



**Canadian Horticultural Therapy Association
Voluntary Professional Registration**

Sample Registration Application Form

This sample of the CHTA’s Professional Registration Application package is intended to assist CHTA members in evaluating their qualifications under the education and practical categories prior to making a formal application. Please read the **Guidelines for Professional Registration Application** which provides detailed information about documentation required to support a professional registration application to the CHTA.

The Canadian Horticultural Therapy Association registers horticultural therapists through a Voluntary Professional Registration process. There are two levels of registration: Horticultural Therapist Technician (HTT) and Horticultural Therapist Registered (HTR). An academic degree is required for an applicant seeking the HTR designation.

Applicants for the HTT designation are required to have a total of 7 points. A minimum of 3 of 7 points must come from either category, below, 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. Applicants who are awarded an HTT designation may apply for reclassification to HTR at a later date.

Applicants for the 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. Citation of a related or unrelated academic degree is mandatory for an application for the HTR designation.

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

EDUCATION

Please read the Registration Guidelines included with the sample registration form. Specific information about requirements and documentation for each category below is provided in the Guidelines.

- A) Related degrees include: Horticultural Therapy, Horticulture, and various human services degrees.
- B) An unrelated degree may be in any field of study not indicated in the list provided for Section A.
- C) University/college diploma with a minimum of five 3 Credit courses (or equivalent) specifically in horticultural therapy.
- D) HT Certificate programs that have been accredited since April 1, 2010, by the CHTA.

E) Other university and college courses, HT Certificate courses, or continuing education programs, for an aggregate total of up to 3 points:

a) additional points for Horticultural Therapy courses taught at a university or college will be considered at the rate of 0.5 for a 3 Credit course (40 to 50 contact hours of instruction) to a maximum of 2 points.

b) additional points for 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 (40 to 50 contact hours of instruction) to a maximum of 2 points.

c) additional points for continuing education courses in Horticultural Therapy will be considered at the rate of 0.5 for 40 - 50 contact hours of instruction, to a maximum of 2 points.

d) additional points for 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 1 point.

Note: The CHTA does not recognize certificate programs in HT or other disciplines offered outside Canada unless these are offered by a recognized university or college. Please see Guidelines for further information.

PRACTICAL

Please read the Registration Guidelines. Specific information about requirements and documentation for each category below is provided in the Registration Guidelines.

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. Elements of the internship include: horticultural therapy program development and delivery, direct contact with clients in HT sessions, and assessment and documentation of client progress.

To be considered for an application for professional registration, an internship must be conducted according to the CHTA's Internship Guidelines. These are available to CHTA members from the CHTA office and include protocols both for the intern and the internship supervisor.

B) Volunteer Work

Submissions relating to volunteer work require documentation that specifically indicates the nature of the volunteer work and the number of hours completed at a volunteer work site. Please see the Guidelines for further information.

The maximum point allocation that will be recognized for volunteer work is a total of 2 points. This may be drawn from either or both of the following categories.

a) 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 .4 point per 1000 hours.

b) 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 point per 1000 hours.

C) Paid Employment in Horticultural Therapy

The number of points allocated is calculated as 0.5 point per 1000 hours of paid employment in a structured horticultural therapy or therapeutic horticulture program, to a maximum of 3 points. Please see the Guidelines for information about the documentation required to support a point allocation in this category.

D) Related Work Experience

The number of points allocated is 0.4 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. Please see the Guidelines for documentation requirements.

CHTA Sample Registration Application Form, approved by Board of CHTA, March 27, 2012; revised, January 24, 2016.

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.

Please review the Guidelines for specific information about the documentation required to support a point allocation in each of these categories such as copies of articles; event agendas, workshop outlines, certificates of attendance; and summaries and verification statements for CHTA Board or committee service.

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.*

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

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.

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

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)*

ELIGIBILITY

To be eligible to apply for Professional Registration status the applicant must be a member in good standing with the CHTA.

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.

APPLICATION PROCESS AND INQUIRIES

After making a careful review of the Sample Registration Form and the companion Registration Guidelines, take some time to make a preliminary gathering of all the supporting documentation that is required.

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 and it will be directed to a volunteer who can provide assistance.

Please keep in mind that registration committee members are volunteers located across Canada. Allow up to 15 business days for a reply to an inquiry.

Application packages must contain the following:

- A typed, completed and original application form and all supporting documentation which is notarized by a notary public, lawyer, or commissioner of oaths.

Ensure one official copy of university or college transcripts and/or an original of other documents such as letters from employers is included and has been notarized.

- 5 identical copies of the notarized master copy of the application form, for a total of 6 copies
- registration application fee of \$150.00 (CDN) in the form of a cheque, bank draft, or postal order made payable to: **CHTA**
- an additional \$55.00 CHTA membership fee, if renewing your annual membership, or \$95.00 fee if choosing business membership.

An application that is missing relevant documentation or which has not been notarized will not be considered.

Send package to:

CHTA Registration Review Committee

Po Box 74628 Kitsilano
Vancouver, British Columbia
V6K 4P4 CANADA

*******Please note: courier packages cannot be accepted at this address**

Applications will be reviewed twice a year, in the spring and fall. Applications must be received at least one month prior to the review period to allow for distribution to and review by Committee members.

An application for reclassification from HTT to HTR is made by sending 6 copies of the original application form, submitted with a detailed addendum and supporting documents and which adhere to the point assignments and guidelines for the current CHTA Registration Application form.

The fee for applying for reclassification is the same as for applying for professional registration: \$150.00.

After official recording of a recommendation for professional designation by the Board of the CHTA, the Registration Committee Chair shall notify the applicant by letter of the decision.

Should an applicant not obtain registered status, a letter of explanation will be made available. A CHTA member has the option of revising an application and resubmitting it within one year for a fee of \$50.00.

If a CHTA member chooses to appeal a decision, a letter of appeal may be addressed to the Board of the CHTA at the above address. The letter should clearly state the reasons for the appeal.

Please allow a minimum of four months for review and processing of a professional registration application.

FEES (in Canadian dollars)

CHTA Application Package Fee (for numbered form sent from CHTA office)	\$ 25.00
CHTA General Membership Fee	\$ 55.00
Registration Application Fee or Reclassification Fee (sent with completed package)	\$150.00
Reapplication Fee (within one year)	\$ 50.00
Professional Registration Fee (remitted annually in following years to sustain professional registration status)	\$ 95.00



Sample Professional Registration Application Form

This page is to be used as the first page in each copy of your application. Please type or print in ink.

I am applying for Horticultural Therapist Technician (HTT)
 Horticultural Therapist Registered (HTR)

Have you applied before? YES NO

<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Mr.
_____		_____	
<i>Given Name</i>		<i>Family Name</i>	

<i>Home Address</i>			

<i>City</i>	<i>Province/State</i>	<i>Country</i>	
_____	_____	_____	
<i>Postal/Zip Code</i>	(_____)	<i>ext.</i>	
_____	<i>Daytime Phone Number</i>		

<i>E-mail Address</i>			

<i>Signature</i>		<i>Date (dd/mm/yyyy)</i>	
_____		_____	

A cheque made payable to CHTA in the amount of \$_____ (CDN) is enclosed.
 This includes the following fees (*Please check all that apply*):

- Registration Application or Reclassification Fee \$150.00
- Reapplication Fee \$50.00
- CHTA Membership Fee: General \$55.00
 or Business \$95.00

This application and its attachments have been notarized by a licensed notary public, lawyer, or commissioner of oaths:	
_____	_____
<i>Name</i>	<i>Title</i>

<i>Address</i>	

(_____)	<i>ext.</i>
<i>Daytime Phone Number</i>	

<i>Signature</i>	<i>Date (dd/mm/yyyy)</i>
_____	_____



Sample Form Only

Canadian Horticultural Therapy Association Voluntary Professional Registration Worksheet

Attach a copy of this page to each copy of your application.
This worksheet should be the second page.

Next, prepare a summary of all the documents attached to your application in the order in which they provide support for each category in Section I and Section II. Place a copy of the document summary as the third page in each copy of your application.

<u>Section I - Educational Component</u>	Points requested	Maximum Points
Check that documentation as set out in the Registration Guidelines is included, in order, for each of the following categories.		
A) Related degree		4
B) Unrelated degree		3
C) HT Diploma		2
D) HT Certificate - accredited by CHTA		2
E) Other horticultural therapy and related courses as per guidelines		3
TOTAL POINTS which you are requesting for consideration		

<u>Section II - Practical Component</u>	Points requested	Maximum Points
Check that documentation as set out in the Registration Guidelines is included, in order, for each of the following categories.		
A) Internship		3
B) Volunteer Work (related or unrelated)		2
C) Paid Employment in Horticultural Therapy		3
D) Paid Related Employment		2
E) Professional Development		2
TOTAL POINTS which you are requesting for consideration		

Educational _____ + Practical _____ = _____

The master copy of your application must be notarized. Applications that do not include required documentation will not be forwarded to the Registration Committee for consideration.