



20822 Cactus Loop, San Antonio, TX 78258 (210) 497-5529 · Fax (210) 497-8532 · www.HealingTouchProgram.com

Dear Level 5 Student,

Thank you for registering for the Healing Touch Program class below. Your registration is now confirmed. We are looking forward to your presence in this celebratory class! The information you need is as follows:

**Healing Touch Level 5 Class in
Asheville, NC
December 1-4, 2011
Mary Ann Geoffrey**

**To Be Held At:
Lutheridge Ministries
2049 Upper Laurel Drive
Arden, NC 28704
(828) 684-2361**

<http://www.llmi.net/lutheridge/default.aspx>

Schedule: Please arrive early enough to settle in and get registered. Registration for the class will begin on **Thursday, December 1st** at 1 p.m. The class will start at 2 p.m. **Thursday** with a review of HT methods and end approximately 12:30 p.m. **Sunday, December 4th** with lunch to follow. The Field Coordinator for the class is **Mary Selby**. Please contact her with any questions. She can be reached at **(828) 258-0704** or maryeselby@bellsouth.net.

Lodging and meals: All classes, lodging and meals will be at **Lutheridge Ministries**. If you still need to arrange payment for your room and board, contact the HTP office. Please arrange directly with the retreat center to stay additional nights on the front or back end of the class. It is expected that all participants stay at the center and the ***instructor and HTP must approve other arrangements***. If you have any special dietary needs, please contact the HTP office with them as soon as possible, so we can inform the retreat center. For those who have special dietary needs or restrictions we recommend bringing additional food or supplements. The retreat center will provide a variety of meals but cannot be responsible for fulfilling specific dietary needs. You may want to bring between meal snacks that fit your individual diet and an extra blanket and pillow for your treatment table (if you are bringing one). Please dress in layers as classroom temperatures may vary.

Travel Information: Please click on the link below for driving directions and maps.

<http://www.llmi.net/about/directions.aspx>

GPS Address: 2511 Hendersonville Road; Arden, NC 28704

Healing Touch Level 5

Below is all the information you need to help you prepare for your coursework completion. Be sure to read through it carefully. It corresponds with the assignments described in the Level 4/5 HTP Curricular Notebook. Be sure to review these items with you mentor to be sure that both of you understand the content and expectations for Level 5.

Note: Minor changes/suggestions in description of how to organize your documented treatment sessions are included in this information letter. This differs slightly from the Level 4/5 curricular notebook directions on page 88-89.

This class confirmation letter also includes **updated Qualified Mentorship information.**

Almost unanimously, Level 5 students describe feeling like a different person compared to being at Level 4. Much personal and professional growth has taken place through all the activities and assignments required during the mentorship period between Level 4 and 5. Everyone's journeys are shared and celebrated in this class that leads to HT Program graduation.

Level 5 Homework Requirements

The following **eight items** are a list of requirements/assignments Level 4 students receive and bring to Level 5 as part of course completion and graduation from the Healing Touch Program. With satisfactory completion of all requirements, a Certificate of Course Completion of the Healing Touch Program is awarded to the student at Level 5.

Note: It is expected that this work be presented in a neat and organized fashion for ease of reading and evaluation by the Level 5 Instructor and HTCP readers.

1. Professional Profile Notebook (PPN)

Create a portfolio type presentation of your own personal design, reflecting yourself as a Healing Touch Practitioner. Place materials in a notebook presentable for presentation and display. Be creative in adding your own personal touches including a sampling of photos of people in your life (family, friends, mentors, teachers) who have supported you on your journey.

Suggested items: Professional photo, resume, copies of certificates, licenses, awards, personal mission statement/philosophy, business cards/stationary/flyers/brochures, your informed consent form, thank you notes from clients, letters of recommendation, articles you have written about HT, articles about your work, samples of artwork or inspirational quotes that reflect who you are as a person/practitioner, and other significant photos (HT class photos, instructors, mentor(s), HT clinic group photo, people supportive of one's HT journey).

Some students add a section on educational materials about Healing Touch to serve as a resource or promotional area. This section could include the HT Program overview, organizational chart, HTP curriculum outline, Scope of Practice, Code of Ethics, selected articles from Energy Magazine and/or research articles on Healing Touch.

Documented client sessions and Level 5 homework assignments are not to be included in the Professional Profile Notebook. This is a separate notebook.

2. Professional Resume

Prepare a one to two page professional resume presented in a format consistent with professional resumes.

Include the following information:

- Formal education (include location / dates)
- Work experience
- Additional related education or training (Include full wording of any acronyms).
- Professional recognitions, licensure, certifications
- Professional memberships or affiliations
- Accomplishments or awards, Certificates of Recognition

- Summary of published works or research
- Other related information/interests

Include a separate page which includes a list of Healing Touch classes attended.

List the five core curriculum classes (HTP Levels 1 – 5) at the top of the page. In addition, list any other Healing Touch classes attended including any role beyond the student role (i.e. mentor, helper, coordinator). Include repeat classes, Advanced Practice classes and coursework that you consider supportive of Healing Touch and Energy Medicine.

Note: Include level, class dates, instructor name and location (city / state / country) for all classes listed.

3. Evidence of HT Practice: Documentation of 100 Sessions

The student shall provide **100 documented sessions from your client files on the original documentation forms, including at least 15 Intake Interviews**. These documented sessions will be reviewed by the Level 5 instructor and returned to you during the Level 5 class. You may have multiple sessions on a number of your clients. (100 sessions does not mean 100 clients.) Documented sessions are reviewed at Level 5. The Instructor does not expect perfection, but *growth since Level 4 and basic/adequate documentation skills*.

Note:

Documentation forms are available on the HTP website under Student Support. You may use whatever documentation form you prefer, including one of your own design. The only requirement is that the form includes all ten steps of the HT sequence **plus the rationale** for each method used.

Expectations of 100 documented sessions Recommendations/Tips for Organizing your Documented Sessions for Level 5 Class

Please organize your documentation sheets as described below. This differs slightly from the Level 4/5 workbook description. You may add a personal note to your reader describing how you have organized your session documentation, including describing any abbreviations or coding used.

A. Place together all intakes and sessions related to a specific client in chronological order so that the Level 5 reader will be able to see how you are developing case management skills over time with particular clients.

1. **Place all multiple sessions from any individual client together in chronological order**, including the Intake Interview form if one was completed. Keep these organized at the beginning of your 100 sessions.
2. The remaining documents may be organized by full length sessions, short sessions or dates of service based on how you prefer to organize them.
3. Regarding the **ten sessions** that you chose to represent your current level of practice, documentation skills and ability to use of a variety of techniques, please mark with a **colored tab** placed on the documentation sheets (all ten the same color). These tabs are available at an office supply store. Do not use sticky notes because they easily fall off. You do **not** have to place these 10 documentations sheets at the beginning of your sessions as described in the Level 4/5 notebook. Just mark them with a tab which will make it easy for your reader to find the sessions you have selected.

4. Identify the **15 documented samples of your intake interviews** by marking them with a **colored tab**. (This tab should be a **different color** than the one used for the 10 documented sessions.)

B. Approximately seventy to eighty of the 100 sessions should be full length, that is, forty-five minutes to one hour or longer. All of the sessions may be full length if desired. Please indicate on your documentation sheet the **length of time for each session**.

C. Approximately twenty to thirty of the 100 sessions may be shorter (twenty to thirty minutes). Shorter session documentation must be sufficient to demonstrate that you followed and documented the 10 step Healing Touch Sequence.

D. Remember “less is often more”. Do not “overdo” the number of methods administered in a session. Have faith in the power of one or two methods done with positive conscious intention and heart-centeredness, versus applying as many methods as you can fit in a given amount of time.

E. If desired, approximately five of the 100 sessions *may* be long-distance, 2-on-1 treatments or working with animals.

F. Documented sessions should be submitted on the original documentation form and reflect:

- All **ten** steps of the Healing Touch Sequence.
- **Rationale for techniques utilized**. (Be mindful of applying the techniques utilized in a reasonable sequence/order. Refer to Level 2 and 3 notebooks for curriculum sequence information.) If deviating from the normal sequence or method, provide a rationale why you varied the method or sequence.

A **varied range of techniques/methods** taught in the HT curriculum. A **Healing Touch Technique/Methods Worksheet** is provided in the 4/5 Notebook, and is also available on the HTP website under Student Support. The **HT Techniques/Methods Worksheet** can be downloaded and printed from the HTP website by clicking on this link:

<http://www.healingtouchprogram.com/student/Techniques.pdf>

- This form is a tool to help you tally the number of times you have incorporated each method and will assist in determining your confidence level. *Bring this completed form to Level 5. You will be handing it in to the instructor. Be sure to have practiced each technique sufficiently for you to be able to feel confident in its use.*
- **Legibility**. If your handwriting is not neat and easy to read, please type your sessions. Make sure ink is dark, and abbreviations/acronyms are defined so that your reader understands your documentation.

G. Come as prepared as possible to Level 5. You should feel relatively confident in all the HT methods, sequences and rationales for use.

As the time approaches for your Level 5 class, be sure to note which techniques you have not practiced or those which you have not gained confidence in administering. Practice these methods on family or friends if you have not had the opportunity to use them with your client population so that you can attend Level 5 with a basic degree of confidence in how and when to apply these as HT Interventions. Each of the methods/sequences listed on the HT Techniques/Methods Worksheet should have indications of having been administered at least several times, hopefully many more.

H. **Cover the names of clients** to protect confidentiality. (Various kinds of tapes work well.)

4. Self Care Healing Modalities

Provide reports for 10 different Self Care Healing modalities experienced from various holistic/complementary health care professionals experienced between Level 4 and 5. Holistic is defined as attending to the client as a “whole person”, that is, mind, body and spirit and not just a physical or emotional/mental orientation of care such as in most mainstream medical care and much mainstream psychological care. These sessions are often reported as the “favorite” assignment when discussing the homework experience at Level 5

These are to be **1:1 therapeutic sessions** rather than group work or a class/educational experience. Session length should be *at least thirty minutes*. If you are seeing a practitioner for a series of sessions, describe one session in detail while acknowledging that you received a series.

Examples of Modalities: Acupuncture, Massage, Cranio-Sacral, Reiki, Aura Reading, Homeopathy, Flower Remedies, Aromatherapy, Tarot Reading, Personal Astrology Reading, Spiritual Direction, Polarity Therapy, Color Therapy, Music Therapy, Psychic Reading, Shamanic Journey, etc. One Healing Touch session may be included. A holistically oriented chiropractic treatment may be included.

The practitioner should have full credentials in the modality or be an advanced student. With modalities where practitioners do not receive official credentials (such as in Shamanism), years of experience or community recognition of the practitioner may be utilized as the credential.

This is a two-part report, which includes 1) a summary listing and 2) a report for each experience.

1. Provide a summary listing of the 10 Self Care Healing Modalities experienced, including:

<u>Name of Modality</u>	<u>Name of Practitioner</u>	<u>Date Received</u>
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- 1.
- 2.
- 3.
4. etcetera

Be sure to save their contact information so that you can use them for future referrals if desired.

2. Provide approximately ½ page single spaced report for each experience. The report should include the following information:

1. Name of Modality, and Date Received/Length and location of Session.
2. Practitioner Credentials – practitioners name, credentials and contact information. Briefly explain the credentials or experience level if s/he has no formal credentials.
3. Brief definition and theory behind how this modality works to promote health/healing.
4. Your experience receiving treatment such as the process/sequence of your session (including if you know how the practitioner determined the plan for treatment – Was there an assessment process?).
5. Reflective statements about your experience. Address issues such as:
 - Comfort level of your body-mind-spirit,
 - Was a trusting relationship established?
 - Was the procedure explained?
 - Was client education included?
 - Were you given recommendations or homework?
 - **Would you recommend this practitioner? This modality? Why/why not?***
 - Is this a holistic practitioner in your local network that you can include in client referral base?
 - What did you learn about yourself through this person/modality?
 - How was this helpful for self care?

*Be sure to refer to this question in your reflective statements.

5. Educational Resources

For Level 5 course completion, personal reflective summaries of **seven books** are required. Report on one book from each of the following **categories**:

- Healing Touch
- Energy Medicine/Holistic Health Care
- Quantum Physics
- Spiritual Development
- Journaling/Self Care
- Professional Development
- Ethics (The most recommended book is Creating Right Relationships: A Practical Guide to Ethics in Energy Therapies by Dorothea Hover-Kramer (2007). See HTP Website in Bookstore section for information on purchasing this text from the author.)

Include a single spaced, (approximately 250 words or ½ page maximum) report for each book submitted. Include the following:

- Full title, author, date of publication, publisher,
- Your summary should include a description of one or more of the ideas/theories presented with your **personal reflective statements** including: Consider if the information was useful/sound to you. Can it be incorporated into your self care or applied to your Healing Touch practice? How did this book stimulate your interest and influence you as a person or practitioner?

This assignment is **not a book report**, but a summary of *your personal reflections* on how this text influenced you as a person and practitioner. Keep bringing it back to “you” and “keep it personal”.

Do not confuse Level 5 homework requirements for educational resources with HT Certification requirements. Certification requires fifteen resources, which may include conferences and audiobooks; Level 5 only requires seven resources, *all books*, one book from each category.

Students are reminded to take advantage of the innumerable opportunities to research a topic, biography or book through internet services. Book reviews can easily be found on Amazon.com as well as other book selling resources.

6. Supervised Mentorship Experience

The student must be in an active mentorship process with an HTCP for at least 3 months prior to attending Level 5. Ideally, the active mentorship should be six months or longer to be better prepared for this course experience.

For Level 5, the HT Apprentice Practitioner submits a progress report of the mentorship experience to date. The report should be approximately ½ page single spaced and include:

- Name, credentials and location of mentor
- A summary of your working relationship including number of in-person meetings, email/phone contacts.
- Has your mentor observed you administering a HT session or has s/he received a session from you yet?
- Reflective statement of your experience and growth through this mentorship relationship

Additional Mentorship Information

Following Level 4, the HT Apprentice Practitioner is encouraged to enter an active mentorship as soon as possible with a Healing Touch Certified Practitioner (HTCP). The mentor assists and provides support in the development of a Healing Touch Practitioner and completion of homework assignments.

Mentorship Guidelines (Refer to the Mentorship Section in your notebook for additional information: Level 4, Unit 8)

- **Note the different requirement for course completion versus certification:**
 - To attend Level 5, the mentorship requirement is a minimum having been in an active mentorship for at least **3 months**.
 - To apply for HT Certification, the mentorship requirement period is **one full year**.
- **An HTCP who is a Qualified Mentor (QM) must be part of the mentorship process as of January 1, 2011**, when the 2010 HTP QM policy became fully in place. A mentee may either contract a mentorship with a HTCP QM mentor or have a primary mentor who is an HTCP (who is not or not yet a QM) who then also employs the supervision of an overseeing QM HTCP. In such cases, where both an HTCP and QM HTCP mentor are part of the mentorship, the overseeing QM will participate by reviewing samples of the various homework assignments for Level 5, including the case study, and will agree to review the mentee's certification packet and include a letter of recommendation for practitioner certification. If agreed upon, the supervising QM mentor may also choose to observe the mentee administering an HT treatment and/or may choose to receive an HT treatment from the mentee. Various models of QM/HTCP mentorship are possible and can be negotiated among the mentors and mentees.
- **Monthly contacts between the mentee and mentor should** be made by phone, e-mail or in person.
- **At least one required** observation of a mentor of a HT session given by the mentee to another is part of the mentorship requirement for completion of Level 5. This could possibly be done while attending an HTP class, but completing this requirement is best accomplished through a HT clinic, practice session or arranged meeting.
- **Your mentor may live locally or at a distance.** Those students with a long distance mentor need to arrange one or more in-person meetings with the mentor or arrange an agreed-upon "proxy" HTCP mentor who can have enough direct contact (one or more meetings) with the apprentice to determine progress and skill level.

7. Community Project and Networking / Support Activity Report

This is a 2-part report.

A. Community Project

Include a report of any Healing Touch community project you have participated in as a Healing Touch Practitioner Apprentice. This may include one or more Introduction to Healing Touch classes you have taught, health fairs you have participated in, or other community events where HT was part of the offerings. Serving as a helper at a HT class is **not** considered a community project acceptable for this course requirement.

Janet Mentgen's desire was that Healing Touch become a household word. She hoped it would one day be a practice available in every home, hospital, school and healthcare facility. It is a dream that all HT students and practitioners can help fulfill. She knew that educating people about Healing Touch was an important way of making HT visible and accessible in any setting, whether it is in a local neighborhood, professional networking/support group, health care facility or circle of friends with an interest in healing.

Because community outreach is such an important part of increasing awareness of the beauty and effectiveness of this modality, Janet and her original team (who put together the HT Program course track and certification program) created the Community Project as a requirement for Healing Touch Program (HTP) graduation. This project gives students an opportunity to participate in community outreach in a way that matches one's personal and professional interests. It is also a way to "stretch" beyond one's comfort

level by practicing “sharing” HT with people one might otherwise not be interacting with. **Because the student has many choices as to how to meet this requirement, s/he can choose to participate in whatever level of outreach that seems to be an experience that will foster personal growth, self-confidence and a feeling of serving one’s community.**

B. Networking and Support Group Activity

Include a report of your involvement/activity with networking and support groups.

This can include activities such as study groups, HT mentorship groups, HT clinics where clinical discussions took place, other energy medicine, spiritually-oriented or holistic health care activities that provided you with opportunities to network and receive support. *Serving as a helper for HT classes* can also be considered networking and support group activity. Participation in networking support group activity can be ongoing, occasional, or one-time events.

The 2-part report should be approximately ½ to 1 page single-spaced and include a statement about the personal value of these activities during your apprenticeship period.

8. Evidence of Healing Touch Practice – Case Study

This is your opportunity as a HT student to tell the clinical story of how you worked with a client over several sessions. You are asked to provide a case study of in-depth work with an individual client which demonstrates your:

- Professionalism and Caring
- Ability to practice safely within your Scope of Practice and the HTP Code of Ethics
- Knowledge of the HT Program curriculum and theory
- Ability to manage a case

Follow the guidelines for a case study order as outlined in the HT certification packet and become familiar with the Case Management article now available to Level 4/5 students in preparation for the writing of the case study. [Click here for Case Management article.](#)

Be sure your case study includes the following:

- Salient aspects of the intake interview and a description of four to five individual client sessions.
- Individual reported client sessions must include all ten steps of the HT Sequence.
- The first five steps of the HT Sequence (prior to the 6th step – HT Interventions) may be in various order, depending on the flow of the session (Intake/Update; Practitioner Preparation; Identification of Health Issues; Mutual Goals/Intention for Healing; Pre-treatment Energetic Assessment)
- Final summary information, which includes a statement of discharge planning and referrals to other health care professionals as applicable. If you did not refer your client to anyone during the duration of the case study, say so and why not. Example: There was no need for any referrals as the client already had a full team of health care professionals in place.

The case study should be no longer than **ten double space pages** typed in narrative format. **Bold, italicize, underline** and indent as needed for easy readability

- Provide a **draft** of your completed case study for presenting in a small group setting for peer review
- Bring **four copies** of the case study to share with the small peer group

At Level 5, students present their case study to a small peer group for beneficial feedback and refinement in preparation for certification application. In addition, several students will have the opportunity to present their case study to the entire Level 5 class and instructor for further review and feedback.

We look forward to seeing you. If you have any further questions, call us at the Healing Touch office at 210-497-5529. You may also email us at registration@HealingTouchProgram.com

Best wishes for a great class!
The Staff at Healing Touch Program

Requirements for Successful Completion

Successful completion of Level 5 coursework requires that the student be present for the entire class, 30 hours, and participate in the "hands on" portions of the class and complete a class evaluation. Upon successful completion of the class, you will receive a certificate of class completion. This certificate will indicate the CE contact hours awarded and be signed by both the class instructor and the Program Director.

Program completion (graduation with the associated title of Healing Touch Practitioner) requires sign off on the **Level 5 Verification of Coursework Completion** form by the Level 5 Instructor. Participants who have successfully completed all coursework requirements and verified on the Coursework Completion form * will be given Healing Touch Program Course Completion certificate at the end of the class.

If the Level 5 Verification of Coursework Completion is not completed and signed at the Level 5 class due to incomplete status or inadequate quality, the Healing Touch Program Completion Certificate will be mailed to the student following satisfactory completion and validation of all requirements.

**You can view this form in the Level 4/5 notebook, page 100.*

Conflict of Interest

Neither the instructors, nor their immediate family members, have any affiliations or financial interests in any corporate organizations involved with commercial products to which their presentation may refer or with any of the corporate organizations offering financial support for this activity.

Activity Planning

Healing Touch Program (HTP) writes, plans and implements the curriculum for all Healing Touch classes. HTP includes several Activity Planners in this process. Some Activity Planners have disclosed that they, or their family members, have a conflict of interest. In these cases, the activity planner has agreed, in writing, that they will not influence the content in such a manner to receive financial gain. In addition, HTP utilizes checks and balances through a review process to insure that the curriculum is not unduly influenced.

Non-Endorsement of Products

HTP accredited status with ANCC does not imply endorsement by HTP or ANCC for any of the products displayed.

HTP Sponsored Class Refund Policy

Class cancellations made prior to two weeks (14 days) before the scheduled class date will receive a full refund within 14 days of the cancellation.

Cancellations made within the two week (14 day) period immediately preceding the scheduled class date, the registrant has a choice between the following options:

- a. Transfer the full tuition to another scheduled class. Rescheduled class must be within one year of the cancellation date.
- b. Receive a refund of the full tuition less 20% administrative charge.

Cancellations received after the class starting date will be subject to forfeit.

If payment was made via credit card, the refund will be in the form of a credit to the card used when the tuition was paid, less an 8% service charge for the credit card fees. If the tuition was paid by check, HTP will issue a check and mail to the registrant within 14 days of the cancellation request. All cancellations need to be in writing, contain the registrant's name, address, phone, email, class dates and location. Extenuating circumstances, such as a death in the family, visit to the emergency room, etc. must be submitted in writing.

Please submit the written request by email, mail or fax.

Email: Registration@HealingTouchProgram.com or

Mail: HTP 20822 Cactus Loop, San Antonio, TX 78258 or

Fax: 210-497-8532

Cancellation/Rescheduling of Classes

HTP reserves the right to reschedule or cancel any class that does not indicate a breakeven or profit status within 2 weeks prior to a class. If HTP cancels or reschedules a class, the student will receive a full refund of their class tuition and room and board within 14 days.

Healing Touch management reserves the right, at its discretion and without explanation, to keep a person from registering for a class or to require a participant to leave a class. Any refunds will be handled on a case by case basis by the discretion of the management team.