

The Holistic Animal Association
Approved Educator/School Application Guideline Packet



Educate-Empower-Inspire

Do you offer educational courses/classes or programs with a focus on the holistic healing arts for animals?

Do you have a desire and passion to educate and share with others?

If so, we welcome you to apply to become an H.A. A. Approved Educator. Please read the information provided in the Educator/School Application Guidelines Packet for more details. If you have any questions, please use the online information form at: www.holisticanimalassociation.com

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The Holistic Animal Association Approved Educator/School Application Guidelines

What: Become a H.A.A. Approved Educational Provider

Who: This Membership level is open to Holistic Practitioners/Educators that meet the Professional Practitioner Membership requirements, and who also teach/give instruction on holistic health modalities, or natural training methods that are for safe use with animals. Approved Continuing Education Providers are also welcome to apply.

How: the Educator can offer more than one program, and must provide proof of each program they teach. Instructors must have taught the course/class within the last two years.

Educator/School Membership Benefits:

- Receive e-newsletter and e-announcements
- Access to Membership and Advertising Discounts
- Free Registration to Tele-classes
- Educator/School Membership website listing
- Membership Certificate
- Free Calendar of Event Listings
- Reciprocal Blog Link
- Networking & Referral Opportunities

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As part of The Holistic Animal Association's mission to promote and support the Holistic Healing Arts for Animals, we encourage professionals and educators to apply to become an approved school/educator via the Holistic Animal Association. With the continued growth and increased awareness for those who are seeking information on holistic and natural therapies for use with their animal's friends, it is important that students and the general public have access to quality education and resources on the safe use and guidelines for the different types of therapies and varied healing modalities.

All course curriculum information that is submitted for application is reviewed for approval by the H.A.A. The review and approval process can take 2-4 weeks, and is based on a first come first serve basis. Incomplete applications will delay the review/approval process. Approved quality programs will have a listing on the H.A. A. website, and will be listed in the School/Educator Referral Directory e-Guidebook. Educators can also list their upcoming class dates via the H.A.A. Calendar webpage.

Application Submission Requirements:

Please submit the following documentation information with the completed Educator/School Membership Application:

- Membership Application
- School/Educator Application
- Signed Copy of Code of Ethics
- Instructor's typed bio
- JPEG Headshot
- JPEG School Logo
- Curriculum Outline for each course offered
- List of Course information: course/s titles, total hours, course description
- Copy of Course Completion Certificate/s for each course (certificates must include the following: Course Title, Total Hours completed, Date/s attended/completed, Instructor's/School Name, Student's Name)
- Copy of Policies and Procedures: course attendance/registration requirements, cancellation and refund policy, course fees
- Copy of Business Marketing Promotional Materials: (brochure/flyers etc.)

Mail completed Educator/School Application and documentation to:

The Holistic Animal Association
PO BOX 1858, Banner Elk, NC 28604 USA

Make Checks Payable to: The Holistic Animal Association

Returned check fee: \$25.00

Or pay via our secure online PayPal option

Educator/School Membership Fees:

USA \$250.00 per year* / International \$275.00*

(*Fee includes Professional Membership and School Membership for one year)

All fees are non-refundable. Fees are scheduled to change without notice.

Educator/School Members must renew their membership at least 60 days prior to the renewal date in order to avoid removal from the H.A.A. website and Referral Guidebook. Educator's that do not renew their membership on time, or if their membership lapses past the 30 days of the renewal date will be charged a \$25.00 reinstatement fee. Educators that add any new course/s to an approved program must submit that information for review/approval.

The Holistic Animal Association Approved Educator/School Application

Please type or print clearly below. All information submitted must be in English. Incomplete applications or script writing will not be accepted. Use black ink to complete the following:

Application Date: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

School Name:

School Location address:

City: _____ State: _____ Zip: _____

School Email: _____

School Website: _____

Your Email address if different from the school's contact email:

Phone: (School): _____

Phone: (Cell): _____

Phone: (Fax): _____ Phone: (Other): _____

Payment information: Check Number: _____ Amount: _____

By signing below I agree that I will abide by the H.A.A. Membership Requirements and Code of Ethics. I have submitted all required documentation and completed application/s to apply for the Education Provider review/approval process.

Signature: _____

Office Use Only:
Date Application Received: _____ Application Complete: _____

Website Listing: _____ Membership Packet Mailed: _____

Notes:

H.A.A. Educator/School Application Check-list:

Please read the following check-list to ensure that you have all the required information and documentation included to complete the application process:

- ✓ Membership Application
- ✓ School/Educator Application
- ✓ Signed Copy of Code of Ethics
- ✓ Instructor's typed bio
- ✓ Printed Instructor Headshot (see below)
- ✓ Printed School/Business Logo (see below)
- ✓ Typed School Description (Word Doc) 50 words
- ✓ Curriculum Outline for each course offered
- ✓ List of Course information: course title/s, total hours, course description
- ✓ Copy of Course Completion Certificate/s for each course (certificates must include the following: Course Title, Total Hours completed, Date/s attended/completed, Instructor's/School Name, Student's Name)
- ✓ Copy of Policies and Procedures: course attendance/registration requirements, cancellation and refund policy, course fees
- ✓ Copy of Business Marketing Promotional Materials: (brochure/flyers etc.)

In addition to the above mailed information, please submit the following in email to the H.A.A. office:

- ✓ JPEG Instructor Headshot
- ✓ JPEG School/Business Logo
- ✓ Typed School Description (Word Doc) 50 words

The typed educator/school description must also include the contact information that will be displayed on the H.A.A. website, including your website and email address, and school phone number, along with a 50 word description about your school/course/s. (Promotion of products can not be included with educator/school listings. Please see our advertisement options for more information).