



## CERTIFICATION SUBMISSION REQUIREMENTS

### I. Forms

1. A completed, signed Certification Application
2. A completed, signed Material Requirement Checklist
3. A completed Treatment Checklist

### II. Application Fee

1. Certification applicants will be charged an application fee of \$260.00.
2. Payment is required with the submitted Certification Packet.
3. Certification fees may be paid via check (payable to Healing Touch for Animals), or with Visa, MasterCard, Discover or American Express. See the Material Requirement Checklist for payment instructions.
4. If the packet is deemed illegible in appearance or content, the applicant will be charged an additional \$50.00 processing fee when a legible packet is resubmitted. It is highly recommended that the applicant review each submitted certification packet to ensure **all packets are legible**.
5. Application fees are non-refundable.

### III. Documentation Requirement

1. Applicants must demonstrate professionalism by submitting clear, concise, grammatically correct packets with accurate spelling.
2. It is recommended that each applicant have a third party review the packet and obtain constructive feedback prior to submission.
3. The internet has many free templates and tools available to count words, set margins, etc. to ensure formatting is within the submission guidelines.
4. The organization of submitted packets is imperative.



## **CERTIFICATION SUBMISSION REQUIREMENTS**

### **Submission Guidelines:**

1. Submit three (3) separate copies of your Certification Packet, each one in a 3 ring binder.
2. Packets with sheet protectors will not be accepted.
3. All treatment forms must be numbered to match the Treatment Checklist.
4. All requirements must be labeled with a tab divider.
5. Tab dividers must be labeled as follows:
  - a. Application
  - b. Material Checklist
  - c. HTA Course Certificates
  - d. Resume
  - e. Treatment Checklist
  - f. 27 Treatments
  - g. 3 Species Treatments
  - h. 10 Distance Treatments
  - i. 10 TF/EO Treatments
  - j. Case Study
  - k. Experiential Narrative
  - l. Reading/Media Review
  - m. Networking
  - n. Letters of Rec
  - o. HT Cert of Attendance
  - p. Other Modalities
  - q. Statement of Intent
  - r. Mentorship Teleconference
  - s. Extension Treatments (applicable only when the eighteen [18] month certification deadline was not met.)

### **IV. Certification Materials in Triplicate**

1. All required materials listed in the Material Requirement Checklist must be submitted to the HTA Office in triplicate for certification consideration.
2. It is recommended that each applicant keep a copy of their completed certification packet in its entirety for their records/reference as submitted certification packets will not be returned to the applicant.

#### **Submit Certification Packets**

Healing Touch for Animals®

Attn: Certification Team

PO Box 632171

Highlands Ranch, CO 80163