

HTP LEVEL 5 HOMEWORK REVIEW CHECKSHEET

Student Name: _____ Date: _____

Class Location: _____ Reviewer: _____

The Level 5 Instructor will guide the reviewer on use of this form before the review/reading begins.

- Check left hand column if student is complete on the item.
- If you are recommending that the student complete an assignment at Level 5 or can continue working on item after Level 5 is over, please write your (brief) recommendation under Student Can Complete Column.
- If you have an issue you need to discuss with instructor, check the Instructor Discussion Column. This item must be discussed with the instructor before the Reviewer meets with the student.

This checklist is a worksheet for reviewers at Level 5. It is the basis for filling out the Verification of Coursework Completion form that is given to the student at Level 5. (Directions on use of this form will be given to the reviewer at Level 5.) When the review is complete, both forms are given to the student for use at their one-on-one final interview with the instructor.

	Student Can Complete at Level 5	Instructor Discussion Needed
Criterion 1 – Professional Profile Notebook (PPN)		
Do you get a sense of the student, their background?		
____ Copy of Level 1-4 HTP certificates	_____	_____
____ Certificates from HTP certified instructor	_____	_____
____ Resume in PPN	_____	_____
____ Student photo in PPN	_____	_____
Criterion 2 – Professional Resume		
Do you get a sense of student's training/background?		
Does it reflect professional style? Follow resume requirements?		
____ 1-2 page maximum resume	_____	_____
____ Additional page listing HT coursework	_____	_____
____ Sections in reverse chronological order (current first)	_____	_____
____ Acronyms behind name & explained	_____	_____
____ Sections follow order (educ.,work, recognition, etc)	_____	_____
Criterion 3 – Evidence of HT Practice		
Do you get a sense of the professionalism and HT knowledge base of the student?		
____ Technique List filled out, usage/confidence level good*	_____	_____
____ Fifteen intakes included with ample information	_____	_____
____ Student identified 100 treatment sessions documented	_____	_____
____ HT 1 & 2 techniques and sequences documented	_____	_____
____ HT 3 & 4 techniques and sequences documented	_____	_____
____ Sheets legible & show growth from HT 4	_____	_____
____ Ten completed documentation forms using all 10 steps and including interventions from Levels 1-4	_____	_____
____ Techniques/sequences are used in an appropriate way	_____	_____
____ 70 full length documented sessions (at least 45 minutes): length of time listed	_____	_____
____ No more than 5 animal, long distance or 2 on 1 combined	_____	_____

Criterion 3 – Evidence of HT Practice continued

- _____ Appropriate number of techniques for time frame _____
- _____ Current HTP documentation sheets used _____
- _____ Case Management (Assessment issues addressed, appropriate measureable goals, techniques chosen to address goals, Techniques chosen to address goals, homework to develop client plan) Top 10 identified – does student seem to understand case management? _____

*HT Techniques/Methods worksheet - Recommendations to students: 1. Practice what has not been used on someone in class. 2. Build a sense of confidence with technique/sequence before application for certification.

Student Can Complete during Lev 5	Instructor Discussion Needed
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Criterion 4 – Self Care Healing Modalities

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|---|-------|-------|
| _____ Two part write up (list of modalities & reflective reports) | _____ | _____ |
| _____ 10 modalities represented | _____ | _____ |
| _____ Listings include practitioner credentials, date & length of session | _____ | _____ |
| _____ Modality is a 1 on 1 therapeutic session @ least 30 minutes | _____ | _____ |
| _____ Reflective write ups (I, me, mine, my) | _____ | _____ |
| _____ Brief description/definition of modality | _____ | _____ |
| _____ Report addresses issues such as practitioner explanation, Informed consent, trusting relationships, treatment effective, What learned about yourself re: your work, recommendation? | _____ | _____ |

Criterion 5 – Educational Resources

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|--|-------|-------|
| _____ Seven books – one in each identified category | _____ | _____ |
| _____ Ethics required (Hover-Kramer, Creating Healing Relationships) | _____ | _____ |
| _____ Full title, author, date of publication, publisher/city given | _____ | _____ |
| _____ Write Up is reflective style of one or more ideas/theories/influence | _____ | _____ |
| _____ Issues addressed: information sound? Useful in self-care/practice? | _____ | _____ |

Criterion 6 - Supervised Mentorship

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|--|-------|-------|
| _____ Mentorship with a QM or supervised by a QM | _____ | _____ |
| _____ Minimum of six months with start date given | _____ | _____ |
| _____ Monthly contacts reported in summary and reflective style? | _____ | _____ |
| _____ Treatment given to mentor or observed giving HT session? | _____ | _____ |
| _____ Name, credentials, address of mentor | _____ | _____ |
| _____ Identify whether or not mentorship is meeting needs | _____ | _____ |
| _____ Mentor paragraph/statement included | _____ | _____ |

Criterion 7 – Community Project & Networking Support

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|---|-------|-------|
| _____ Two part report (one on Project & one on Networking) | _____ | _____ |
| _____ Each part ½ to ¾ page written in reflective report | _____ | _____ |
| _____ Does student identify the personal value of each? | _____ | _____ |

Criterion 8 – Case Study

Case Study is covered in small group and signed off by instructor.