



## **CERTIFICATION OVERVIEW**

### **Welcome**

Welcome to the Healing Touch for Animals® Certification Process. Certification is an intensive process of learning, growth and documentation.

Practitioners applying for certification demonstrate dedication and high integrity; they are self motivated and display organizational and planning skills while representing themselves in a professional manner. Applicants communicate clearly and effectively and possess good judgment and decision making skills.

### **Before You Begin**

1. It is highly recommended you read this packet, the Certification Submission Requirements document and the Certification Requirement document in its entirety prior to beginning the certification process and packet requirements.
2. It is also recommended you reread your HTA workbooks (Levels 1-4).
3. Should you have specific questions about HTA techniques and/or their application, applicants may either register and submit question(s) on the free monthly HTA Practitioner Teleconference **or** schedule a Practitioner Education Coaching session (for a fee).

### **General Information**

Healing Touch for Animals® (HTA) Certification is the process whereby Healing Touch for Animals® / Komitor Healing Method, Inc. certifies that an individual has met the requirements of the HTA Certification Program. Certification is the written testimony of qualifications. Meeting the requirements of HTA Certification is the process to gain the credentials of Healing Touch for Animals® Certified Practitioner (HTACP).

This document details requirements for the HTA Certification Program. Healing Touch for Animals® Certification is a measurement of your knowledge and understanding of the underlying information you need to make sound judgments regarding animal care. The HTA Certification Program is designed to aid you and the clients that you, as a practitioner, serve. As a devoted practitioner, you deserve a certification program that can stand up to scrutiny and of which you can be proud.

In summary, Healing Touch for Animals® Certification provides a valid and reliable assessment of the knowledge and ability you need to be a competent HTA Certified Practitioner. Certification validates your knowledge, your ability to remain current with the HTA energy medicine curriculum and displays recognition of your knowledge and skills. It is a distinction that inspires confidence among prospective clients. You've already done the hard work; now apply for the distinction that can help you be more successful in continuing your journey.

### **Eligibility for Certification**

Healing Touch for Animals® has no restrictions relative to the gender, creed, race or nationality of applicants.

Applicants must agree to and abide by the applicable Code of Ethics, Standards of Practice and Practitioner Policy set forth by Healing Touch for Animals® and demonstrate the highest level of integrity for the work. The Code of Ethics, Standards of Practice and Practitioner Policy are available on the Healing Touch for Animals® website and in each Healing Touch for Animals® workbook.

#### Certification Overview



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### HTA Program Course Completion Requirements

Upon completion of the HTA Program, Levels 1-4 in their entirety (Intro/Fundamentals, Small Animal and Large Animal classes), students are eligible to apply for certification as a Healing Touch for Animals® Certified Practitioner.

1. Completed certification packets must be sent to the HTA Office and postmarked within eighteen (18) months after completion of the HTA Level 4 course. Example: If you completed the HTA Level 4 course on March 18, 2005, your certification packet must be sent to the HTA Office and postmarked on or before September 18, 2006.

### First Certification Completion Extension

In the event the applicant does not meet the eighteen (18) month submission deadline, an extension may be acquired by completing the following:

1. Attend a Healing Touch for Animals® (HTA) Level 4 Course in its entirety (at a Repeat Fee), within one (1) year of the original Certification submission deadline. For example, if you completed your first Level 4 course on March 18, 2005, and are not able to submit your completed Certification Packet by September 18, 2006, you are required to repeat a Level 4 course in its entirety (at a Repeat Fee) no later than September 18, 2007.
2. Copies of HTA certificates of attendance must be submitted.
3. Complete an additional twenty-five (25) treatments **after** repeating the Level 4 course, plus the original fifty (50) required treatments for a total of seventy-five (75) treatment sessions.
  - a. A variety of classifications must be demonstrated in the additional twenty-five (25) treatments.
  - b. Treatment sessions completed before the repeated Level 4 course will not be accepted toward the additional twenty-five (25) treatment session requirement.
  - c. Present the Case Study using three (3) treatments performed **after** repeating the Level 4 course.
  - d. Submit the Certification Packet **within** twelve (12) months of repeating the Level 4 course. For example, if you completed your **repeated** Level 4 course on September 18, 2007, your certification packet must be submitted no later than September 18, 2008.

### Second Certification Completion Extension

In the event the applicant does not meet the First Certification Completion Extension, the applicant must complete the following:

- a. Repeat an HTA Level 3 and Level 4 course in their entirety within one (1) year of each other (at a Repeat Fee).
- b. The original fifty (50) treatment sessions outlined in the Treatment Session requirement must be completed **after** repeating the Level 3 course.
- c. The additional twenty-five (25) treatment sessions outlined in the First Certification Completion Extension requirements must be completed **after** repeating the Level 4 course.
- d. The Case Study outlined in the Case Study requirement must be completed **after** repeating the Level 4 course.
- e. Submit the Certification Packet **within** twelve (12) months of repeating the Level 4 course. For example, if you completed your **repeated** Level 4 course on September 18, 2010, your certification packet must be sent to the HTA office and postmarked on or before September 18, 2011.



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### **Applicant Correspondence**

All applicants will receive correspondence via email indicating the receipt of their Certification Packet. The email will outline the expected timeline in which applicants will hear back from the HTA Certification Board.

If approved, the applicant will receive a **“Letter of Approval”**, an HTACP certificate, an HTACP pin and HTACP wallet card within twelve (12) weeks of submission.

In the event the applicant’s packet requires additional action, the applicant will receive a **“Letter of Pending Approval”**. The letter will outline the additional information and / or actions required. Applicants are given twelve (12) weeks to complete any revisions.

If in the event the applicant’s packet is not approved, the applicant will receive a **“Letter of Denied Approval”** outlining the reason(s) for the decision.

### **Healing Touch for Animals® Certification Board**

All members of the Healing Touch for Animals® (HTA) Certification Review Board have signed and agreed to the HTA Certification Review Board Agreement outlining their duties and responsibilities.

All board members ensure each HTA Certification Applicant’s packet is reviewed without bias and in a professional manner.

All board members agree to uphold the integrity of the organization and believe in the purpose and mission of HTA.

Finally, all board members are considered a trustee of Healing Touch for Animals® and have signed an HTA Confidentiality Agreement.

### **Applicant Rights**

#### **Appeals, Complaints, and Disputes**

The appeals process exists for the resolution of appeals, complaints, and disputes received from applicants, certified persons and their employers and other parties about the certification process, qualification criteria, and the performance of certified persons. Any applicant filing an appeal, complaint or dispute may write to the Certification Director within 45 days of the applicant notification. The Director will review the appeal, complaint or dispute with the HTA Certification Review Board and will notify the applicant of the outcome within eight (8) weeks.

#### **Confidentiality**

Information gained in the course of the certification process shall not be disclosed to any third party except as required by law.



## **CERTIFICATION OVERVIEW**

### **Certification**

#### **Certification Certificates**

Based on the successful completion of the necessary Certification requirements, Healing Touch for Animals® / Komitor Healing Method, Inc. will issue the applicant an HTACP certificate, an HTACP pin and HTACP wallet card.

#### **HTACP Credentials**

The Healing Touch for Animals® Certified Practitioner (HTACP) designation is the exclusive and sole property of Healing Touch for Animals® / Komitor Healing Method, Inc. The HTACP designation is granted by Healing Touch for Animals® / Komitor Healing Method, Inc. to qualified applicants. Those who have obtained the HTACP status can be proud of their commitment to professional and ethical standards as evidenced by their hard work to meet the program criteria established for the HTACP. Once qualified, Healing Touch for Animals® / Komitor Healing Method, Inc. grants each HTACP the right to use the designation after his or her name, on correspondence, business cards and so forth, providing the practitioner's certification remains in force and in effect. Use of the HTACP is an excellent way to announce that the individual has joined a select professional group widely acknowledged by peers and communities alike to be among the best prepared in holistic animal healthcare.

### **Validity**

#### **Certification Validation**

Certification shall be valid for a period of five (5) years from date of issue, at which point certification renewal is required to maintain Healing Touch for Animals® Certification.

#### **Certification Violation**

Certification shall be invalid and subsequently revoked if Healing Touch for Animals® / Komitor Healing Method, Inc. finds after reviewing evidence that the individual has violated the applicable Code of Ethics, Standards of Practice and/or Practitioner Policy. After findings of such violations, the Healing Touch for Animals® Certified Practitioner (HTACP) must cease from representing himself/herself as a Healing Touch for Animals® Certified Practitioner.

### **Client Responsibility**

The HTACP designation attests to an individual practitioner having satisfied the requirements of the Healing Touch for Animals® Certification Program. Certification is peer recognition and not registration or licensure. It is solely the responsibility of the client to authorize an HTA Practitioner to perform Healing Touch for Animals® techniques.

### **Certification Changes**

Healing Touch for Animals® / Komitor Healing Method, Inc. reserves the right to make changes to the Certification packet requirements and processes at any time. Changes are posted on the Healing Touch for Animals® / Komitor Healing Method, Inc. website, at [www.HealingTouchforAnimals.com](http://www.HealingTouchforAnimals.com).