



**Canadian Horticultural Therapy Association  
Voluntary Professional Registration**

**Guidelines for Professional Registration Application  
to accompany Sample Registration Form and CHTA Registration Application Package**

**General:**

The Canadian Horticultural Therapy Association registers horticultural therapists through a Voluntary Professional Registration process. There are two levels of registration:

- Horticultural Therapist Technician (HTT)
- Horticultural Therapist Registered (HTR)

**HTT** designation requires a total of 7 points. A minimum of 3 of 7 points must come from either category shown on the Sample Registration Form and the balance from the other. Applicants with a total of 7 points from **ONLY** the educational category, or **ONLY** the practical category are not eligible.

**HTR** designation must have a total of 10 points. A minimum of 5 points is required from each of the education category and the practical category.

<b>EDUCATION</b> (maximum points)	<b>PRACTICAL</b> (maximum points)
A) 4 points - Related degree	A) 3 points – HT Internship
B) 2 points - Unrelated degree	B) 1 points - Volunteer work / Related Volunteer work
C) 3 points – Related Diploma	C) 3 points - Paid Employment in TH or HT
D) 2 points – HT Certificate	D) 2 points - Paid Related Employment
E) 3 points (aggregate) - Courses in Horticultural Therapy and Related Fields	E) 2 points – Professional Development

**Eligibility:**

To be eligible to apply for Professional Registration status, the applicant must be a CHTA member in good standing. Once an applicant attains registered status, an annual CHTA membership fee plus an annual registration renewal fee will be required to maintain the status of registration. A summary of current fees is posted on the CHTA website and in the CHTA newsletter.

## **Application Process and Inquiries**

After you have made a careful review of the Sample Registration Form and the Registration Guidelines, take some time to make a preliminary gathering of the required supporting documentation. Once you have reviewed your documentation, you may have questions about your eligibility under a specific category. At this stage, you may send an inquiry to the Registration Committee at [registration@chta.ca](mailto:registration@chta.ca) and it will be directed to a volunteer who can provide assistance. Please keep in mind that registration committee members are volunteers. Allow up to 10 business days for a reply to an inquiry.

When you are ready to proceed with a formal application, contact Tara Batho at [admin@chta.ca](mailto:admin@chta.ca) to obtain a numbered registration application package for which there is a fee of \$25.00.

### **Preparing your registration application package:**

Gathering the documentation required to support an application may take many months. Please allow ample time to secure documentation such as official transcripts from universities and colleges, detailed summaries for certificate programs, proof of instructor competencies, HT internship summaries and letters from supervisors, job descriptions and time summaries from employers. Details of specific requirements are provided later in the Guidelines.

Applications that are filed without the required supporting documentation and/or without the application being notarized will not be reviewed by the CHTA Registration Committee. The application package and fee will be returned to the sender, minus a processing fee to cover administrative time and mailing costs. Please be diligent in complying with application requirements.

### **Registration Committee review process:**

The Registration Committee is comprised of five members of the CHTA, each of whom holds an HTR or HTM designation and has significant experience in therapeutic horticulture and horticultural therapy. Committee members are appointed by the Board of the CHTA and are bound by a signed pledge of confidentiality that is held on file at the CHTA office. Committee members are volunteers located across Canada.

The process begins with a preliminary check that an application package is complete and contains sufficient copies for review by committee members. Then, a copy is sent by mail to each committee member for review. This is followed by the summarizing of committee members' reviews and further discussion of an applicant's package. The peer review process can take up to one month from the time that a package is distributed to reviewers.

After the Registration Committee has completed its review and made a recommendation with respect to a designation, that recommendation is brought forward by the Chair of the Registration Committee to the Board of the CHTA. A formal motion is made with respect to a member's designation and the result is recorded in the minutes of the Board of the CHTA.

Once you have filed an application, receipt of the package will be acknowledged from the administrative office of the CHTA. Please allow 2-3 months from the date you file your package for it to be processed. If you have any questions during that period, please convey them either to [admin@chta.ca](mailto:admin@chta.ca) or to [registration@chta.ca](mailto:registration@chta.ca).

The Registration Committee has three review periods: Spring, Summer and Fall, with submission deadlines of February 28<sup>th</sup>, June 30<sup>th</sup> and October 31<sup>st</sup>, respectively. If too many packages are received for volunteers to handle in a single

review period, they will be prioritized in order of the date received at the CHTA office and held for the next review period. Please check the Registration page for regular updates: [www.chta.ca/registration.htm](http://www.chta.ca/registration.htm)

### **Documentation and presentation of Application:**

Prepare one master copy of your application form which will include a sealed copy of any university or college transcripts and the originals of such items as signed letters from your HT Internship supervisor or employers. The master copy is the one which you take to a notary public, or other person empowered to notarize an application. Make six copies of your notarized application package. A total of six copies of your application package is filed with the CHTA. Keep the original notarized documents!

When you assemble your application package, clearly identify each section with the heading and in the order as indicated on the application form. Include in each section full details on point calculation. Then staple the contents of each copy in the order indicated and place each copy separately into a simple, lightweight transparent folder or a Kraft envelope.

Please do not put the copies of your application into ring binders or other heavy binding devices. Prompt processing of application packages depends on being able to transport items readily and inexpensively by surface mail to and from points all across Canada. Do not send original documents such as degrees or diplomas.

The CHTA Registration Committee is not responsible for verifying that you are a member in good standing of the CHTA; nor is it responsible for verifying the designations and training of instructors with whom you have taken studies in HT, TH, horticulture or related fields.

The burden of proof is on you. Make sure that instructors, HT internship supervisors, employers, and others, are willing and able to provide the documentation you require to support your application.

### **EDUCATION - guidelines for evaluation of points**

When members of the CHTA Registration Committee review an application, they look for a balance between studies in horticulture and studies in therapeutic practice. If, for example, your undergraduate degree or diploma is in horticulture, balance this with studies in horticultural therapy or human services. If your academic background is in human services, ensure you have completed some formal training in horticulture.

#### **A) 4 points - Related degree**

Related degrees include: Horticultural Therapy, Horticulture, and various human services degrees.

A human service degree is one that focuses on delivery of therapeutic or education services and which includes academic studies that ensure the degree recipient is able to define and develop specific objectives and measurable outcomes for a therapeutic and/or educational program.

Human service degrees include occupational therapy, psychology, art therapy, music therapy, recreational therapy, social work, nursing, and education.

If you think that your degree is in a human services area but it is not listed above, please send an inquiry to [registration@chta.ca](mailto:registration@chta.ca) prior to filing your application. Include sufficient information about your degree studies to enable a Registration Committee member to advise you on which category to choose.

#### **B) 2 points - Unrelated degree**

An unrelated degree may be in any field of study not indicated in the list provided for Section A.

### **C) 3 points - Related Diploma**

University/college diploma specializing in Horticultural Therapy, Horticulture, and various human services as specified above.

A diploma is defined as requiring two academic years or 24 credits for completion. Partial points are to be assigned proportionately to the above definition.

Documentation for studies undertaken under sections A) B) and C) should be comprised of a sealed, official transcript from the university or college to be attached to the master copy of your application. When ordering an official copy of your transcript, order a second transcript to be notarized. Copies made from the notarized transcript can be attached to your application.

### **D) 2 points - HT Certificate**

#### **Documentation for HT certificate courses:**

- Instructor's registration as an HTR or HTM with the CHTA or the AHTA during the time you participated in the course.
- Instructor's membership in good standing of the CHTA at the time you participated in and completed the course.
- A comprehensive outline for the content of each course in the HT certificate program, for comparison to the HT Core Skills and Knowledge document published by the CHTA.
- A summary of instructional hours as well as hours spent on student tutorials or the writing of major assignments which have been submitted to the instructor for evaluation.
- A Certificate of Completion issued by the instructor/host agency which details the breakdown of instructional hours for each course in the certificate program.

Contact instructional hours are defined as those spent in a classroom setting where there is a direct relationship between instructor and student, where there is a scheduled dialogue between teacher and students in an on-line instructional platform, or where there are tutorials with the instructor and student.

A component of supervised, comprehensive assignments, which are evaluated by the instructor, may also be considered. You must be able to support a claim for instructional hours.

As with college and university courses, pre-reading assignments or time spent on reading of texts or internet based references is considered 'homework'. Such hours are not counted as instructional hours.

It is important for you to ensure that information about instructional hours, course content, and assignments is transparent and readily available to you from instructors or agencies that indicate their courses may be considered for recognition by the CHTA.

*The CHTA accreditation process was available between 2010 and 2012. The CHTA withdrew its accreditation process in June, 2014. An accredited HT certificate program is one that has undergone a comprehensive review by the Education Committee of the CHTA of its curriculum and instructional standards. If you have received a Horticultural Therapy Certificate from an institution or agency that was accredited by the CHTA during 2010, 2011, or 2012, you only need to submit a notarized copy of the Certificate of Completion, which includes a statement with respect to the CHTA accreditation, and which has been signed by a representative of the educational agency and the lead instructor for the program.*

**E) 3 points (maximum, aggregate total)** - Courses in Horticultural Therapy and related fields comprising other university and college courses, or continuing education programs\*:

- 1) Horticulture or human services courses taught at a university or college will be considered at a rate of 0.4 for a 3 Credit course (45 to 50 contact hours of instruction) to a maximum of 2 points. Provide official transcripts as above.
- 2) Continuing education courses in Horticultural Therapy will be considered at the rate of 0.5 for 40 to 50 contact hours of instruction, to a maximum of 2 points.
- 3) Continuing education courses in horticulture or healthcare related fields will be considered at a rate of 0.2 points per 30 hours of instruction, to a maximum of 2 points.

Ensure that pertinent instructor qualifications, instructional time, and course content are summarized in a manner similar to that under section C).

**\*Continuing Education:**

- Continuing Education Credits – please submit copies of CE course objectives and certificates of completion along with course descriptions for consideration, include the number of hours of instruction.
- Must be directly related to the field of Horticultural Therapy or supportive to the practice of Horticultural Therapy (i.e., horticulture courses, horticultural therapy courses or workshops, human service continuing education)

**PRACTICAL**

**A) Internship**

A horticultural therapy internship must be supervised by a Registered Horticultural Therapist who is a member in good standing of the CHTA. 3 points are awarded for the completion of a 1000 hours internship.

An internship is an educational experience that integrates previously mastered studies into a planned and supervised work setting aimed at fulfilling the individual educational and professional needs of the intern.

An internship is viewed as a major educational component with a practical focus. Elements of the internship include: horticultural therapy program planning and application, direct contact with clients, assessment and documentation.

For further details of HT Internship requirements, please refer to the Internship Guidelines documents available to CHTA members from the CHTA office.

Documentation required with the professional registration application includes:

a) a one page summary prepared by you about the nature of the population (s) with whom you worked during your internship and statements indicating how you explored key elements of HT such as horticultural therapy program planning and application, direct contact with clients, and assessment and documentation.

b) a letter from your HT internship supervisor which includes the following information:

- name and address of site (s) worked
- name of HT internship supervisor and other pertinent departmental managers
- a summary of your internship responsibilities (i.e. your job description)

- the allocation of the 1000 internship hours into distinct categories such as direct contact with clients via program delivery, charting and documentation, research on population, participation in departmental activities, on-site training, etc.

## **B) Volunteer Work**

The maximum point allocation that will be recognized for volunteer work is a total of 1 point. This may be drawn from either or both of the following categories.

1) The number of points allocated for volunteer involvement in a structured horticultural therapy or therapeutic horticulture program supervised by an HTR or an HTT is calculated at 0.4 (0.8) point per 1000 hours.

2) The number of points allocated for volunteer involvement in a structured program in a related area in horticulture or health care is calculated at 0.2 (0.4) point per 1000 hours.

Documentation required with this application includes:

a) a one page summary prepared by you for each site where you have worked to support a horticultural therapy or related program which indicates how you explored key elements such as program planning and delivery and direct contact with clients.

b) a letter from the agency or institution's volunteer supervisor (s) which includes the following information:

- name and address of site (s) worked
- name of HT volunteer supervisor
- a summary of your volunteer responsibilities (i.e. your job description)
- a chronological summary, by year, which indicates your volunteer hours and is signed by the volunteer supervisor

## **C) Paid Employment in Horticultural Therapy**

The number of points allocated is calculated as 0.5 (1) point per 1000 hours of paid employment in a structured horticultural therapy or therapeutic horticulture program, to a maximum of 3 points.

Documentation required with this application includes:

a) a summary prepared by you about the nature of the population (s) with whom you worked during your employment (s) and statements indicating how you explored key elements of HT such as horticultural therapy program planning and application, direct contact with clients, and assessment and documentation.

b) a letter from your employer (s) which includes the following information:

- name and address of facility/site (s) worked
- name of immediate supervisor and other pertinent departmental managers
- a summary of your employment responsibilities (i.e. your job description)
- a chronological summary, by year, indicating your employment hours and signed by your departmental manager

## D) Paid Related Work Employment

The number of points allocated is 0.4 (0.5) point per 1000 hours of paid related work experience to a maximum of 2 points. Examples of related fields of work include horticulture, floristry, human support services, and therapeutic garden design.

Provide supporting documentation as follows:

a) a one page summary prepared by you about the nature of the population (s) with whom you worked during your employment (s) and statements indicating how this prepared you to address key elements of TH or HT such as horticultural therapy program planning and application, direct contact with clients, and assessment and documentation.

b) a letter from your employer (s) including the following information:

- name and address of business (s) where you work or worked
- name of immediate supervisor and other pertinent departmental managers
- a summary of your employment responsibilities (i.e. your job description)
- a chronological summary, by year, indicating pertinent employment hours and signed by your departmental manager

\* If all or part of your work experience has been acquired as an independent contractor or service provider follow the guidelines above. Where you are unable to secure a letter from a contract employer, and, as protecting client confidentiality is an important consideration, it is suggested that you do the following:

Compile detailed summaries of pertinent hours in chronological order and on an annual basis. Have a trusted professional such as a chartered accountant or notary public review the records of your practice for the relevant periods. These might include time sheets and detailed invoices provided to clients and your professional practice income tax returns.

Ask the chartered accountant or notary public to provide a letter stating the nature of the documents he or she has reviewed and the number of hours spent working in TH or HT that can be validated via these documents. Submit that letter for notarization along with other material as above.

## E) Professional Development

This category is intended to recognize professional development contributions related directly to the purpose and goals of the CHTA. The maximum point allocation that will be recognized for professional development is 2 points. This may be drawn from a combination of the following categories.

The Registration Committee is aware of the difficulty of evaluating points under some of these categories and, where necessary, will seek verification of contributions to professional development, such as service in a board or committee position, via minutes and other records of the CHTA.

a) Publications (*to maximum 1 point*):

- 0.1 point for a horticultural therapy related article published in the CHTA newsletters. Article must be greater than 1000 words

- 0.3 point for a horticultural therapy related article, submitted for peer review and published in an academic or professional journal e.g. *Journal of Therapeutic Horticulture*, *Journal of Social and Clinical Psychology*, or *Journal of Gerontological Nursing*.

Attach a copy of each article that you have had published.

b) Attending a CHTA accredited workshop or a CHTA or AHTA conference (*to maximum 2 points*):

- 0.025 points per hour attending an accredited CHTA workshop
- 0.025 points per hour attending a CHTA conference or an AHTA conference

Attach a copy of the certificate of attendance that you received upon completion of the accredited workshop or at the close of the CHTA or AHTA conference.

The CHTA no longer offers an accreditation process. It will continue to recognize short courses and workshops that were accredited during 2010, 2011, and 2012. The CHTA is currently working on new guidelines for recognition of professional development workshops in TH and HT.

c) Making a presentation or giving a workshop at a CHTA sponsored event or a CHTA conference (*to a maximum of .45 for each event*)

- 0.025 points per hour for each presentation hour. Preparation time may be counted at the rate of 2 hours for each hour of presentation.

Attach a copy of the agenda for the CHTA event and a summary outline of your presentation.

d) Coordinating a CHTA sponsored event or a CHTA conference (*1 point maximum in this category and where this role is not counted elsewhere under Board or committee service*)

- 0.015 per hour to a maximum of 8 hours for each event accredited or sponsored by the CHTA

Attach a copy of the agenda for the CHTA sponsored event or CHTA conference and a summary outline of your responsibilities with respect to the event.

e) Service on the Board and/or the two standing committees of the CHTA:

- 0.5 point for each year served as a member of the Board of the CHTA (*to a maximum of 1 point*)
- 0.5 point for each year served as Chair of the Education or Registration Committees (*to a maximum of 1 point and where this does not duplicate a Board appointment*)
- 0.2 for each year served as a member of the Education or Registration Committees or for each year served as a member of a working committee or task force appointed by the Board (*to a maximum of 1 point and where this does not duplicate a Board appointment*)
- 0.2 for each year served as a member of the executive of a recognized CHTA Chapter (*to a maximum of 1 point and where this does not duplicate an appointment to the Board of the CHTA*)

Attach a detailed summary of your attendance at board or committee meetings, with dates; and information about projects or initiatives on which you have worked, in chronological order by year.

If service in category e) precedes the year 2009, please include a letter from someone on the Board of the CHTA at the time of your service that verifies your summary statement.

Notes:



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