



# Healing Beyond Borders

Educating and Certifying the Healing Touch®

## HTI HEALING TOUCH CERTIFICATE PROGRAM

### MENTORSHIP GUIDELINES

Mentorship has been an integral part of the HTI Healing Touch Certificate Program from its inception. When the program originated there were very few people who had developed in this field of healing. This created the necessity to support and assist each other along this path to becoming trained as energy-based healers. As the program grew in depth and healing techniques were created that could be passed on from healer to healer, the concept of guiding and sharing grew stronger. Mentorship offers peer support in the spirit of working together and creates an avenue for growth.

The following guidelines were developed to serve as a reference for those embarking on this process. Included are concepts of mentoring, mentorship criteria, role of the Mentee and role of the Mentor. These concepts will help clarify and assist the Mentee/Mentor on the path to course completion and certification. The goal is for the Mentee to become the best Practitioner they can be, while being guided in the course work.

Completion of the mentorship is the standard practice within the HTI Healing Touch Certificate Program and is recognized as a necessary component for the Healing Beyond Borders Healing Touch Certification process. The recommendation for certification by the Mentor is a major consideration in the completion of this process.

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## Recommended Reading

- Huang, C.A. & Lynch, J. (1995). *Mentoring: The Tao of Giving and Receiving Wisdom*. New York, NY: Harper Collins.
- Grossman, S.C. (2007). *Mentoring in Nursing: A Dynamic and Collaborative Process*. New York, NY: Springer Publishing Co.
- Morton-Cooper, A. & Palmer, A. (2000.) *Mentoring, Preceptorship and Clinical Supervision: A Guide to Professional Roles in Clinical Practice*, 2<sup>nd</sup> Ed. Maldin, MA: Blackwell Science, Inc., Ltd.
- Baley, H., Chambers, R., Donovan, C. (2004). *The Good Mentoring Toolkit for Health Care*. Oxford: Radcliff Pub.

## ACKNOWLEDGMENTS

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## **What is Mentorship?**

The Mentor/Mentee relationship dates back to ancient history. A definition from a Greek text included these words:

*“A mentor guides one to a fuller understanding of self.  
A mentor is supportive, protective, intentional and insightful.  
Mentoring is a nurturing process that fosters growth and development in a Mentee.”*

Mentorship is a dynamic relationship of guidance, support, nurturing, counseling and assessment that ultimately prepares the individual to develop the level of expertise necessary to become a member of the professional group known as HBB Certified Healing Touch Practitioners (CHTP). The goal of mentorship is to cultivate the development of the healer. This is a process in which both individuals have responsibilities.

Becoming a Mentor is a serious undertaking. As a Mentor, you are entrusted with the guidance of the Mentee to assure that at the end of the process the Mentee is, indeed, qualified to practice Healing Touch safely and to represent Healing Touch to others with heart-centered care and excellence. As the Mentor, you must use discernment in decision making when guiding the Mentee, empowering the Mentee to stretch and grow as he/she develops. This sometimes means holding the Mentee back if they are not yet ready to attend the final course of Self-Evaluation and Professional Development. The Mentor has resources available in making this decision, such discussion with an instructor of the Self-Evaluation and Professional Development course or professional peer/mentor.

Likewise, selecting a Mentor should be done with great care. As a Mentee, you will be depending on this individual to guide you through a year long process of learning and development. Your Mentor will offer support, answer questions and will provide assessment and feedback to assist your growth as a Practitioner.

### ***Mutual respect is essential to the success of your mentorship experience.***

Successful completion of the HTI Healing Touch Certificate Program mentorship journey involves 2 tracks: One is the didactic track of developing/demonstrating competency in application and documentation of technical skills related to techniques and case management. The second track is committing to a deep dive into one's personal growth and development; noticing those areas where one would 'rather not go' and taking a good look rather than practicing avoidance. To paraphrase Rumi, "don't look away from the bandaged place; that is where the light is". Supporting this 2nd track in the growth of the mentee, benefits the mentee and the mentor in the form of expanding growth and deepening wisdom.

## **Mentorship Criteria**

Mentorship supports the Mentee in becoming the best Practitioner she/he can be; safe and competent. Mentorship also supports the Mentee in the completion of the HTI Healing Touch Certificate Program course of study and the optional HBB Healing Touch Certification application.

Mentorship with a Certified Healing Touch Practitioner (CHTP) is required for a minimum of one year following completion of the Case Management and Professional Practice course. Selection of a Mentor is a negotiated process. A Mentee who is a nurse may contract with the HBB CHTP of their choice. In order to provide guidance with clinical health related issues, confidentiality, ethics and nursing process, a Mentee who is not a nurse must select an HBB CHTP Mentor who is a nurse. There are times when a nurse mentor is available only by 'long distance'. In this case, the option would be to contract with a local mentor, and a long distance nurse mentor. It is recommended that the primary Mentor be a nurse for non-nurses. If you are unable to locate a Mentor, you may contact the HBB office for assistance.



## ROLE OF THE MENTEE

- **Define Contract Parameters:** The mentor/mentee relationship is a minimum of one year. Extension of this time frame can be mutually agreed upon. Clear communication of goals in writing is needed to begin the mentorship. The mentee initiates contact with the Mentor on a routine basis; preferably monthly. In person is best, but phone, email and Skype are all acceptable means of connection as well as group meetings. The Mentee's expectations are clarified and goals are set. Goals are reviewed at the onset, at six months and at the completion of a year. Goals need to be revised if mentorship goes beyond one year.
- **Etiquette/Protocol:** The Mentee initiates calls to the Mentor at the appointed time, respecting the Mentor's professional time and energy.
- **Practicing Self-care:** Maintain standards of self-care that will support your growth as a Mentee, such as receiving regular energy work and focusing on balance in physical, emotional, mental and spiritual wellbeing.
- **Ethics and Standards:** Discuss how the Code of Ethics, Standards of Practice and Scope of Practice relate to issues arising during the mentorship process.
- **Obtaining Session Feedback:** Share and review session documentation on a regular basis for feedback to note professional progress (being mindful of HIPPA regulations). Have your Mentor observe you providing a client session. Request constructive feedback.
- **Review Homework:** Keep a record of progress on homework assignments. Discuss experiences, reflections and session questions with the Mentor regularly.
- **Re-evaluating:** Re-evaluate goals with the Mentor at agreed upon schedules.
- **Keeping a Record:** Keep a record of all contacts and topics discussed with your Mentor. Use your Certification Application to guide you in terms of the content to be discussed and reviewed during the mentorship.
- **Following the Mentor's Counsel:** If emotional or psychological issues come up, your Mentor may refer you for counseling. It is not the Mentor's place to provide in-depth psychological or spiritual counseling. If a referral is made, please follow the recommendation.
- **Submitting the Case Study for Review:** Submit your draft case study for review to your Mentor prior to attending the Self-Evaluation and Professional Development course.
- **Changing the Relationship:** If the mentorship relationship is not fulfilling the mutual goals planned, the 2 may agree to end the mentorship. This is formalized in writing and signed by both parties. The time spent will be counted toward the year of mentorship. Remaining time must be completed with the new Mentor. The mentee may contact their Case Management and Professional Practice course instructor or the HBB office to discuss challenges with the mentorship. If mediation is necessary, request assistance from an instructor or the HBB office; describe the mediation and the outcome in your evaluation of the mentorship experience. Letters from both mentors will be expected to document the full year of mentorship activity in order to apply for HBB certification.
- **Setting your intention** to work through this process with ease and joy, and completing your goals by specific dates will assist in creating a positive experience.

## GUIDELINES FOR SELECTING A MENTOR

For those unfamiliar with the mentorship process, here are some tips for selecting a Mentor:

- Consider your needs and the type of practice you are considering. Select an individual you respect and whose practice of Healing Touch is known to you. If this is not possible, contact your potential Mentor and discuss his/her background, experience with Healing Touch, current practice, types of clients seen and thoughts on the mentoring process to assure it is someone with whom you will be able to work well.
- HTI CHTP in good standing, in accordance with the HTI Code of Ethics, Standards of Practice



and Scope of Practice.

- Recommend 6 month/1 year as an HTI CHTP with an active Healing Touch Practice, which includes 3-5 Healing Touch sessions/week to hone clinical skills. (This is the criteria to maintain HTI Practitioner Certification.)
- HTI membership is highly recommended to remain current and support the professional organization. (You may join through the HTI website.)
- HTI Affiliate Country Membership, if applicable, is recommended.
- Read the “*HBB Perspectives in Healing*” to remain current (available by Ezine link on the home page of the HTI website).
- Read HBB Ezines, Documents, Website and Members Only areas of the website to keep informed.
- HBB Website Practitioner listing recommended for easy location of CHTPs:
  - Keep your information current on-line in the Members Only area to manage your listing.

## **MENTOR CRITERIA**

### **What is the obligation and commitment of a Mentor?**

A mentor can take a student only as far as one’s own personal depth of development. Therefore, a successful mentor is a life-long learner, always in pursuit of personal growth, development and reflection.

In the Healing Beyond Borders HTI Healing Touch Certificate Program, there are multiple assignments the Mentee must complete. The Mentor is obligated to be familiar with the requirements in order to competently coach the mentee.

### **The following are criteria for becoming a HBB CHTP Healing Touch Mentor:**

- HBB CHTP in good standing, in accordance with the HTB Code of Ethics, Standards of Practice and Scope of Practice.
- Recommend 6 month/1 year as an HBB CHTP with an active Healing Touch Practice, which includes 3-5 Healing Touch sessions/week to hone clinical skills. (This is the criteria to maintain HBB Practitioner Certification.)
- HBB membership is highly recommended to remain current and support the professional organization. (You may join through the HBB website.)
- HBB Affiliate Organization Membership, if applicable, is recommended.
- Read the “*HBB Perspectives in Healing*” to remain current (available by Ezine link on the home page of the HBB website).
- Read HBB Ezines, Documents, Website and Members Only areas of the website to keep informed.( [www.healingbeyondborders.org](http://www.healingbeyondborders.org))
- Maintain a HBB Website Practitioner listing for easy location of CHTPs:
  - o Keep your information current on-line in the Members Only area to manage your listing.
- It is recommended that the HTI CHTP Mentor, where possible:
  - o Participate in local HBB Healing Touch Practice Support Groups/Clinics
  - o Assist in HBB Healing Touch classes as a coordinator or helper
  - o Attend HBB Healing Touch Annual Conference at least once during each 5 year practitioner certification renewal period to continue learning and networking
  - o Read recommended literature from Mentor reading list (see references above)

## **ROLE OF THE MENTOR**



### **Mentor/Mentee Relationship:**

The purpose of this relationship is to maximize the development of the Mentee. This will include coaching and supporting the Mentee as they work to establish a professional practice and accomplish the homework/certification requirements. Meetings with the Mentee should be centered on specific needs the Mentee has and include, but not be limited to:

### **Agreeing to be a Mentor:**

Consider the commitment. How does this person feel intuitively to you? Is this an individual that you will be able to communicate easily with during a one-year period? Can you help this person or do you need to refer them to another Mentor? Will you be available for questions, discussions, and meetings on a monthly basis? Are you prepared to provide positive, constructive criticism for the sake of assisting this mentee's growth and development? If not, consider how to say "no" heartfully and give the individual reasons and other options.

### **Self Care and Self Awareness:**

Are you diligent in your own personal self care? Do you pursue your inner awareness; do you continue your personal, spiritual growth and development? Do you live your life from a perspective of wholeness? Have you deepened your awareness and application of energy principles in your practice and in your life? It is in pursuit of growth through experience that one comes to be able offer wisdom to another.

### **Mentor Support:**

In order to be the best mentor you can be, consider finding a mentor to support you in the mentoring process. This could be a prior mentor, a previous instructor who you felt was skilled and supportive, or other seasoned mentors in your community. Consider co-mentoring if you are new to the mentoring process. There is a wealth of wisdom available within our Healing Touch community.

### **Initial Agreement/Contract & Protocol:**

Together, set up meeting times and establish agreed upon goals/expectations. At the start of the mentorship relationship, request written goals regarding personal and professional development.

### **Documentation:**

It is useful to log all calls, letters, paperwork and individual and /or group meetings.

### **The Mentor will:**

- Commit to at least one year or more as needed, working with an HBB student monthly in person, by phone or e-mail, as appropriate, to review practice, documentation and assignments.
- **Remain current** in HBB Healing Touch Certificate Program and HTI Healing Touch Certification changes. It is recommended that the Mentor, where possible:
  - Participate in local HBB Healing Touch practice support groups/clinics
  - Assist in HBB Healing Touch classes as a coordinator or helper
  - Attend the HBB Healing Touch Annual Conference at least once in every 5 year certification renewal cycle
  - Read recommended literature from Mentor reading list (see references above)
  - Continue personal/professional development
- **Practicing Self-care:** Maintain and model standards of self-care that will support your growth as Healing Touch Practitioner Apprentices, such as receiving regular energy work and focusing on balance in physical, emotional, mental and spiritual wellbeing.
- **Review the Framework** for a Healing Touch session which includes:
- **Practitioner preparation, Assessment** (subjective, objective and subtle energy data collected through intake interview, observation of physical presentation and patterns and observation of energy fields and centers using hands, pendulum &/or higher sense perception), Problem



identification, Mutual goals, Planning, Intervention(s) and Evaluation (may refer to page 44 of the Textbook).

- **Review all Healing Touch techniques** including purpose, correct application, indications and proper sequencing.
- **Review and discuss** Healing Touch documentation, including all aspects of the Framework for a Healing Touch session.
- **Provide insight** related to medical diagnoses, pharmaceutical use and energetic implications of current medical treatments.
- **Provide guidance** for completion of homework including: professional profile notebook; documentation of 100 client sessions; receive 10 healing modalities; professional resume; mentorship with a CHTP; reading program/educational experiences; community project; networking/support group activity; case study.
- **Provide consultation** regarding selection of a client for the required case study, which will demonstrate their ability to utilize a variety of Healing Touch interventions with rationale, proper selection and sequencing of techniques.
- **Plan to review** the draft case study in preparation for the Self-Evaluation and Professional Development course.
- **Review the HBB Code of Ethics, Standards of Practice and Scope of Practice Statement** with the Mentee as a baseline for practice. Discuss the Mentee's application of the above to their practice of Healing Touch.
- **Observe the Mentee** while providing a session in their practice or in a support practice group setting. Provide constructive feedback. If this is a long distance relationship, meeting at the HBB Annual Conference is a good way to connect and observe.
- **Re-evaluate goals** at six months, one year and continuing as needed if the mentorship extends. Make necessary adjustments and recommendations, always focusing on creating empowerment and strengthening the Mentee as a Healing Touch Practitioner Apprentice. It is helpful when reassessing these goals to have the Mentee write a self-assessment of their Healing Touch practice and their personal/professional development.
- **Counselor:** Please avoid the role of therapist to your Mentee.

### **Possible Challenges:**

If the Mentee is not progressing optimally and is in need of feedback that is not easy to give, the Mentor may need to recommend an extension of the mentorship period. If the mentorship is not working, address the issue. The Mentee may need to complete the process with a new Mentor. Offer to facilitate this process. If you feel the Mentee needs psychological or spiritual counseling, make an appropriate referral. If the Mentee is continuing on to the final course and there are concerns about the Mentee, please communicate these concerns to the course instructor. As a Mentor, you should not recommend individuals for certification who you would not recommend to others for healing work. It is important to make sure the Mentee is safe, competent and follows the Scope of Practice and Code of Ethics in their practice. You may also contact the HBB office for assistance.

**End Goal:** The end goal is to walk hand-in-hand as fellow practitioners.



## **REGARDING COMPLETION OF THE CERTIFICATION APPLICATION:**

Obtain a copy of the most current HBB practitioner certification application from the HBB website for reference; read and review it together, thoroughly.

### **Mentor's Evaluation of Mentorship Experience:**

Write an evaluation letter as outlined in criteria 4 of the certification application packet. Be sure to include your signature, credentials, and date. Complete the "Mentor's Statement of Recommendation" form in the certification application packet. Sign, date, and include credentials on the form.

### **Co-mentorship:**

When there is a co-mentorship with a nurse and non-nurse Mentor for a non-nurse Mentee, the nurse has a responsibility to be regularly active in the mentorship on a monthly basis as well. There may be other combinations of co-mentorship. Both Mentors must submit a written recommendation for certification.

### **Special Considerations for Providing Feedback to the Mentee regarding Certification:**

Applicants are required to use application guidelines which are **current** at the time of submission. You may obtain an undated copy from the Healing Beyond Borders website. The official application guidelines are updated every two years contain newer requirements for formatting, page limits and directions for making the packets environmentally friendly.

The best path to successful certification is for you and your Mentee to carefully read and follow the directions of the application guidelines. **Each** part of **each** criterion is important. All parts of the application (except mentor's letter and form) are to be done by your Mentee. While the Mentor is welcome to give suggestions, **all writing is to be done by the applicant.**

Certification applicants are required to demonstrate their knowledge of the standardized course of study, including techniques and terminology.

Some homework assignments are similar to the certification requirements (e.g. healing modalities, educational experiences). Homework requirements are less stringent and considered draft format. Homework may not meet the requirements for certification. Mentees who wish to use the same work for homework and certification, and only do these assignments once, need to consider the certification guidelines.

Appropriate Healing Touch terminology should be used, particularly in the case study and description of techniques. As terminology and techniques have undergone revision, terminology congruent with the time of the session(s) are accepted.

Encourage your Mentees to provide all necessary information and only the necessary information. Non-required materials (extra certificates, testimonials, photos, graphs, additional techniques or sessions) do not necessarily strengthen the application. Extraneous materials create more environmental waste and distract the reviewers.

Keep it simple. Certification is a demonstration of competency in using the basic skills and knowledge of Healing Touch as presented in the standard course of study. Use of advanced intuitive skills and integrating non-HT techniques is beyond the requirements of certification and may over shadow the demonstration of required Healing Touch skills.

Encourage Mentees to pace themselves. Applications that have been done hurriedly to make the deadline may not represent the applicant well, and could result in delays in the approval process.

**Most importantly, enjoy the process of learning and sharing in collaboration. The mentorship process will benefit you as well as your Mentee as you work together to spread healing light worldwide.**





## DOCUMENTATION OF MENTORSHIP AGREEMENT

The mentorship agreement is a 1-2 page document outlining the expectations of both the Mentor and the Mentee, the length of the Mentor relationship, and is signed by both parties. It may be drawn up by either the Mentor or the Mentee, but should represent your mutual goals/plan. Sample Mentorship Agreements follow.

### SAMPLE # 1 – PAGE 1

Date of First Meeting: \_\_\_\_\_

#### Case Management and Professional Practice Course:

Date/Location/Instructor \_\_\_\_\_

#### An agreement for Mentorship was established between:

Mentor: \_\_\_\_\_

Mentee: \_\_\_\_\_

#### The terms of that agreement are as follows:

1. To have open, mutual communication to explore complementary healing modalities
2. To share Healing Touch experiences
3. To connect with Mentor at least once per month by means of meeting, email, or telephone
4. To use Mentor as a consultant in the development of my Healing Touch Practice
5. Demonstrate and have knowledge of all the techniques taught in the courses from Level 1-5
6. Give mentor a full Healing Touch session

#### Mentee goals are: (Potential goals - pick yours or rewrite as needed)

1. To receive a Healing Touch Session at least \_\_\_\_ times per month
2. To read \_\_\_\_\_ Healing Touch related books/Healing Touch Modalities with Mentor
3. To give \_\_\_\_\_ Healing Touch treatments to clients every week
4. To have Mentor review a sample of my 100 Healing Touch Treatments before the course, *Self-Evaluation and Professional Development*
5. To have Mentor review case study before the course, *Self-Evaluation and Professional Development*
6. To verbally review all the Healing Touch techniques with Mentor
7. To develop assessment skills
8. To practice/enhance Healing Touch skills
9. To increase trust to guided inner work
10. To increase cognitive and experiential awareness of energy.
11. To develop referral sources
12. To incorporate Healing Touch into my Nursing/Massage/or Private practice
13. To develop public awareness and promote public awareness through education
14. To begin a research project (optional)
15. Attend local Healing Touch and/or AHNA Networking/Support Group
16. Attend Healing Beyond Borders Annual Conference or AHNA workshops/conferences
17. Repeat HTI Healing Touch Certificate Program courses and/or assist Instructor at the courses
18. Create a Healing Touch Business Plan and/or Business Card (optional)
19. Incorporate self care including: \_\_\_\_\_
20. Keep a journal of my Healing Touch self developmental process
21. Attend the Self-Evaluation and Professional Development course by \_\_\_\_\_ with homework done
22. Submit certification package by \_\_\_\_\_
23. Other goals:



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## MENTORSHIP AGREEMENT SAMPLE # 1 – PAGE 2

Please answer the following questions:

1. In the present moment, how do you see yourself as a Practitioner?
2. What goals do you hope to accomplish in your Healing Touch practice?
3. How does the practice of Healing Touch contribute to your physical, emotional, mental and spiritual health?

How I can as your Mentor assist you in the Mentoring Process:

1. I will help you define, clarify, implement and accomplish your goals
2. I will do my best to honor your request of me to help you in your development
3. I will answer questions you have regarding specific clients or treatments
4. I will evaluate your plan for self-care
5. I will assist with questions you have about your reading assignments and selecting healing modalities to experience
6. I will help you with questions you have about your case study
7. I would like to meet or talk by phone a minimum of once a month. I may request that all those I am mentoring meet as a group, at least some of the time. You are welcome to call me anytime you need to ask a question or have something to share. I am looking forward to our time together and I thank you for the honor of serving as your Mentor.

Signature of Mentee: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_



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## MENTORSHIP AGREEMENT SAMPLE # 2

Date \_\_\_\_\_

Thank you for choosing me as your Mentor. I look forward to our experience together during the coming year. It is my goal to assist you in whatever way I can as you prepare for the Self-Evaluation and Professional Development course and Certification as a Healing Touch Practitioner.

Here is what I would like from you:

1. A statement of your goals for the time we will be working together. What are your goals for personal growth, professional growth, self care, completion of homework requirements, and preparation for certification? Please include your plan for accomplishing these goals.
2. Maintain a journal or other method of documenting your progress.

What you can expect from me:

1. I will help you define and clarify your goals, assist you in implementing a plan to accomplish these goals, share my insights, and provide encouragement for you throughout this process.
2. I will maintain documentation of each contact we have.

Together we will develop a caring relationship with open communication and mutual respect.

We will:

1. Review and evaluate the progress you are making towards your goals.
2. Discuss cases you are working on.
3. Have question/answer discussions regarding specific clients, techniques, etc.
4. Review what you are reading, modalities you are experiencing, concerns either of us may have.
5. Review how you are caring for yourself.

I ask that we meet or talk by phone at least once a month, although you are welcome to call me any time you have a question or have something to share.

Signature of Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_