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Transfer Students: for competing programs affiliated with HTI – 11/17/08

These guidelines apply to students who have taken a class from someone who has created a competing program affiliated with HTI after April 1, 2008. All classes prior to that time are considered HTP classes and students will have an HTP certificates for these classes.

Healing Touch Program and all of our instructors want to encourage and support all Healing Touch students to continue progressing through as many levels of coursework as they desire.

Healing Touch Program must take care to insure the integrity of the program for all participants. Because Healing Touch Program does not know how the affiliated HTI classes are being taught or what teaching materials are being used, we need to insure that each student has the knowledge they need to successfully move on in the program.

There are **two ways the student can proceed:**

1. **Work with an HTP instructor for the appropriate class level for each class that was completed with HTI.** The HTP instructor will interview the student using the appropriate checklist, providing her/his signature confirming that the student has the sufficient knowledge base to move forward to the next class level, and sending the signed checklist to the HTP office for filing. If the student has taken more than one class with HTI (example: Levels 1, 2 and 3), this process must be completed for each level.

Upon receipt of this checklist and a \$15.00 certificate fee from the student for each Level taken with HTI, HTP will issue a certificate of class completion for the appropriate level and send to the instructor for signature. The instructor will send the HTP certificate on to the student.

The student will purchase the appropriate class notebook(s) and agree to be familiar with the material in it before taking the next class with HTP. These students may purchase the appropriate notebook through the HTP office.

2. **Re-take the class from an HTP certified instructor HTCP/I.** Repeat classes in these circumstances will be offered for a reduced fee; the student should check with the individual instructor.

If students wish to complete Healing Touch coursework with HTP, they may opt to switch from HTI classes only once. For example, they may not take an HTI class, then an HTP class, then another HTI class, and then ask to come back to HTP again. However, if a student has taken Levels 1, 2 and/or 3 from HTI and wishes to switch to HTP they can follow the procedure for each of these classes and move on to HTP for level 4.

Although HTP desires that students have the best teaching materials available as they learn Healing Touch, this presents us with a dilemma in situations where someone just wishes to purchase the notebooks after having taken classes affiliated with HTI. We believe that it is best to provide the notebooks in conjunction with the HTP classes as this is the best way to learn the material. Technique Review Cards are available to anyone through the HTP store.

Steps to Transfer:

1. Student must have completed interview with instructor prior to registration for next class.
2. Checklist must be completed and by an Instructor at the level of the affiliated HTI class taken. (i.e. A Level 3 class taken with HTI must have a checklist completed and signed by a Level 3 HTP Instructor - HTCP/I.
4. Completed checklist needs to be mailed to HTP with \$15.00 check from student. (Checklist can also be faxed to 210-497-8532. Student who wish to use a credit card need to call the office with a credit card number for the \$15 certificate fee.)
5. Student must also purchase the appropriate Notebook for the class level.
6. HTP office will mail the certificate to the Instructor who completed the checklist for signature. Instructor will mail to the student using the included self addressed, stamped envelope.
7. HTP office will process the paperwork, including certificates and orders for notebooks, within 1 week of receipt. **Please allow at least two weeks from receipt of paperwork for your order to arrive. Also, please allow plenty of time to review the Notebook prior to your upcoming class.**

We hope that this will welcome and support all students that are wishing to continue their education with Healing Touch Program.