



## CERTIFICATION REQUIREMENTS

### I. **Healing Touch for Animals® Levels 1-4 Completion**

Completion of the Healing Touch for Animals® Levels 1-4 courses are required. All classes must be taken in sequence and taught by a Healing Touch for Animals® Certified Instructor.

#### **Submission Guideline:**

Include a copy of the following:

1. HTA certificates of attendance for each full course level signed by the Healing Touch for Animals® Instructor.

Replacement certificates are available at [www.HealingTouchforAnimals.com](http://www.HealingTouchforAnimals.com).

### II. **Professional Resume**

Applicants must submit a professional and polished resume outlining their personal and professional accomplishments. The purpose of this requirement is to provide a summary of the applicant's skills, abilities and accomplishments. It is a quick "snapshot" or "advertisement" of who you are.

#### **Submission Guidelines:**

1. One to two pages (maximum).
2. Prepared in a format consistent with professional resumes.
3. All sections listed in reverse chronological order (most current first).
4. Uncommon acronyms must be specified with name and explanation.

#### **Resumes must include the following:**

1. All current credentials.
2. Personal and/or professional accomplishments within the most recent five (5) years that have impacted your ability to work as a Healing Touch for Animals® Certified Practitioner.
3. An Objective Statement stating your intent or goal as a Healing Touch for Animals® Certified Practitioner.

#### **Professional resumes should include, but are not limited to the following:**

1. Formal and informal education and training.
2. Work experience.
3. HTA program completion history.
4. Professional recognition.
5. Licensure or certifications.
6. Professional memberships or affiliations.
7. Accomplishments or awards to include the year earned or awarded.
8. Other related interests.



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### III. Sessions

The purpose of this requirement is to demonstrate a clear understanding of the HTA techniques and to show growth and development.

\*\*\* NOTICE: For those packets submitted December 1, 2020 to December 31, 2022, ten (10) distance sessions may be substituted for ten (10) required in-person sessions (due to COVID-19 challenges) \*\*\*

#### **Criterion:**

1. A total of fifty (50) sessions must be documented.
2. Documentation can begin at any time. For example, should you decide you want to apply for certification, you may start documenting your sessions at any time after completing the Healing Touch for Animals® Level 1 Course.
3. Our Certification Review Board is looking for growth and development as you progress through the HTA program. This growth should reflect on your session forms.
4. Sessions must occur **after** the completion of each individual Healing Touch for Animals® course in the following manner.
  - i. Level 1 - ten (10) sessions
  - ii. Level 2 - ten (10) sessions
  - iii. Level 3 - ten (10) sessions
  - iv. Level 4 - twenty (20) sessions
5. Of the fifty (50) sessions, at least three (3) sessions must be submitted for each of the following species:
  - i. Canine
  - ii. Equine
  - iii. Feline
6. Every HTA technique, Levels 1-4, must be represented in the submitted sessions at least once.
7. Every essential oil application must be represented in the submitted sessions at least once.
8. Advanced Proficiency (AP) techniques will not be accepted.
9. Of the required fifty (50) sessions:
  - a. Twenty-seven (27) sessions must demonstrate HTA techniques using hands on or projection application. Projection sessions are defined as an animal you can visually see (shelter setting, veterinary office or in a home where the animal is unsafe to touch or fearful).
  - b. Three (3) sessions must be on three (3) different animal species, other than a dog, cat or horse.
    - i. If the animal is domesticated, the session must be hands on.
    - ii. Distance sessions are accepted only if the animal is not domesticated (an animal you cannot touch).
    - iii. Human sessions are not considered a “different species”.
    - iv. Donkey sessions are not considered a “different species” as they are equine-like.



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- c. Ten (10) distance sessions must include the following. Distance sessions are defined as an animal you cannot visually see, and you are completely out of their energy field.
  - i. Documented results.
  - ii. The caregiver's observations during and after each session.
- d. Ten (10) sessions must include the following tools at least once:
  - i. The use of the Pair 5 tuning forks.
  - ii. The use of the OM tuning forks.
  - iii. The use of essential oils.
  - iv. OR a combination of all three.
10. No more than three (3) sessions on one (1) animal may be submitted.
11. Five (5) sessions may be on a human using only Healing Touch for Animals® techniques.
12. Of the fifty (50) total sessions, ten (10) sessions may be in tandem with another HTA Practitioner. The techniques applied during the tandem session(s) must be at the same level as the least experienced HTA Practitioner. For example, if the tandem practitioner is a Level 1 practitioner, you may use only Level 1 techniques.

### Submission Guidelines:

#### Session forms must:

1. Be submitted on official Healing Touch for Animals® session forms according to the Level.
2. Be legible if handwritten and/or computer generated.
3. Be numbered in the upper right-hand corner matching the Complete Checklist.
4. Be in chronological date order under each of the 4 sections (see 9a, 9b, 9c, 9d above under **Sessions – Criterion**). If submitting electronically, the session number must be in the title of the document.
5. Be as detailed as possible and clear enough that if your client moved to another state, another HTA Practitioner would understand your session plan and the outcome.
6. Demonstrate growth and development as your later sessions must show advancement as an HTA Practitioner.
7. Demonstrate your ability to evaluate the energy system in the *Assessment Findings* section (before and after sessions).
8. Clearly document your energetic perspective/intuition.
9. Clearly document your energetic understanding of how the energy is flowing throughout the body.
10. Clearly document a session plan derived from the *Assessment Findings* in the *Reason for Session* section.
11. Use descriptive words (energetic vocabulary) throughout your documentation.
12. Exhibit how the animal energetically changed from when you started and when you ended the session.
13. Provide evidence of technique prerequisites. (i.e.: Bridging™ must be applied before Trauma Release™).
14. Clearly document the session time. The session time does not include client in-take or post session communication and documentation. Sessions average 45 minutes.
15. Have the client's signature or "verbal consent on file" on the Client Signature Accepting Waiver line. This requirement applies to both hands on and distance sessions.
16. Clearly document in the "Previous Conditions" or "Reason for Session" section if the animal has been seen and/or diagnosed by a veterinarian.

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17. Clearly document that you have considered the “Follow-up session date” and “Discussion with Veterinarian” on the session form.
18. Indicate when there is no need to use a section of the session form with “N/A”.
19. DO NOT include other modalities in conjunction with an HTA technique.

### Sessions that include the application of essential oils must indicate the following:

1. What oil(s) were applied.
2. Which application was used.
3. When they were applied.
4. Why they were applied.
5. Where they were applied.

### Sessions must be categorized by classification:

1. Each classification must be represented at least twice with the exception of Competition which is an optional category.

### Sessions must be labeled to convey the following session classifications:

1. Injury
2. Acute / Chronic Illness (curable or treatable)
3. Disease (manageable)
4. Behavior
5. Competition
6. Wellness

## IV. Case Study

The purpose of this requirement is to demonstrate your ability to assess the needs of a client and provide documentation of your clear understanding of how to formulate and carry through a session plan.

### **Criterion:**

1. Prepare a case study on one (1) animal.
2. Use only three (3) sessions with that animal.
3. The timeframe between each session represented in the case study must be no more than two weeks.
4. The case study must convey a variety of HTA techniques and concepts.
5. All documentation must be conveyed using HTA techniques only.
6. The case study sessions must occur after the Level 4 course.
7. Use descriptive words (energetic vocabulary) throughout your documentation.
8. Sessions presented in the case study are separate from the fifty (50) Sessions requirement.



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### Submission Guidelines:

#### The Case Study must include the following information:

1. The reason for the sessions.
2. Clearly document if the animal has been seen and/or diagnosed by a veterinarian.
3. Dates of the three (3) sessions.
4. Of the three (3) sessions presented within the case study, at least one (1) must be hands-on.
5. Each of the three (3) sessions need to be identified separately.
6. Summarize each of the three (3) sessions to include the following information:
  - a. Assessment findings (before and after sessions).
  - b. A session plan derived from the assessment findings.
  - c. The HTA techniques and the reasons for your choices.
  - d. The results/response of the sessions.
    - i. Your observations.
    - ii. The care person's observations (optional).
7. A brief summary describing what happened during the three (3) sessions and how they relate to each other.
8. A conclusion and/or recommendation for further HTA sessions.
9. An explanation of your HTA case study experience to include the following:
  - a. Observations and/or emotional responses about the animal.
  - b. Your appropriate respect and handling of the animal during the HTA sessions, i.e., no discrimination, no judgment made, etc.
  - c. Your observation of the animals' care person and how his/her support impacts the animal.
10. The three (3) session forms for reference.
11. An impact statement to explain how the case study impacted you and the animal.

#### The Case Study must be formatted in the following manner:

1. 7-10 pages in length.
2. 12 pt. font.
3. Double-spaced.
4. 1-inch margins.

## V. Experiential Narrative

The purpose of this requirement is to tell a personal story about your experience and how the session touched you.

### Submission Guidelines:

1. Choose one (1) of the fifty (50) sessions (other than your case study) and describe your experience in a heart-felt story.
2. Reference the session form number from the Complete Checklist.



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Narratives **must** be formatted in the following manner:

1. 500-1000 words in length.
2. 12 pt. font.
3. Double-spaced.
4. 1-inch margins.

### VI. **Reading and Media Reviews**

The purpose of this requirement is to further educate the practitioner.

#### **Criterion:**

1. Study and document ten (10) animal-related books/media.
2. Book/media recommendations are available on the HTA website.
3. Book/media materials not listed on the HTA website may be reviewed providing they relate to animal healthcare or animal training.
4. Fictional books about animals not listed on the HTA website are not accepted.
5. Of the ten (10) required reviews, two (2) can be tapes, CD's, videos or DVD's.
6. Media reviews may only be from one volume in a set. For example, a review of Pet Massage Vol. 1 is acceptable; however, submitting Vol. 1 and Vol. 2 is not acceptable.
7. No more than one (1) review may be submitted per author.
8. No more than two (2) reviews may be submitted per category.
9. Books/media may be studied anytime before or after your completed Level 4 Course.

#### Categories:

- |                                    |  |
|------------------------------------|--|
| 1. Anatomy & Physiology            | 14. Healthcare & First-Aid for Animals     |
| 2. Animal & Human Connection       | 15. Healthcare & First-Aid for Birds       |
| 3. Healing & the Animal-Human Bond | 16. Healthcare & First-Aid for Cats        |
| 4. Animals & Emotions              | 17. Healthcare & First-Aid for Dogs        |
| 5. Animal Stories about Healing    | 18. Healthcare & First-Aid for Dogs & Cats |
| 6. Aromatherapy & Essential Oils   | 19. Healthcare & First-Aid for Horses      |
| 7. Bach Flower Remedies & Herbs    | 20. Massage for Animals                    |
| 8. Cancer                          | 21. Meridian Therapies                     |
| 9. Communication                   | 22. Self-Help                              |
| 10. Death, Euthanasia & Pet Loss   | 23. Service Animals                        |
| 11. Elephants                      | 24. Spirituality & Animals                 |
| 12. Energy-Medicine for Animals    | 25. Training                               |
| 13. Energy-Medicine for Humans     | 26. Veterinary Healthcare                  |



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### **Submission Guidelines:**

#### **Reviews must include:**

1. The full title.
2. The author.
3. The date of publication.
4. The publisher.
5. The city and state.
6. The category.
7. A clear statement how you will apply this information to your practice.
8. A clear statement if you would recommend or not recommend this book to your clients.

#### **Reviews must be formatted in the following manner:**

1. 250-300 words in length.
2. 12 pt. font.
3. Double-spaced.
4. 1-inch margins.

## **VII. Networking**

The purpose of this requirement is to demonstrate the practitioner's ability to connect with and recommend other animal professionals. Examples include groomers, trainers, behaviorists, veterinarians, etc.

### **Submission Guidelines:**

1. Two (2) networking contacts are required.
2. It is preferred that one (1) veterinarian networking contact is obtained.
3. Both networking contacts must be animal related **or** must include a description explaining how the networking contact is connected to your animal practice.

#### **Statements must include the following information:**

1. Name and business title. A business card attached, if available.
2. Address.
3. Contact telephone number.

#### **Statements must be formatted in the following manner:**

1. 250-300 words in length.
2. 12 pt. font.
3. Double-spaced.
4. 1-inch margins.

#### **Contacts may include:**

1. Veterinarians (preferred).
2. Rescue shelter owners / managers.
3. Training facility owners / managers.
4. Animal related organization leaders.
5. Groomers.





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### VIII. Letters of Recommendation

The purpose of this requirement is to provide a professional assessment of your abilities and competence as a Healing Touch for Animals® Practitioner.

#### **Submission Guidelines:**

Provide two (2) Letters of Recommendation.

#### **Letters of Recommendation must:**

1. Indicate your professionalism and competence level.
2. Be from someone other than family members.
3. Be animal related or must include a description explaining how the recommending party is connected to your animal practice.
4. Be signed. If an emailed Letter of Recommendation is provided, a copy of the email must be submitted and the email address from the sender must be from the person submitting the letter.

#### **Letters of Recommendation may be provided by:**

1. One (1) networking contact.
2. Veterinarians with whom you have worked (preferred).
3. Clients with whom you have worked.
4. Or a combination of all 1, 2 and 3.

### IX. Healing Touch Certificate of Attendance

Certification applicants must attend a Healing Touch Level 1 class (for Humans). The purpose of this requirement will benefit the practitioner by providing in depth experience of the human energy body.

#### **Submission Guidelines:**

Provide a copy of completion (certificate of attendance) of a Healing Touch Level 1 class (for Humans) totaling a minimum of 16 contact hours.

#### **The class may be through the following organizations:**

1. Healing Touch Program™ (HTP).
2. Healing Touch International (HTI) / Healing Beyond Borders (HBB).
3. Healing Touch Spiritual Ministries (HTSM) - Using Your Hands to Heal (103).
4. Institute of Spiritual Healing and Aromatherapy (ISHA) Certification in Clinical Aromatherapy (301)





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### X. Other Modality Presentations Related to Animals

The purpose of this requirement is to expose the applicant to several different concepts, ideas and processes related to animals.

#### **Criterion:**

1. Attend two (2) different classes related to animals.
2. Examples of acceptable classes include, but are not limited to the following:
  - a. Animal/Pet CPR and first-aid.
  - b. Animals and essential oils.
  - c. Basic horsemanship.
  - d. Natural horsemanship.
  - e. Animal communication.
  - f. Reiki.
  - g. Animal Massage.
3. Each class must be at least three (3) contact hours.
4. Presentations may have been attended at any time.
5. Only one (1) level is accepted from a class series and/or program.
6. Only one (1) human related class will be accepted. (Only the following classes from the below organizations will be accepted).
  - a. Inner Sound
    - i. Sound Therapy further enhances your understanding of tuning forks and sound therapy.
  - b. The Institute of Spiritual Healing and Aromatherapy (ISHA)
    - i. #301 – Sent to Heal and Anoint.
    - ii. #302 – Essential Oils for Physical Health and Well-Being.
    - iii. #303 – Essential Oils for Emotional and Spiritual Clearing further enhance your knowledge base of the effectiveness of essential oils and how they are applied in the HTA techniques.
7. Only one (1) class may be a webinar.
  - a. Webinars must be:
    - i. Animal related.
    - ii. A minimum of three (3) hours in total length.

#### **Submission Guidelines:**

1. Provide a copy of completion (certificate of attendance) of two (2) different classes.
2. Webinar submissions must provide:
  - a. A receipt of registration or copy of completion (certificate of attendance).
  - b. An outline to include the topic of each session.
3. Provide a reflective statement/summary for each experience.



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**Class reflective statements/summaries must include:**

1. Class selected.
2. Presenter's name, address, credentials or skill (a business card is acceptable).
3. Date(s) you experienced the class(s).
4. Length of each class.
5. Briefly explain the class experience.
6. A general reflection of the overall value to you.
7. A statement as to whether you would refer clients or colleagues to the class.

**Class reflective statements/summaries must be formatted in the following manner:**

1. 500-750 words in length.
2. 12 pt. font.
3. Double-spaced.
4. 1-inch margins.

**Webinar reflective statement/summary must include:**

1. Webinar selected.
2. Presenter's name, address, credentials or skill (a business card is acceptable).
3. Date(s) and the length of time of each session within the webinar.
4. A summary of the webinar
  - a. A summary of each topic within the webinar (if applicable).
5. Briefly explain the webinar experience.
6. A general reflection of the overall value to you.
7. A statement as to whether you would refer clients or colleagues to the webinar.

**Webinar reflective statements/summaries must be formatted in the following manner:**

1. 500-750 words in length.
2. 12 pt. font.
3. Double-spaced.
4. 1-inch margins.



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### XI. Statement of Intent

The purpose of this requirement is to provide a statement expressing the applicant's intention once approved as a Healing Touch for Animals® Certified Practitioner and how she/he intends to move forward in a private practice.

#### **Submission Guidelines:**

**This statement must include how the applicant intends on relating to the following:**

1. Your community.
2. Animals.
3. People.
4. Animal healthcare providers.
5. Your HTA practice.

**The statement must be formatted in the following manner:**

1. 500-1000 words in length.
2. 12 pt. font.
3. Double-spaced.
4. 1-inch margins.

### XII. Mentorship Teleconference Participation

The purpose of this requirement is to help the applicant understand how to logically plan sessions, gain clarification of the certification process and to maintain energetic support during a Certification Meditation.

#### **Criterion:**

1. Participate in a minimum of one (1) Certification Mentorship Teleconference.
2. Each Certification Mentorship Teleconference is 1 to 1 ½ hours in length.
3. Registrations are accepted through the HTA website to receive the dial in instructions.
4. Mentorship Teleconference registration fees are \$15.00.
5. Recordings are available to those unable to attend the live call.

#### **Submission Guidelines:**

**A summary statement must include the following:**

1. Date of the teleconference.
2. An explanation of how the teleconference clarified the certification requirements.
3. Your experience during the meditation.

**The summary must be formatted in the following manner:**

1. 100-150 words in length.
2. 12 pt. font.
3. Double-spaced.
4. 1-inch margins.