



Healing Touch Certification

15439 Pebble Gate • San Antonio, TX 78232 • (210) 497-5529

Healing Touch Program Certified Instructor Renewal Application

Renewal of the certification credentials is required every five years. This process requires submittal of the Healing Touch Practitioner Renewal Application at least 30 days prior to the current certification renewal date.

Note: This application may be used by Instructors who wish to renew their Practitioner Certification at the same time as renewing their Instructor Certification. Please see guidelines on the HTP website in the Instructor Area under Certification Materials.

General Information

The Instructor must be active and in good standing.

There are four parts to applying for Instructor 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 additional required instructor trainings:
 1. L1 - 3 videos and
 2. Ethics Webinar
- Completion of Application Requirements outlined in this application
- Submission and payment of an Application for Renewal, including the application fee of \$125.00

Application fees are non-refundable. 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@healingtouchcertification.com, or call 210-497-5529 x 107.

Application Layout

- Submit the application and required materials in 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, headings in size 14-16
- Written summary statements should be one page in length and single-spaced except where noted. Please use denoted headings for each page.

Application Submittal

Option 1 – Submit Digitally (preferred)

- Upload the completed Application Packet with all required materials as a single PDF file or zip folder. See <http://www.healingtouchcertification.com/faq/faq-submitting-digitally> for help.

- Before you begin to upload your Application Packet you will be asked to choose the certification process you are applying for and how you wish to make payment. Packets will not be processed until payment is received.
- You will have the option to pay online with a credit card during this process.

Option 2 – Submit Manually (paper copy)

- Bind 1 copy of your Application Packet with a binder clip in the top left corner.
- Include a check or money order for \$125.00 payable to Healing Touch Certification. If you would like to use a credit card, please fill out the Payment Information form. Please include late fees if they apply. You will be sent an invoice for the payment (we do not run the card).
- Submit to:
 - Healing Touch Certification
 - Attention: Certification Administrator
 - 15439 Pebble Gate
 - San Antonio, TX 78232

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

<https://www.healingtouchcertification.com/instructor/instructor-certification-renewal>.

- Application (HTP-962)
- Payment Information (if submitting manually) (HTP-963)
- Instructor Certification Renewal Application Checklist (HTP-931-A)
- Certification Renewal Continuing Education Hour Worksheet (HTP-964)
- Instructor Commitment Statement (HTP-970)
- Practitioner Assertion of Personal Responsibility (HTP-934-B) *(if renewing your practitioner certification at the same time)

Notification to Applicant Regarding Packet Criteria

Applicants will receive a letter indicating the outcome of the Application Packet review within 10 weeks of 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 regarding actions or information needed to address the issues that are noted will be provided. **Applicants will have eight weeks to complete any revisions and requested information by the Certification Review Panel.** A request for an extension may be submitted to the HTC office in writing prior to the eight-week expiration period. To request an extension, send an email with your request and expected completion timeline to the Certification Administrator at certification@healingtouchcertification.com.

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

Additional Information

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.

Active and In Good Standing

An applicant must be “active and in good standing”, approved to practice as an 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 avoid being disenfranchised:

- Certification granted from the Healing Touch Program Certification Board resulting from an approved application
- Continuing professional education is current
- All renewal fees/maintenance payments are current
- Continued compliance with the HTP Code of Ethics and Statement of Standards of Practice

Healing Touch Certification Governing Committee

Healing Touch Program Certification Governing Committee (HTCGC or Governing Committee) is the directing body of certification for HTCPs. The Governing Committee is responsible for making decisions regarding all oversight aspects of HT certification such as eligibility standards; development, administration, and scoring of assessment instruments; selection of personnel; and operational processes involved in certification of HTCP applicants.

Healing Touch Certification Review Panel

The HTC Review Panel members are certified instructors with practice experience and direct involvement with the HTP. Review Panel members are chosen by the HTC Governing Committee (HTCGC) Chairperson and the HTC Review Panel Vice Chairperson.

Application review is done as the applications are submitted. Renewal Packets are reviewed by at least two members of the Review Panel. Renewal Packets are evaluated based on completion of all requirements outlined for instructor credential standards. Certification renewal approval is at the discretion of the Review Panel.

Applicant Grievance Procedure

An applicant who has a grievance may write to the HTCGC Chairperson or the HTC Review Panel Vice Chairperson. Grievances need to be filed within 45 days of notification of Application Packet outcome. The Chair and Vice Chair will work with the specific packet reviewers to address the grievance. The Chairperson will notify the applicant of the final grievance review outcome. Decisions are final. The exam outcome is based upon an applicant achieving a passing score. It may be retaken up to a total of three times, and is not subject to the grievance process.

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Certified Instructor 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 Program 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. Use the heading: “**1: Healing Touch Classes Taught**” at the top center of the page.

2. Personal and Instructor Development

Requirement:

The Applicant must submit a summary statement of continued practice as a certified Healing Touch Program Practitioner and Instructor. Use the following questions to guide your response.

- What are your teaching skills; strengths and areas you wish to develop?
- Describe the actions taken to improve your instruction? (i.e. peer review, observe another instructor, repeat level 6, watch instructional videos, view ethics webinar, etc)
- How have you grown or changed as an instructor/practitioner and what have you learned?
- How have you shared your learning?
- How do you support students from your classes?
- What are your plans for future growth: personal, practice, teaching experiences and community involvement?

Submission Guidelines:

Submit a 1-2-page, single spaced summary on your growth as a Healing Touch Program Instructor/Practitioner. Use the heading: “**2: Personal and Instructor Development**” at the top center of the page.

3. Evidence of Continued Education (Updated 9/2020)

Active participation keeps the Practitioner well informed of current education updates, provides self-growth and discovery and involvement in the Energy Medicine Community. The practitioner honors the credential by ongoing participation and involvement with Healing Touch Program and the Healing Touch Program community. Actions, which demonstrate this involvement, include; viewing and evaluating Instructor Training Videos (Levels 1, 2 and 3) and required Ethics Webinar (3/20/2017), teaching Healing Touch classes, related continuing education offerings, attending Healing Touch Program conferences, and networking with Healing Touch Program and other holistic practitioners. Be as creative as possible to honor the diversity within the world of energy therapies/holistic healthcare and Healing Touch Program local, regional, or global activities.

Requirement:

This HTP renewal process requires completion of at least **75 hours** of continuing education and participation every five (5) years. At least **35** of the total 75 hours must be **energy-based**. The remainder of the hours can be in professional development and/or self-care.

Here are some examples of **energy-based** continuing education (minimum 35 hrs.):

- Healing Touch education
- 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

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. More information about continuing education can be found here: <https://www.healingtouchcertification.com/faq/faq-continuing-education>.

Submission Guidelines:

3A. Complete the Certification Renewal Continuing Education Hour Worksheet (HTP-964). Add “3A:” to the title so it reads “**3A: HTP Certification- Continuing Education Hours Worksheet**”.

3B. 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. Use the heading: “**3B: Self and Professional Growth**” at the top center of the page. Please address the following information in each area of exploration:

- How has this information moved you forward in your growth?
- How have you used this information in your HTP practice?
- How can you use this information to assist and educate your clients?

4. 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 Instructor meeting 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 a Healing Touch Program Conference Instructor Gathering.

5. *Assertion of Personal Responsibility (updated 9/2020)

Submission Guidelines:

Please sign and submit the Practitioner Assertion of Personal Responsibility form (HTP-934-B) *if renewing your practitioner certification at the same time. Add the "5:" To the heading so it reads "**5: Practitioner Assertion of Personal Responsibility**".