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Instructor Guiding Principles (HTP-971)

This document contains the following:

- I. HTCP/I Standards of Practice Policy
- II. HTCP/I Requirements
- III. HTCP/I Conduct Principles

All Healing Touch Certified Instructors (HTCP/I) commit to follow each of these in their activities as an instructor and in their interaction with the Healing Touch Program (HTP) and the Healing Touch community. Adhering to these items is required for instructors to remain in good standing with HTP.

I. HTCP/I Standards of Practice Policy

In order to uphold their good standing with HTP, and to sustain the privileged status and certificate of qualification of the HTCP/I, all instructors are required to adhere to the Standards of Practice Policy as described below. HTCP/Is are leaders in the Healing Touch community and represent HTP by teaching the standardized curriculum created by Janet Mentgen. As an educator and ambassador of HTP, you agree to abide by this Standards of Practice Policy, the HTP-005 Instructor Agreement and HTP-040 Class Guidelines.

- 1. HTCP/Is value and care for others and act in their best interests.**
HTCP/Is are responsible for fostering the emotional, esthetic, intellectual, physical, social and vocational development of their students. HTCP/Is respect diversity and treat students, coordinators, class helpers, mentors, mentees, practitioners, other instructors and HTP staff with respect and dignity. HTCP/Is recognize their privileged position of influence and trust, and do not abuse, exploit or violate matters of confidentiality unless required by law.
- 2. HTCP/Is are role models who act ethically and honestly.**
HTCP/Is act with honesty and integrity to maintain the dignity and credibility of their profession. They understand that their individual conduct contributes to the perception of the profession as a whole. HTCP/Is are accountable for their conduct while inside or outside the classroom and realize their words and actions may have an effect on the perception of Healing Touch and the HTP organization. HTCP/Is discern when to seek assistance or additional support for their professional roles.
- 3. HTCP/Is understand and apply knowledge of student growth and support.**
HTCP/Is are knowledgeable about individual learning differences, special needs and the learning stages required in the development of a healer. This knowledge is used by HTCP/Is in the complex decision-making that is required during: curriculum delivery, instruction, student assessment, classroom management and support of transpersonal experiences. HTCP/Is strive to recognize student boundaries and do not force ideas or experiences beyond the individual's personal level of comfort and/or safety.

4. HTCP/Is have a broad knowledge of energy medicine and understand the HTP curriculum.

HTCP/Is understand the curricular, conceptual, and methodological foundations of Healing Touch as well as it's holistic inter-relationship to the physical, emotional, mental and spiritual dimensions of a human being. HTCP/Is are able to communicate this knowledge and understanding effectively in the language chosen for the delivery for their class (i.e. English, French, Japanese, Spanish, Nepalese, German, etc.).

5. HTCP/Is engage in professional development and reflective practices as approved by HTP.

HTCP/Is understand that a hallmark of their professionalism is to engage in ongoing professional and personal development. This involves adhering to the principles of regular self-care of body, mind, emotions and spirit, as well as developing and refining their personal and professional philosophies of healing work. HTCP/Is continue to learn and hone their skills as energy practitioners and instructors in order to support their students, colleagues and HTP.

II. HTCP/I Requirements

1. Maintain current HTCP certification.
2. Renew instructor certification on time every five years. HTCP/I certification renewal packets not received by the due date will move the instructor to a "Lapsed" status. When lapsed, the HTCP/I must follow the documented process to renew a lapsed certification.
3. Teach five Healing Touch classes over the five year certification period, with two classes being taught in the final two years of the five year period. Extenuating circumstances require approval of the Instructor Manager.
4. Maintain a current knowledge of the HTP curriculum by reviewing: a) the current class notebooks; b) additional required training materials posted on the Instructor Portal.
5. Continued practice of Healing Touch with others and through self-care.
6. Work in partnership with the HTP office staff, class coordinators and class helpers.
7. Send all required class documentation promptly via email, or if necessary, by mail or fax, to the HTP office.
8. Maintain a personal duplicate set of professional records for all classes taught or co-taught, as well as any relevant corresponding documentation either electronically or hardcopy for a minimum of 10 years.
9. Remain in compliance with ANCC regulations by: a) providing a current conflict of interest statement; b) introducing only products that complement the HTP curriculum; c) not promoting products or services for personal gain; d) only selling products or services after the entire class is completed.
10. Follow ANCC continuing education requirements by: a) using the required disclosures and wording on all class marketing; b) providing a class confirmation letter with required wording to every student; c) submitting all required class documents to the HTP office.
11. Refrain from promoting alternative educational programs while in the role of instructor, assistant or participant during classes, and agree not to or promote or offer any competing educational program of Healing Touch at any time.
12. Refrain from making any medical claims or specific healing claims without adequate reference to supporting studies or documentation.
13. When teaching, use and adhere to the standard HTP curriculum in substance, timing and sequence.
14. Responsibly and compassionately manage, mentor and supervise all classroom activities.
15. Monitor student conduct to insure correct ethical and energetic behavior. Intervene if there is inappropriate behavior including: a) inappropriate touch; b) use of sexual energy (words or other behavior); c) inappropriate inquiry, diagnosis, sharing of information or distraction from the HT curriculum with other modalities; d) monopolizing time with questions or discussion.
16. Respect and value each student as an individual regardless of: gender, race, creed, physical ability, and sexual orientation.
17. Keep confidential and protected all student and group personal information in accordance with professional, state and federal regulations.
18. Document any unusual situation in the classroom, and report it immediately to the HTP Education Program Director and Instructor Manager.
19. Do not solicit for personal gain during a class, or solicit students for paid energetic therapy sessions or other services.
20. Only use students for research with prior written consent.
21. Obtain written permission from all class attendees prior to any photography, filming or recording.

III. HTCP/I Conduct Principles

1. Maintain current knowledge

- 1.1. Stay informed by reading Instructor Memos and the HTP Community News monthly email electronic newsletter; regularly checking the Instructor portal and HTP, ICP and HT Research websites.
- 1.2. Attend quarterly Instructor teleconference meetings or listen to the recording.
- 1.3. Make an effort to attend: a) annual in person instructor meetings; b) HTP and HTPA sponsored events, webinars and educational offerings.
- 1.4. Comply with the completion of any courses, webinars or other training required by HTP in order to maintain the professional development standards of continuing education requirements for instructors.
- 1.5. Continue ongoing reading and studies for purposes of staying up to date with research and issues related to energy medicine.

2. Create community

- 2.2. Participate in the Healing Touch community at local, regional, national and worldwide events by any of the following: networking with fellow instructors as a support system, participating in events or practice groups, participating in HTPA Chapters, contributing articles, mentoring, participating in research, public speaking, assisting with HTP conferences.
- 2.3. Set an example for students of appropriate energetic and ethical behavior within the classroom, and at all times when practicing Healing Touch.
- 2.4. Work in cooperation with, and offer help and support to, other HTP Instructors whenever possible.
- 2.5. Instructors are encouraged to co-create and foster community support and practice groups, and to provide mentorship to Healing Touch Practitioner Apprentices.

3. Honor and respect

- 3.1. Strive to acknowledge and respect the divine within others.
- 3.2. Honor students, clients and others and respect their current awareness and understanding, and respect their boundaries.
- 3.3. HTP instructors are respectful of relationships that other instructors are building within their community.
- 3.4. Honor and respect professional relationships established between the Integrative Care Program and healthcare facilities.

4. Lead with kindness

- 4.1. Share your ability by leading through example.
- 4.2. Provide information when requested and appropriate, and seek to encourage the growth and understanding of those you contact.
- 4.3. Be available for student questions and follow up by phone and email.