

6/1/2017

**Healing Touch Class Transfer Request Form**

From June 1 through November 30, 2017, Healing Touch Program (HTP) is accepting other Healing Touch classes taken before May 1, 2017 for equivalent transfer. On December 1, 2017, the transfer process will no longer be available.

**Healing Touch Class Transfer Application Process**

* Complete the **Healing Touch Class Transfer Request Information** below on page 2 in this document and save it on your computer
* Create a scanned PDF copy of each original class certificate being evaluated for transfer
* Email your saved copy of this Healing Touch Class Transfer Request Form and all the class certificate copies to: certification@healingtouchprogram.com
* You will be contacted by Ann Darmstetter with approval
* After approval, go to the HT Store Transfer page at <http://www.healingtouchprogram.com/store/transfer-packets/> and purchase:
	+ One Certificate Transfer (covers the total number of certificates being transferred
	+ Each class notebook needed

**Healing Touch Class Transfer Requirements and Fees**

As a professional, board certified and accredited education program, the consecutive five-level HTP classes have prerequisites that must be met.

* Individuals wishing to transfer their highest level class must transfer the prerequisite classes also if not taken with HTP.

**HTP Certificate Fee**: $15 (includes all class certificates and program completion certificate being transferred)

**Healing Touch Level 1 Class Transfer**

* Required HTP Level 1 Notebook: $35, plus shipping fee determined by location
* Prerequisite: none

**Healing Touch Level 2 Class Transfer**

* Required HTP Level 2 Notebook - $35 plus shipping fee determined by location
* Prerequisite: HTP Level 1 class certificate (HTP original or transferred)

**Healing Touch Level 3 Class Transfer**

* Required HTP Level 3 Notebook - $35 plus shipping fee determined by location
* Prerequisite: HTP Level 2 class certificate (HTP original or transferred)

**Healing Touch Level 4 Class Transfer**

* Required HTP Level 4/5 Notebook - $35 plus shipping fee determined by location
* Prerequisite: HTP Level 3 class certificate (HTP original or transferred)

**Healing Touch Level 5 Class Transfer**

* Required HTP Level 4/5 Notebook - $35 plus shipping fee determined by location for individual class transfer (N**ote:** this notebook does not need to purchased again if it is purchased for Level 4)
* Prerequisite: HTP Level 4 class certificate (HTP original or transferred)

**Healing Touch Program Completion Certificate Transfer**

* Prerequisite: HTP Level 5 class certificate (HTP original or transferred)

**Healing Touch Class Transfer Request Information**

Date of Application:

**Applicant Information**

Name (class certificate(s) will be issued to name provided):

Address:

Email Address:

Phone:

**Class Transfer Selection**

For each class selected it is required to submit a copy of the class completion certificate you currently hold. You will be notified of approval of certificates and will be given a code to purchase the corresponding class transfer online.

[ ]  Healing Touch Level 1

[ ]  Healing Touch Level 2

[ ]  Healing Touch Level 3

[ ]  Healing Touch Level 4

[ ]  Healing Touch Level 5

[ ]  Healing Touch Program Completion Certificate