



A Guide to Introducing Healing Touch

**(United States only)
Effective May 15, 2007**

The purpose of this packet is to provide qualified presenters with the information they will need when Introducing Healing Touch in a variety of settings.

Contents:

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Current policies for a Healing Touch Introduction class as of May 2007
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Suggested outline for a Healing Touch Introduction Class
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- **Forms**
All the forms needed to do HT Introduction Class

Purpose for Healing Touch Introductions:

Introducing Healing Touch will give many people information and experiences that are outside of their ordinary reality. Acquiring the ability to perceive the unseen with one's hands and/or heart is foreign to most people and is an amazing and awe-inspiring experience.

It is important to give participants time to discover, explore and savor their experiences. These experiences are intimate, sacred and inspiring. Allowing time to play and work with energy without the expectation of mastery gives people the opportunity to go deeper into awareness of energy. They will learn that:

- The energy field exists
- It can be felt
- It contains information
- It is affected by compassion and focused intention-
- It is possible to learn how to use one's hands to help others

The role of the presenter is to:

- Enhance and deepen the "aha" moment
- Create a desire to learn more about Healing Touch
- Prepare participants to learn techniques in Level 1
- Support the Level 1 Instructor

Introduction to Healing Touch presentations are not a place to be teaching techniques. Not because we don't want them to have the ability to help others or to see what is possible with Healing Touch. The reason is energetic. It affects the energy flow.

The premature use of analytic thinking and the premature expectation of mastery stifles individual freedom to explore, discover, process and create ownership of knowledge.

Refer participants to a Level 1 class for in-depth learning about energy healing and mastery of Healing Touch techniques.

Introduction to Healing Touch Presentations can range anywhere from a Brief Share to three hours long. The Healing Touch Program will provide CE's for the 3 hour Introduction only. The 1 hour Introduction is in compliance with CE requirements for other institutions who may agree to provide them. For presentations longer than one hour we suggest that presenters provide more practice opportunities for participants by having them work with multiple partners.

Policies for Healing Touch Presentations and Introductions

1. Certified Healing Touch Instructors and Certified Healing Touch Practitioners

Certified Healing Touch Instructors and Practitioners are eligible to teach:

- 3-hour Introduction class for Continuing Education (CE) hours for nurses and massage therapists.
- 1 Hour Introduction class. No CE credits are available for 1 Hour Presentations
- Classes may be offered in a variety of lengths up to 4 hours. (This is a policy change from the past where up to six hours were allowed for introduction classes.) HTP will provide CE credit for 3 hour classes only. We feel that a class over 4 hours is beyond an introduction. We do not recommend classes longer than three hours.

Requirements:

- Submit Application to teach Introduction to HT Class/Presentation (form HTP-800) (one time)
- Submit Biographical form HTP-801 (one time)

Once your application and biographical form has been received, HTP will send you a letter of approval to present the 3-hour introduction class for CE hours from the Healing Touch Program by e-mail. If you do not hear back from the office within a reasonable period of time, please call Amy at (303) 989 – 0581.

The Healing Touch Program will maintain a file of all approved presenters.

2. Level 4 and Level 5 students and Healing Touch Practitioners

Healing Touch Level 4 students (HT Practitioner Apprentices), Level 5 students and graduates of the Program, (Healing Touch Practitioners) may teach:

- 3 Hour Introduction classes with no CE contact hours.
- 1 Hour Introduction classes with no CE contact hours.

These Presentations can be applied to the community project needed for Level 5 homework completion.

Requirements:

- Submit Healing Touch Presentations application form HTP-800 (one time)

Once your application has been received, HTP will send you a letter of approval to present the 3-hour introduction class for no CE hours from the Healing Touch Program by e-mail. If you have not heard from the HTP office within a reasonable period of time, please call Amy at (303) 989 – 0581.

The Healing Touch Program will maintain a file of all approved presenters.

3. Level 1 – 3 students

Level 1-3 students who want to develop their Presentation skills will be supported by HTP. This can be done in a number of ways:

- Assist a qualified presenter
- If you feel confident in your ability to provide an introductory experience on Healing Touch, you may provide a one or two hour presentation to friends or colleagues clearly stating to your audience your status/experience as a Level 1, 2 or 3 student. (No certificates provided by HTP).

If you have questions or need support in finding a presenter, please contact the HTP office.

Tuition for Introduction classes

Independent Introduction Classes

Suggested fees for Introductions range from No Charge to \$30. Instructors have the option of applying this fee to a Level I class if the participant signs up for the Level I class at the Introduction or thereafter. The instructor may want to consider if s/he would like to offer a discount to those who attend the Presentation class, however it is up to the individual instructor to do this or not. *Independent instructors are responsible for their own finances surrounding introduction classes.*

There are **no** per-student fees due to HTP for an introduction class.

HTP Sponsored Introduction Classes

Fees will be set by the HTP office on a case-by-case basis.

CE Certificate Fees (Certificate of Competition)

The Certificate of Completion containing 3 hours of Continuing Education hours is given only for a 3 Hour Presentation. The certificate is 8.5" X 11", light blue, contains the HTP seal and is registered with a serial number. You will receive your certificates with stamped, labeled envelopes to send to your students within a week or two after we receive CE request. Please sign each certificate and mail out immediately to your participants.

A fee of \$10 per person paid to HTP is required when CE's certificates are issued. This fee is to cover the maintenance for storing the records, the administrative tasks of complying with CE requirements and the printing and mailing of the certificate. (\$10 fee is sent directly to HTP for the certificates. See logistics below)

Free Certificates of Attendance:

The Certificate of Attendance does not contain Continuing Education (CE) hours and is given free of charge to each participant at the end of the Presentation. They are given at 1 Hour and 3 Hour Presentations. It is purple in color and 5.5" by 8". The Certificate of Attendance is filled out and signed by the Presenter. You can order Certificates of Attendance from the HTP office by using the Wholesale Order form found under the Presentations Area or by calling 303-989-0581. Please hand out to each participant at the end of the class.

Guest Register (Class Roster)

The HTP requests that you make 3 copies of the class roster and send:

- One to HTP
- One to the Instructor of the Level 1 class if you are supporting a Level 1 class with your introduction class
- One for the presenter (you)

Ethical behavior in Healing Touch Presentations

- Refer all requests for personal treatments to a later date. Never give a personal treatment during a Presentation.
- You may let the group know if you have a practice or are available for HT sessions, but remember that direct solicitation for clients is inappropriate at a Healing Touch Presentation.
- Allow people to refuse to experience Healing Touch, never pressure anyone to try it.
- Keep the focus on Healing Touch. Do not introduce other programs or healing modalities.
- Distribute only clean professional photocopies.

Questions?

Email @ classes@HealingTouchProgram.com or Call 303-989-0581 for assistance, ask for the class scheduler.

Logistics

3 Hour Healing Touch Introduction with CE credits

Four weeks or more prior to the class please:

- Fax or mail Presentation Class Registration form HTP-802 so your class can be posted on the HTP website
- Order the Certificates of Attendance and handout materials by filing out Presentations Material Order Form (HTP-803) as needed

Within 2 weeks after the class send in:

- A typed class participant roster on our website using the word document HTP-I-404 found in the Presentations area on the HTP website.
- If a student wants CE hours they need to send in their CE request from (HTP-804) and the \$10 certificate fee. The student will also need to send class evaluation form (HTP-E-515)
- If a student request a CE certificate, you will receive their certificate for signature with stamped and labeled envelopes within two weeks of or after HTP has received the request from the student.
- Please sign certificate and mail out in a timely manner.
- HTP will follow up with the students by either e-mail or mail. We will thank the student for participating, encourage them to sign up for Energy Magazine, and direct them to the website to find a Level 1 class in their area and to use the practitioner directory.

Healing Touch Presentation- 1 hour (no CE available)

4 weeks prior to the class please:

- Fax or mail Presentation Class Registration form HTP-802 so your class can be posted on the HTP website
- Order the Certificates of Attendance and bookmarks from the HTP office by using the Wholesale Order form found under the Instructor/Coordinator Area or by calling 303-989-0581.

Within 2 weeks after the class send in:

- A typed class participant roster on our website using the word document HTP-I-404 found in the Instructor/Coordinator Area on the HTP website.
- HTP will follow up with the students by either e-mail or mail. We will thank the student for participating, encourage them to sign up for Energy Magazine, and direct them to the website to find a Level 1 class in their area and to use the practitioner directory.

Forms

Forms are found on our website in the presenters area and at the end of this guideline.

Suggested Simple Outline for: Healing Touch Introduction Class

- Opening meditation
- Introductions
 - Who are you, where from, why did you come today?
 - Instructor to share a brief story about how HT changed his/her life.
- Show one or two clips from the DVD –use at least one of the news media clips
- Define Healing Touch

Healing Touch is an energy therapy in which practitioners consciously use their hands in a heart-centered and intentional way to support and facilitate physical, emotional, mental and spiritual health.

- Define the benefits of this therapeutic modality: non toxic, non invasive, effective and economical
- History of Healing Touch
- Define “energy” and “biofield”
- Effects/Benefits of Healing Touch
- Experiential exercises
 - Exercise 1: Discover and play with energy in own hands (feeling the energy ball between your hands)
 - Exercise 2: Smoothing partners energy field (Magnetic Passes: Hands in Motion)
 - Exercise 3: Transferring energy (Magnetic Passes: Hands Still)
- HT Research – cite one or more research studies
 - Display a hard copy of the HT Research Survey from HTI from their website
- HTP Program information brochures and free bookmarks available.
- List activities of HT community in your area
- Announce the upcoming Level I classes and hand out the brochure with HTP website
- Invite the participants to read Energy Magazine and hand out bookmarks with subscription information
- Comments and thank you's

Out Reach Materials Available

We are currently working on new materials for the Introduction classes. The materials include hand-outs for the students and advertising pieces to draw students to your introduction class. We anticipate new pieces will be available late August. Please check the website and look for the new Presentations area for these new materials.

Here is what is currently available: Please refer the Instructor/Coordinator Area on the website for information and for proper use and restrictions of use of HTP copy righted material.

- Presentation booklet: An Introduction to Healing Touch
- HTP Logo: color and black and white
- HTP flyer shells and registration shells
- HTP nursing brochure
- HTP Program Brochure to explain the Healing Touch Program to promote classes
- HTP DVD “***An Introduction to Healing Touch***”: ***Find out how Healing Touch can positively impact your life and the lives of the people you touch.***
- Energy Magazine Bookmark



P.O. Box 16189, Golden, Colorado 80402 • (303) 989-0581 • Fax (303) 985-9702 • www.HealingTouchProgram.com

Application for Introduction Class/Presentation

I am applying to present Introduction Classes and/or Presentations as a: (please check one)

Certified Healing Touch Instructor

Certification Number _____ Date of Certification _____

Certified Healing Touch Practitioner

Certification Number _____ Date of Certification _____

Healing Touch Level 4 or 5 Student Date Completed Class: _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Attach the following: for classes providing CE contact hour certificates:

- Biographical Form of presenter (HTP-801)
- Resume that includes HT classes
- If you (CHTI or CHTP) already have this information in the HTP database, please check here. You do not need to resend these forms.

I have been registered by HTP in the past to teach HT introductions (prior to 2005) and wish to be grand fathered in as a presenter of the revised Introduction classes with out taking the new Presentation training.

Signed agreement:

- I agree to present only Healing Touch information as presented in approved Healing Touch literature.
- I will submit class/Presentation Participant Roster within two weeks of the Presentation by e-mail, fax or mail.
- I will adhere to all Standards of Practice, Code of Ethics and Scope of Practice Statements as required by certification as a Healing Touch Practitioner.

(Printed Name) _____
(Date)

(Signature)



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The Colorado Nurses Association/ National Certification Board for Therapeutic Massage and Bodywork Biographical Data Form

Name and Credentials _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Employment (title and description) and HT related community activities

Education (Include basic preparation through highest degree held)

Degree	Year degree awarded	Institution Name, City, State	Major area of study
1.			
2.			
3.			

Use the space below to briefly describe your professional experience or areas of expertise (include publications) which contribute to your involvement in this nursing continuing education activity)

Are you NCMT (National Certified Massage Therapist)? Yes No

List current professional certification(s): (e.g., NCTMB, CST, NMT, MFR, etc.) (If applicable)

Professional Certification	Number	Date Issued

What Level of Healing Touch do you teach? (please circle all that apply to you)
Introduction to HT, Level 1 2 3 4 5 6 AP1 AP2 List any addition HT classes taught.



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INTRODUCTION CLASS SCHEDULE REQUEST

I will be holding the HT Introductions listed below.

_____ I am a CHTP/I _____ I am a CHTP _____ I am a Level 4 or 5 Student

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

You may include up to three Introduction dates and locations on this form.

Introduction Date _____

Location _____

Address _____

City _____ State _____ Zip _____

Introduction Date _____

Location _____

Address _____

City _____ State _____ Zip _____

Introduction Date _____

Location _____

Address _____

City _____ State _____ Zip _____

Office Use

Approved by _____ Date Placed in Schedule _____ Initials _____

Date Coordinator Packet Sent _____ Date Instructor Packet Sent _____



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3 HOUR INTRODUCTION CLASS CONTINUING EDUCATION CERTIFICATE REQUEST

Presentation Date _____ Location _____

Presenter Information

Presenter _____ CHTP/I ___ CHTP ___

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Student Information:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Nurse ___ Yes ___ No

Other Health Profession _____

I verify that the above student has taken a 3 Hour Presentation on the above date.

Presenter Signature

Certificate Fee \$10.00

Method of Payment: Check for \$ _____ Credit Card: Master Card Visa

Card Number _____ Expiration Date _____ Safety Code _____

Your Signature _____

The certificate will be sent to the Presenter for signature along with a stamped and labeled envelope.



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Participant Evaluation of Course Content INTRODUCTION TO HEALING TOUCH CLASS

Name of Presenter: _____

Course Location: _____ Date: _____

*Please rank the following items on a scale of 5-0
(5=excellent, 4=good, 3=average, 2=fair, 1=poor)*

Circle the number indicating the level of contribution by each.

1. Participant will be able to:
 - a. Describe the benefits of Healing Touch 5 4 3 2 1
 - b. Discuss biofield (energy) field research. 5 4 3 2 1
 - c. Demonstrate clearing the field and transferring energy. 5 4 3 2 1
 - d. Identify populations being served by Healing Touch 5 4 3 2 1
2. Presenter's ability to communicate knowledge of subject 5 4 3 2 1
3. Presenter's effectiveness of teaching methods 5 4 3 2 1
4. Presenter's ability to respond to questions 5 4 3 2 1
5. Presenter's ability to stimulate participants 5 4 3 2 1
6. Comments related to this program experience: