



Canadian Horticultural Therapy Association Guidelines for Professional Registration Application

See these links for more information [Horticultural Therapy Core Skills and Knowledge](#) and [Horticultural Therapy Professional Code of Ethics](#)

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. Applicants must have a minimum of 2.1 points in both the education and practical category. The remaining points can come from either category.

HTR designation requires a total of 10 points. Applicants must have a minimum of 5 points in both the education and practical category.

Before you apply for registration, consider that, in order to be a well-rounded professional, you will benefit significantly from acquiring education in horticulture, social and human science, and horticultural therapy (HT). We also recommend demonstrating applied practical experience, based on your education, in horticulture, social and human science, and horticultural therapy. Each applicant will have a unique set of education and practical experiences that will take many years to acquire.

Your education and practical experience should reflect clear alignment with the CHTA Horticultural Therapy Core Skills and Knowledge. Use [this checklist](#) to review and track your progress towards professional registration.

Chart 1: Maximum allowable points (minimums where required)

EDUCATION	PRACTICAL
A) Education in HT - 3 points (minimum of 2 points required)	A) Paid Employment in HT - 3 points (minimum of 1 point required)
B) Degrees and Diplomas - 4 points	B) Paid Associated Employment - 2 points
C) Additional Education - 3 points	C) Volunteer Work in HT - 1.5 points
D) Professional Development - 0.5 points (minimum of 0.1 points required)	D) Professional Contributions - 3 points (minimum of 0.1 points required)
	E) Internships and Mentorships - 3 points

Eligibility:

To be eligible to apply for Professional Registration the applicant must be a fully paid CHTA member in good standing for one year. Once an applicant attains HTT or HTR registered status, an annual CHTA Professional Membership will be required to maintain the status of professional registration. A summary of current membership fees is available on the CHTA website.

Advising Sessions:

After you have made a careful review of this document, take some time to make a preliminary gathering of the required supporting documentation. Once you have reviewed your documentation, contact the Registration Committee at registration@chta.ca to set up your first advising session. Expect that multiple advising sessions may be required before you are ready to submit. Please allow up to 10 business days for a reply to an inquiry.

Preparing Your Documentation:

Gathering and compiling the documentation required to support an application may take many months. A more accurate timeline will be discussed in your advising sessions.

In the advising sessions, all of your documentation will be reviewed for accuracy. Details of documentation required are provided later in the Guidelines.

Registration Committee Review Process:

The Registration Committee is comprised of at least 6 members of the CHTA, each of whom holds an HTR designation. A minimum of five trained committee members are required to review an application. Committee members are appointed by the Board of the CHTA and are bound by confidentiality. Committee members are volunteers located across Canada.

After the Registration Committee has completed its review and made a recommendation with respect to a designation, that recommendation is brought forward by the Registration Coordinator 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 the review process is complete, reviewers will delete your application information.

Please allow up to 3 or 4 months for your application to be reviewed and processed. Applications are not reviewed in July and December. Applications can be submitted at any time.

If you have any questions during that period, please email registration@chta.ca.

If your application does not meet the requirements for registration, you will receive feedback and guidance from the Committee on how to improve your application going forward.

Compiling Your Application:

It is important to follow these instructions in order.

Organize

Organize each section of your application in the same order as they appear in the Guidelines.

Provide a table of contents for your entire application and include a title page for each section. On the title page, please include a summary of the required documentation you are submitting, and your point calculations. Details of documentation required are provided throughout the Guidelines.

Prepare and Confirm

Prepare a master package. The master package contains all of your required documentation including any signed letters and sealed transcripts. Seek an advising session to confirm your application completeness before notarizing your package.

Send a fee of \$25 to treasurer@chta.ca. Within 14 days you will receive a numbered Professional Registration Application Form and an Application Worksheet. Fill out the form and worksheet and add them to the front of your master package. The form and worksheet will become the first 3 pages of your application.

Notarize

Once you have confirmed all documentation is complete in an advising session, you will need to get your master package notarized by a notary public or lawyer. Bring your master package to a notary to have your transcripts opened and authenticated, to have your identity verified, and to have them confirm the total number of pages of your package. Call ahead to discuss with your notary how they will authenticate digital transcripts. Have the notary sign and affix their stamp or seal of notarization for your entire package as a whole on the second page of your application. A stamp or seal is not required for each individual page of your application.

Send

Scan the notarized document and **create a pdf**.

Send payment of \$200 to treasurer@chta.ca for your review fee.

Send your pdf to registration@chta.ca

Once you attain registered status, in order to remain in good standing as an HTT/HTR, a CHTA Professional Individual/Business Membership is required when annual membership renewal is due. A summary of current membership fees is available on the CHTA website.

Important: Please keep all of your documentation if you intend to transition from HTT to HTR. The CHTA does not keep these records.

EDUCATION

If your primary education is in social and human science, it should be supplemented with a diploma, certificate or a series of courses in horticulture and horticultural therapy. If your primary education is in horticulture, it should be supplemented with courses in social and human science and horticultural therapy.

A) Education in Horticultural Therapy (minimum 2 points, maximum 3 points)

1) CHTA Horticultural Therapy Certificate (maximum 2 points)

HT Certificate programs are accredited by the CHTA Education Committee. HT Certificates are delivered by a CHTA HTR or HTM who are professional members in good standing. Contact education@chta.ca to find out which HT Certificates are approved for points. Other HT certificates and/or HT education courses, not accredited by the CHTA for points, may be counted in section 2) below.

Documentation Required for HT Certificate:

- A CHTA approved Certificate of Completion issued by the instructor

2) Horticultural Therapy Courses (maximum 3 points)

Continuing education courses or workshops directly related to horticultural therapy; HT/TH principles, practices, and methods used in the profession. These courses are taught by a Registered Horticultural Therapist (HTR or HTM) or they are HT courses taught by an allied professional that has gone through the CHTA education points confirmation process.

0.5 points per 40 contact hours of instruction (in-class time either in-person or virtual)

Documentation Required for Horticultural Therapy Courses:

- A certificate of completion
- Name of HTR/HTM or allied professional instructing the course
- Number of contact hours of instruction
- Course description and objectives or a syllabus

B) Degrees and Diplomas (maximum 4 points)

1) Related Degree (maximum 4 points)

A *related degree* includes horticultural therapy, horticulture, social and human science, and healthcare; such as psychology, nursing, recreational therapy, and education.

Documentation Required for Related Degree:

- Official transcripts

2) Supportive Degree (maximum 2 points)

A *supportive degree* is relevant to the practice of Horticultural Therapy but not directly related. These include degrees in humanities, landscape, environment, and others.

If you think that your degree is *supportive*, but it is not listed above, please send an inquiry to registration@chta.ca.

Documentation Required for Supportive Degree:

- Official transcripts

3) Related Diploma (maximum 3 points)

Related diplomas are university/college diplomas in horticulture, recreation therapy, nursing, education, gerontology, or counselling.

A diploma involves at least two academic years or 4 semesters of study. A semester consists of a minimum of 14 weeks of 28 or more in-class hours per course.

Documentation Required for Related Diploma:

- Official transcripts

C) Additional Education (maximum 3 points)

1) Related University or College Courses (maximum 2 points)

These are individual courses in horticulture, health care, and/or social and human science which are directly related to the practice of Horticultural Therapy taught at a college or university and for which an official transcript is provided.

0.4 points per 40 contact hours of instruction (in-person or virtual class-time, or online independent module learning)

Documentation Required for Related University or College Courses:

- Official transcripts
- Number of contact hours of instruction
- Course description and objectives

2) Related and Supportive Adult Education Courses (maximum 2 points)

These are individual courses which are *related* to or *supportive* of the practice of Horticultural Therapy and for which an official transcript is not available.

0.3 points per 40 contact hours of instruction (in-person or virtual class-time, or online independent module learning)

Documentation Required for Related and Supportive Adult Education Courses:

- A certificate of completion
- Number of contact hours of instruction
- Course description and objectives

3) Personal Development Courses that apply horticultural therapy, therapeutic horticulture or therapeutic nature-based practices (maximum 1)

This section involves attending as a participant.

0.25 points per 40 contact hours of participation

Documentation Required for Personal Development Courses:

- A certificate of attendance
- Number of contact hours of instruction
- Course description and objectives

D) Professional Development (minimum 0.1 points, maximum 0.5 points)

This includes participating in the CHTA Annual Conference or HT Week programs. You will register for these directly through the CHTA.

0.0125 points per hour of attendance

Documentation Required for CHTA Professional Development:

- Attach a copy of the certificate of attendance issued by the CHTA

PRACTICAL

If your experience is in health care or social and human science, it should be supplemented with experience in horticulture and horticultural therapy. If your experience is in horticulture, it should be supplemented with experience in social and human science and horticultural therapy.

A) Paid Employment in Horticultural Therapy (minimum 1 point, maximum 3 points)

1) Paid Supervised Employment in Horticultural Therapy (maximum 3 points)

Paid employment in a structured horticultural therapy or therapeutic horticulture program supervised onsite by an HTR or HTM in good professional standing.

1.5 points per 500 hours

Documentation Required for Paid Supervised Employment in HT:

- A 500-750 word summary prepared by you about:
 - the nature of the population(s) with whom you worked during your employment
 - the goals of your programming, outline the objectives in achieving these goals, and some of the outcomes your clients experienced
 - how you explored key elements of HT as they relate to the [Horticultural Therapy Core Skills and Knowledge](#)
- A signed letter from the HTR or HTM that supervised your work
- A signed 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 summary of your employment hours signed by your departmental manager

2) Paid Unsupervised Employment and Self-Employed work in Horticultural Therapy (maximum 3 points)

This is work in a structured horticultural therapy or therapeutic horticulture program. You may be an employee or self employed but there is no HTR or HTM supervising you. Where you are unable to secure a letter from a contract employer, please follow the Documentation for Self Employment in HT (below).

1.25 points per 500 hours

Documentation Required for Paid Unsupervised Employment in HT:

- A 500-750 word summary prepared by you about:
 - the nature of the population(s) or group of populations with whom you worked during your employment
 - the goals of your programming, outline the objectives in achieving these goals, and some of the outcomes your clients experienced
 - how you explored key elements of HT as they relate to the [Horticultural Therapy Core Skills and Knowledge](#)
- A signed 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 summary of your employment hours signed by your departmental manager

Documentation Required for Self Employed work in HT:

- A 500-750 word summary prepared by you about:
 - the nature of the population(s) or group of populations with whom you worked during your employment
 - the goals of your programming, outline the objectives in achieving these goals, and some of the outcomes your clients experienced
 - how you explored key elements of HT as they relate to the [Horticultural Therapy Core Skills and Knowledge](#)
- a compilation of your work hours and locations
- a sample of program agendas and/or outline if available

B) Paid Associated Employment (maximum 2 points)

Associated employment is relevant to the practice of Horticultural Therapy but does not involve delivering HT/TH programs and services. Associated fields of work include health care, social work, counselling, occupational therapy, recreation therapy, horticulture, landscaping, environmental sciences, and education.

0.5 points per 500 hours

Documentation Required for Paid Associated Employment:

- A 500 word summary prepared by you about:
 - the nature of the work during your employment(s).
 - how you explored key elements of HT as they relate to the [Horticultural Therapy Core Skills and Knowledge](#).
- A signed 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 summary of your employment hours signed by your departmental manager

C) Volunteer Work in Horticultural Therapy and related areas (maximum 1.5 points)

- 1) Volunteering in a structured horticultural therapy or therapeutic horticulture program supervised by an HTR or HTT.
0.75 points per 500 hours
- 2) Volunteering in a therapeutic nature-based program not supervised by an HTR or HTT.
0.6 points per 500 hours
- 3) Volunteering in horticulture or human services.
0.4 points per 500 hours

Documentation Required for Volunteer Work in Horticultural Therapy:

- A 350-500 word summary prepared by you for each site about:
 - the population you volunteered with
 - the goals of the program, the objectives in achieving these goals, and some of the outcomes the clients experienced
- A letter from the agency or institution's volunteer supervisor(s) which includes the following information:
 - name and address of facility/site(s) worked
 - name and title of your supervisor(s)
 - a summary of your volunteer responsibilities (i.e., your job description)
 - a summary of your volunteer hours signed by the volunteer supervisor(s)

D) Professional Contributions (minimum 0.1 points, maximum 3 points)

This category is intended to recognize professional development and contributions, and to encourage active involvement in the profession of horticultural therapy. All applications must contain a minimum of 0.1 points in this section.

1) Service on the Board or a Committee of the CHTA (maximum 2.5 points)

Expectations for volunteer time per month and per year are outlined in the Committee/Board Roles and Responsibilities documents and the CHTA bylaws.

0.2 points per year served on a committee of the CHTA

0.5 points per year served as a member of the Board

Documentation Required for Service on the Board or Committee of the CHTA:

- Certificate from the CHTA Volunteer Coordinator indicating hours volunteered
- If your volunteering was prior to 2020 please create an estimate of your hours and responsibilities, and who the committee coordinator or chair was at the time and send it to the Volunteer Coordinator for appropriate documentation

2) CHTA Event Support (maximum 1 point)

This involves hosting or co hosting CHTA virtual events, or facilitating for any CHTA event.

0.005 points per hour of the event

Documentation Required for CHTA Event Support:

- Certificate from the CHTA Volunteer Coordinator

3) Community HT Promotion Presentation (maximum 1 point)

This involves making a presentation that promotes horticultural therapy and the CHTA to your community. This could include your local horticulture society, garden club, classroom, professional association, or related interest group. You will not be representing the CHTA, but rather helping to promote HT and the CHTA, as a member.

Be sure to only speak to content that you are confident and competent in presenting. Also ensure that your level of HT education and scope of practice is made clear to your audience.

0.075 points for a 30 to 60 min presentation.
Presentations less than 30 minutes do not qualify for points.

Documentation Required for Community HT Promotion Presentation:

- Title of the presentation, date, duration, and location of the event
- Summary of key points presented and which of the CHTA Core Skills and Knowledge were covered

4) CHTA Professional Presentation (maximum 1 point)

This includes being accepted to speak at a CHTA event such as the Annual Conference or HT Week. These presentations will be coordinated by the CHTA.

0.15 points for a presentation 30 min or longer.
0.075 points for presentations less than 30 minutes

Documentation Required for CHTA Professional Presentation:

- Certificate from the CHTA Volunteer Coordinator
- Summary of key points presented and which of the Horticultural Therapy Core Skills and Knowledge were covered

5) Publications (maximum 1 point)

0.05 points for a horticultural therapy related article published in the CHTA newsletter. Article must be between 500 to 1000 words. Please note: not all articles submitted to the CHTA will be published.

0.15 points for a horticultural therapy related article, submitted for peer review and published in an academic or professional journal

Documentation Required for Publications:

- Attach a copy of each publication

E) Internships and Mentorships (maximum 3 points)

1) CHTA Horticultural Therapy Internship (maximum 3 points)

All hours of an internship must be paid at a rate equal to or higher than the Canadian standard minimum wage. An internship is a minimum of 500 hours, but can be more.

Internship Supervisors apply for approval to the CHTA in advance of offering HT internships. An internship is designed in conjunction with the CHTA and must have gone through the CHTA approval process. For complete internship guidelines and details please contact registration@chta.ca.

A CHTA horticultural therapy internship is supervised onsite by a Registered Horticultural Therapist (HTR/HTM) who is a professionally registered member in good standing of the CHTA.

The HT internship includes an **Intern**, an **Internship Supervisor** (HTR/HTM), and an **internship site** where both intern and internship supervisor are employed.

A horticultural therapy internship enables an individual to integrate and apply previously mastered studies into a planned and supervised work setting. It will be customized to fulfill the individual educational and professional needs of the intern. Elements of the internship include horticultural therapy program planning and application, direct contact with clients, assessment, and documentation.

2 points for a 500-hour internship

Documentation Required for CHTA Horticultural Therapy Internship:

- A 500-750 word summary prepared by you about:
 - the nature of the population(s) or group of populations with whom you worked during your employment
 - the goals of your programming, outline the objectives in achieving these goals, and some of the outcomes your clients experienced
 - how you explored key elements of HT as they relate to the [Horticultural Therapy Core Skills and Knowledge](#)
- A signed letter from your HT internship supervisor which includes the following information:
 - name and address of facility/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 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.

2) CHTA Horticultural Therapy Mentorship (maximum 1 point)

Mentors apply for approval to the CHTA in advance of offering HT mentorships. A mentorship is designed in conjunction with the CHTA and must have gone through the CHTA approval process. For complete mentorship guidelines and details please contact registration@chta.ca.

A CHTA horticultural therapy mentorship is supervised by a Registered Horticultural Therapist (HTR/HTM) who is a professionally registered member in good standing of the CHTA.

The HT mentorship includes a **Mentee** with **paid unsupervised employment in HT**, and a **Mentorship Supervisor** (HTR/HTM) that will provide guidance about this employment.

A horticultural therapy mentorship is guidance from a Mentorship Supervisor to help the Mentee integrate and apply previously mastered studies into a paid work setting. The mentorship will be customized to fulfill the individual educational and professional needs of the mentee based on the Horticultural Therapy Core Skills and Knowledge.

A mentorship is 1:1 direct contact time spent outside of your paid unsupervised employment. This is time spent discussing the goals of your programming, outlining the objectives in achieving these goals, and reflecting on the outcomes your clients experienced, as well as other topics from the Horticultural Therapy Core Skills and Knowledge.

A mentorship relationship should be a minimum of 25 hours, but can be more, to ensure a consistent professional relationship.

0.1 points for 25 hours of Mentorship (1:1 direct contact time)

Documentation Required for CHTA Horticultural Therapy Mentorship:

- Create a chart stating the paid work experience from this application that you received mentorship for. Include a list of meeting dates, focus of each meeting, and lessons learned.
- Explain how you explored key elements of HT as they relate to the [Horticultural Therapy Core Skills and Knowledge](#)
- Have the above documents signed by your HT Mentorship Supervisor.