



## Healing Touch for Animals® Coordinator Manual

### ~~~~~ Support / Contact Information ~~~~~

#### **Healing Touch for Animals® Office**

Office 303.470.6572

[Info@HealingTouchforAnimals.com](mailto:Info@HealingTouchforAnimals.com)

[HealingTouchforAnimals.com](http://HealingTouchforAnimals.com)

#### **Drea Robertson**

Director of Business Operations

Office 303.794.0032 / Cell/Text 720.291.0967

[Drea@HealingTouchforAnimals.com](mailto:Drea@HealingTouchforAnimals.com)

- Drea Robertson, the Director of Business Operations will help answer questions before, during and after your course planning process.
- Our coordinators are a vital part of our HTA family and team; therefore, it is imperative we connect at a minimum on a monthly basis.
- All conference calls and webinars are considered mandatory.
- **On a Side-Note:** In the past, some coordinators have experienced life changing events ranging from emotional trauma, accidents, weather related catastrophes, illnesses to a death in the family (both animals and people). On the flip side, we have enjoyed learning about successes, new babies and life's celebrations. If a life changing event occurs in your life, Carol Komitor and the HTA staff want to include you (and/or family member) in our meditation and prayers to keep you in healing and supportive energy. In addition, life changing events can directly impact the success of your HTA Courses. Knowing about your challenges and triumphs as they happen will help us better support you and your HTA work, so please keep us up to date.

### ~~~~~ Scheduling ~~~~~

- The HTA office will contact you to schedule a course in your area. Courses are continually being added to the schedule throughout the year.
- Together we will determine the best city/area name for publicity purposes. We will consider your target market, for example, "The Denver Metro Area" may sound more appealing to your market than "Highlands Ranch, CO".
- Two successful Level 1 Courses are required before we add Levels 2-Advanced Proficiency to the schedule in any given area.
- HTA schedules courses with a minimum of 10 weeks between levels to allow the coordinator time to promote the course and to allow students to practice before advancing to the next level. In addition, it allows the student time to save for tuition costs.



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### ~~~~~ Tuition Price Structure ~~~~~

<u>Level 1 Course</u>	<u>Price</u>	<u>Early Registration Price</u>
Introduction to Healing Touch Class, Small Animal Class & Large Animal Class	\$605	\$530
Introduction to Healing Touch Class & Small Animal Class	\$365	\$320
Large Animal Class (have met prerequisite)	\$240	\$210
<u>Level 2 Course</u>	<u>Price</u>	<u>Early Registration Price</u>
Fundamentals Class, Small Animal Class & Large Animal Class	\$605	\$530
Fundamentals Class & Small Animal Class	\$365	\$320
Large Animal Class (have met prerequisite)	\$240	\$210
<u>Level 3 - Advanced Proficiency Courses</u>	<u>Price</u>	<u>Early Registration Price</u>
Fundamentals Class, Small Animal Class & Large Animal Class	\$720	\$630
Fundamentals Class and Small Animal Class	\$480	\$420
Large Animal Class (have met prerequisite)	\$240	\$210

### ~~~~~ Course Registration ~~~~~

- All course registrations are processed through our secure on-line store.
- Registration forms can be printed from our website and submitted to:  
 Healing Touch for Animals®  
 P.O. Box 632171  
 Highlands Ranch, CO 80163-2171

### ~~~~~ Early Bird Pricing Policy ~~~~~

- Early Bird Prices are available to students who register and pay at least 4 weeks prior to the selected Healing Touch for Animals® Course.
- Registrations and payments in full must be received and/or postmarked by the 4-week deadline in order to qualify for the Early Bird Tuition.
- Registrations and payments received less than 4 weeks prior to the course will pay the full price tuition.
- **Note:** The actual price on the website will not change until the Monday after the 4-week deadline; however, we advertise the Early Bird Prices ends on Sunday.



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### ~~~~~ Repeat Course Pricing Policy ~~~~~

- Students who have previously taken an HTA Course may repeat the course at a Repeat Fee Discount. Repeating students may be required to provide their HTA completion certificate to qualify for the Repeat Fee Discount.
- The following is the price structure for repeating students:

<u>Repeating Level 1 Course</u>	<u>Price</u>	<u>Early Registration Price</u>
Introduction to Healing Touch Class	\$85	\$80
Small Animal Class (1 day)	\$140	\$130
Large Animal Class (1 day)	\$140	\$130
<u>Repeating Level 2 Course</u>	<u>Price</u>	<u>Early Registration Price</u>
Fundamentals Class	\$85	\$80
Small Animal Class (1 day)	\$140	\$130
Large Animal Class (1 day)	\$140	\$130
<u>Repeating Level 3 - Advanced Proficiency Courses</u>	<u>Price</u>	<u>Early Registration Price</u>
Fundamentals Class	\$140	\$130
Small Animal Class (1 day)	\$140	\$130
Large Animal Class (1 day)	\$140	\$130

### ~~~~~ Course Registration Information ~~~~~

- Upon registering for an HTA Course, the registrant is sent a confirmation email. The HTA office and coordinator are emailed copies of the registration which includes the method of payment.
- The registrant is provided a downloadable PDF of the course details.

### ~~~~~ Attendees Policy ~~~~~

- Students must be 18 years or older to attend an HTA Course.
- Minors between the ages of 12-17 may attend an HTA Course if they are accompanied by an adult (both minor and adult must pay for the course) and receive prior approval from the HTA office.
- Disabled students are asked to notify the coordinator of their disability to ensure all appropriate accommodations are made. The coordinator must inform the HTA office of any special needs situation.
- Due to the energetic teachings of the course, alcohol consumption during the weekend is highly discouraged.



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### ~~~~~ Continuing Education Credits ~~~~~

- The Healing Touch for Animals® (HTA) curriculum has been reviewed by Associated Bodywork and Massage Professionals (ABMP). ABMP has determined that the HTA curriculum has met or exceeded standards as set forth by them. ABMP recognizes HTA courses provided by all HTA instructors using the Komitor Healing Method, Inc. and offers CE's towards their two-year, 16 hour continuing education requirement.
- Healing Touch Program™ (HTP) also recognizes HTA courses and offers CEs towards their continuing education requirements.
- If someone is interested in applying the contact hours received by attending the HTA course(s) towards another certification program's continuing education requirements, please have them contact the governing board of the program in which they hope to apply the hours to verify if they will accept the Healing Touch for Animals® contact hours towards their requirements.

### ~~~~~ Class Prerequisite Policy ~~~~~

- Students who can provide a certificate of completion for 16 or more instruction hours from a Healing Touch Level 1 Course (offered through the following organizations) are eligible to attend the Introduction to Healing Touch Class at a reduced fee.
  - Healing Touch Program™ (HTP)
  - Healing Touch International (HTI) / Healing Beyond Borders (HBB)
  - Healing Touch Spiritual Ministries (HTSM) Using Your Hands to Heal (103)
  - Institute of Spiritual Healing and Aromatherapy (ISHA) Certification in Clinical Aromatherapy (301)
- Repeating participants are required to provide the HTA Coordinator with a copy of their Healing Touch Level 1 Course completion certificate prior to the HTA Course or their first contact day.
- HT completion certificates must be sent to the HTA office after the course.
- Each student must complete HTA Level 1 Course before proceeding to Level 2, and so on.
- The Fundamentals Class for each Level is mandatory for students unless they are repeating the course.
- The Small Animal Class is a prerequisite to the Large Animal Class for all levels.
- In order to qualify to become an HTA Certified Practitioner, HTA Levels 1-4 small and large animal classes must be completed. See the [HTA Certification Requirements](#) on the HTA website.

### ~~~~~ Scholarship Guidelines ~~~~~

- We do not currently have a scholarship program.



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### ~~~~~ Group Discounts ~~~~~

- Special group discounts may apply to animal organizations that register multiple employees to attend a Level 1 HTA Course. HTA offers a discount of 10-20% to groups of six or more from the same organization. Examples of these groups are: animal shelters, animal rescue groups, veterinary offices, etc. Group discount requests must be pre-approved by the HTA office.

#### **Qualifications**

- Groups must be of six or more students from the same organization.
- All group registrants must complete the Introduction to Healing Touch / Fundamentals and Small Animal Class in order to qualify for the 10% discount. **OR**
- All group registrants must complete the Introduction to Healing Touch / Fundamentals, Small Animal Class and Large Animal Class in order to qualify for the 20% discount.
- Group registrants must pay the full entire course tuition.
- Within two weeks after the course, the HTA office will issue one refund check for the discount.
- Early Registration Discount Prices may be applied in conjunction to the 10-20% Group Discount (when applicable).
- Group Discounts are only applicable to Level 1 HTA Courses.

### ~~~~~ Cancellation & Refund Policy ~~~~~

- In the event a registrant cannot attend a course, the registrant must contact the HTA Coordinator or HTA office immediately.
- Cancellations more than 5 business days before the first day of the course will be refunded in full, minus a \$50.00 processing fee.
- Cancellations within 5 business days will be refunded in full, minus a \$100.00 processing fee.
- Processing fees are waived if the registrant transfers the registration to another course.
- Refunds are processed the same way they were originally paid.
- Refunds are processed within one to two weeks.
- HTA reserves the right to cancel a course at any time.
- In the unlikely event a course is cancelled, each paid registration will be refunded their tuition in full or may transfer to another course.

### ~~~~~ Student Minimums ~~~~~

- A minimum of \$5000.00 in total course tuition is required in order for the course to be held.
- The average course grosses \$8500.00 in course tuition.



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### ~~~~~ Assistant Guidelines ~~~~~

- If the number of registrants exceeds 20 paying students for each class, you may request an “Assistant”.
- The assistant’s role is to help the coordinator market the course and help with product sales, preparation and clean-up after each class.
- If you choose to utilize an assistant, you may either determine an assistant yourself or one will be appointed to you.
- All assistants must be pre-approved by the HTA office.
- Assistants are not paid monetarily, instead,
  - Students who have not taken the level they are assisting with are granted a 50% scholarship to the course for their efforts.
  - Students who have taken the level they are assisting with are granted a 100% scholarship to the course for their efforts.

### ~~~~~ Payment Methods ~~~~~

- We accept Visa, MasterCard, American Express, and Discover Credit / Debit Cards, PayPal payments and cash. Cash, however, should not be sent through the mail under any circumstance.

### ~~~~~ Waivers and Agreements ~~~~~

- Course students are required to sign a Waiver of Liability, Release and Hold Harmless Agreement and Photo/Testimonial Release. During the registration process we require the registrant to agree to the Waiver of Liability, Release and Hold Harmless Agreement and Photo/Testimonial Release before their registration is processed, in addition, the agreement must be physically signed.
- Coordinators are required to ensure each student has signed the Waiver of Liability, Release and Hold Harmless Agreement and Photo/Testimonial Release form at the beginning of the first day each student attends the course.
- The Waiver of Liability, Release and Hold Harmless Agreement and Photo/Testimonial Release form is provided under the cover of each workbook and does not transfer to other levels.

### ~~~~~ Facility Information ~~~~~

#### General Information

- Determine the facility location(s). Use the Facility Requirement Guidelines as a guide.
- Email the completed Facility Location Record (PDF format / Word format) to the HTA office as soon as the facility location(s) are firm. In the event your course will have multiple locations for each class, please complete the Facility Location Record as each facility confirmed. This information is vital for insurance and facility payment purposes. The course cannot be taught without this information.
- Upon receipt of the Facility Location Record, the HTA office will update the HTA website with the facility location(s).



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- The completed **Facility Contract** is required. Email or fax the completed, signed Facility Contract to the HTA office upon mutual consent. Coordinators must review and approve the contract prior to submitting to the office. Coordinators are authorized to approve contacts; however, please contact the HTA office should you have any questions.

### **Facility Fees**

- All facility fees are paid by the HTA office.
- The Level 1 & Level 2 combined facilities average \$550.00 total, Levels 3, 4 & AP combined facilities average \$650.00 total.
- Scholarships to the course you are coordinating may be presented to the facility in lieu of a facility fee.
- In the event the small animal or large animal facility chooses to accept a scholarship in lieu of a facility fee, the scholarship includes admission for one to the Introduction to Healing Touch Class, the Small Animal Class and the Large Animal Class.
- Please remember that scholarships may be offered in lieu of a facility fee for Level 1 courses only unless the student receiving the scholarship has attended the previous level.

### ~~~~~ **Dogs in Class Policy** ~~~~~

- Students are encouraged to bring their well-behaved dog to the Small Animal Class providing their state-mandated vaccination requirements are current and they are parasite free. Well-behaved dogs are defined as dogs that have never shown signs of aggression towards any human or animal, responds well on a leash, does not whine, jump, or bark and is able to respond to behavioral commands.
- Each dog attending the class will receive Healing Touch for Animals® treatments by the care giver and other participants. They are given frequent breaks to eat, drink and relieve themselves. As we are in a group setting with multiple dogs, it is necessary for care givers to monitor their animal's behavior. In the event your dog is in her heat cycle, please refrain from bringing her to the class as occasionally intact male dogs are in class.
- Students are asked to keep dogs on a short leash at all times to avoid incidents.
- Dogs are not permitted during the Fundamentals Class or the Large Animal Class.
- Students are asked to ensure their dogs are clean and brushed and the bedding brought to class is also clean.
- Dogs must be continent and housetrained. Dogs who require the need to use piddle pads or are working on becoming housetrained are not permitted in class.

### **Quantity**

- We require one dog for every two students. As you get closer to the date of the course, make sure you have enough dogs for each student to have a good experience.



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### ~~~~~ **Horses in Class Policy** ~~~~~

- Course Instructors provide basic safety instructions in every Large Animal Class prior to working with horses. Class participants are divided into teams with students with more horse experience.
- Classes are held in equine alleyways and arenas. Adequate room is provided around each group of students working with the horses.
- Horses in class have good ground manners, are not shy around their head or feet, are able to be touched, stand quietly with a halter and lead rope and are comfortable in group settings around horses and people.
- The horses are given frequent breaks to eat, drink. Each horse being used in the class will be receiving Healing Touch for Animals® treatments by the instructor and/or participants. HTA does not permit trailored-in horses due to horses finding a new placement in the herd and because of communicable diseases that may be spread.
- Facility managers and/or owners are either available onsite or by phone during the class. Information and/or specific instructions about the horses and the facility are available to HTA Instructors and Coordinators.

#### **Quantity**

- We require one horse for every three students.