



# American Horticultural Therapy Association®

## Professional Registration Policies and Procedures

Effective October 1, 2008

The American Horticultural Therapy Association recognizes and registers horticultural therapists through a voluntary professional registration program. This is a peer review system that is intended to promote basic professional competencies based on academic and professional training. Those approved for professional registration are conferred the credential HTR (Horticultural Therapist Registered).

A baccalaureate degree in horticultural therapy or an equivalent degree is the basic requirement for professional registration. Curriculum includes coursework in human sciences, horticulture, and horticultural therapy. In addition, a 480 hour supervised internship is required. Internships provide a practical application of horticultural therapy where students learn how to assess the needs of clients, develop and implement treatment plans, and evaluate and document clinical changes.

### Policies and Procedures

#### Review of Applications

Applications for all registrants are reviewed and evaluated by the Registration Review Board. This Board is composed of six members who evaluate each application based on academic and internship requirements. After evaluation, each reviewer accepts or rejects the application. All recommendations are compiled by the Review Team Leader and recorded on a summary action sheet that is forwarded to the AHTA national office. The office will notify the applicant by letter of the review board's decision and include a copy of the summary action sheet.

#### Eligibility

To be eligible to apply for and be granted professional registration status, one must be a member of AHTA at the **Individual** level. Once approved for registration an individual must thereafter renew their membership annually at the **“Professional”** level to maintain registration status.

#### Application Procedure

Applicants must submit to AHTA an original notarized application form, the application fee, supporting sealed transcripts and all other verifying information requested. In addition, a copy of the original application and verifying documents must be mailed to each of the five registration reviewers and to the review team leader. A list of reviewers is included in the application packet. Prior to mailing applications, please contact the AHTA office to confirm accuracy of mailing addresses.

**Note: Applications must be typed and fully completed. If all required materials are not submitted the application will be rejected and the summary report noting the missing documentation will be sent to the applicant.**

#### Maintaining Registration

An individual must renew their AHTA membership annually at the “professional” level to maintain registration status. After three months of a lapsed membership, a registrant must pay a late charge in addition to their annual membership dues to be reinstated (see fees outlined below). After two years of a lapsed membership, a registrant will be required to reapply for registration status.

#### Reapplication Requirements

Applicants that have been denied registration because they did not meet minimum standards have one year from the date of notification to attain those standards and reapply. There is a processing fee for this service (see fees outlined below). The AHTA national office and Review Team Leader will keep the original

application on file. Therefore, individuals who reapply need only submit an addendum to their original application, to the AHTA national office and the Review Team Leader. The addendum must include all additional requirements with documentation. The Review Team Leader has the authority to accept or reject the reapplication based on prior recommendations of the Review Board.

**Registration Appeals**

Applicants may appeal a decision of the Registration Review Board by filing a written appeal within thirty (30) days of notification of their decision. Appeals should state the reason for appeal and any other pertinent information. The AHTA Executive Committee serving as the Registration Appeals Board will consider appeals. Applicants filing an appeal will be advised when an appeal review has been scheduled. Should the Appeals Board decide that there are grounds for an appeal, the application will be resubmitted to the Review Board for reconsideration. Any decision made by the Review Board at that time will stand. The appellant will be provided with a report detailing the Review Board’s decision.

Written appeals should be sent to: **AHTA  
Registration Appeals Board  
150 South Warner Road, Suite 156  
King of Prussia, PA 19406**

**Professional Registration Fees**

Registration fees are due and payable to AHTA upon application and are non-refundable.

Registration application fee .....	\$150
Reapplication (within 1 year) .....	\$35
Late charge (for reinstatement) .....	\$75

Mail to: **AHTA  
Attn: HTR Registration  
150 South Warner Road, Suite 156  
King of Prussia, PA 19406**

**AHTA Professional Registration Requirements**

**I. Education**

Applicants have two options for professional registration as detailed below.

**Option A:** A **baccalaureate degree in horticultural therapy** and a supervised internship (480 hours)

**Option B:** An **equivalent baccalaureate degree** and a supervised internship (480 hours)

An equivalent baccalaureate degree is defined as a degree in a field other than horticultural therapy that includes 33 semester credits of specific required coursework as outlined below. All coursework must be for college credit and must be documented through college transcripts. The required coursework may be in fulfillment of a degree or may be completed in addition to an existing degree.

*Please note that the following coursework represents topic areas and not specific course titles.*

- A. Twelve (12) semester credits of **human science** coursework, with a minimum of **three** of the topic areas listed below:
  - General Psychology
  - Developmental Psychology
  - Environmental Psychology
  - Abnormal Psychology
  - Counseling Theories
  - Human Growth and Development
  - Adult Development and Aging
  - Aspects of Disabilities and Illnesses

- Group Dynamics
  - Principles of Therapy
  - Human Anatomy/Physiology
  - Medical and Psychiatric Terminology
  - Professional Ethics
  - Assistive Technology
- B. Twelve (12) semester credits of **horticulture** coursework, with a minimum of **three** of the topic areas listed below:
- Introduction to Horticulture
  - Plant Materials
  - General Plant Pathology
  - Pest and Disease Management
  - Plant Propagation
  - Floral Design
  - Greenhouse or Nursery Production/Management
  - Landscape Design
  - Entomology
- C. Nine (9) semester credits of **horticultural therapy** coursework, with a minimum of **three** of the topic areas listed below:
- Overview of the Horticultural Therapy Profession
  - HT Programming and Techniques (i.e. goals, assessments and documentation, activities, adaptive devices, accessibility)
  - HT Program Management (i.e. preparing proposals, budgets, fundraising, marketing, grant writing, research, private contract work)
  - HT Populations (i.e. people with physical, developmental, or mental/psychological disabilities; older adults, youth at risk, substance abuse and offenders, people with visual impairments, people who have been abused)
  - People-Plant Relationships (i.e. the interaction of plants and people in natural and man-made settings, the human psychological response, and horticultural therapy)

Horticultural Therapy coursework may be fulfilled by completing AHTA accredited certificate courses. Those HT certificate courses completed by March 1, 2009 will meet standard I.C, even if the applicant did not earn college credit for the course(s).

## **II. Internship**

Applicants must complete a minimum of 480 hours of internship in horticultural therapy, supervised by a registered horticultural therapist at the HTR or HTM level. Internships may be divided among multiple settings and may also be distance supervised. Please contact AHTA for complete set of guidelines governing internship programs.

### **Purpose:**

The internship is designed to provide a background in the theory and application of horticultural therapy as a treatment modality for diverse populations with disabilities.

### **Goals:**

- To develop a functional knowledge of horticultural therapy, its theory and application, and a perspective of how it fits into the overall rehabilitation process
- To understand how horticultural therapy is similar to other disciplines, and how it is unique.
- To develop an understanding of the psychology of disability
- To develop skill in forming objective assessments regarding client goals, interests, and abilities, and to relate these factors to appropriate activities and adaptations
- To develop effective communication and interpersonal skills with clients and staff
- To develop initiative in organization of individual and group programs
- To gain knowledge of administrative requirements affecting function