

Level 5 Homework Requirements

The following eight items are a list of requirements/assignments Level 4 students receive and bring to Level 5 as part of course completion and graduation from the Healing Touch Program. With satisfactory completion of all requirements, a Certificate of Course Completion of the Healing Touch Program is awarded to the student at Level 5.

Note: It is expected that this work be presented in a neat and organized fashion for easy reading and evaluation by the Level 5 Instructor.

1. Professional Profile Notebook (PPN)

Create a portfolio type presentation of your own personal design, reflecting yourself as a Healing Touch Practitioner. Place materials in a notebook presentable for demonstration and display.

Suggested items: Professional photo, resume, copies of certificates, licenses, awards, personal mission statement/philosophy, business cards/stationary/flyers/brochures, your informed consent form, thank you notes from clients, letters of recommendation, articles you have written about HT, articles about your work, samples of artwork or inspirational quotes that reflect who you are as a person/practitioner, and other significant photos (HT class photos, instructors, mentor(s), HT clinic group photo, people supportive of one's HT journey).

Some students add a section on educational materials about Healing Touch to serve as a resource or promotional area. This section could include the HT Program overview, organizational chart, HTP curriculum outline, Scope of Practice, Code of Ethics, selected articles from Energy Magazine and/or research articles on Healing Touch.

Documented client session and Level 5 homework assignments are not to be included in the Professional Profile Notebook.

2. Professional Resume

Prepare a one to two page professional resume prepared in a format consistent with professional resumes.

Include the following information:

- Formal education (include location / dates)
- Work experience
- Additional related education or training (Include full wording of any acronyms).
- Professional recognitions, licensure, certifications
- Professional memberships or affiliations
- Accomplishments or awards, Certificates of Recognition
- Summary of published works or research
- Other related information/interests

Include a separate page which includes a list of Healing Touch classes attended.

List the five core curriculum classes (HTP Levels 1 – 5) at the top of the page.

In addition, list any other Healing Touch classes attended including any role beyond the student role (i.e. mentor, helper, coordinator). Include repeat classes, Advanced Practice classes and coursework that you consider supportive of Healing Touch and Energy Medicine.

Note: Include level, class dates, instructor name and location (city / state / country) for all classes listed.

3. Evidence of HT Practice: Documentation of 100 Sessions

Provide 100 documented sessions from your client files on the original documentation form. You may have multiple sessions on a number of your clients. (100 sessions does not mean 100 clients.) These documented sessions will be reviewed by the Level 5 instructor and returned to you during the Level 5 class.

Expectations of 100 documented sessions

- Approximately seventy to eighty of the 100 sessions should be full length; forty-five minutes to one hour or longer. Additionally, these sessions should include at least 15 complete documented **intake interviews** on a separate Intake Interview form.
- Approximately twenty to thirty of the 100 sessions may be shorter (twenty to thirty minutes). Shorter session documentation must be sufficient to demonstrate that you followed the 10 step Healing Touch Sequence.
- Remember “less is often more”. Do not “overdo” the number of methods administered in a session. Have faith in the power of one or a few techniques done with positive conscious intention and heart-centeredness, versus applying as many methods as you can fit in a given amount of time.

Approximately five of the 100 sessions may be long-distance, 2-on-1 treatments or working with animals.

All of the sessions may be full length if desired. Please indicate on your documentation sheet the length of time for each session.

Note:

Documentation forms are available on the HTP website under Student Support. You may use whatever documentation form you prefer, including one of your own design. The only requirement is that the form includes all ten steps of the HT sequence.

Documented sessions should be submitted on the original documentation form and reflect:

- All **ten** steps of the Healing Touch Sequence.
- **Rationale for techniques utilized.** (Be mindful of applying the techniques utilized in a reasonable sequence/order. Refer to Level 2 and 3 notebooks for curriculum sequence information.) If deviating from the normal sequence or method, provide a rationale why you varied the method or sequence.
- A **varied range of techniques/methods** taught in the HT curriculum. A **Healing Touch Technique Worksheet** is provided in this notebook, and is also available on the HTP website under Student Support. This form is a tool to help you tally the number of times you have incorporated each method and will assist in determining your confidence level. Bring this completed form to Level 5.
- **Legibility.** If your handwriting is difficult to read, please print, type or use your computer for legibility. Make sure ink is dark, and abbreviations/acronyms are defined so that your reader understands your documentation.

Tips in Preparation for Attending Level 5

Approaching your Level 5 class, and using the H.T. Technique/Methods Worksheet, be sure to note which techniques you have not practiced or for which you have not gained confidence. Practice these methods on family or friends if you have not had the opportunity to use them with your client population, so that you can attend Level 5 with a basic degree of confidence in how and when to apply these as HT Interventions.

Recommendations/Tips for Organizing your Documented Sessions for Level 5 Class

Documented sessions are reviewed at Level 5. The Instructor does not expect perfection, but *growth since Level 4 and basic/adequate documentation skills*. Your 100 sessions should be organized in a reader-friendly way. There is no “one way” to do this.

The following guidelines are offered in organizing your materials for the Level 5 class.

- **Select ten sessions that represent your current level of practice and documentation skills.** Place them at the beginning of your 100 sessions and clearly identify them as “10 representative sessions”. These should also reflect a variety of techniques.
- The remaining documents may be organized by full length sessions, short sessions, client multiple sessions (seeing client more than once), or date of service. Grouping “per client” sessions together seems to work well for most students.
- Identify how to easily find at least **15 documented samples of your intake interviews**. One way of doing this is to create tabs with small “sticky” notes so the reader may easily locate them.
- Cover the names of clients to protect confidentiality. (Various kinds of tapes work well.)



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Healing Touch Techniques/ Methods Worksheet

This worksheet allows Level 4 students to track techniques/ methods they are using in their client practice. Level 5 Instructors look at 100 documented sessions to see if all Healing Touch curriculum methods have incorporated during the apprenticeship period. Please bring with you to Level 5. Don't forget to rate your confidence level ranking from 1 – 5, 1 very low to 5 very high.

Name _____

Level 1 Techniques	Total	How Confident?
Centering, Grounding, Setting Intention		
Magnetic Passes //	//	//
Hands In Motion		
Hands Still		
Magnetic Clearing		
Chakra Connection		
Pain Management: //	//	//
Ultra Sound		
Laser		
Pain Drain		
Pain Ridge		
Sealing a Wound		
Headache Techniques //	//	//
Tension Headache		
Sinus Headache		
Head Trauma		
Migraine Headache/Pain Spike		
Chakra Spread		
Mind Clearing (original)		
Scudder Technique		

Level 2 Techniques	Total	How Confident?
Spiral Meditation – open/close		
Back Methods //	//	//
Lower Body Connect		
Opening Spinal Energy Flow		
Vertebral Spiral Technique		
Hopi Back Technique (4 steps)		
Intake Interview (15 minimum)		
Trauma Interview		
Modified Mind Clearing		

4. Self Care Healing Modalities

Provide reports for 10 different Self Care Healing modalities experienced from various alternative/complementary health care professionals experienced between Level 4 and 5. These sessions are often reported as the “favorite” assignment when discussing the homework experience at Level 5.

These are to be **1:1 therapeutic sessions** rather than group work or a class/educational experience. Session length should be *at least thirty minutes*. If you are seeing a practitioner for a series of sessions, describe one session in detail while acknowledging that you received a series.

Examples of Modalities: Acupuncture, Massage, Cranio-Sacral, Reiki, Aura Reading, Homeopathy, Flower Remedies, Aromatherapy, Tarot Reading, Personal Astrology Reading, Spiritual Direction, Polarity Therapy, Color Therapy, Music Therapy, Psychic Reading, Shamanic Journey, etc. One Healing Touch session may be included.

The practitioner should have full credentials in the modality or be an advanced student. With modalities where practitioners do not receive official credentials (such as in Shamanism), years of experience or community recognition of the practitioner may be utilized as the credential.

This is a two-part report, which includes 1) a summary listing and 2) a report for each experience.

1. Provide a summary listing of the 10 Self Care Healing Modalities experienced, including:

Name of Modality Name of Practitioner Date Received

- 1.
- 2.
- 3.
4. ecetera

2. Provide approximately ½ page single spaced report for each experience. The report should include the following information:

1. Name of Modality, and Date Received/Length and location of Session.
2. Practitioner Credentials – practitioners name, address and credentials. Briefly explain the credentials or experience level if no formal credentials.
3. Brief definition and theory behind how this modality works to promote health/healing.
4. Your experience receiving treatment such as the process/sequence of your session, (including if you know how the practitioner determined the plan for treatment – Was there an assessment process?)
5. Reflective statements about your experience. Address issues such as:
 - Comfort level of your body-mind-spirit,
 - Was a trusting relationship established?
 - Was the procedure explained?
 - Was client education included?
 - Were you given recommendations or homework?
 - Would you recommend this practitioner? This modality? Why/why not?
 - Is this a holistic practitioner in your local network that you can include in client referral base?
 - What did you learn about yourself through this person/modality?
 - How was this helpful for self care?

5. Educational Resources

Personal reflective summaries of **seven books** are required. Report on one book from each of the following **categories**:

- Healing Touch
- Energy Medicine/Holistic Health Care
- Quantum Physics
- Spiritual Development
- Journaling/Self Care
- Professional Development
- Ethics (The most recommended book is Creating Right Relationships: A Practical Guide to Ethics in Energy Therapies by Dorothea Hover-Kramer (2007). See HTP Website in Bookstore section for information on purchasing this text from the author.)

Include a single spaced, (approximately 250 words or ½ page maximum) report for each book submitted. Include the following:

- Full title, author, date of publication, publisher,
- Your summary should include a description of one or more of the ideas/theories presented with your **personal reflective statements** including: Consider if the information was useful/sound to you. Can it be incorporated into your self care or applied to your Healing Touch practice? How did this book stimulate your interest and influence you as a person or practitioner?

Note: This assignment is not a book report, but a summary of *your personal reflections* on how this text influenced you as a person and practitioner. Keep bringing it back to “you” and “keep it personal”.

Note: Do not confuse Level 5 homework requirements for educational resources with certification requirements. Certification requires fifteen resources, which may include conferences and audiobooks; Level 5 only requires seven resources, all books, one book from each category.

Note: Students are reminded to take advantage of the innumerable opportunities to research a topic, biography or book through internet services. Book reviews can easily be found on Amazon.com as well as other book selling resources.

6. Supervised Mentorship Experience

The student must be in an active mentorship process with a certified practitioner of HT for at least 3 months prior to attending Level 5.

For Level 5, the HT Apprentice Practitioner submits a progress report of the mentorship experience to date. The report should be approximately ½ page single spaced and include:

- Name, credentials and location of mentor
- A summary of your working relationship including number of in-person meetings, email/phone contacts. **Has your mentor observed you administering a HT session or has s/he received a session from you?**
- Reflective statement of your experience and growth through this mentorship relationship

Additional Mentorship Information

Following Level 4, the HT Apprentice Practitioner is encouraged to enter an active mentorship as soon as possible with a certified Healing Touch Practitioner. The mentor assists and provides support in the development of a Healing Touch Practitioner and completion of homework assignments.

Mentorship Guidelines (Refer to the Mentorship Section in this notebook for additional information: Level 4, Unit 8)

- **Note the different requirement for course completion versus certification:**
 - For Level 5, the mentorship requirement is a minimum of so far having been in an active mentorship for at least **3 months**.
 - For certification, the mentorship requirement period is **one full year**.
- A person who is a **nurse** must be part of the mentorship process. Either the mentor or the HT Apprentice Practitioner shall be a nurse. If neither are nurses, a third person shall be included in the mentorship to serve as the supervising nurse mentor.
- **Monthly contacts** should be made by phone, e-mail or in person.
- **At least one required meeting** with observation of a HT session given to another is part of the mentorship requirement for completion of Level 5. This could possibly be done while attending an HTP class, but completing this requirement is best accomplished through a HT clinic, practice session or meeting.
- **Your mentor may live locally or at a distance.** Those students with a long distance mentor need to arrange one or more in-person meetings with the mentor or arrange an agreed-upon “proxy” HTCP mentor who can have enough direct contact (one or more meetings) with the apprentice to determine progress and skill level.

7. Community Project and Networking / Support Activity Report

This is a 2-part report.

A. Community Project

Include a report of any Healing Touch community project you have participated in as a Healing Touch Practitioner Apprentice. This may include HT presentation (introduction) classes you have taught, health fairs you have participated in, or other community events where HT was part of the offerings. Serving as a helper at a HT class is **not** considered a community project for this requirement.

Janet Mentgen’s desire was that Healing Touch (HT) become a household word (that is, a practice or remedy available in every home, hospital, school and healthcare facility). It is a dream that all HT students and practitioners can help fulfill. She knew that educating people about Healing Touch was an important way of making HT visible and accessible in any setting, whether it is in a local neighborhood, professional networking/support group, health care facility or circle of friends with an interest in healing.

Because community outreach is such an important part of increasing awareness of the beauty and effectiveness of this modality, Janet and her original team (who put together the HT Program course track and certification program) created the Community Project as a requirement for Healing Touch Program (HTP) graduation. This project gives students an opportunity to participate in community outreach in a way that matches one’s personal and professional interests. It is also a way to “stretch” beyond one’s comfort level by practicing “sharing” HT with people one might otherwise not be interacting with. **Because the student has many choices as to how to meet this requirement, s/he can choose to participate in whatever level of outreach that seems to be an experience that will foster personal growth, self-confidence and a feeling of serving one’s community.**

B. Networking and Support Group Activity

Include a report of your involvement/activity with networking and support groups.

This can include activities such as study groups, HT mentorship groups, HT clinics where clinical discussions took place, other energy medicine, spiritually-oriented or holistic health care activities that provided you with opportunities to network and receive support. Serving as a helper for HT classes can also be considered networking and support group activity. Participation in networking support group activity can be ongoing, occasional, or one-time events.

The 2-part report should be approximately ½ to 1 page single-spaced and include a statement about the personal value of these activities during your apprenticeship period.

8. Evidence of Healing Touch Practice – Case Study

This is your opportunity as a HT student to tell the clinical story of how you worked with a client over several sessions. You are asked to provide a case study of in-depth work with an individual client which demonstrates your:

- Professionalism and Caring
- Ability to practice safely within the Scope of Practice and Code of Ethics
- Knowledge of the HT Program curriculum and theory
- Ability to manage a case

Follow the guidelines for a case study order as outlined in the HT certification packet.

Be sure your case study includes:

- Salient aspects of the intake interview and a description of four to five individual client sessions.
- Individual reported client sessions must include all ten steps of the HT Sequence.
- The first five steps of the HT Sequence (prior to the 6th step – HT Interventions) may be in various order, depending on the flow of the session (Intake/Update; Practitioner Preparation; Identification of Health Issues; Mutual Goals/Intention for Healing; Pre-treatment Energetic Assessment)
- Final summary information, which includes a statement of discharge planning and referrals to other health care professionals as applicable.

The case study should be no longer than **ten double space pages** typed in narrative format. Bold, underline and indent as needed for easy readability

For Level 5 Homework Course Completion

- Provide a **draft** of your completed case study for presenting in a small group setting for peer review
- Bring **four copies** of the case study to share with the small peer group

At Level 5, students present their case study to a small peer group for beneficial feedback and refinement in preparation for certification application. In addition, several students will have the opportunity to present their case study to the entire Level 5 class and the instructor for further review and feedback.