



# Healing Touch Program

Level 6 Instructor Training Application and Instructions  
HTP-940

February 2020

## **Becoming a Healing Touch Certified Instructor (HTCI)**

Healing Touch Certified Practitioners who have an active practice and want to teach the Healing Touch Program (HTP) Level 1 (L1) class may apply to take the HTP Level 6 (L6) Instructor Training class. The application is used to determine your preparedness to pursue teaching classes. The HTP Instructor Manager reviews L6 applications, interviews applicants and makes the approval decision.

After completing the L6 class, Instructors in Training work toward completing the requirements needed to apply for Instructor Certification. Please read this document to understand the requirements to apply for L6. HTCIs are initially certified to teach HTP Level 1 only. There are requirements and additional training to advance to teach Level 2 and then Level 3.

HTCIs are permitted to teach Healing Touch classes according to specific requirements that are outlined in the HTP Class Guidelines HTP-040. Instructors are responsible for scheduling their classes, recruiting students, handling all logistics for classes, purchasing class notebooks for students and paying student fees to HTP. Income for the HTCI is directly related to the number of students in the class. HTCIs may teach classes in healthcare facilities and for higher education with specific agreements from HTP.

### **L6 Course Description**

All noteworthy educational institutions thrive because of their instructors who have been deemed to emulate teaching excellence. Although these qualities seem elusive, research shows that effective teachers demonstrate strong interpersonal skills, a passion for teaching, empathy and the ability to facilitate the learning of others.

HTP strives to foster these qualities through L6 instructor training and ongoing instructor support. The L6 curriculum provides 32 CE hours and is a combination of online learning and in-person class days.

- Unit 1 is online learning modules that include reading, videos, study work and a live call for 4 CE hours and begins two weeks before the in-person class days.
- Unit 2 is three in-person days in a retreat setting for 24 CE hours.
- Unit 3 is online learning modules that include study work and a live call for 4 CE hours.

### **L6 Learning Outcomes**

1. Explain the concepts underlying the HTP L1 curriculum.
2. Demonstrate with competence all of the HTP L1 techniques.
3. Compare and contrast the efficacy of HTP L1 techniques.
4. Identify the major concepts of learning and their roles in adult education.
5. Apply basic principles of emotional intelligence.
6. Demonstrate constructive classroom management skills.
7. Develop effective group discussions and meditations.
8. Design positive and supportive learning environments for all students.
9. Describe how to schedule and report a L1 class with the HTP office.
10. Explain the process required for instructor certification.

## **Level 6 Application Process**

### **Application Format**

- Submit materials in the order listed in the L6 Application Requirements
- Required format: 8 ½ x 11 page with 1" margins
- Times New Roman or Arial, size 11 for all written requirements
- Follow specified requirements for written materials. **Additional pages beyond limits specified will not be reviewed.**

### **Fees and Payment**

- Application fee is \$50 and is used to cover application review and interview. This is non-refundable.
- Tuition for the L6 class is \$900.
- In addition to the application fee, a deposit of \$200 on the L6 class must be paid with your application. The \$200 deposit is refunded if application is not approved.
- The remainder of the class tuition must be paid two weeks prior to the class start date.
- If you have questions or need further information contact the HTP Class Coordinator, email [htpclasses@healingtouchprogram.com](mailto:htpclasses@healingtouchprogram.com) or call 210-497-5529.

### **Application Submittal**

- Make sure your name is on each page of your document.
- A copy of your application will be kept on file at the Healing Touch Program office through your application process.

#### **Option 1 – Digital submission (preferred)**

- Upload the completed application and required materials as a single PDF file.
- Visit <http://www.healingtouchprogram.com/certification> and follow the upload directions. Before you begin to upload your packet, you will be asked to choose which certification process you are applying for and how you wish to make payment. Packets will not be processed until payment is received.

#### **Option 2 – Manual submission**

- Submit one **single sided copy** (for ease of scanning) of your completed HTP-962 Application Form and all required materials.
- Keep a complete copy of your application. Your application will not be returned.
- Include a check or money order for \$250.00 payable to Healing Touch Program (\$50 – non-refundable application fee and \$200 deposit on L6 class tuition. If your application is not accepted, \$200 will be refunded.)
- If you would like to pay by credit card a PayPal invoice be sent to you.
- Mail to: Healing Touch Program, Attention: L6 Application, 15439 Pebble Gate, San Antonio, TX 78232

## **L6 Application Information & Forms**

Visit <https://www.healingtouchcertification.com/instructor/instructor-certification> to download.

## **Applicant Requirement for Level 6 Training**

- Applicant must be an active HTCP in good standing with HTP. It is recommended that the applicant have been a certified practitioner for one year.
- A phone interview with the HTP Instructor Manager will be scheduled.
- To prepare for L6, you will be required to view recordings of Level 1 techniques and read selected chapters of two books on educational psychology.
- It is highly recommended to have participated in a Level 1 class as a helper, repeat student or observer within the past year. This is not required but will significantly increase your understanding in L6.

## **Level 6 Application Materials Checklist**

1. HTP-962 Application Form
2. Evidence of HTCP certification
3. Resume
4. Statement of Desire to Teach Healing Touch Classes
5. Mentorship Experience
6. Teaching Experience
7. List of HTP Classes Taken
8. Three References

## **Application Materials Requirements**

### **1. HTP-962 Application Form**

Complete this form from the Certification website.

### **2. Evidence of HTCP certification**

Provide the original date of your HTCP certification. If you have renewed your HTCP one or more times, provide the date of your most recent HTCP certificate. This will be verified by the HTC administrator. If you would like to provide a copy of your most recent HTCP certificate you may, but it is not required.

### **3. Resume**

**Format:** Two pages maximum, single spaced, Ariel or Times New Roman 11 font.

**Instructions:** Provide a current professional resume that includes brief descriptions for work and volunteer experience (this resume is to provide general information, not details).

#### **Information to Provide:**

- Work Experience with location and dates
- Formal Education (location and dates)
- Teaching Experience
- Volunteer Experience
- Professional Licensure, Recognition, Certifications
- Professional Affiliations and Memberships

- Special Accomplishments, Recognition, Awards
- Published Works

**4. Statement of Desire to Teach Healing Touch Classes**

**Format:** One page maximum, double spaced, approximately 200 – 250 words.

**Instructions:** Describe why you would like to become an instructor for HTP. Include an explanation of the way you see yourself teaching classes, ie. to specific populations, in healthcare, targeted groups, general classes in your community, etc. If you have been influenced by other HTCl's please share about this.

**5. Mentorship Experience**

**Format:** One page maximum, double spaced, approximately 200 – 250 words.

**Instructions:** Say if you are a Mentor or Qualified Mentor for HTP and share how this experience has influenced your desire to become an HTCl. If you are not a Mentor or Qualified Mentor, describe other experiences you have had with leading, guiding or mentoring others.

**6. Teaching Experience**

**Format:** One page maximum, double spaced, approximately 200 – 250 words.

**Instructions:** Describe your leadership, teaching, performance and/or public speaking experiences that have prepared you for this role.

**7. List of HTP Classes Taken**

On one page, list all of the HTP classes you have taken or participated in, in reverse chronological order (most recent first). For each class provide:

- Class name
- Dates
- Location
- Instructor
- Role in the class as either a student, repeat student, coordinator, helper or observer.
- Use a table format such as this:

List of Healing Touch Classes for First name Last name				
Class	Dates	Location	Instructor	Role in Class

**8. Three References**

**Instructions:** Provide three references who recommend you as an educator and/or leader. They will be contacted by the HTP Instructor Manager. Provide:

- Name
- Relationship to applicant

- Address
- Email
- Phone