



# Healing Touch Certification

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

## Healing Touch Program Certified Practitioner Renewal Application

### **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@healingtouchcertification.com](mailto:certification@healingtouchcertification.com) or call 210-497-5529 x 107.

### **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, font size 12, for ease of reading, headings in font size 14-16
- 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 or zip file – go to [http:// https://www.healingtouchcertification.com/faq/faq-submitting-digitally](http://https://www.healingtouchcertification.com/faq/faq-submitting-digitally) 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

## 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/practitioner/practitioner-certification-renewal>.

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

Practitioner Certification Renewal applications should be submitted 30 days prior to expiration of your current certification date. Late fees do not apply until **AFTER the renewal date** has passed.

## Active and In Good Standing

An applicant must be “active and in good standing”.

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
- 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.

## **Certified 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.

#### **Requirement:**

This HTCP 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:**

1A. Complete the Certification Renewal Continuing Education Hour Worksheet (HTP-964). Add "1A:" to the title so it reads "**1A: HTP Certification- Continuing Education Hours Worksheet**".

1B. 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: "**1B: 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 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. Use the heading: "**2: Practice Development**" at the top center of the page.

- 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 Assertion of Personal Responsibility form (HTP-934-B). Add the "3:" To the heading so it reads "**3: Practitioner Assertion of Personal Responsibility**".

## **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. HTP office has records of exams so there is nothing to submit for this requirement.