



## Checklist for the Approval of a Continuing Education Workshop in Therapeutic Touch®

Name of Workshop \_\_\_\_\_

Developed by \_\_\_\_\_

### **Purpose**

The purpose of a Continuing Education Workshop is to expand participant knowledge, insight and inner awareness of Therapeutic Touch® beyond the basic levels following the principles of Therapeutic Touch as developed by Dolores Krieger, PhD, RN, and Dora Kunz.

### **Policy**

- The facilitator of the workshop is a TTNO Recognized Teacher in good standing of the three basic levels.

For a Continuing Education workshop to qualify for approval, it is required to have

- A teaching component with number of hours identified
- A practicum included within the teaching component
- The prerequisite must be at least Level 1 Therapeutic Touch

During the approval process, the submission reviewers will be looking for:

- Teaching content related to Therapeutic Touch as developed by Dolores Krieger, PhD, RN, and Dora Kunz
- Teaching content to deepen the skills and knowledge of the Therapeutic Touch practitioner
- Balance in teaching components: lecture, inner work of participants (e.g., discussion, journaling), experiential activities and meditations
- A practicum
- A Certificate of Participation
- The Recognized Teacher has submitted all materials listed in the Procedure section below

### **Procedure**

The following material is submitted electronically to the Chair of the Teacher Liaison Committee or their appointed representative with a copy to the TTNO office: (if by mail contact the Teacher Liaison Chair for direction):

- A description of the workshop
- Prerequisite(s) required for the workshop
- Learning objectives for the workshop
- Day Plan giving time allotted for all activities and showing time allotted for the teaching component and practicum, which includes sufficient breaks
- Handouts

- Overheads, charts, and PowerPoints are all audiovisual aids. Take care to acknowledge sources and copyright permission where appropriate. Ensure that it is clear where they will be used in the presentation either with notes at the bottom or with the audiovisual aids itemized in the day plan notes
- A registration form including all relevant information for participants - cost, PIPEDA, dates, workshop description
- A feedback form
- A Certificate of Participation, stating the number of educational hours

### **Approval Process**

- The materials submitted will be reviewed by a minimum of two submission review teachers
- The results of the reviews will be collated by the Submissions Review Coordinator
- On receipt of all the reviews, and in consultation with the reviewers, the decision will be made to

- Approve the Continuing Education workshop

**OR**

- A Request to make minor changes to the submission and to let the Submissions Review Coordinator know when this has been completed. The submission will then be approved.

**OR**

- Request a revision and resubmission of the materials, in which case, a letter is sent to the submitting teacher by the Chair of the Teacher Liaison Committee clearly stating the reasons for this request.

The teacher may then resubmit the material, once the revision is complete.  
The resubmission is reviewed in the same manner as the first submission.

- On approval of the Continuing Education workshop, the Chair of the Teacher Liaison Committee sends notice of the approval to
  - the teacher who made the submission
  - the TTNO office
  - the webmaster
  - the newsletter editor.
- The TLC chair sends a certificate and letter of congratulations to the teacher.

**Recommendation:**

I have reviewed this continuing education submission and

- I accept and approve this submission as presented
- I accept and approve this submission with the following changes
- I do not accept or approve this submission

**Required Changes and Comments:**

Reviewers Name:

Reviewers Signature:  Date: