



Horticultural Therapy (HT) Certificates

Procedure and guidelines for accreditation by the CHTA of HT Certificates:

1. An HT certificate accreditation application form with the requisite supporting documentation shall be submitted to the Education Committee Chair of the CHTA.
2. The application, accompanied by a \$200 review fee, shall be submitted a minimum of four months before the commencement of the proposed HT Certificate to provide sufficient time for review by the Education Committee.
3. The application payment is non-refundable. A receipt will be issued by the CHTA.
4. Upon accreditation of the HT Certificate, the Education Committee Chair will inform the Professional Registration Committee Chair of the title of the HT Certificate and the date on which accreditation was awarded.
5. The point value of a CHTA accredited HT Certificate approved after these guidelines take effect on February 1st, 2010, shall be 2.0 points.
6. Accreditation shall be in effect for 2 years from the date of approval.
7. Students who enter and complete an HT Certificate accredited after the date in paragraph 5 shall receive 2 points towards Voluntary Professional Registration.
8. An application to extend the accreditation of an HT Certificate for a further two years shall be filed at least two months before the term of the current accreditation is complete and shall be accompanied by a non-refundable fee of \$50.00. A receipt will be issued by the CHTA.
9. The HT Certificate education service provider shall provide the student with a certificate of completion once all requirements have been met, to include: the title of the HT Certificate, date of completion, location, total hours of instruction, name of the student, name and signature of instructor (s), name and signature of the contact person for the education service provider, and the CHTA point value assigned.
10. The instructor (s) of a CHTA accredited HT certificate must be a registered horticultural therapist (HTR or HTM) with field experience and CHTA membership.

11. The CHTA Code of Ethics must be observed by instructors.
12. The course work in an HT Certificate accredited by the CHTA shall address content outlined in the CHTA Horticultural Therapy Core Skills & Knowledge document.
13. An HT Certificate accredited by the CHTA shall include a mandatory minimum of 100 hours of direct core instruction. The core instruction component must be instructor led and involve direct interaction between the instructor and the student. Both conventional classroom instruction and e-learning instruction shall be considered, or a mix of both, as long as there is a demonstrable exchange of information directly between instructor and student.
14. Core instruction shall be further supplemented by a recommended 60 – 100 hours of student work which could include research projects, written assignments, or field study.
15. An HT Certificate accredited by the CHTA shall require student assignments which are evaluated by the instructor.
16. An accredited HT Certificate may be listed on the CHTA website and listed or advertised in the CHTA newsletter according to the CHTA guidelines for education listings.
17. The re-application fee for an application that requires a second review by the Education Committee shall be \$100.00. This fee is non-refundable. A receipt will be issued.

Each HT Certificate application for CHTA accreditation shall include the following:

- a) \$200.00 non-refundable application fee accompanied by cheque, bank draft, money order payable to "CHTA"
- b) Business/institutional membership application, if applicable
- c) Resume(s) of instructor(s) qualifications and proof of current professional registration with the CHTA or AHTA (registration number not sufficient)
- d) Statement of the goals of the HT Certificate
- e) List of specific learning objectives with measurable outcomes, provided for each course or major unit of work within the Certificate
- f) Course summaries and a curriculum outline
- g) Break down of the hours allocated to direct core instruction and supplemental assignments
- h) List of instructional material including texts, internet sources, and audio-visual media
- i) Methods of student evaluation. Provide samples of assignments to be completed, records of class participation, required field trips, etc.
- j) Samples of evaluation forms given to students upon completion of each course in the certificate and evaluation tools used by the principal instructor and education service provider to ensure continuous evaluation of the certificate program
- k) Sample certificate of completion which provides for the program title, location, student's name, date of completion, total hours of attendance, name of principal instructor and signature, name of service provider contact and signature.