Healing Touch Certification

Entry Level Proficiency Exam
Handbook

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Dear Certification Applicant,

Congratulations – this handbook is the first step in preparing to take the Healing Touch Certification Entry Level Proficiency Exam to become a Healing Touch Certified Practitioner (HTCP). We recognize the study, practice and devotion that you have put into the process of becoming certified. This exam is the final step in your process. This handbook will walk you through that process as well as give you other important information. Please familiarize yourself with the information contained within this handbook, including an outline of the materials that will be covered on the exam, and directions for how to identify a proctor, and how to schedule your exam.

The Healing Touch Certification (HTC) website also contains information in the form of FAQ to help you easily find answers to questions you may have.

You may register on this site (or log in if you are already registered) and submit your test application digitally or download a copy of the application for manual submission.
http://www.healingtouchcertification.com/

If after review of this handbook and the website you still have questions, please email certification@healingtouchcertification.com or call (210) 497-5529.

We can't wait to applaud you on a successful journey and welcome you as an HTCP!

Sincerely,

The members of the Healing Touch Certification Governing Committee

Certification Governing Body

Healing Touch Program Certification Governing Committee is the directing body of certification for Healing Touch Certified Practitioners (HTCPs). The Governing Committee is responsible for making decisions regarding all aspects of the certification program such as eligibility standards; development, administration, and scoring of assessment instruments; selection of personnel; and operational processes involved in certification of Healing Touch Certified Practitioner (HTCP) candidates.

Mission Statement for the Healing Touch Certification Governing Committee: The Mission of the Committee is to establish the standards for a Board Certified credential in the field of Energy Medicine, to validate the Healing Touch Practitioner's demonstrated expertise and ability, and award the credential to qualified candidates. Certification ensures to the public that holders of the Healing Touch Certified Practitioner credential are competent, responsive practitioners that enhance the quality of healthcare within a client-focused environment.

Importance of Certification: A Healing Touch Practitioner that attains the credential of Healing Touch Certified Practitioner (HTCP) is dedicated to providing exceptional client care and her/his own self care through a commitment to constant lifelong learning and maintenance of the Certification credential. The process of Certification is to keep practitioners and instructors current and engaged in best practice within the field of Energy Medicine.

HTCP certification involves a rigorous process of study, testing and peer-reviewed evaluation that is designed and administered by specialists in the area of Healing Touch as an Energy modality.

Eligibility for Certification as a Healing Touch Certified Practitioner

Certification as a Healing Touch Practitioner is open to all students who have satisfactorily completed the Healing Touch Program course of study or who can demonstrate an equivalent education in Healing Touch. A full copy of the Applicant Eligibility policy including alternate pathways to certification is available on request from the HTC office.

General Information

All general questions and requests for information regarding the HTP accreditation exams should be directed to:
Healing Touch Certification Administrator
15439 Pebble Gate
San Antonio, Texas 78232
(210) 497-5529
Fax: (210) 497-8532
E-mail: certification@healingtouchcertification.com
Visit our Web site at www.healingtouchcertification.com/

Nondiscriminatory Policy*

HTP endorses the principles of equal opportunity. Eligibility criteria for the certification exam are applied equally to all applicants regardless of race, religion, gender, national origin, sexual orientation, veteran status, age, marital status or disability.

Subject Matter Experts

Subject Matter Experts (SMEs) are HTCPs who volunteer to participate in various certification activities to help define the standards, maintain the assessment instruments, and ensure that the certification remains relevant to the profession. There are various duties that an SME may be involved with including:

- Periodic review and selection of items (questions) for the exam
- Creating new items (questions) as needed, reviewing items for clarity, accuracy, content and structure
- Revising or reworking items as needed
- Overseeing items for content, task and cognitive skill
- Maintaining items for content, quality and difficulty and monitoring duplications
- Reviewing criterion standards for candidates

Exam Information

Exams are based on the knowledge, skills and tasks that an entry level HTCP needs to have as determined through a Validation Study. These studies, also known as a practice analysis or job analysis, were conducted by a committee of SMEs. This ensures that the exam is not only created fairly but also contains relevant information. The validation studies are conducted every five years as part of the maintenance of the assessment instrument.

Creating the Exam Development and Validation

Validation Study (VS): A validation study (job analysis) was completed in early May 2010 by the first committee of SMEs. From the VS, the major areas of working knowledge and associated tasks were defined for the job of an HTCP. From this, a survey was compiled and sent out to all HTCPs. The survey asked SMEs to rate knowledge areas and tasks in terms of importance and frequency of use. This was used to determine the relative importance of the items during testing.

Learning Objectives: The second committee of SMEs convened and gave a week of their time to review the curriculum workbooks that initiated the formal process of defining the Learning Objectives for HT 1-5 and for Case Management. These are available as part of the study materials for the test, and are located in the Study Guide. The Learning Objectives are each matched to the knowledge domain and specific task that encompasses them.

Question Writing: The third committee of SMEs (over 80 volunteers!) wrote and submitted over 300 potential questions for the exam. A tele-seminar was conducted, and comprehensive documentation has been distributed to train this group on how to write valid test questions (items).

Question Validation: The exam question validation process began with a final editing of the questions and then an evaluation by a small group of SMEs with experience in education, technical writing, or that are experts on the curriculum. Each question was reviewed for efficacy and items that needed to be modified, rewritten or discarded were identified. Questions are then piloted to verify that they perform within defined statistical parameters.

Standard Setting: The minimum score on the test is determined by using the evaluations of a Standard Setting Committee of SMEs that evaluates and rates the difficulty of each item on the exam. These ratings are then combined to determine the minimum required score.

Specifics about the Exam
The official name of the exam is **The Healing Touch Certified Practitioner Entry Level Proficiency Exam.**

The exam is geared towards an entry level HTCP. It is a Multiple Choice criterion referenced exam consisting of one hundred questions. It is only given in a secure location with a qualified proctor. The applicant (herein applicant or candidate) has three hours to complete the exam, which is offered as a paper and pencil test, or as a computer based test. The exam is a closed book test. The completed exam will be returned to HTC where it will be scored mechanically. The score will be reported to the applicant as a percentage of correct responses out of the total number of questions within ten business days of return of the completed exam materials.

Exam Eligibility
HTCP candidates who submit their certification packets to HTC become eligible to take the exam once their packet is approved. The candidate has up to one year from the approval of their certification packet to take the exam. Candidates cannot use the HTCP credential until they have successfully completed the exam.

Exam Security Policy
The HTCP ELPE is administered under the HTC Exam security Policy. Portions of the policy are included in the Exam Handbook in the relevant sections.

Copyrighted Examination Questions
All exam questions are the copyrighted property of HTP. It is unlawful to copy, reproduce, record, distribute or display these exam questions by any means, in whole or in part. Violations may be subject to civil and criminal penalties as well as loss of HTCP credentials.

Confidentiality and Non Disclosure*:
Confidentiality is an important aspect of maintaining the integrity of the exam. We require every candidate to help in keeping the content of the exam confidential. All of the exam questions are considered confidential. Candidates must agree to honor this confidentiality by signing the confidentiality agreement which is part of the application to take the exam. This confidentiality includes not discussing the questions or the exam with any other candidates or individuals. SMEs may discuss questions in the context of creating new questions. Violation of the exam confidentiality may have consequences up to being barred from earning the credential.

Misconduct*

Individuals who engage in any of the following behaviors will be dismissed from the exam, their scores will not be reported and exam fees will not be refunded. Examples of misconduct are when a candidate:

- Creates a disturbance, is abusive, or otherwise uncooperative;
- Displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs;
- Gives or receives help, or is suspected of doing so;
- Attempts to record exam questions or make notes;
- Attempts to take the exam for someone else; or
- Is observed with notes; books or other aids.

The occurrence of any of the following actions can result in the denial, suspension, or revocation of certification.

- Falsification of the certification application;
- Falsification of any material information requested by HTP;
- Any restrictions such as failure to be in good standing, under ethics review or other sanctions that limits the HTCP's ability to function and perform those tasks normally associated within the practice of an HTCP;
- Misrepresentation of certification status;
- Cheating on the certification exam;
- Disclosing or receiving information using language that is substantially similar to questions and/or answers on the exam;
- Reconstructing, reproducing, or transmitting any portion of exam materials;
- Using, selling, buying, offering to buy, or distributing any portion of exam materials;
- Test center violations such as impersonating a candidate, communicating during the exam, or copying or permitting copying of answers.

*For a copy of the complete disciplinary policy, non-discrimination, and confidentiality policy please see the HTC website.

Taking the Exam
Here are the steps to follow when preparing to take the exam.

Prepare for the Test
There are review materials provided in this handbook, and additionally there is a Study Guide available as a download.

The handbook contains the following:
- Background information about the HTC Governing Committee and the information and instructions for exam.
- Test preparation guidelines to provide suggestions and help alleviate anxiety about taking the test.
- The syllabus of materials used in conducting the Validation Study, writing the learning Objectives, and creating the test questions is listed later in this handbook.
- A sample test. The sample test consists of ten multiple choice questions that were written for the exam, edited and validated in the same manner as the exam questions, and have been retired for use only on the sample test. NOTE: The questions on the sample test have not been verified in testing conditions and some may be ambiguous.

Also Available
The HTCP Study Guide is available for download by candidates and HTCPs.

The Study Guide contains the following:
- The Test Blueprint, also called the Validation Study Summary, which outlines all the knowledge, skills, and abilities as determined during the Validation Study. These items are the basis for all the test items that appear on the exam.
- The Validation Study Summary.
- The full results of the Validation Study.
- The Learning Objectives chart which correlates the items on the Test Blueprint to the curriculum materials.

Additional study materials may be available from HTC or from other sources.

Registering to take the Exam
Eligible candidates should contact HTC in order to receive the registration information and study materials, which include this Handbook, and the Study Guide. Registration is available electronically and by downloadable forms on the HTC website.

Applying to take the Exam
The following is an outline of the application process for the exam.

1. **Eligibility** The Candidate must meet the eligibility requirements to apply for the exam of either being a currently HTCP, or of having submitted the HTC certification packet.
2. **Identify Proctor**. The proctor must meet and agree to the Proctor Qualifications and be able to provide the appropriate environment for the exam, and a computer with internet access for the computer bases exam.
3. **Select Test Date**. Date for computer tests must be specified to reserve your seat on the software. Paper and pencil tests may be taken anytime within a four week window. **Test dates requested should not be scheduled earlier than two weeks after your application is received**. This allows time for processing the application and sending your test materials.
4. **Submission of Application** Complete the candidate and proctor information on the application and payment online at http://www.healingtouchcertification.com/ Registration information is on page 24.
5. **Confirmation of Receipt** of your application and acceptance or a request for more information should be provided to you by e-mail within one business day. Approved proctors will receive the instructions and the test.

Identify a Proctor and Testing Location
HTC will use proctors for accreditation testing. This system allows applicants to take the exam at a location that is convenient. The Proctor Qualification section on pages 10 and 11 can be printed and taken to a prospective proctor to confirm their ability.

It is the applicant's responsibility to identify a test proctor. Appropriate proctoring services include local colleges and universities, and in some instances, public libraries and high schools. If the institution has a test administration fee, or if the proctor requires compensation, the applicant must cover these costs. Reasonable proctoring fees appear to be in the twenty–five to fifty dollar range.

Proctor Qualifications

The following are the Proctor Qualifications required for the Healing Touch Certified Practitioner Entry Level Proficiency Exam.

1. The Proctor should be employed in a professional position (at a school, government agency, or qualified business).
2. Have a verifiable e-mail address associated with their professional position (school, government agency, or qualified business) not a personal, home or free email account (no Hotmail, Gmail, Yahoo, AOL, etc).
3. Be capable of performing the duties of Proctoring the exam including:
   a. Receive the exam and instructions from Healing Touch Certification in the form of a mailed packet, or an e-mailed set of instructions, and maintain the exam materials in a reasonably secure environment under the proctor's control at all times.
   b. Provide a reasonably secluded quiet area for the test taker to work.
   c. Verify the test taker has a valid photo ID and the name on the ID matches the name on the test.
   d. Verify that the test taker does not have access to materials other than those provided by the test administrator.
   e. Verify that the test taker has turned off and put away any cell phones, PDAs or other personal electronic devices.
   f. Reasonably ensure that no other person has contact, either in-person or by electronic or other means.
   g. Provide reasonable monitoring of the test taker including periodic checks, continuous monitoring is not required.
   h. Monitor the time allotted and begin and conclude the exam within the required time.
   i. Be willing to sign an assurance that to the best of their knowledge and ability all of these conditions were met.

Sample Assurance form (Proctor):

I _____ affirm that to the best of my knowledge and ability all of the test conditions for _____ (test taker) were met, and I will report any irregularities to Healing Touch Certification.

Signed,

4. Tests may be administered by paper and pencil or electronically by computer over the internet. The following conditions are needed for the paper and pencil exam.
    a. The proctor will receive the written test materials prior to the scheduled exam
    b. Distribute the materials before the exam
    c. Collect the materials after the exam
    d. Return the materials to Healing Touch Certification in the postage paid return envelope.
5. The following conditions are needed for the computer based exam.
    a. The proctor will receive e-mailed instructions including log in links, information, and instructions for the test electronically from Healing Touch Certification.
    b. Either the proctor or the student may provide a computer with internet access.
    c. **The testing software is a secure browser feature.** In Internet Explorer the testing software is a browser add-on that must be allowed to install. For all other browsers, or if installing a browser add-on is not permitted, there is a download link for the tester application. The link is to a .zip file which is saved to the computer, extract the three files in it, preferably to desktop (anywhere on the computer is OK). Double click SecureTG.exe to run the application. There is no installation required. Running the application contacts the test database and locks down the testing environment, disabling the Control, Alt, and Delete keys through the duration of the exam. **The application may be completely removed after concluding the exam by simply deleting it.**
    d. The computer exam is timed or the test taker may terminate the test when finished.

6. The Proctor may not be a family member, friend, be employed within a business owned by a family member or friend, or be supervised by a family member or friend of the test taker without a specific exception granted by the Certification Administrator or the Governing Committee.
7. **Candidate Assurance Statement:** The candidate must sign and return or digitally accept the following statement.

       I understand and affirm that all exam questions are the copyrighted property of HTP. I affirm that I will not copy, reproduce, record, distribute, or display these exam questions by any means, in whole or in part. I understand that this confidentiality includes not discussing the questions or the exam with any other candidates or individuals. I affirm that I will maintain good conduct as outlined in the HTC Exam Handbook. I understand that the score reported at the end of this exam represents the percentage of items answered correctly and does not indicate a pass or fail.

Proctor sites in your area can be found using the internet. An example Google search might be, "Exam proctor in (Your City)." Some example websites are included below.

Examples:
http://www.delta.edu/llic/testingcenter/proctoring-services.aspx
http://www.umuc.edu/students/support/exams/proctored/alternate.cfm
http://www.ivc.edu/testing/pages/proctoring.aspx
http://thelibrary.org/services/proctor.cfm

Scheduling the Exam
A Candidate must register to take the exam within one year after becoming eligible. After completing the registration process at www.healingtouchprogram.com/certification the candidate will be notified of the receipt of their application, and approval or request for more information about their proctor by mail or email. Applicants must schedule and complete their exam with their designated proctor within thirty days (one month). Failure to schedule and take the exam within the thirty day period may result in a forfeiture of exam fees. Computer exams are scheduled for a specific day at the time of registration.

The testing software allows up to five computer tests to be scheduled at the same time on the same day. There is no limit to the number of tests taken on paper at any one time. Exam times are on a **first-come, first-served basis**, and applicants are strongly encouraged to **complete their test applications a minimum of two weeks** in advance.

Rescheduling an Examination
An applicant is allowed to reschedule the computerized exam date for any reason a minimum of five (5) business days prior to the exam date. Exceptions will be made for extenuating circumstances such as inclement weather or emergencies. All cancelations should be addressed to the Certification Administrator (available during regular business hours) and communicated to the proctor. Applicants choosing the paper exam will need to follow the rules of their chosen proctor.

Scheduling a Repeat Exam
Fill in a new application with the requested time for the retest and the proctor indicated so that we may confirm the time on the schedule. The candidate will receive a new confirmation letter for the new test time. All procedures for taking a retest are the same as taking an initial test.

Exam Day Instructions
Applicants need to bring identification, their confirmation letter and if taking the paper exam a black pen or pencil to write with.

Identification

Applicants must present one form of ID with their name, signature, and current photo along with their confirmation letter as authorization to take the exam. Applicants will also be required to sign a roster for verification of identity.

Acceptable forms of photo ID include a current driver's license with photo, a current state ID card with photo, a current passport with photo, or a current military ID with photo. The name shown on the identification must match the name on the confirmation letter.

Examination Restrictions

- No personal belongings, such as notebooks, notes or study guides are allowed in the testing area. Use of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the exam.
- No documents or notes of any kind may be removed from the exam room.
- No questions concerning the content of the exam may be asked during the exam.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.
- You will have no access to personal items such as books, phones, notes, or handouts during the break.

Written versus Computer Exam Format

The exam is available in two formats, a paper and pencil form and a computer based form. The content of these forms will be the same.

Written Exam Format

The written or paper and pencil version of the exam will consist of a printed test booklet which contains the test questions and possible answers, and an answer sheet.

For the paper and pencil exam, the proctor will distribute the exam materials, begin the exam, monitor the test taker through the process, signal the time when the exam is complete, collect the exam materials, sign the assurance that the testing conditions were met, and return them to Healing Touch certification.

The test is a standard multiple choice test with 1 correct answer amongst 4 possible answers. The test takers darken the corresponding circle completely for their choice on the answer.

The test takers will sign the confidentiality agreement and affirmation to abide by the rules of the exam on the answer sheet.

Computer Exam Format

The computer based exam is a secure computer environment on the HTC test portal

where the candidate and proctor log in to unlock the exam.

The computer is then locked into the test software until the test is complete. The questions are displayed with four possible answers and the candidate indicates their choice. The candidate can skip questions and flag questions to return to if they choose. When the test is completed the candidate's responses are automatically recorded.

Detailed Process of the Computer Exam Format
For the computer based test the test taker navigates to the web tester address provided to the proctor. For internet explorer users install the add in and continue to the exam, other browsers will need to download an application (zip file), extract the three files in it, save them anywhere on the computer (the desktop is preferred), and then close all other programs and run SecureTG.exe.

The test taker then logs in and is shown all the tests that are available to them. The test taker then selects the test and clicks the "Take Selected Test/Survey" button or may select cancel to exit. The proctor will be prompted to provide the confirmation log in and the exam will begin.

Before the test begins the confidentiality agreement and affirmation to abide by the rules of the exam must be accepted by selecting "Yes."

The exam then begins with the first question.

Navigate through the exam by using the "Back" and "Next" buttons.

Select an answer by selecting the radio button to the left of the response.

Clear a selection by choosing a different item, or by pressing the "Clear" button.

Flag the question to come back to it later with the "Flag Question" button. Clear the flag from a question by pressing the "Un-Flag Question" button.

There is a summary page after the test questions, which displays all the questions and whether they are answered or flagged. Select any question and navigate to it with the "Go back to selected question" button.

Return to the summary from a question by selecting the "Summary" button.
Complete the test by clicking the "Finish taking Test" button on the summary page.

If any questions are left blank there is a prompt to complete the test. Either go back and complete those answers or review flagged questions, or select "Finished taking test."

After finishing the test, the percentage of correct answers will be displayed. This percentage only represents the correct answers, and does not indicate a passing or failing score on the pilot exam. Select "OK" to be logged out after completing the test.

In the event of a network disruption the test taker will be able to log in when the network connection is restored and complete their exam.

Special Examination Accommodations
HTP recognizes that at times an applicant may request special testing accommodations and will make every attempt to address a request for testing accommodations based upon review of documented health needs. In all cases, requests for special accommodations and documentation of special needs are required at the time of application submission.

Timed Exam
The exam is timed. Before beginning, instructions for taking the exam will be provided either on-screen or on paper. The exam will have one hundred questions and candidates are allowed three hours to complete the exam. A reasonable time to complete the exam is approximately one and a half hours.

The length of the exam is to allow sufficient time to complete the exam without the pressure of a time constraint.

The proctor will monitor the time you spend on the exam. The computer exam will terminate if you exceed the time allowed. The proctor will notify you when the exam time is completed on the written exam. If you complete the exam early you may leave. The proctor will collect all test materials.

Specific instructions for each testing location may vary according to the proctor's procedures.

Scoring
Computer exams are scored automatically upon completion. Written exams are scanned and scored when received. A passing score will be determined by answering at least the cut score percentage of the questions correctly.

Pilot questions
Each exam contains eighty scored exam questions and twenty questions that are being piloted for use in future exams. The twenty piloted questions are not counted in the overall score for the exam. The pilot questions are distributed randomly throughout the exam.

Exam Results
Exam results will be reported with the percentage correct for each of domains. The pilot items are displayed as separate domains but are not included in the overall score. Exam results will be e-mailed within five business days of completion of the exam.

Exam Appeals Policy
The exam outcome is based upon an applicant achieving a passing score on the exam. If the applicant received a non-passing score they may request a re-scoring of the exam where the scanned answer sheet is rescored and compared to the initial results for verification of accuracy. The complete Appeals policy is available on the HTC website.

Example Exam Results
Below is an example of the Exam Results that are sent.
The graded exam domain subjects are 1_HTP_Methods, 2_Theory, 3_Client_Session, 4_Case Management, and 5_Ethical_Prof_Standards.

The pilot subjects not counted in the overall grade are P-1_HTP_Methods, P-2_Theory, P-3_Client_Session, P-4_Case Management, and P-5_Ethical_Prof_Standards.

Test Taker by Subject Report   Date

For: Lastname, Firstname

Test: HTCP_ELP_Exam_7_16_2 (Healing Touch Certified Practitioner Entry Level Proficiency Exam) ; Value: 80.00
Results for Course Healing Touch (HTCP tests)

Started Date and Time; Ended Date and Time   Attempt #

Subject	Questions	Questions Answered Correctly	% Correct	
1_HTP_Methods	27	26	96.30	
2_Theory	19	18	94.74	
3_Client_Session	8	7	87.50	
4_Case_Management	8	7	87.50	
5_Ethical_Prof_Standards	18	17	94.44	
P-1_HTP_Methods	7	6	85.71	
P-2_Theory	4	3	75.00	
P-3_Client_Session	4	3	75.00	
P-5_Ethical_Prof_Standards	5	4	80.00	

	Total Subjects	Questions	Total Questions Answered Correctly	Overall Grade
	9	100	91	93.75

Non-Passing Score on the Examination
If a candidate does not pass they have the opportunity of retaking the test for a retest fee. Each repeat test must occur at least thirty days after the previous test but no later than ninety days after the first test. Each test is randomly generated so no two tests are alike.

Cancellation of Scores
HTC is responsible for the validity and integrity of the scores they report. On occasion, computer malfunction or misconduct by an applicant may cause a score to be suspect. HTC reserves the right to void or withhold exam results if upon investigation violation of its

regulations is discovered. In the case of a suspect result due to malfunction of the system the candidate may reschedule another test with no additional charge, but the candidate is still responsible for any proctoring expenses.

Exam Score Retention

Exam scores are retained by HTC for a minimum of five years. Successful completion of the Exam becomes permanent information on the HTCPs record.

Preparing for the Healing Touch Certified Practitioner Entry Level Proficiency Exam

We all know how stressful it is to take tests and we would like to offer some strategies regarding how to prepare for the HTCP Exam. First of all, please know that almost everyone has test anxiety and that a small amount of anxiety can actually assist you to perform better as you prepare to take the test. Many of you have studied energy work from a variety of perspectives. We strongly suggest that as you prepare for the exam, you utilize the recommended HTP resources as study guides. This will hopefully eliminate any confusion with questions that you might respond to differently based on your life's experiences. Good self care will help you perform at your best.

Before taking test
- Prepare for the test by reviewing this Handbook, the HTP Study Guide, and being aware of the testing topics.
- Study the HTP syllabi and carefully review all components of each level of the HTP courses.
- Use the Healing Touch Guidebook by Dorothea Hoover-Kramer as an additional resource for study.
- Make sure you are studying from recommended resources for the certification exam and that you respond to the test questions based on HTP's course of study.

The day of the test
- Get a good night's sleep before the exam.
- Eat a healthy meal prior to taking the exam (best not to load up on carbs and perhaps get sleepy during the test!).
- Make sure you know where the test site is located and get there in plenty of time so you can remain relaxed.
- Go to the test well prepared (you have studied for the test, you are comfortably dressed, you might even use an essential oil to help diminish any feelings of stress and anxiety).

During the test

- Take a centering breath before you begin – take time to mentally prepare and focus on the task at hand before reading that first question.
- Read each question twice before answering – make sure you understand what the question is asking. Think of your own response before you look at the response choices on the test.
- Try hard not to change your answers – studies show that more than 90% of the time your first answer is correct.
- Promote your self-confidence before and during the test by using positive self-talk.

Good luck!

Syllabus of reference volumes used for creating the test items:

- Level 1 Healing Touch Notebook, 6th Edition
- Level 2 Healing Touch Notebook, 6th Edition
- Level 3 Healing Touch Notebook, 5th Edition
- Level 4/5 Healing Touch Notebook, 2008 Edition
- Case Management Article [Available here](#)

Notebooks are available to aid in curriculum review.

To purchase notebooks call the HTP office at (210) 497-5529 between 9:00am and 5:00pm M-F Central Time.

The items on this syllabus are not required to take or pass the exam. Earlier editions of the items in this syllabus contain the same basic information, but are not warranted to contain exactly the same presentation of information as those listed in the syllabus of materials used to create the exam.

Healing Touch Certification Exam Content

The exam is based on the following items. You may use this list as a study guide.

LEVEL 1
- Definition of Healing Touch
- History of Healing Touch
- Program Overview
- Basic Guiding Principles
- Evidenced based uses for HT
- Energy Fields
- Chakra's
- Basics of research
- HT practitioner attributes
- Basic HT Sequence
- Magnetic Passes
- Magnetic Clearing
- Chakra Connection
- Ultrasound
- Laser Technique
- Pain Drain technique
- Sealing a wound
- Pain Ridge
- Headache Techniques
- Heart to Heart Meditation
- Chakra Spread
- Scudder Technique

LEVEL 2
- HTP Informed Consent
- Healing Environment
- Self-care
- Self-healing
- General principles
- Attributes of the Heart
- Basic HT Sequence
- Intake/update Interview
- Pre-energetic Assessment
- Support of Client Goals
- Post-treatment Energetic Assessment
- Grounding
- Energetic Release
- Evaluation and Feedback
- Post-treatment Plan
- One Hour Sequence
- Spiral Meditation Technique
- Back and Neck Techniques
- Body Centered Interview
- Mind Clearing

LEVEL 3
- Expanded HT Sequence
- Haric Body
- Hara Line
- Core Star
- Hara Alignment Meditation
- Chelation
- Spinal Cleansing
- Deep Cleansing Treatments
- Etheric Template Clearing
- Lymphatic Drain
- Spiritual Surgery
- Sixth Level Interventions
- Celestial Body
- Seventh Level Interventions
- Ketheric Body

LEVEL 4
- Full Body Connection
- Etheric Vitality Meditation

CASE MANAGEMENT
- Intake
- Goal Formation & Planning
- Energy Assessment
- Selection of Appropriate Interventions
- Documentation
- Evaluation
- Empowering Clients
- Referrals
- Discharge Planning

CODE OF ETHICS
- Scope of Practice
- Collaborative Care
- Use of Intention
- Principles of Healing
- Respectful Care
- Equality and Acceptance
- Healing Environment
- HT 10-Step Process
- Practitioner Disclosure
- Confidentiality
- Legalities
- Practitioner Self-Development
- Professional Responsibility
- Code of Ethics
- Informed Consent
- Documentation
- Liability
- Malpractice Insurance
- Charging Clients
- Defined Levels of Practice

Sample Test Questions

Description: **These are validated and retired test items created by the pool of HTCP Subject Matter Experts and are used only as sample questions.**
Question Type: **Multiple Choice – Please select the one best answer.**

NOTE: Please note that during the pilot test the validity of the test questions is being determined, therefore there are questions which may be ambiguous. Please be confident that these questions are reflective of the test development process and not your ability.

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Q1: Which is the most correct definition of non-attachment to outcome?

Topic: **HTP Theory**

A _____ Letting go of the need to understand how Healing Touch works and embracing the mystery.

B _____ Realizing that higher power works through us and holding the sacred space.

C _____ Maintaining a non-judgmental attitude towards the client.

D _____ Holding the intention for the "highest good" for another regardless of personal desires.

Q2: The main purpose of a consent form is:

Topic: **Ethics and Professional Standards**

A _____ to offer some protection from liability while defining and establishing client-practitioner boundaries.

B _____ to determine and agree upon what techniques are best suited for this particular client.

C _____ to set written guidelines regarding client expectations for both the sessions and the environment.

D _____ to receive permission from the client to perform a treatment after being provided basic information.

Q3: The Healing Touch practitioner chooses appropriate intervention methods for the client based on:

Topic: **Client Session**

A _____ the practitioner's self confidence in administering one or more methods.

B _____ the pre-treatment hand scan and the goals of the client.

C _____ the mutual goals determined during the intake interview.

D _____ the clinical and energetic presentation of the client.

Q4: Taking a detailed intake, setting mutual goals with the client, doing a pre-assessment hand scan and pendulum reading all allow the practitioner to do what successfully?

Topic: **Case Management**

A _____ Perform adequate Practitioner preparation.

B _____ Ground and Release.

C _____ Select appropriate interventions.

D _____ Hold sacred space.

Q5: A client arrives for a second session stating that you "healed" him and he feels completely well. The HTP would respond by stating:

Topic: **HTP Theory**

A _____ all healing is self-healing and initiates from the person.

B _____ the HTP is trained to administer a complete healing treatment.

C _____ healing comes from the spiritual component of the treatment.

D _____ Angels/Guides participation is crucial to the healing process.

Q6: A client states that she is feeling unhappy and fatigued. Prior to the treatment, the practitioner sets the intention for:

Topic: **Ethics and Professional Standards**

A _____ the client to become energized.

B _____ the client to be happier.

C _____ the client to be more at peace.

D _____ the client and her highest good.

Q7: Using the breath to focus and become fully present is the best example of:

Topic: **HTP Methods**

    A _____   How to begin a Chakra Connection.

    B _____   Getting in touch with intuition.

    C _____   Grounding and Centering.

    D _____   Setting intention for a client session.

Q8: Throughout the intake/update interview, a practitioner is unable to concentrate and has thoughts straying to personal problems and emotional feelings. The best way for the practitioner to solve this is:

Topic: **Client Session**

    A _____   review previous session documentation to determine if the HTP has covered the important aspects of the client's history.

    B _____   tell the client about the inability to focus, ask to start the session over and pay more attention to the centering process.

    C _____   take a brief break to ground by drinking a glass of water and lightly stomp both feet.

    D _____   place extra focus on centering during the practitioner preparation in order to be fully present and open for their client.

Q9: The Chakra Connection facilitates movement of energy by connecting:

Topic: **HTP Methods**

    A _____   the spiritual fields.

    B _____   the auric fields.

    C _____   the major chakras.

    D _____   the major and minor chakras.

Q10: A client has been receiving regular HT sessions for over one year when the client asks the practitioner if they could meet for lunch sometime. The Practitioner feels close to this client and feels she would enjoy meeting with her. What is the best response?

Topic: **Case Management**

A _____ The HTP accepts the invitation after telling herself that she will stop working with the client if any problems arise after sharing social time.

B _____ The HTP asks the client the purpose behind the invitation and tells her that she normally doesn't socialize with clients for professional reasons.

C _____ The HTP accepts the invitation feeling confident that she can keep clear boundaries during their sessions.

D _____ The HTP accepts the invitation after affirming to the client that there are no professional boundaries broken in just sharing a meal.

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Question Key

Q1: D
Q2: A
Q3: D
Q4: C
Q5: A
Q6: D
Q7: C
Q8: D
Q9: D
Q10: B

HTC Entry Level Proficiency Exam Registration

Register for the exam in one of two ways - on-line or manually.

To register on-line, click here.
http://www.healingtouchcertification.com/exam/exam-application

This form requires a PDF viewer. Click here to get the Adobe Acrobat Reader.