



## **CERTIFICATION RENEWAL PACKET**

### **General Information**

Healing Touch for Animals® Certified Practitioners (HTACP's) are required to renew their certification every five (5) years in order to maintain their "Certified" status.

#### **1. Eligibility for Certification Renewal**

- a. Healing Touch for Animals® / Komitor Healing Method, Inc. has no restrictions relative to the gender, creed, race or nationality of applicants.
- b. HTACP's applying to renew their certification must be active and in good standing.
- c. 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® / Komitor Healing Method, Inc.

#### **2. Expiration of Certification Status**

- a. Healing Touch for Animals® Certified Practitioners not having completed the Certification Renewal requirements by the expiration date of their certification, will lose their HTACP Certification status.
- b. Losing certification status indicates that the individual may not use the HTACP credential or certification mark, nor identify or represent themselves as an HTACP or otherwise certified by Healing Touch for Animals® / Komitor Healing Method, Inc.
- c. After losing the "Certified" status by not completing the HTA Certification Renewal process, the individual must start the entire certification process over to regain their certification status. This means that all requirements for initial HTA Certification must be repeated using new applications in each category of the certification process. None of the original materials submitted will be accepted.
- d. The \$220.00 fee for certification will be charged.
- e. In addition, the individual must attend (at a Repeat Fee), Healing Touch for Animals® Level 4 in its entirety.

#### **3. Certification Renewal Submission Date**

- a. Renewal is required at five-year intervals and must be submitted prior to the expiration date shown on the current Healing Touch for Animals® Certified Practitioner (HTACP) certificate.
- b. Certification Renewal Packets must be received by the HTA Office eight (8) weeks prior to the expiration date on the certification certificate.
- c. Notification of Certification Renewal requirements will be sent from the HTA Office one (1) year prior to the expiration, followed by a six (6) month reminder letter.



## **CERTIFICATION RENEWAL PACKET**

### **Certification Renewal Packet Content Requirements**

#### **1. Certification Renewal Application**

A completed, signed Certification Renewal Application must be submitted to the HTA Office in conjunction with the additional required documentation.

#### **2. Certification Renewal Check List**

A completed, signed Certification Renewal Check List must accompany the required materials submitted to the HTA Office for certification renewal consideration.

#### **3. Renewal Fee**

- a. Certification Renewal applicants will be charged a processing fee of \$120.00.
- b. Payment is required with the submitted Certification Renewal Packet.
- c. Certification Renewal fees may be paid via check (payable to Healing Touch for Animals), or with Visa, MasterCard, Discover or American Express. See the Certification Renewal Check List for payment instructions.
- d. 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.
- e. Application fees are non-refundable.

#### **4. Documentation Requirement**

All documentation submitted for certification renewal must be labeled by titled requirement (e.g. Professional Resume, Reflective Statements and Overall Summary).

**Applicants must demonstrate professionalism by submitting clear, concise, grammatically correct packets with accurate spelling.** It is recommended that each applicant have a third party review the packet and obtain constructive feedback prior to submission.

#### **5. Certification Materials in Duplicate**

All required materials listed in the Certification Renewal Check List must be submitted to the HTA Office in duplicate for certification consideration. Please note: submitted certification packets will not be returned to the applicant. It is recommended that each applicant keep a copy of their completed certification packet in its entirety for their records/reference.

### **Submit Certification Renewal Packets**

Healing Touch for Animals®  
Attn: Certification Renewal Team  
PO Box 632171  
Highlands Ranch, CO 80163



## CERTIFICATION RENEWAL PACKET

### **Certification Renewal Requirements**

#### **1. Professional Resume**

Submit a professional and polished resume outlining your personal and professional accomplishments.

##### **Guidelines**

Professional resumes should include, but are not limited to, formal and informal education and training, work experience, HTA Program completion history, professional recognition, licensure or certification, professional memberships or affiliations, accomplishments or awards and other related interests. In addition, resumes must include all current credentials.

The internet has many templates available to help construct a well manicured, professional resume.

Professional resumes must include a summary outlining the personal and professional accomplishments within the most recent five (5) years that have impacted the applicant's ability to work as a Healing Touch for Animals® Certified Practitioner.

#### **2. Continuing Education Credits**

Healing Touch for Animals® / Komitor Healing Method, Inc. supports the continuing educational and professional development of the Healing Touch for Animals® Certified Practitioner (HTACP). The HTACP must accrue a minimum of Fifty (50) Continuing Education Credits (CEC's) during each five-year interval.

Continuing Education Credits (CEC's) is the measuring unit used to quantify approved learning and professional service activities. Typically, one CEC is earned for every one (1) contact hour spent in a planned, structured learning experience or activity. Fractions of CEC's may be reported in 0.25 increments following one full hour.

##### **Guidelines**

- a. The fifty (50) CEC's must include a minimum of twenty (20) hours of animal healing modalities. Of these twenty (20), the review of HTA Levels 1-4 courses and / or the HTA Advanced Proficiency course is acceptable.
- b. The remaining CEC's can be human related.
- c. Certification Renewal applicants must provide evidence of the CEC's by providing a certificate of attendance or signed letter clearly stating the contact hours.
- d. CEC's completed prior to obtaining certification or the most recent Certification Renewal will not be accepted.
- e. Healing Touch for Animals® reserves the right to accept or deny any CEC.



## CERTIFICATION RENEWAL PACKET

### 3. **Reflective Statements**

Certification Renewal applicants must provide a reflective statement / summary for each CEC experience.

#### **Guidelines**

- a. The reflective statements / summaries must be completed on the Continuing Education Credit Details Form and must be 200-250 words in length, 12 pt. font and double-spaced.
- b. Reflective statements / summaries associated with the human modalities must include a statement explaining how or if the applicant will relate the human modality to animals and must be completed on the Continued Education Credit Details Form.

### 4. **Overall Summary**

Certification Renewal applicants must provide an Overall Summary of their personal and professional development during the most recent five (5) years HTACP status.

#### **Guidelines**

- a. The Overall Summary must be 300-500 words in length, 12 pt. font and double-spaced.
- b. Overall summaries must describe what the applicant has experienced and / or accomplished through self discovery and professional development. Some examples of development opportunities may include, but are not limited to:
  - i. Involvement in monthly healing sessions
  - ii. Participation in HTA teleconferences
  - iii. Community service with animal related organizations
  - iv. Continued education through animal related books and media
  - v. Participation in HTA practice groups
  - vi. Commitment to personal self-care



## CERTIFICATION RENEWAL PACKET

### Applicant Correspondence

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

If approved, the applicant will receive a **“Letter of Approval”**, a new HTACP certificate and HTACP wallet card within eight (8) 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 four (4) 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

1. 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.
2. All board members ensure each HTA Certification Renewal Applicant’s packet is reviewed without bias and in a professional manner.
3. All board members agree to uphold the integrity of the organization and believe in the purpose and mission of HTA.
4. Finally, all board members are considered a trustee of Healing Touch for Animals® and have signed an HTA Confidentiality Agreement.

### Applicant Rights

#### 1. 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 four (4) weeks.

#### 2. Confidentiality

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



## **CERTIFICATION RENEWAL PACKET**

### **Certification**

#### **1. Certification Renewal Certificates**

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

#### **2. Website Listing**

For an annual fee, HTACPs and HTAPs may be listed on the HTA website Practitioner Directory accompanied by their contact information to promote their practice. The HTA Certification Pin designation will be added to the HTACP's listings.

### **Validity**

#### **1. Certification Validation**

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

#### **2. 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 responsibility of the client to authorize an HTA Practitioner to perform Healing Touch for Animals® techniques.

### **Certification Renewal Changes**

Healing Touch for Animals® / Komitor Healing Method, Inc. reserves the right to make changes to the Certification renewal 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).