



CERTIFICATION SUBMISSION REQUIREMENTS

I. Forms

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



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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 session forms must be numbered to match the Complete 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. Complete Checklist
 - f. 27 Sessions
 - g. 3 Species Sessions
 - h. 10 Distance Sessions
 - i. 10 TF/EO Sessions
 - j. Case Study
 - k. Experiential Narrative
 - l. Reading/Media Review
 - m. Networking
 - n. Letters of Recommendation
 - o. Healing Touch Certificate of Attendance
 - p. Other Modalities
 - q. Statement of Intent
 - r. Mentorship Teleconference
 - s. Extension Sessions (applicable only when the twelve [12] 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.
3. Those who desire to submit their Certification packet electronically, please contact the HTA office: 303-470-6572. (MOVED from above)

Submit Certification Packets

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