



Healing Touch Certification

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1. **Title: Healing Touch Certification and Renewal Standards for a Healing Touch Certified Practitioner (HTCP)**

2. **Purpose:** The purpose of this document is to define the standards of Certification and renewal for a Healing Touch Certified Practitioner (HTCP), including the exam used as a standardized assessment instrument to establish proficiency of Certification Candidates for Healing Touch Practitioner Certification in the Healing Touch Program (HTP).

3. **Definitions:**

3.1 Healing Touch Certified Practitioner (HTCP) is an individual who has successfully met the required standards for Healing Touch Practitioner Certification, and who has received Board Certification acknowledging their completion.

3.2 Active and In Good Standing means that the applicant is approved to practice as a Healing Touch Certified Practitioner and their certification is current, up to date, and has not been challenged or compromised by unprofessional or unethical behavior. A Practitioner whose certification has been suspended or revoked, or who has permitted their certification to lapse into an inactive status, is not "active and in good standing".

4. **Scope:** This document contains the policies and procedures for becoming an HTCP.

5. **Exam Eligibility:** 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.

5.1 Alternative Pathways for Certification Eligibility:

Path 1: Healing Touch Program Course graduates.

1. Complete the Healing Touch Program course of study and present a Level 5 HTP Course Completion Certificate.
2. Submit Certification Packet and receive approval.
3. HTCP Entry Level Exam.

Path 2: Practitioners with a background that includes Professional Certification.

1. Demonstrate knowledge of Healing Touch techniques by completing training in techniques by Alice Bailey, Barbara Brennan, Rod Campbell, Daskalos, Paul Hanson, Brugh Joy, Janet Mentgen, Rudy Noel, and Rev. John Scudder.
2. Certification in a professional field that includes Case Management and Ethics OR by earning a Course Completion Certificate for the 5-level series of Healing Touch Program courses.
3. Demonstrate a 12-month supervised mentorship with a Healing Touch Qualified Mentor.
4. Evidence of 100 Documented Healing Touch Sessions and fifteen intake interviews.
5. Reports for ten self-care healing modalities.
6. Presentation of a Professional Profile reflecting your Healing Touch practice.

7. Evidence of Healing Touch Practice through a written Case Study which demonstrates:
 - Professionalism and Caring
 - Ability to practice safely within the Scope of Practice and Code of Ethics
 - Knowledge of the HT Program curriculum and theory
 - Ability to assess needs of client and set appropriate goals and intentions for healing
 - Ability to provide effective energetic interventions to promote healing
 - Ability to competently manage a case, including discharge planning and use of referrals
8. Education Requirement of reading and reporting on at least seven approved books, one representing each of the follow categories:
 - Healing Touch
 - Energy Medicine/Holistic Health Care
 - Quantum Physics
 - Spiritual Development
 - Journaling
 - Professional Development
 - Ethics: Required text: Creating Healing Relationships: Professional Standards for Energy Therapy Practitioners by Dorothea Hover-Kramer (2011).
9. Report on a Healing Touch community project.
10. Submit Certification Packet and receive approval.
11. HTCP Entry Level Exam.

Path 3 Licensed Professionals in a health care field (Nurses, Physicians, etc.)

1. Demonstrate knowledge of Healing Touch techniques by completing training in techniques by Alice Bailey, Barbara Brennan, Rod Campbell, Daskalos, Paul Hanson, Brugh Joy, Janet Mentgen, Rudy Noel, and Rev. John Scudder.
2. Demonstrate current licensure in a professional care field that includes Case Management and Ethics OR HTP Course Completion.
3. Licensure in a professional field that includes Case Management and Ethics OR by earning a Course Completion Certificate for the 5-level series of Healing Touch Program courses.
4. Demonstrate a 12-month supervised mentorship with a Healing Touch Qualified Mentor.
5. Evidence of 100 Documented Healing Touch Sessions and fifteen intake interviews.
6. Reports for ten self-care healing modalities.
7. Presentation of a Professional Profile reflecting your Healing Touch practice.
8. Evidence of Healing Touch Practice through a written Case Study which demonstrates:
 - Professionalism and Caring
 - Ability to practice safely within the Scope of Practice and Code of Ethics
 - Knowledge of the HT Program curriculum and theory
 - Ability to assess needs of client and set appropriate goals and intentions for healing
 - Ability to provide effective energetic interventions to promote healing
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 - Ethics: Required text: Creating Healing Relationships: Professional Standards for Energy Therapy Practitioners by Dorothea Hover-Kramer (2011).
10. Report on a Healing Touch community project.
11. Submit Certification Packet and receive approval.
12. HTCP Entry Level Exam.

Certification is intended for the competent practitioner and requires a professional level of development. It is anticipated that the individual will approach certification with preparation and work experiences that have contributed to his/her awareness of the practice of Healing Touch (HT) and the concepts of energy, healing, confidentiality, ethics, scope of practice and the client/practitioner relationship.

5.2 Inadmissible course work: Healing Touch courses offered by instructors teaching through Healing Touch International, Inc are not acceptable for certification.

- 6. Completion of Requirements and Certification Application Timeframe:** Participants are eligible to submit their application for certification within three years of the successful completion of the HT Program. To request an extension, send an email with your request and expected completion timeline to the Certification Administrator at certification@healingtouchcertification.com.

Instructions for certification applications are found in the certification packet form HTC-933.

- 7. Renewal:** Renewal of the HTCP certification credential occurs every five years. This process requires submission of a Healing Touch Certified Practitioner Renewal Application at least 30 days prior to the current certification expiration date. As outlined in this document.

8. Confidentiality and Non-Disclosure:

8.1 Candidate Confidentiality: 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.

8.2 Confidentiality of Candidate information:

Non-disclosure: HTCP Certification applicant names, applications, review, critique, and outcomes developed during the review process are kept strictly confidential and are available only to those individuals involved in the review process. Specific exam results or performance are kept confidential and only reported to the candidate, HTC Staff, or the Governing Committee as needed.

- Publication of Certification Status: Professional responsibility to the public demands a record of a certified practitioner's certification status. This is accomplished by publication of practitioners' certification status in a searchable on-line directory of Practitioners. The information contained in the directory is the HTCPs' certification expiration date, and a listing of their certification status. This field can only be changed by the Certification Administrator.
- Information Posted: The information posted on the directory includes the HTCP's name, certification status, city, state, zip code and country so that the profile may be found by advanced search. It also contains an encrypted e-mail that allows people to contact the practitioner, but they cannot see the practitioner's e-mail address.
- Certification status categories:
 - Active
 - Lapsed
 - Inactive
 - Retired
 - Revoked

9. HTCP Certification Standards:

9.1. Completion of Coursework

Criterion 1 Requirement:

Completion of the Healing Touch Program with all corresponding coursework is required for an applicant to be designated as a Healing Touch Practitioner. All classes must be taken in sequence and be taught by a Healing Touch Certified Instructor (HTCI), except in circumstances where the HTP transfer policy was utilized. Upon completion of all levels of the Healing Touch Program and all coursework, a Healing Touch Program Certificate of Course Completion is provided.

Submission Guidelines:

Include a copy of each Certificate of Course Completion of the Healing Touch Program signed by the Program Director dated within the last three years.

9.2. Professional Resume

Criterion 2 Requirement:

Composing your resume provides you with experience in presenting your professional self to the general public. Submit a one to two-page (maximum) Professional Resume prepared in a format consistent with professional resumes. The resume should include a Healing Touch or energy medicine focus. Additional courses in the field of energy medicine should be included in a training or education section. All sections shall be listed in reverse chronological order (most current first). Acronyms used, if not common, should be specified with name and explanation.

Submission Guidelines:

Include the following categories in this order, as applicable:

- Formal education (include school, locations, dates and degrees earned with acronyms)
- Work experience
- Professional recognition, licensures and/or certifications (list HTP completion with date achieved)
- Additional related education or training (explain acronyms and terms, as well as listing individual courses in the energy medicine field)

- Professional memberships/affiliations (list first year of membership, such as “HTPA from 2008”)
- Accomplishments or awards (year given or earned)
- Summary list of published works
- Other related interests (such as volunteer work related to health care, energy medicine, etc.)

9.3. Educational Resources and Development as a Healer

Criterion 3 Requirement:

Practitioner Certification requires an ongoing commitment to holistic personal and professional growth that embraces and spans the physical, emotional, mental, and spiritual aspects of our lives. The “30 Major Concepts and Principles Specifically Taught in the HT Program Curriculum” found in each Level 1-4/5 notebook are important as the foundation upon which we base our HT philosophy and how we serve as energy practitioners.

Certification submission requires **five** NEW educational resources that are not the same 7 resources used for L5. Each resource should address a thoughtfully selected principle/guideline from the 30 Major Concepts and Principles. It is expected that the applicant will reference the chosen principle/concept in each report and how it supports their professional practice and growth. Besides books, these five resources can include: conferences or events, audio resources, and webinars or online classes relevant to the development of becoming a HT Practitioner. The categories of choice remain:

Categories of Educational Resources

- I. Healing Touch
- II. Energy Medicine/Holistic Health Care
- III. Quantum Physics/Scientific Principles/Research
- IV. Spiritual Development
- V. Journaling/Self Care
- VI. Professional Development
- VII. Ethics

Submission Guidelines:

3A: Submit a document with the heading “**3A: Educational Resources and Development as a Healer**” that contains five half-page (approximately 250 words) typed single spaced, reflective reports. (one per resource used) This can be submitted as a single document with numbering for each report.

Professional Growth and Self-Development questions for **consideration** in reports when applicable:

1. How has this resource helped you expand your skills as an energy practitioner?
2. How have you integrated this growth into your energy practice?
3. How does this resource impact your personal and professional truth?
4. How does this resource support your practice of unconditional love?
5. What has been challenging for you in your self-care practice and how did this resource help you address it?

3B: Include a bibliography entitled "**3B: Bibliography**" listing the 5 additional resources for certification on top **and** the 7 books read for the Level 5 class requirement separately below for a total of 12 resources. Please be sure to include the full title, author, date of publication, publisher, city, and state.

9.4. Supervised Mentorship

"The meeting of two personalities is like the contact of two chemical substances - if there is any reaction, both are transformed." Carl Jung (1875-1961)

Criterion 4 Requirement:

The applicant is required to participate in a minimum one-year mentorship. The mentor must be an HTCP and be an HTP Qualified Mentor. Alternatively, the mentor must be an HTCP who is supervised by an HTP Qualified Mentor. During the mentorship the applicant must have: twelve individual contacts with the mentor, two required treatments observed by the mentor (or proxy), one treatment given to the mentor (or proxy) and a narrative mentorship experience. Mentorship letters of recommendation must be within six months of submission and reflect twelve months of supervision.

Submission Guidelines:

4A: Include a narrative, reflective report of one to two pages using the heading: "4A: Mentorship Experience Report" at the top center of the page that includes information relating to the following:

- Individual contacts with mentor that include topics discussed such as homework assignments.
- Two HT sessions given by the applicant, directly observed by the mentor and one HT session received by the mentor (or designated proxy) from the applicant.
- Pertinent information related to your development as an HT practitioner. Areas to emphasize in the mentor/student relationship are: discussions of professionalism, ethical issues, case management, documentation, the referral process, personal growth as a practitioner and other meaningful issues important to you.
- A Letter of Recommendation from each mentor indicating general competence of the applicant within a practice setting. This letter must include evaluations of the two viewed and one received Healing Touch sessions. Ideally this report will also speak to applicant's adherence to the Scope of Practice, Code of Ethics, professionalism, client communication skills, growth, etc.

Also include the following completed forms:

4B. Applicant's signed Assertion of Personal Responsibility form (HTP-933-C), with each line initialed by applicant. Add "**4B:**" to the heading of that form.

4C. A completed Mentor Assessment and form from each mentor (HTP-933-B), two-page form with mentor's signature.

4D. A recommendation letter from each mentor. If possible, use the heading "**4D: Mentor Letter(s) of Recommendation**" at the top center of the page.

NOTE: If the QM is supervising the mentor instead of directly mentoring the applicant, a letter by the QM giving the dates of supervision for the direct mentor must be submitted. No personal recommendation by the QM of the applicant is required. This letter must give the

QM number and speak to the relationship with the direct mentor regarding supervision and growth issues.

9.5. Ethics and Professionalism

Criterion 5 Requirement:

Knowledge of the ethical and legal framework provided by the applicant's HT program as well as federal, state and community laws, regulations, guidelines and standards are necessary when starting a practice. Document professional knowledge and provide evidence of an ethical framework that guides your practice of Healing Touch.

Submission Guidelines

Include a one to two-page, single-spaced report using the heading "4A: Ethics and Professionalism" that reflects/addresses these areas:

- How you adhere in your practice to the Healing Touch Statement of Scope of Practice and Code of Ethics.
- Your personal guidelines for making referrals to other appropriate practitioners - providing one example of a referral made between HT Level 4 and now in your HT practice.
- Report on your decision regarding the need for and use of an informed consent in your client practice. Under what circumstances do you use verbal versus signed consent?
- Give an example of an ethical situation that you have learned from or dealt with in your life since you started training in HT. This may be drawn from your work or life experiences, or your HT practice. Address what you learned or how it influenced your practice.

9.6. Evidence of a Healing Touch Practice

Criterion 6 Requirement:

The purpose of this requirement is to provide an opportunity for the Healing Touch Practitioner to demonstrate her/his ability to competently perform case management with a client. The case study submitted within the application packet must have been completed within the last two years.

Part A – Description of your Practice

Part B – Case Study

Part C – Healing Touch Session Documentations

Part A – Description of your Practice

Certification is intended for those who engage in the active practice of Healing Touch. How you define that practice is totally up to you. Janet's dictum of "do the work" is central to this aspect of the Application Packet. As you think about the next five years of your life, share how you plan to continue or alter your current practice. Describe the tools and resources you might use to manifest your vision.

Submission Guidelines:

6A: In a one-page single spaced report please describe your active Healing Touch practice. Use the heading: "**6A: Practice Description**" at the top center of the page. Include some examples of the types of clients served, site of your practice, referral sources and any special features you wish for us to know about your work. Reflect on the successes as well as the struggles you have encountered and what this practice means to you. What does your practice offer your community?

Part B – Case Study

Prepare a case study addressing four to five sessions with a client of no more than four weeks between sessions. (Give explanation for sessions further than two weeks apart, as case management evidence is key.) The purpose of the case study is to highlight your ability to assess the needs of a client, to create and hold a healing space over time, to provide effective Healing Touch interventions that promote healing and to demonstrate good management of your client's case. This provides you with the opportunity to describe and promote your unique talents in a caring relationship using what you have learned within your Healing Touch Practice. The case study submitted within the application packet must have been completed within the last two years from the submission date.

Submission Guidelines:

6B: The case study must be no more than ten numbered, double-spaced pages in a narrative format, with applicant's name on each page. The client's name should not be included. (Please use client's initials, as these are preferred to "client.") Please be sure to use the ten step Healing Touch Sequence format (refer to Healing Touch Notebook Level 2 – Part III: *Creating a One Hour Healing Touch Sequence*). Please note: The order of the first 5 parts of the Healing Touch sequence can be individualized to your practice. Use the heading: "**6B: Case Study**" at the top center of the page.

Your case study must include the following for each reported client session:

- Intake or Update
- Practitioner Preparation (how do you center and ground, and how do you attune to the client?)
- Pre-Treatment Energetic Assessment (pendle and handscan to your ability)
- Health Issues (with scales, if used)
- Mutual Goals/Intentions for Healing (must be measurable)
- Healing Touch Interventions and rationale for selection of each method
- Post-Treatment Energetic Assessment
- Ground Client/Release energetically
- Client Feedback and Practitioner Observation and Evaluation
- Plan for keeping the balance going between sessions, empowering client, homework, and future sessions

Include for each reported session:

- Location of session
- Date of session
- Length of session

Include a summary of the following information with your case study.

Final Evaluation/Summary:

Discuss how health issues and treatment goals were met or changed over time to meet client's needs, along with the energetic patterns observed, such as specific chakras that were repeatedly compromised, biofield patterns or sensations, issues related to specific body systems or locations, homework benefits/compliance, etc. If not already addressed in the case study, please discuss whether or not the long term or short term goals needed to be adjusted from session to session. Indicate what triggered the

decision to revise goals over the case study. Summarize major or notable biofield changes and benefits from the first session onward and summarize the benefits of homework completion.

Discharge Planning:

In one or two sentences, describe your client follow-up plan. What are the mutual goals still to be addressed, if any? Did you discharge the client at this time?

Referrals:

List referrals made during the course of treatment. If no referrals were made, explain why.

For cases involving more than four or five sessions over an extended period, provide a brief overview of sessions not reported and identify which ones were written in depth.

Part C – Healing Touch Session Documentation

Provide two documented individual client sessions completed within the last six months. Please use different clients than in case study and include interventions not presented in your case study. Use the heading: "6C: Two documented Healing Touch Sessions" at the top center of the page.

- Identify the technique with bolding, underlining, or highlighting
- Follow the ten step HT Sequence for each of these sessions
- Include information in the UPDATE so the reader can identify the background and purpose for the session (for example, do not say "see intake")
- Use Healing Touch Program standardized documentation forms or choose to describe in narrative format the ten steps of the session
- Sessions must be dated and time lengths given

Submission Guidelines:

Documentation forms should be submitted in a legible form or be computer generated. Narrative documentations should be double-spaced, typewritten, two to three pages in length, or in legible handwriting. You may include drawings of pre- and post-energetic assessments, if desired. Include the rationale for the selection of your chosen techniques. (Sample documentation forms can be found on the HTP website.)

Packet Application Forms

The following forms are part of the required materials and need to be submitted with the Application Packet in the order listed on the Practitioner Packet Application Checklist. These forms can be found online at www.healingtouchprogram.com/certification.

- Application (HTP-962)
- Payment Information (if submitting manually) (HTP-963)
- Mentor Assessment and Recommendation (one form must be filled out for each active mentor during the one-year mentorship process (see separate requirements for QMs working directly with applicant's mentors) (HTP-933-B)
- Assertion of Personal Responsibility (HTP-933-C)
- Practitioner Certification Application Checklist (HTP-933-D)

10. Exam Standards

10.1 Achievement of a passing score on the Healing Touch Practitioner Proficiency Exam

All HTCP applicants must achieve a passing score on the HTCP ELPE. The HTCP is only required to pass the exam one time. The exam is geared towards an entry level HTCP, meaning it is designed for the person just having completed the HT educational program who has earned the title "Practitioner." The exam is a multiple choice, criterion-referenced exam consisting of one hundred questions. The exam is given in a secured location with a qualified proctor. The applicant is given three hours to complete the exam. It is offered either as a paper and pencil, or a computer-based test. The completed exam will be returned to HTC by the arranged proctor where it will be scored mechanically.

10.2 Exam Eligibility:

Applicants become eligible for the proctored exam **after** they have received the email notifying them of certification packet approval. Information on how to apply for the exam will be provided to the applicant once their packet has been received and again upon approval. Applicants will have up to one year from notification of approval of their certification packet to take the exam. Candidates cannot use the HTCP credential until they have successfully completed the exam.

11. Assessment Instrument Specifications:

11.1 Name: The assessment instrument is called "**The Healing Touch Certified Practitioner Entry Level Proficiency Exam**" (hereafter called "the exam").

11.2 Type: The exam format is Multiple Choice Criterion Referenced Exam.

11.3 Administration: The test is given in a secure location by a qualified proctor according to the test administration instructions (contained in HTC-999 Operations Manual, Exam administration process) and proctoring instructions (contained in the HTC-972 Proctor Training Manual document).

11.4 Test length: The test is 100 questions or items, 80 items constitute the actual exam, and 20 items are pilot questions under evaluation.

11.5 Test Duration: The test must be completed within three hours. (180 minutes)

11.6 Test Format: The test is offered as either a paper and pencil exam with a machine-readable answer sheet, or a computer administered test on a secured computer based on the Test Generator software.

11.7 Scoring: Results are scanned or submitted and scored. Each item with the correct answer selected is scored as correct; answers with a wrong answer selected or no answer are scored as incorrect. Pilot Questions are not considered in the test taker's score.

11.8 Cut Score: The cut score is determined in a Standard Setting by a panel of SMEs with the Governing Committee's agreement based on the psychometrician's analysis of the pilot test results and recommendations to reflect a number that accurately separates an Entry Level HTCP from a lay person.

11.9 Reporting: The result is scored as the percentage of correct answers out of the total number of items. The correct percentage is measured against the cut score and reported to the test taker.

11.10 Results: The results, the percentage of correct answers out of the total number of test items, are communicated to each test taker, along with the cut score and whether the test taker has achieved a passing score.

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

*Domain level statistics do not carry the same level of statistical significance as results for the overall exam because the domains have a lower number of items than the entire exam.

11.11 Non-Passing Score on the Examination: If a candidate does not pass they have the opportunity to retake 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.

11.12 Composition: The test items (questions) are derived from the Job Analysis Study, and subsequent survey of stakeholders of the key knowledge, skills, and abilities required of an entry level HTCP described in that study and then correlated to the program Learning Objectives. The test items are distributed with a representative percentage of items from each of the Content Domains as determined by the survey of stakeholders.

Distribution of questions:

Domain	%	Pilot	Exam Total Scored and Unscored	Scored Exam Items	Pilot Items on Exam
HTP Methods	34	61	34	27	7
HTP Theory	23	42	23	19	4
HTP Client Session	10	18	10	8	2
HTP Case Management	10	18	10	8	2
Ethical/Professional Standards	23	41	23	18	5
Total	100	180	100	80	20

Candidate background and experience: The test material, type, and method of delivery were chosen based on a background and level of experience appropriate to an entry level HTCP.

- 12. Pilot Test:** The test was initially offered as a Pilot Test in order to validate the items for the test and to psychometrically evaluate the test results to determine the valid cut score. The pilot test will have the following characteristics.

Name: This test is called the **"The Healing Touch Certified Practitioner Entry Level Proficiency Exam Pilot Test"**, hereafter called the pilot test.

Type: The format of the exam is a Multiple-Choice Criterion Referenced Exam.

Administration: The Pilot Test was offered from August 2011 through January 31, 2012 and is now closed. The test was given in a secure location by a qualified proctor according to the test administration (contained in HTC-999 Operations Manual, Exam administration process) and proctoring instructions (contained in the HTC-972 Proctor Training Manual document).

Length: The Pilot test contained 180 items. All items were test questions generated and validated by Subject Matter Experts (SMEs) and the items for the exam will come from these pilot items.

Duration: The test takers were allowed four- and one-half hours to complete the pilot test.

Test Format: The test was a paper and pencil exam with a machine-readable answer sheet, or a computer administered test on a secured computer based on Test Generator software.

Scoring: Results were scanned or submitted and scored according to the total number of items. These results are the data used in the psychometric evaluation and determination of the cut score. Results were scanned or submitted and scored. Each item with the correct answer selected was scored as correct, answers with a wrong answer selected or no answer were scored as incorrect.

Cut Score: The cut score was determined by a panel of SMEs with the Governing Committee's agreement based on the psychometrician's analysis of the pilot test results and recommendations to reflect a number that accurately separates an Entry Level HTCP from a lay person.

Composition: The test items (questions) were derived from the Job Analysis Study, and subsequent survey of stakeholders of the key knowledge, skills, and abilities required of an entry level HTCP described in that study and then correlated to the program Learning Objectives. The test items were distributed with a representative percentage of items from each of the Content Domains as determined by the survey of stakeholders conducted as part of the Job Analysis validation.

Pilot Test Reporting: Results of the Pilot Test were communicated in the same manner as exam results described above. After the items for the exam were selected the pilot tests were scored using the exam scoring criteria and method to determine whether each test taker achieved a passing score for the exam. These results, the percentage of correct answers out of the total number of test items were communicated to each test taker, along with the cut score and whether the test taker has achieved a passing score.

Reporting of Test Outcome:

The exam score earned will be reported to the applicant as a percentage of correct responses out of the total number of questions. If the applicant has had their packet previously approved and if the score earned is a passing score, the applicant will be notified by mail of approval of certification as an HTCP and receive a congratulatory letter and HTCP certificate.

If a candidate does not receive a passing score on the exam, they have the opportunity to retake the test for a retest fee. Each repeat test must occur within 90 days after the previous test. If the test needs to be retaken, contact the Certification Administrator (certification@healingtouchcertification.com) and request a retake date. Applicants cannot become a Healing Touch Certified Practitioner without receiving both an approval on the application packet and a passing score on the exam.

1. The exam registration and administration procedure is contained in **Healing Touch Certified Practitioner Entry Level Proficiency Exam and Pilot Test Registration and Administration Procedure**. HTC_999.doc
2. Exam Proctoring is defined in the Proctor Training Manual which includes Proctor Training, Proctor Qualification and Selection, Proctor Process.

Applicant Grievance Procedure

The appeals process for adverse certification decisions from applicants for HTCP Certification is covered in the HTC Certification Appeals Policy HTC_354 as posted on the HTC website.