



## **Horticultural Therapy Workshops & Presentations**

### **Procedure and guidelines for accreditation by the CHTA of workshops and presentations:**

1. A workshop/presentation application form (including program agenda and instructor's resume) shall be submitted for accreditation to the Education Committee Chair of the CHTA.
2. The application, accompanied by a \$25.00 review fee, shall be submitted to the CHTA office and the application review period shall be a minimum of three months from the date at which the application package is received at the CHTA office.
3. The application payment of \$25.00 is non-refundable. A receipt will be issued.
4. Upon accreditation of a workshop/presentation, the Education Committee Chair will inform the Professional Registration Committee Chair of the designated point assignment for that specific workshop/presentation.
5. Point value shall be assigned based on instructional hours on site for the proposed workshop or presentation.
6. The point value of a CHTA accredited workshop/presentation approved after these guidelines take effect on February 1<sup>st</sup>, 2010 shall be 0.025 points per workshop/presentation hour.
7. The workshop/presentation organizer will provide participants with a certificate of completion which includes the title, the date and hours of attendance, the location, the name of the instructor, and the CHTA point value assigned.
8. An instructor of a workshop/presentation in a field related to horticultural therapy must possess documented qualifications in his or her field.
9. An instructor of a horticultural therapy workshop/presentation must be a registered horticultural therapist (HTT, HTR or HTM) with field experience and CHTA membership.

10. Proof of current registration as HTT, HTR, or HTM must be included with a horticultural therapy workshop/presentation application.
11. The CHTA Code of Ethics must be observed by instructors.
12. To be accredited by the CHTA, workshops/presentations must have a high level of relevance to horticultural therapy students and practitioners and the subject matter must contain topics outlined in the CHTA Horticultural Therapy Core Skills & Knowledge document.
13. Accreditation is granted for a specific workshop/presentation and cannot be transferred to different workshop/presentation of a similar nature or topic.
14. The accreditation of a specific workshop/presentation lasts two years before renewal is required. The accredited workshops/presentation may be repeated during this period.
15. Accredited workshops/presentations may be listed on the CHTA website and listed or advertised in the CHTA newsletter according to the CHTA guidelines for education listings.
16. The re-application fee for an application that requires a second review by the Education Committee shall be \$25.00. This fee is non-refundable. A receipt will be issued.