo teaching experience at least three months before teaching the class in order to market the course and receive 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 (IEP)**

HTP is pleased to announce a new program of support for instructors-in-training. Some HTCPs who attend Level 6 already have significant experience in teaching adults or being present at many Healing Touch classes, thereby being already 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 than those on the traditional track, HTP has created the Individual Education Plan (IEP). The IEP supports instructors-in-training who, by the time they actually attend Level 6, are already at an advanced level of qualification in meeting the standards of teaching Healing Touch Level 1.

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 approved for an IEP will choose an instructor "mentor" to support her/him during the process toward instructor certification. The mentor will be approved by the Program Director (PD). The role of the mentor will be to communicate with the instructor-in-training pre and post each decided upon training experience (Teaching Assistant and Assistant Instructor) to monitor progress, learning experiences and confidence in moving forward with the IEP. In some cases, more than one mentor may be chosen, and of course, any certified instructor who works with an instructor-in-training on an IEP will also have a voice in giving feedback to the instructor-in-training and to the PD regarding progress and readiness in moving forward to the next experience.

Instructors-in-Training who feel that they (and their community) may benefit from an Individualized Education Plan may contact [Cynthia@healingtouchprogram.com](mailto:Cynthia@healingtouchprogram.com) to discuss how to proceed with an IEP. The process for approval will include a letter from the applicant describing why s/he feels an IEP is appropriate for her/his case. Supportive letters of reference are optional and will help support the case of the applicant. The Program Director will provide approval for proceeding with an IEP to all applicants requesting one. The PD will provide a letter of support to the applicant that may be later submitted to the HT Certification panel as part of the application for certification as a HT instructor.

The IEP may be modified at any time during the process between approval of the IEP and the solo teaching experience based on mentor feedback, applicant request or Program Director designation.

*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!*