



Healing Beyond Borders

Educating and Certifying the Healing Touch®

HEALING TOUCH INSTRUCTOR CERTIFICATION APPLICATION FORMS AND CRITERIA

Dear Applicant,

Welcome to the Healing Beyond Borders Healing Touch Instructor Certification process. We are pleased that you have made the commitment to pursue your certification as a HTI Healing Touch Instructor.

Each of the instructor certification criteria outlined in this application is meant to highlight specific knowledge, skills, and judgment related to professional and ethical teaching practice. Please use the specific instructions for each criterion, as well as the general instructions regarding the format and process of the application.

In Light,

Healing Beyond Borders – Board of Directors
Healing Beyond Borders – Certification Board

*“If you have knowledge,
Let others light their candles at it. “
~ Margaret Fuller*

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HTI Healing Touch Certificate Program and Certification Information

Healing Touch International, Inc. (HTI), doing business as Healing Beyond Borders (HBB), is a non-profit certification, education, and membership organization serving Healing Touch providers, instructors, and the general public. Established in March 1996, Healing Beyond Borders is responsible for the International Standards of Practice and Code of Ethics for Healing Touch practitioners and students. Our mission is to serve the public by providing education, certification, professional development, research consultation, integrative health care consultation, member support, and networking opportunities. Membership is open to all those interested in healing.

HTI Healing Touch Certificate Program

The HTI Healing Touch Certificate Program is a continuing education program in energy therapy taught throughout the world. Well-grounded in nursing and the scientific process, this transcultural course of study inspires an in-depth exploration of the human energy system and ancient healing traditions, as well as the qualities of therapeutic relationship, healing presence, and compassionate care within an energetic framework. Participants learn about the scientific basis and evidenced-based practice that supports this energy therapy, and apply the unique theories and principles of holistic health from an energetic foundation and perspective. The HTI Healing Touch Certificate Program incorporates the Healing Beyond Borders Core Values, International Code of Ethics, and Standards and Scope of Practice.

Sequential courses within the HTI Healing Touch Certificate Program are as follows:

- Course 1: Foundations of Healing Touch
- Course 2: Energetic Patterning and Clinical Applications
- Course 3: Advanced Healer Preparation
- Course 4: Case Management and Professional Practice
- Course 5: Self-Evaluation and Professional Development

Endorsement

The HTI Healing Touch Certificate Program is endorsed by the American Holistic Nurses' Association.

The Scope of Practice Statement for the HTI Healing Touch Certificate Program defines the following levels of practice: "Student of Healing Touch International"; "Healing Touch International Practitioner" (HTI-P), who has completed Course 5 and has received a certificate of HTI Healing Touch Certificate Program completion; and the "HTI Certified Healing Touch Practitioner" (CHTP), who has met the criteria for certification and has been approved for certification by the Healing Beyond Borders Certification Board.

Purpose of Instructor Certification

The purpose of HTI Instructor Certification is to acknowledge competent and experienced instructors qualified to teach Foundations of Healing Touch (Course 1). The Healing Beyond Borders Certification Board recognizes an Instructor's competency and experience related to established criteria. It **does not license** the practice of an individual or assume any legal responsibility for their practice. Neither does it certify the practice or service given by the Instructor or the education program that prepares them. Certification is granted for a five-year period. Guidelines for renewal of certification are available at www.HealingBeyondBorders.org or by contacting the Healing Beyond Borders office.

Course 1 Instructor Training

The Healing Beyond Borders HTI Healing Touch Certificate Program Course 1 Instructor Training is designed for HTI Certified Healing Touch Practitioners (CHTP) who meet eligibility requirements and desire to become HTI Certified Healing Touch Instructors (CHTI). The HTI Foundations of Healing Touch Instructor Training course emphasizes the use of group dynamics; principles of adult learning; certificate program review of Course 1; awareness of community needs, attitudes, and responses of potential practitioners and patients; how contacts are made and maintained; and skills needed to promote workshops.

Healing Beyond Borders HTI Healing Touch Instructor Certification Application

Instructor Certification Eligibility

Certification as a HTI Healing Touch Instructor (CHTI) is available to those who are currently certified as Practitioners of Healing Touch (CHTP) by Healing Beyond Borders and maintain a current membership in the organization. Applicants must have satisfactorily completed the HTI Foundations of Healing Touch Instructor Training course and meet the other certification requirements described in this application. All course work must be completed using the HTI Healing Touch Certificate Program course of study.

Healing Beyond Borders Certification Board

The Healing Beyond Borders Certification Board is the body that evaluates certification applications. The Certification Board consists of Certified Healing Touch Practitioners who are appointed by the Healing Beyond Borders Board of Directors through an application process. Healing Beyond Borders Certification Board members must meet the following requirements: member of Healing Beyond Borders; current certification as a Healing Touch Practitioner, preferably Certification as a Healing Touch Instructor; and experience in educational program development and/or implementation, evaluation, and/or professional practice or service. Current licensure as a registered nurse and an advanced degree are desired.

Application Review

Healing Touch Certification is administered through the Healing Beyond Borders office and applications are reviewed by the Healing Beyond Borders Certification Board. Applications are assigned to a team of at least two Certification Board members, taking into account any perceived or potential conflicts of interest. Reviewers remain anonymous to the applicant.

Submission Dates

Applications for certification as a Healing Touch Instructor can be submitted for review at any time to the Healing Beyond Borders. At any time, an applicant may withdraw their application from review.

Feedback to Applicants

Applicants receive a letter indicating the status and outcome of the evaluation of their application.

Approved: The applicant will receive a letter of approval from the Healing Beyond Borders Certification Board and a Certificate of Certification as a HTI Healing Touch Instructor (CHTI).

Approval Pending: This status indicates action required by the applicant to meet the certification requirements and is accompanied by a "feedback report." This report provides direction for submission of additional material(s) as requested by the reviewers. Applicants have 30 days to submit updated materials. If the resubmitted materials meet the criteria, the application will be designated as "Approved." If the materials do not meet the criteria, the application may be designated "Not Approved."

Not Approved: This status results from a consensus of the Certification Board. The letter will clearly indicate the reasons and rationale for a "Not Approved" status. An appeal process is available for those receiving a "Not Approved" status and is outlined in Appendix 1 of this document.

Non-disclosure

Applicants' names, commentaries, and scoring information developed during the review are kept strictly confidential. Such information is available only to those individuals directly involved in the review process. The statistical results of the application reviews are shared with the HBB Board of Directors on a quarterly basis. These statistical results may be shared with HBB Certified Instructors and HBB members.

GENERAL INFORMATION AND DIRECTIONS

Please note that several pages in the application require duplication:

- Applicant's Self-Evaluation as Teaching Assistant (Observation) and Assistant Instructor (Co-Teach) (p. 12). You will submit a total of four (4) forms (i.e., one for each Observation and Co-Teach experience).
- Applicant's Self-Evaluation of the Solo Instructor experience (p. 13). You will submit one form.
- Participant Evaluation of Instructor and Course Content (p. 14). This form is to be completed by all Course 1 participants.
- Summary Report of Healing Touch Course 1 Participant Evaluation of Instructor and Course Content (p. 15). You will submit three (3) forms total for the two Assistant Instructor experiences (Co-Teaches) and one Solo Instructor experience.
- Teaching Activity Checklist: Supervisor Evaluation of Assistant Instructor or Solo Instructor (p. 16-17). This form is to be completed by the Supervising HTI Certified Healing Touch Instructor (CHTI). You will submit a total of three (3) forms (i.e., one for each Co-Teach experience and one for the Solo Instructor experience).

Application Format

- Applicant's name is to be on the top right of each page and may be handwritten.
- Standard 8 ½ × 11-inch paper in the U.S., or A4 outside of the U.S.
- Use a 1-inch border. Font size: 11-12 point. Type: Times New Roman or Arial.
 - Do not use Italic or Script type except for emphasis.
- Application form materials should be submitted in the order of criteria listed, with the Application for Certification (p. 10) as the first page.
- Submit your original portfolio, including the original signed forms and all required materials, plus 2 complete copies of the entire portfolio.
- The portfolio is to be double-sided, if possible, and secured by binder clips **only** in the upper left-hand corner.
- No staples, plastic page protectors, dividers, binders, spirals, colored pages, or photographs are to be used.
- ***Be sure to save a complete copy of your application materials for your records. Your submitted application material will not be returned to you.***
- **Non-refundable Application Fee:** \$175 U.S.
- Include your check or money order payable to Healing Beyond Borders or Credit card receipt - pay online (VISA, MC, DISCOVER, AMERICAN EXPRESS)
 - Go to www.HealingBeyondBorders.org.
 - Click on OUR STORE, then on CERTIFICATION FEES.
 - Click on Pay Instructor Certification Application Fees.
 - Print receipt and attach a copy to your application. The receipt will also be automatically emailed to you, which can be printed for your records.
- **Mail To:**
Healing Beyond Borders – Certification
7112 W. Jefferson Ave., Suite 301
Lakewood, CO 80235

Given international postal rates, applicants from outside of the U.S. may submit their application materials by email as a single PDF file to Certification@HealingBeyondBorders.org.

If you have any questions, please contact the HBB Office at: 303-989-7982 or Certification@HealingBeyondBorders.org. We will be happy to assist you.

Certification Instructions & Guidelines

Criterion 1: Completion of HTI Foundations of Healing Touch Instructor Training Course

Applicants must have successfully completed the HTI Foundations of Healing Touch Instructor Training Course offered through Healing Beyond Borders.

Purpose

To obtain experience and a foundation in teaching content for the Foundations of Healing Touch course of the HTI Healing Touch Certificate Program.

Action/Evidence Required

- Submit a copy of your HTI Foundations of Healing Touch Instructor Training Course Certificate of Completion.
- Submit a copy of Instructor Solutions documents in accordance with Instructor Solutions Guidelines, if applicable.

Criterion 2: Current Professional Résumé

Provide an updated professional résumé.

Purpose

To provide background information regarding education, experience, and interests, and to document the preparation for becoming an Instructor of Healing Touch Course 1.

Action/Evidence Required

Submit a professional résumé with your application.

The résumé should be prepared consistent with the conventional outline format used for professional résumés. You may use a previously developed résumé that meets the above content requirements and is supplemented with any new content.

Preparation of a professional résumé to include:

- Education (include locations and dates): secondary/high school, college/university, and/or post-graduate
- Work experience (include locations and dates)
- Professional recognition(s), licensure(s), and/or certification(s) (as applicable)
- Healing Touch classes completed (**must include dates, locations, instructors**, and student solutions, if applicable)
- Additional related education or training to practice other healing techniques or modalities
- Professional memberships and affiliations (as applicable)
- Special accomplishments, awards, and/or other interests
 - Do not include copies of these certificates.
- List of published works (as applicable)
- Other related interests, community projects, and/or volunteer work

Criterion 3: Self-Development of Teaching Skills

Applicants are to provide a statement addressing activities undertaken related to self-study and development to support the professional development of skills and knowledge as an instructor.

Purpose

To provide evidence of acquiring knowledge and expertise necessary to develop your teaching skills, in particular those related to group dynamics and understanding of adults as learners.

Healing Beyond Borders HTI Healing Touch Instructor Certification Application

Action/Evidence Required

- Submit a single-spaced, one- to two-page summary reflecting what you have learned about five principles of teaching and how these have prepared you for teaching Healing Touch methods and content.
 - You may include principles related to adults as learners and/or key elements of group dynamics.
- Submit **a list only** of 6 books/pieces of literature that have enhanced your ability to teach Healing Touch. Two of these must be related to teaching and learning.
 - Include the full title, author, publisher, and date of publication.
 - List only those books you have read, re-read, and/or studied in-depth since your certification as a Healing Touch Practitioner.
 - Select books that best reflect your interests and continuing education related to teaching and Healing Touch.
 - Include books you have read related to group dynamics, adult learners, and biofield dynamics.

Criterion 4: Two Teaching Assistant Observation Field Training Experiences

The applicant must participate in two observation field training experiences of the HTI Course 1 (Foundations of Healing Touch) with an HTI Certified Instructor following completion of the Instructor Training Course. The student is to observe the entire course, serving as a formal assistant to the instructor (e.g., filling in when needed in clinical experiences). Teaching a pre-arranged segment of the course may be part of this observation experience, but is not a requirement. All classes used for teaching assistant observations must be HTI Healing Touch Certificate Program classes or be in compliance with HTI Instructor Solutions Guidelines.

Purpose

To become familiar with the content and overall management of the class and process for teaching Course 1 (Foundations of Healing Touch) of the HTI Healing Touch Certificate Program.

Action/Evidence Required

- Submit two self-evaluations with reflective statements regarding each teaching assistant observation experience and the overall value and/or lessons learned using the Self-Evaluation form on page 12 of this application.
- It is preferred that observation field training experiences are to be with different instructors. If this is not possible, provide an explanation.
- The minimum size of each class must be four (4) registered students. If extenuating circumstances developed that affected the minimum number of students (e.g., a registered student cancelled on the day of class), provide explanation for consideration of an exception.

Criterion 5: Two Supervised Assistant Instructor Co-Teaching Field Training Experiences

The applicant must participate in two supervised assistant instructor co-teaching field training experiences of the HTI Course 1 (Foundations of Healing Touch) with an HTI Certified Instructor following the Instructor Training Course. Applicants must teach approximately 50% of the course content under the supervision of an HTI Certified Instructor, including evaluation by class participants. The two supervised Assistant Instructor (AI) experiences must collectively reflect teaching of all of the course content. Participant evaluations should indicate an improvement trend. All classes used for AI experiences must be HTI Healing Touch Certificate Program classes or be in compliance with HTI Instructor Solutions Guidelines. It is preferred that the sizes of classes are varied and classes are led by different supervisory instructors for the best overall development and learning experience.

Healing Beyond Borders HTI Healing Touch Instructor Certification Application

Purpose

To obtain experience in Course 1 content instruction and management of the class. To provide supervisor and participant feedback as a basis for improvement.

Action/Evidence Required

- Submit two self-evaluations of the AI experiences, indicating recognition of self-development, opportunities for improvement, and future goals using the form on page 12 of this application.
 - It is preferred that teaching experiences are to be with different instructors. If this is not possible, provide an explanation.
 - The minimum size of each class must be four (4) registered students. If extenuating circumstances developed that affected the minimum number of registered students (e.g., a registered student cancelled on the day of class), provide explanation for consideration of an exception.
- Submit a Supervisor Evaluation Teaching Activity Checklist sheet, found on pages 16-17 of this application, for each AI experience.
- Submit a **summary only** of the Summary Report of the Course 1 Participant Evaluation of instructor and course content, found on page 15 of this application, for each AI experience.
 - **Note:** Do not submit the individual Participant Evaluations of Instructor and Course Content sheets.

Criterion 6: One Supervised Solo Instructor Field Training Experience

The Solo Instructor Field Training Experience must be arranged by the applicant with an HTI Certified Instructor. The supervising instructor must have taught a minimum of five Course 1 classes, which is documented on the Statement of Supervising Instructor Form described below. Applicants must teach the **entire** content of one HTI Healing Touch Course 1 (Foundations of Healing Touch) under supervision of the HTI Certified Healing Touch Instructor, including responsibility for the overall timing and management of the group. Participant evaluations should reflect an average rating of 4.0 to 5.0 (good to excellent). The class must have at least 6 participants in attendance. All classes used for solo teaching experiences must be HTI Healing Touch Certificate Program classes or be in compliance with HTI Instructor Solutions Guidelines. If the Solo Instructor experience is unsatisfactory, an additional supervised experience will be necessary to meet the certification requirements.

Purpose

To provide experience in the conduct of an overall course and related management responsibilities. To provide evidence of the ability to meet course requirements and participant expectations.

Action/Evidence Required

- Submit a self-evaluation indicating recognition of self-development and readiness to fulfill the role as a Healing Touch Course 1 Instructor using the form on page 13 of this application.
 - The minimum size of the class must be four (4) registered students. If extenuating circumstances developed that affected the minimum number of registered students (e.g., a registered student cancelled on the day of class), provide explanation for consideration of an exception.
- Submit the Supervisor Evaluation Teaching Activity Checklist sheet found on pages 16-17 of this application.
- Submit a **summary only** of the Participant Evaluations of Instructor and Course Content for each experience using the form on page 15 of this application.
 - **Note:** Do not submit the individual Participant Evaluations of Instructor and Course Content sheets.

Healing Beyond Borders HTI Healing Touch Instructor Certification Application

Criterion 7: Summary of HTI Instructor Training Experiences

Preparation of a summary listing that includes:

- The date of your HTI Instructor Training coursework.
- The dates of HTI Healing Touch Certificate Program Course 1 classes in which you participated for training **after** attending the HTI Instructor Training to meet the criteria for Instructor certification.

Purpose

To provide a documented summary of HTI Instructor Training Course work and Course 1 teaching experiences.

Action/Evidence Required

Submit a separate summary sheet listing the dates of your HTI Course 1 Healing Touch Instructor Training and the HTI Healing Touch Course 1 classes in which you participated for training using the form on page 19 of this application. Indicate the dates, locations of the courses, and names of the supervising HTI Certified Healing Touch Instructors.

Include **only** the HTI Healing Touch Course 1 training experiences related to meeting the criteria for Instructor Certification that correlate with your overall application documentation or those classes accepted in accordance with HTI Instructor Solutions Guidelines. Additional experiences beyond the minimum requirements for certification may be added as desired. All other Healing Touch preparatory courses would be included in your resume.

Application for Certification as an HTI Healing Touch Certificate Program Instructor

Name _____
Last First MI

Credentials _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Preferred Phone _____ Cell Phone _____

Home e-mail _____ Work Phone _____

Work e-mail _____ HBB Member # _____

Date of Original Practitioner Certification _____ Renewal Date _____

Date and location of Course 1 Instructor Training _____

Applicant's Statement of Professional Responsibility

Recognizing there are many areas of subtlety that cannot be established by written materials alone, you are asked to attest to the truth of the following statements.

- ☐ Yes ☐ No I can demonstrate and use each of the techniques taught in the HTI Healing Touch Certificate Program from Courses 1 through 5.
- ☐ Yes ☐ No I take personal responsibility for clarifying and interpreting the content and scope of Healing Touch, and I maintain confidentiality of my healing activities and the documentation of all care provided.
- ☐ Yes ☐ No I have read and attest that my practice adheres to the Code of Ethics and Standards and Scope of Practice Statement as published by Healing Touch International, Inc.
- ☐ Yes ☐ No I take responsibility to obtain and maintain appropriate legal credentials or qualifications necessary to touch the human body as required in my state or geographical area.
- ☐ Yes ☐ No I attest the above statements are true.

Signature of Applicant Date _____

Application Checklist

Please use this checklist to ensure your application is complete.

Do not include this checklist with your application.

<input type="checkbox"/>	Completed Application Form (p. 10)
	Criterion 1: Completion of the Healing Beyond Borders HTI Instructor Training Course
<input type="checkbox"/>	Copy of your Certificate of Completion of the HTI Instructor Training Course
<input type="checkbox"/>	Copy of Instructor Solutions Documents (if applicable)
<input type="checkbox"/>	Criterion 2: Professional Résumé
	Criterion 3: Self-Development of Teaching Skills
<input type="checkbox"/>	Reflective summary regarding instructor role, understanding of adults as learners, and group dynamics
<input type="checkbox"/>	List of 6 current books read
	Criterion 4: Two Teaching Assistant observation field training experiences
<input type="checkbox"/>	Self-evaluations of each experience
	Criterion 5: Two Supervised Assistant Instructor co-teaching field training experiences
<input type="checkbox"/>	Self-evaluations of each co-teaching experience
<input type="checkbox"/>	Supervisor Evaluation Teaching Activity Checklist forms for each co-teaching experience
<input type="checkbox"/>	Summary Reports of Healing Touch Course 1 Participant Evaluation of instructor and course content sheet for each co-teaching experience
	Criterion 6: One Supervised Solo Instructor field training experience
<input type="checkbox"/>	Self-evaluation of Solo Instructor Teaching Experience
<input type="checkbox"/>	Supervisor Evaluation and Teaching Activity Checklist
<input type="checkbox"/>	Summary Report of Healing Touch Course 1 Participant Evaluation sheet
<input type="checkbox"/>	Statement of Recommendation of Supervising Instructor
	Criterion 7: Documentation of Instructor Training field training experiences
<input type="checkbox"/>	Documented summary of all Healing Touch Course 1 teaching experiences

Application Submission

<input type="checkbox"/>	Original signed and dated application
<input type="checkbox"/>	Two complete copies of the original application
<input type="checkbox"/>	Retain one complete copy of original application
<input type="checkbox"/>	Check, money order, or credit card information for application fee of \$175 U.S.D. payable to Healing Beyond Borders

Applicant's Self-Evaluation

To be used for Healing Touch Course 1 **Teaching Assistant (Observation)**
and **Assistant Instructor (Co-Teach) Experiences**

Applicant's Name _____
Last Name First Name MI

Class Location _____ Dates _____

Supervising CHTP/I Name _____ Phone _____

Check applicable evaluation:

Teaching Assistant (Observation) Experience: ☐ First ☐ Second ☐ Additional

Assistant Instructor (Co-Teach) Experience: ☐ First ☐ Second ☐ Additional

Additional Experience: ☐ _____ ☐ _____ ☐ _____

Please address the following:

Areas of Strength/Self-Development

Opportunities for Improvement/Plans for Further Development and Goals

Overall Value of the Experience

Please duplicate this form as needed.

Applicant's Self-Evaluation

HTI Healing Touch Certificate Program Course 1 **Solo Instructor Experience**

Applicant's Name _____
Last Name First Name MI

Class Location _____ Dates _____

Supervising CHTP/I Name _____ Phone _____

Please address the following:

Areas of Strength/Self-Development

Opportunities for Improvement/Plans for Further Development and Goals

Overall Value of the Experience

Readiness to fulfill the role as a Healing Touch Course 1 Instructor

Additional comments may be added on another page.

Please duplicate this form as needed.



Healing Beyond Borders

Educating and Certifying the Healing Touch®

HTI Healing Touch Certificate Program Foundations of Healing Touch Participant Evaluation Form

Class Location _____ Date _____

Instructor 1 _____

Instructor 2 _____

Please rate the effectiveness of this continuing education activity.

5=Excellent 4=Very good 3=Good 2=Fair 1=Poor

Please rate the following:	5	4	3	2	1
Please rate how the class focused on course objectives.					
Please rate the overall quality of this class.					
Please rate how well the class was organized.					
Please rate the extent to which your expectations of this class were met.					
Did you find the facilities suitable for learning?					
Please rate the following presenter(s):	5	4	3	2	1
Instructor # 1					
Please rate the Instructor's expertise of the subject area.					
Please rate the appropriateness of the Instructor's teaching strategies.					
Please rate the Instructor's responsiveness to questions.					
Instructor # 2					
Please rate the Instructor's expertise of the subject area.					
Please rate the appropriateness of the Instructor's teaching strategies.					
Please rate the Instructor's responsiveness to questions.					

Please respond to the following:	Yes	No
Did you feel the presentation was influenced by bias or a commercial interest? If yes, please explain:		
Would you recommend this class to others?		

General Comments:

Please duplicate this form as needed.



Healing Beyond Borders

Educating and Certifying the Healing Touch®

HTI Healing Touch Certificate Program Foundations of Healing Touch Evaluation Summary Report

Class Location _____ Date _____

Instructor 1 _____

Instructor 2 _____

Please rate the effectiveness of this continuing education activity.

5=Excellent 4=Very good 3=Good 2=Fair 1=Poor

Please rate the following:	5	4	3	2	1
Please rate how the class focused on course objectives.					
Please rate the overall quality of this class.					
Please rate how well the class was organized.					
Please rate the extent to which your expectations of this class were met.					
Did you find the facilities suitable for learning?					
Please rate the following presenter(s):	5	4	3	2	1
Instructor # 1					
Please rate the Instructor's expertise of the subject area.					
Please rate the appropriateness of the Instructor's teaching strategies.					
Please rate the Instructor's responsiveness to questions.					
Instructor # 2					
Please rate the Instructor's expertise of the subject area.					
Please rate the appropriateness of the Instructor's teaching strategies.					
Please rate the Instructor's responsiveness to questions.					

Please respond to the following:	Yes	No
Did you feel the presentation was influenced by bias or a commercial interest? If yes, please explain:		
Would you recommend this class to others?		

General Comments:

Please duplicate this form as needed.

HTI Healing Touch Course 1 Teaching Activity Checklist
Supervisor Evaluation of Assistant Instructor or Solo Instructor Field
Training Experience

Applicant's Name _____
Last Name First Name MI

Class Location _____ Dates _____

Supervising CHTP/I Name _____ Phone _____

Check applicable evaluation:

Assistant Instructor (Co-Teach) Experience: ☐ First ☐ Second ☐ Additional

Solo Instructor experience: ☐ First ☐ Additional

	Time: Suggested / Allotted	Comments
Introductions/Opening		_____
<i>Meditations</i>		_____
Overview of Healing Touch	(1-2 hr)	
<i>Definition, History, Benefits,</i>		_____
<i>Theory, HTI and Certificate</i>		_____
<i>Program Overview, sensing energy</i>		_____
Framework for HT Session	(2 hr)	
<i>Presentation</i>		_____
<i>Demonstration</i>		_____
<i>Steps</i>		_____
Human Energy System	(2 hr)	
<i>Energy Field/Chakra lecture</i>		_____
<i>Assessment: Pendulum, Hand</i>		_____
<i>Scan, Sensing EF, other</i>		_____
Modified Mesmeric Clearing	(1-1 ½ hr)	
<i>Demonstration</i>		_____
<i>Exchange & Sharing</i>		_____
Chakra Connection	(1 ½ -2 hr)	
<i>Demonstration</i>		_____
<i>Exchange & Sharing</i>		_____
Clinical Applications Pain Mgmt	(½ -1 hr)	
<i>Laser(s), Siphon, Pain Spike</i>		_____
<i>Pain Ridge, Wound Care</i>		_____

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Headache Management	Time: Suggested / Allotted (½ -1 hr)	Comments
Sinus,		
Tension		
Migraine		
Head Trauma		
<hr/>		
Noel's Mind Clearing	(½ -1 hr)	
<hr/>		
Scudder Meridian Technique	(½ -1 hr)	
<hr/>		
Development of Healer	(½ -1 hr)	
Self-Care/ Journaling		
<hr/>		
Heart to Heart Connection	(1-2 hr)	
Chakra Spread		
<i>Demonstration</i>		
<i>Exchange /Sharing</i>		
<hr/>		
Legalities, Ethics	(½-1 ½ hr)	
Scope of Practice		
Networking		
<hr/>		
Questions/Evals/Closing	(½ hr)	
Supervisor Comments:		
<hr/>		
Opportunities for Improvement:		
<hr/>		

Signature and credentials of Supervising Instructor _____

HTI Certified Healing Touch Instructor (Observer)

Printed name of Supervising Instructor _____

Date _____

Evaluation of Solo Instructor Experience only:

Do you recommend this candidate apply for Certification status: ☐ Now ☐ With further development

Provide explanation under "Opportunities for Improvement".

Attach a sheet for additional comments.

Please duplicate form as needed.

Statement of Recommendation from Supervising HTI Certified Instructor

I, _____ have observed _____
Please clearly print Instructor Name Please clearly print Applicant Name

teaching a HTI Healing Touch Certificate Program Course 1: Foundations of Healing Touch Class

Supervising CHTI Name & Credentials _____
Please print clearly

Dates of Certified Healing Touch Practitioner and Renewal _____

Dates of Certified Healing Touch Instructor and Renewal _____

I have taught a minimum of 5 Course 1 classes ☐ Yes ☐ No

If no, provide an explanation _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Country _____

E-mail _____ Home Phone _____

The Certification Board of HBB, requests your assistance in determining the effectiveness of the applicant for Certification as a Healing Touch Instructor. Please consider the following statements and indicate if you have seen evidence that the applicant meets the following criteria:

1. Has the Instructor Candidate effectively taught the entire content of a Healing Touch Course 1 Class? ☐ Yes ☐ No
2. Has the applicant demonstrated that they are an experienced, competent, and safe Instructor of Healing Touch? ☐ Yes ☐ No
3. Does the applicant adhere to the HTI Code of Ethics, Standards of Practice, Scope of Practice and Instructor Guidelines? ☐ Yes ☐ No
4. I would refer students to this Instructor ☐ Yes ☐ No
5. I recommend this applicant for Certification as a Healing Touch Instructor. ☐ Yes ☐ No

Supporting Remarks ("No" responses require a brief explanation; "Yes" response may be supported if desired):

Signature of HTI Certified Healing Touch Instructor Date _____

Summary of HTI Instructor Training Experiences

HTI Instructor Training Course Completion	
	Date:
	Location:
	Instructor(s):
Teaching Assistant Observation Field Training Experiences	
Observation 1:	Date:
	Location:
	Instructor(s):
Observation 2:	Date:
	Location:
	Instructor(s):
Optional Additional Observation:	Date:
	Location:
	Instructor(s):
Assistant Instructor Co-Teaching Field Training Experiences	
Co-Teach 1:	Date:
	Location:
	Supervising Instructor(s):
Co-Teach 2:	Date:
	Location:
	Supervising Instructor(s):
Optional Additional Co-Teach:	Date:
	Location:
	Instructor(s):
Solo Instructor Field Training Experience	
	Date:
	Location:
	Supervising Instructor(s):
Optional Additional Solo:	Date:
	Location:
	Supervising Instructor(s):

APPENDIX 1

HTI HEALING TOUCH CERTIFICATE PROGRAM INSTRUCTOR COURSE 1

HTI Healing Touch Certificate Program Course 1 Instructor Training

The HTI Healing Touch Instructor Training Course is designed for HTI Certified Practitioners of Healing Touch who meet eligibility requirements* and desire to become HTI Certified Healing Touch Instructors.

HTI Healing Touch Certificate Program Course 1 Instructor Training Description

HTI Healing Touch Course 1 Instructor Training emphasizes the use of group dynamics; principles of adult learning; HTI Certificate Program review of HTI Healing Touch Course 1; awareness of community needs, attitudes, and responses of potential healers and their patients; how contacts are made and maintained; and skills needed to promote workshops.

HTI Healing Touch Instructor Training Course 1 Foundations of Healing Touch Objectives

1. To examine course objectives and outline for Course 1 (Foundations of Healing Touch).
2. To review guidelines for presenting Healing Touch.
3. To discuss workshop problems and ethics in presenting Course 1.
4. To develop teaching skills for Course 1 techniques.
5. To describe the qualities of effective teaching for the adult learner.
6. To critique one's own and peer teaching effectiveness.
7. To discuss the responsibilities of an instructor in the HTI Healing Touch Certificate Program.
8. To discuss financial arrangements and available options.
9. To define the roles and responsibilities of the Certified Healing Touch Instructor, Coordinator, and Helper within the Healing Touch Classroom.
10. To define the roles and responsibilities of the HTI CHTI Supervising Instructor, Teaching Assistant (Observer), Assistant Instructor (Co-Teach), and Solo Instructor within the Healing Touch classroom and occurring as part of the instructor certification process (Appendix 3).
11. To be aware of the policies and procedures for awarding continuing education contact hours.
12. To be aware of the relationship between the certified instructor and American Holistic Nursing Association, Healing Beyond Borders, and fellow instructors.
13. To review criteria for instructor certification.

HTI Healing Touch Instructor Training Course 1 Content is supplemented by the apprenticeship/mentorship process characteristic of certification as an HTI Healing Touch Practitioner, and is basic to the preparation of the certified instructor for teaching HTI Healing Touch Course 1. The role of apprenticeship/mentorship is provided through the role of the HTI Healing Touch Course 1 Instructor trainer, HTI Certified Healing Touch Instructors, and supervising HTI Instructors who provide feedback as part of the instructor training experiences.

Ongoing Qualifications/Certification

Instructors meet annually to continue to develop their skills in the practice and teaching of Healing Touch through shared experiences and planned presentations. These continuing education opportunities provide some of the contact hours required for certification renewal (every 5 years).

* Reference: See Certification Instructions and Guidelines—Criteria for the Certified Healing Touch Instructor

APPENDIX 2

Instructor Conduct Guidelines for HTI Healing Touch Course 1

The Healing Touch Course 1 Instructor:

1. Follows the content outline for a total of 18 continuing education hours, recognizing that the course is a carefully developed experiential learning sequence with time for participant sharing, integration of learning, questions, and answers. In the event that class clock time is less than 18 hours, homework must be given to students to meet the required total of 18 hours. For example, homework might include textbook readings, exploring the Healing Beyond Borders web site (e.g., the research and health care integration sections), or other information. Techniques involve demonstration, experiential return demonstration, and debriefing.

Approximate Time Frames:	
Opening:	Introductions and meditation
Overview of Healing Touch:	1–2 hours Definition, History, Benefits, Theory, HTI and Certificate Program overview; sensing energy
Framework for a Healing Touch Session:	2 hours
Energy Field and the Chakras:	2 hours Includes assessment of energy field by pendulum, hand scan, sound, etc., and location, characteristics, and function of the major chakras
Modified Mesmeric Clearing:	1–1 ½ hours
Chakra Connection:	1 ½–2 hours
Clinical Applications:	
Pain Management and Wound Care:	½–1 hour Pain Ridge, Pain Spike, Laser(s), Siphon, and Wound Care
Headache Management:	½–1 hour Tension, Sinus, and Migraine headaches Head Trauma
Noel's Mind Clearing:	½–1 hour
Scudder Meridian Clearing Technique:	½–1 hour
Development of the Healer:	½–1 hour Meditation, Journaling, and Self Care of the Healer Discussion of development of one's daily practice
Heart to Heart Connection, Chakra Spread:	1–2 hours Includes individual and group processing
Networking, Legal and HTI Ethics/Standards of Practice, HTI Scope of Practice and preparation for Healing Touch Course 2:	½–1 ½ hours
Specific treatment questions, closure, evaluations, and closing ritual:	½ hour

2. Shows creativity in handling questions, centering exercises, and framing of experiential learning, allowing for learning integration, processing, and “aha” experiences, including some movement and music resources, if possible.
3. Communicates the course content effectively.
4. Demonstrates knowledge and experience in Healing Touch concepts and methodology.

APPENDIX 3

DEFINITION OF ROLES WITHIN THE HEALING TOUCH CLASSROOM

Basic Roles and Responsibilities

Certified Healing Touch Instructor

A Certified Healing Touch Instructor (CHTI) is one who has completed all requirements for certification as an HTI Healing Touch Instructor and has received certification from Healing Beyond Borders. Renewal of Certification occurs every five years.

Coordinator

The role of the coordinator is mutually agreed upon with the CHTI. The CHTI is ultimately responsible for all reports and fee submissions. A Coordinator may be delegated responsibility for the coordination of the class, managing the logistics, collection of fees, and the completion and submission of all reports.

Helper

A Helper has completed or is in the process of taking the series of courses in the HTI Healing Touch Certificate Program, and has previously taken the course for which they are serving as a helper. A helper will assist with the details of registration, environmental maintenance, securing supplies, and other assignments by the coordinator or CHTI

Participants

Member

A member is a person who has paid for membership in Healing Beyond Borders or the American Holistic Nurses Association, during the current year. Members receive a \$25 discount on tuition.

Non-member

A non-member is a person who does not hold membership with the aforementioned organizations. Non-members pay full tuition.

Repeater

A repeater is a person who has previously taken the complete course and wishes to repeat the course. The repeater is guaranteed a place in the classroom and receives a reduced tuition.

Scholarship

A scholarship participant is a person who has applied for and has been granted a scholarship based upon full or partial need as determined by the CHTI.

Student

A student must be enrolled full time in an academic program or technical school, providing appropriate identification or written verification. A full time student receives a reduced tuition.

OTHER ROLES OCCURRING AS PART OF THE CERTIFICATION PROCESS

Supervising Instructor

A Supervising Instructor is an HTI Certified Healing Touch Instructor specifically designated to supervise an Assistant or Solo Instructor for the purposes of guiding, evaluating, and observing the Instructor trainee toward completion of certification requirements. The Supervising Instructor is responsible for completing the Teaching Activity Checklist Supervisor Evaluation of Assistant

Healing Beyond Borders HTI Healing Touch Instructor Certification Application

Instructor or Solo Instructor forms and provides a copy to the Instructor trainee. Feedback will indicate strengths, opportunities for improvement, and overall readiness as a Certified Healing Touch Instructor.

Teaching Assistant

A Teaching Assistant is an HTI Certified Healing Touch Practitioner who has completed the HTI Healing Touch Certificate Program Course 1 Instructor Training and is assigned to assist an HTI Certified Healing Touch Instructor as designated in an approved HTI Healing Touch Course 1.

Experience and assignments may include:

- Participation when needed in clinical experiences
- Serve as an observer and be present for the entire Course 1.
- Teach a segment of the course, when arranged and prepared in advance.

Assistant Instructor

An Assistant Instructor is an HTI Certified Healing Touch Practitioner who has completed the HTI Healing Touch Certificate Program Instructor Training Course 1 and two or more satisfactory experiences as a Teaching Assistant in a Course 1. With the approval of the Certified Healing Touch Supervising Instructor, the Assistant Instructor will be included in the brochure and will be responsible for teaching a large component of the course content (about 50%) for two individual supervised experiences. The Assistant Instructor will be evaluated by the Supervising Instructor using the Teaching Activity Checklist – Supervisor Evaluation of Assistant Instructor form and class participants using the Participant Evaluation of Instructor and Course Content form.

The Assistant Instructor is responsible for ensuring the completed copies of the Teaching Activity Checklist, Supervisor Evaluation of Assistant Instructor form, and the Healing Beyond Borders' Healing Touch Certificate Program Summary Report of Course 1 Participant Evaluation form are retained for certification submission.

Solo Instructor

A Solo Instructor is an HTI Certified Healing Touch Practitioner who has completed the HTI Healing Touch Certificate Program Course 1 Instructor Training, two experiences as a Teaching Assistant, and two experiences as an Assistant Instructor. The Solo Instructor is responsible for the management of the group, timing, and presentation of the course content. This experience is necessary to complete requirements toward certification as a Healing Touch Instructor. The Solo Instructor will be evaluated by an HTI Supervising Instructor who must be present throughout the entire course content and evaluate the teaching skills of the Solo Instructor using the Teaching Activity Checklist Supervisor Evaluation of Assistant Instructor form. In addition, the Solo Instructor will be evaluated by the class participants and a summary of those evaluations shall be presented in the Healing Beyond Borders' Healing Touch Certificate Program Summary Report of Course 1 Participant Evaluation form.

APPENDIX 4

Application Review Information

Feedback to Applicants

Applicants receive a letter indicating the status/outcome of the evaluation.

<u>Approved:</u>	The applicant will receive a letter of approval from the Healing Beyond Borders Certification Board and a Certificate of Certification as an HTI Healing Touch Instructor (CHTI).
<u>Approval Pending:</u>	This status indicates action required by the applicant to meet the certification requirements and is accompanied by a “feedback report.” This report provides direction for submission of additional material(s) as requested by the reviewers. Applicants have 30 days to submit updated materials. If the resubmitted materials meet the criteria, the application will be designated as “Approved.” If the materials do not meet the criteria, the application may be designated “Not Approved.”
<u>Not Approved:</u>	This status results from a consensus of the Certification Board. The letter will clearly indicate the reasons and rationale for a “Not Approved” status. An appeal process is available for those receiving a “Not Approved” status and is outlined in Appendix 1 of this document.

Grievance Procedure

If an applicant receives a “Not Approved” and disagrees with the decision, they may appeal in writing to the Healing Beyond Borders Certification Board within 60 days of notification.

The Healing Beyond Borders Certification Board will consider the appeal and respond to the applicant within six (6) weeks of receiving the appeal request. Their response will either confirm the “Not Approved” status or will modify the status as warranted.

The applicant must send 4 copies of the original packet and letter of appeal to:

Healing Beyond Borders – Certification Board
7112 W. Jefferson Ave., Suite 301
Lakewood, CO 80235