Healing Touch Program™

Healing Touch Certification
Instructor Certification Renewal Application - HTP-931
April 2010 - April 2012
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**Note:** This application may be used by Instructors who wish to renew their Practitioner Certification at the same time. Please see guidelines in the HTP website under the Instructor Area / Certification Materials.
Instructor Certification Renewal

Healing Touch Program Instructor certification shall be renewed 30 days prior to the expiration date of the original document of certification award and every 5 years thereafter within 30 days prior to the expiration date. There shall be no pending ethics issues at the time of Instructor renewal.

General Instructions
The Instructor must be active and in good standing.

There are two parts to applying for Instructor Renewal
- Completion of Application Requirements
- Submission and acceptance of an Application for Renewal

Application Layout
- Submit the Application form and the materials in the order listed in the Checklist (See Appendix)
- Use 8 ½ x 11 paper
- Use 1” margins
- Use a plain type/font such as Arial, size 12, for ease of reading
- Written summary statements should be one page in length and single spaced except where noted
- Submit double sided copies

Application Submittal
- Submit 3 copies of the completed application including all required paperwork.
- Bind each copy individually with a single staple or round head fastener in the top left corner.
- Please place your name on each page of your document.
- Keep a complete copy of your application. Your application will not be returned.
- A copy of your application will be kept on file at the Healing Touch Program office through your application process.
- Application fee $125.00
- Application fees are non-refundable.
- There is no fee for re-submission of application materials when an Applicant is in “Certification Renewal Pending” Status.
- Include a check or money order for $125.00 payable to Healing Touch Certification. If you wish to pay by credit card, please fill out the Payment Information form.

Submit to:
Healing Touch Certification
Attention: Certification Administrator
20822 Cactus Loop
San Antonio, TX 78258
210-497-5529
certification@healingtouchprogram.com
Active and In Good Standing
The terms “active and in good standing” means that the applicant is approved to practice as a Healing Touch Certified Practitioner or Instructor and their certification is current, up to date, and has not been challenged or compromised by unprofessional or unethical behavior. A Practitioner or Instructor whose certification has been suspended or revoked, or who has permitted their certification to lapse into an inactive status is not “active and in good standing”.

The following criteria must be met to avoid being disenfranchised:
- Certification granted from the Healing Touch Certification Board resulting from an approved application
- Continuing professional education is current and up-to-date
- All renewal fees/maintenance payments are current
- Continued compliance with the HTP Code of Ethics

Notification to Applicant
Applicants will receive a letter, indicating the outcome of the application review within 4 weeks of application submission unless otherwise notified. Status will be noted as “Certification Renewal Approved”, “Certification Renewal Pending” or “Certification Renewal Not Approved”.

“Certification Renewal Approved” applicants will receive a congratulatory letter and certificate.

“Certification Renewal Pending” applicants will receive a letter outlining the additional information or actions required to address the Pending status. Guidelines to address issues that are denoted as Pending will be provided. Applicants will have 8 weeks to complete the revisions requested by the Certification Review Panel.

“Certification Renewal Not approved” applicants will receive a letter with the reason(s) for this status.

Non-disclosure
Applicant names, applications, review, critique and outcomes developed during the review process are kept strictly confidential and are available only to those individuals involved in the review process.

Healing Touch Certification Review Panel
The Certification Review Panel members are Instructors with experience and commitment to Healing Touch Program. Panel members are chosen by the Chair and Vice Chair of the Review Panel. Panel participants are Instructors in good standing who have been successful and actively teaching or practicing Healing Touch through Healing Touch Program for a minimum of 2 years.

Application review is done as the applications are submitted. They are reviewed by at least two members of the Review Panel. Applications are evaluated based upon completion of all requirements outlined for instructor credential standards. Certification approval is at the discretion of the Review Panel.
Applicant Grievance Procedure
An applicant who has a grievance may write to the Chair or Vice Chair of the review panel. Grievances need to be filed within 45 days of notification. The Chair and Vice Chair will work with the review panel to address the grievance. The Chair will notify the applicant of the outcome.
Instructor Certification Renewal Requirements
Renewal is an action representing continued support of the credentialed Healing Touch Certified Instructor (HTCI) through ongoing self-development and continuing education to stay current in the field.

1. Record of Healing Touch Courses Taught

   Requirement:
   A minimum of five Healing Touch classes (any level) must be taught over the five year certification time frame.

   Submission Guidelines
   Document, in chronological order, starting with the most recent date all the Healing Touch Program classes taught in the last 5 years. Designate the Level of class, dates and location; including city/state/country.

2. Self Development

   Requirement:
   The Applicant must submit a summary statement of her/his plans and vision for both continued practice as a certified Healing Touch Practitioner and teaching as a certified Healing Touch Instructor as applicable. Please address the following questions:

   - How have you grown or changed as an instructor/practitioner and what have you learned?
   - How have you shared your learning?
   - What are your plans for future growth: personal, practice, teaching experiences and community involvement?
   - What are your teaching skills; strengths and areas you wish to develop?
   - How do you support students from your classes?

   Submission Guidelines:
   Submit a one page, single spaced summary on your growth as a Healing Touch Instructor/Practitioner. Include reflection on these questions and your specific plans.

3. Ongoing Healing Touch Instructor Training and Education

   Requirement:
   Instructor education is essential for staying current with curriculum changes and for continued knowledge and growth, both as an instructor and a representative of Healing Touch.

   Submission Guidelines:
   1. List dates of a minimum of twenty (20) Instructor meetings / teleconferences participated in, or listened to, since your initial certification or last renewal.
   2. Submit a half to one page statement on how you have incorporated the changes and/or growth of the Healing Touch curriculum within your own Healing Touch classes.
4. Evidence of Continued Education

Requirement:
Every five (5) years the instructor will complete 75 hours of continuing education and participation in the areas listed below. A minimum of 37.5 hours must be completed in energy based education. The continuing education hours may include the same hours as presented in your practitioner renewal packet. A partial list of possible examples of energy-based therapy classes could include:

- Sponsored Healing Touch Program classes: Advanced Practice, Self Care, HT for Babies, Presentations Class, Therapeutic Communication, Healing Touch for Animals, Anatomy and Physiology for Healers, and HTP tele-seminars that offer continuing education credit.
- Repeated Healing Touch classes Levels 1-6
- Energy therapies other than Healing Touch
- Professional Development
- Self Care Exploration
- Higher Education – nursing, anatomy and physiology, other healthcare related degrees, credentials or certificates
- Healing Touch regional and worldwide conferences or other energy/holistic conferences such as International Society for the Study of Subtle Energy and Energy Medicine (ISSSEEM) or American Holistic Nurses Association (AHNA)
- 20 CE hours can be gained by reflectively reporting on 10 books, audio books or DVDs which have influenced your growth and development

Submission Guidelines:
1. Provide a brief summary of each of your 75 continuing education hours using the forms in the appendix. Summaries must be submitted on these forms to be accepted. Also complete the continuing education worksheet found in the appendix.

2. Include a single-spaced half to one page overall summary of your experiences in self and professional growth as related to the above continuing education hours. Please address the following information in each area of exploration:
   - How has this information moved you forward in your growth?
   - What linkages from your resources have you made with your HT teaching?
   - How can you use this information to assist and educate your students?

5. Instructor Development
This requirement provides for the exploration of development as an instructor through the experience of a peer review or observing other instructors to enhance one’s own teaching skills.

Requirement:
Complete one (1) of the following areas:
- A peer review of you teaching any Healing Touch Program class. A Healing Touch Certified Instructor will provide a peer review and include a half to one page, single
spaced, written summary evaluation. Note: Instructors in areas where a there is no peer may videotape the appropriate hours of the class and send the tape to a peer instructor for review.

- Observe the Healing Touch Program Director teach an entire class at any level. List date(s) and submit a single page, single spaced summary of your observations. Address any questions on this section of the criteria to the Certification Board Chair.
- Observe an experienced Instructor(s) teaching an entire Healing Touch Program class.
- Attend a Level 6 class with approval from the Healing Touch Program Director (no charge - space permitting).

- Please address the following questions/information in either a peer review or your choice of observation:
  - How well was the class energy held?
  - Was the explanation of Healing Touch Program concepts and techniques clear?
  - How well were class questions answered?
  - In what ways could you observe students progressing in their understanding of the Healing Touch curriculum?
  - What did you learn from the review or observation and how can you apply it to your own teaching?

**Submission Guidelines:**
- If completing a peer review, the Peer Instructor should provide a half to one page written summary evaluation of your teaching addressing the questions above.
- For observations, list class date(s), instructor and submit a single page, single spaced summary of your observations addressing the questions above.

**6. Instructor Commitment**

**Requirement:**
- The Applicant must review and follow the Healing Touch Program Instructor Guiding Principles.
- Instructor is required to attend at least one annual HTP conference in partial fulfillment of certification renewal every five years. Instructors living on other continents outside of North America may negotiate a regional instructor tele-conference meeting with the Program Director to meet this requirement.

**Submission Guidelines:**
- Sign and submit the Instructor Commitment Statement form.
- Attach at least one or more certificates of attendance to an annual Healing Touch Program Worldwide Conference and Instructor Gathering. *(See Appendix)*
Appendix

Instructor Certification Renewal Application

Submission Date ___________________

Name _________________________________________________________________
  Last                         First
Address _______________________________________________________________
City ___________________________________________ State/Province ______________________
Zip/Postal Code _______________     Country __________________________
Credentials: ________________________
Instr. Cert. # __________________     Instr. Cert. Renewal Date _____________
Pract. Cert. # _________________      Pract. Cert. Renewal Date ____________
Please renew **both my Instructor and Practitioner Certification**  ____ Yes  ___ No

*Include the phone number(s) and email address you want HTP to use for communication:*

Home Phone ___________________________    Home Email ___________________________
Cell Phone ______________________________
Work Phone ____________________________    Work Email ___________________________
Other _________________________________

*Please fill out and attach the Renewal Application Checklist and include materials.*

SEND PACKET TO:
Healing Touch Certification
Attention: Certification Administrator
20822 Cactus Loop
San Antonio, TX 78258
210-497-5529
certification@healingtouchprogram.com
Appendix

Payment Information

Please make one (1) copy and staple to the first copy of your application. This copy will be retained in the HTP office.

Billing Information:

Name _________________________________________________________________

Last                      First                 MI
Address _______________________________________________________________

City ______________________________     State/Province ______________________
Zip/Postal Code _____________________     Country __________________________

Email Address: _______________________________________

Payment information:

_____ Enclosed is a check or money order for $125.00. Make check payable to HT Certification.

_____ Please charge $125.00 to my credit Card

Circle One:     VISA      M/C    Discover

Card Number _______________________________     Expiration Date: ___________

Three digit safety code ________

Your Signature ___________________________

Office Use Only: Auth # _____________________ CC Order #______________________
Appendix

Instructor Renewal Application Checklist

To be used as your final checklist to insure all application requirements are met and materials included. Include with your application packet. Please organize materials in the same order as the checklist below.

1. Record of Healing Touch Courses Taught
   _____ Record of the Healing Touch Program classes taught in the last 5 years.

2. Self Development
   _____ A one page, single spaced summary on your growth as a Healing Touch Instructor/Practitioner.

3. Ongoing Training and Instructor Education
   _____ List of at least four (4) Instructor meetings/teleconferences attended/participated in within the last 5 years.
   _____ Statement on how you have incorporated the changes and/or growth of the Healing Touch curriculum within your own Healing Touch classes.

4. Evidence of Continued Education
   _____ Summary of your 75 hours of continuing education hours.
   _____ Overall summary of your experiences in self and professional growth.

5. Instructor Development
   _____ If completing a peer review, include the Peer Instructor summary evaluation.
   _____ For other items, submit a summary of your observations.

6. Instructor Commitment
   _____ Sign and submit the Instructor Commitment Statement form.
Continuing Education Hour Worksheet

Name __________________________________________________

*Each book, audio book or DVD is worth 2 hours - maximum allowed in this area is 10 hours
*Energy based education must be at least 37.5 hours

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<tr>
<th>Area of Continuing Education</th>
<th>HTP Sponsored Classes</th>
<th>Repeated HT Classes</th>
<th>Energy Therapies Outside HT</th>
<th>Self Care</th>
<th>Higher Education</th>
<th>Books, Audio Book, DVD</th>
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Appendix

Continuing Education Hours Summary - Classes, Courses, Conferences

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Area of exploration: _________________________________________________________

This was a:  □ class  □ course  □ conference

Title: ____________________________________________________________________

Number of hours attended: ______________________

Name of Instructor(s), Presenter, or sponsor: ______________________________________

Dates: ______________________  Location:  _____________________________________  
       City                                  State

Reflective statement:
Appendix

Continuing Education Hours Summary - Books, Audio Books, DVD

Name _________________________________________________________________

Last                      First                 MI

Area of exploration: _________________________________________________________

This was a:  ☐ book    ☐ audio book    ☐ DVD

Title: __________________________________________________________________

Author: __________________________________________________________________

Publisher: ________________________________________________________________

Date Published: ____________________________________________________________

Reflective statements:
Appendix

Level 1 Instructor Commitment Statement

I am committed to staying involved as an active Healing Touch Certified Instructor, continuing my personal self development and supporting the Healing Touch Program through participating in the following ways.

☐ Commit to a personal intention of teaching a minimum of one (1) Level 1 Healing Touch Program class per year in order to stay in the energetic flow of teaching Healing Touch.

☐ Stay informed by accessing the Healing Touch Program website for information.

☐ Read Instructor memos, Energy Magazine and the Healing Touch Community Newsletter.

☐ Make an effort to attend Healing Touch Program Conferences and Instructor meetings: Regional, National and/or International.

☐ Attend all required Healing Touch Program Instructor Teleconferences (either live or by listening to them by recording afterward via the website or phone).

☐ Continue ongoing reading and study for purposes of staying up-to-date with Healing Touch related research, and issues related to energy medicine.

☐ Follow the Healing Touch Program Instructor Guiding Principles including the Healing Touch Program Code of Ethics and Statement of Scope of Practice.

☐ Commit to attending at least one Healing Touch Program Worldwide Conference and Instructor Gathering every five years.

Have you ever been convicted of a felony in the last five years?  ___ Yes    ___ No

If yes, please explain.  ________________________________________________
________________________________________________________________

Name

Signature           Date