



# Healing Touch Certification

Healing Touch Certification • 20822 Cactus Loop, Ste. 200 • San Antonio, TX 78258 • USA

## Healing Touch Practitioner Packet Application for Renewal as a Healing Touch Certified Practitioner (HTCP)

### Purpose

The purpose of HTCP certification renewal is to ensure that HTCPs continue to meet the standards required to be a HTCP.

The basis of renewal for the HTCP credential is ongoing self development and continuing education to stay current in the field of energy medicine. Certification Renewal is a requirement of NCCA accreditation for Healing Touch Program.

### General Information

The Practitioner must be active and in good standing (defined below).

There are three parts to applying for Practitioner Renewal:

- Achieving a passing score on the Healing Touch Certified Practitioner Entry Level Proficiency Exam. The HTCP is only required to pass the exam **once**.
- Completion of Application Requirements
- Submission and acceptance of an Application for Renewal, including:
  - Application fee - \$125.00; application fees are non-refundable.
  - Late Fee - \$50 for applications sent in after their renewal date.
  - There is no fee for re-submission of application materials when an Applicant is in "Certification Pending" Status.

If you have questions or need further information contact the Certification Administrator, email [certification@healingtouchprogram.com](mailto:certification@healingtouchprogram.com) or call 210-497-5529.

### Instructions

#### Application Layout

- Submit the application and required materials in the order listed in the Application Checklist
- 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

#### Application Submittal

##### Option 1 – submit digitally (preferred)

- Upload the completed application and required materials as a single PDF file – go to <http://www.healingtouchprogram.com/certification> and follow the upload directions

- Before you begin to upload your packet, you will be asked to choose which certification process you are applying for and how you wish to make payment. Packets will not be processed until payment is received.

### **Option 2 – submit manually**

- Submit 1 copy of your completed application and required materials.
- 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 throughout your application process.
- Include a check or money order for \$125.00 payable to Healing Touch Certification. If you use a credit card, fill out the payment information form.
- There will be a \$50 (USD) late fee for all packets sent in after their renewal date. Packets must be received online or post marked by your renewal date to avoid the \$50 late fee. This fee is in addition to the standard renewal application fee of \$125.00.
- Submit to:
  - Healing Touch Certification
  - Attention: Certification Administrator
  - 15439 Pebble Gate
  - San Antonio, TX 78232

Practitioner Certification Renewal applications should be submitted 30 days prior to expiration of your current certification date.

### **Active and In Good Standing**

An applicant must be “active and in good standing”-- approved to practice as an HTCP or HTCP/I with a current and up-to-date certification, and maintain compliance with the HTP Code of Ethics and Statement of Standards of Practice.

The following criteria must be met to remain in good standing:

- Certification granted from the Healing Touch Program 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 and Statement of Standards of Practice

### **Notification to Applicant**

Applicants will receive a letter, indicating the outcome of the application review within 30 days 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.

“*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 actively teaching or practicing Healing Touch through Healing Touch Program for a minimum of two years.

Application review is done as the applications are submitted. They are reviewed by at least one member of the Review Panel. Applications are evaluated based upon completion of all requirements outlined for practitioner 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.

## **Practitioner Renewal Requirements**

Renewal is an action representing continued commitment of the credentialed Healing Touch Certified Practitioner (HTCP) through ongoing self development and continuing education to stay current in the field of energy medicine.

### **1. Evidence of Continuing Education**

The expectation is that certified practitioners will strive to enhance their competence through continued education. It is important that practitioners stay current with the Healing Touch curriculum and methods. It is equally important that certified practitioners broaden their knowledge and experience of other holistic modalities.

Some Healing Touch Continuing Education examples are listed below, but HTC chooses to honor the diversity within the world of energy therapies/holistic healthcare.

#### **Requirement:**

This HTCP renewal process requires completion of at least 75 hours of continuing education and participation every five (5) years. Note the following category requirements may overlap and are not additive:

- At least 20 of the total 75 hours must be in Healing Touch Program related education.
- At least 37.5 of the total 75 hours must be in energy medicine. The remainder of the hours should be in professional development and/or self care.

Of the total 75 hours required, 37.5 hours must be recognized as official CE hours from which you receive a certificate from a recognized Provider of continuing education. These official hours can be obtained for any category – Healing Touch, Energy Medicine and/or Practitioner Development and Self Care. Copies of your certificates are not required with your packet, but must be provided if requested later.

Note: Classes where you are the instructor do not count towards CE hours.

Here are examples of **Healing Touch** related education (minimum 20 hrs):

- Adjunct Healing Touch classes, i.e., Advanced Practice, Self Care, HT for Babies, Healing Touch for Animals, Anatomy and Physiology for Healers, etc.

- Repeated Healing Touch classes Levels 1-5
- Healing Touch Program regional and international conferences.
- HTPA Business calls
- Healing Touch sponsored webinars and tele-seminars

Here are some examples of **energy-based** continuing education (minimum 37.5 hrs):

- Healing Touch education noted above.
- Association of Energy Psychology (ACEP) classes
- Other energy based modalities classes i.e., aromatherapy, reflexology, cranial sacral, sound therapy, etc.
- Other energy/holistic conferences such as the American Holistic Nurses Association (AHNA), ACEP, etc.

Here are some examples of **professional development and self care** continuing education:

- Business development courses, webinars, tele-seminars, etc.
- Other non-energy based holistic therapy education
- Two hours can be gained by reflectively reviewing a book, audio book or DVD (up to five books, etc. or 10 hours) which have influenced your growth and development

#### **Submission Guidelines:**

1. Complete the Certification Renewal Continuing Education Hour Worksheet (HTP-964)
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?
  - How have you applied your continuing education to your HT practice?
  - How can you use this information to assist and educate your clients?

## **2. Review of Practice Development**

#### **Submission Guidelines:**

Please write a one page, single spaced summary on your growth in your HT practice. Include reflection on the questions below and your specific plans.

- How has your practice grown or changed and what have you learned?
- How have you shared your learning?
- How have you been involved with the Healing Touch community?
- What are your plans for future growth: personal, practice and community involvement?

## **3. Assertion of Personal Responsibility**

#### **Submission Guidelines:**

Please sign and submit the Practitioner Certification Renewal Assertion of Personal Responsibility (HTP-934-B).

## **4. Healing Touch Certified Practitioner Entry Level Proficiency Exam**

Any HTCP who was certified prior to the adoption of the Healing Touch Certified Practitioner Entry Level Proficiency Exam requirement must achieve a passing score on the exam prior to submitting their application for recertification at their next regular recertification interval. The HTCP is only required to pass the exam once.

## **Application Forms**

The following forms are part of the required materials and need to be submitted with the application. Please include in your application packet in the order listed on the Practitioner Certification Application Checklist. These forms can be found on-line at [www.healingtouchcertification.com](http://www.healingtouchcertification.com).

- Application (HTP-962)
- Payment Information (if submitting manually) (HTP-963)
- Practitioner Certification Renewal Application Checklist (HTP-934-A)
- Practitioner Certification Renewal Assertion of Personal Responsibility (HTP-934-B)
- Certification Renewal Continuing Education Hour Worksheet (HTP-964)