

NATIONAL ASSOCIATION FOR ESOTERIC HEALINGSM

**CERTIFICATION
for
PRACTITIONER of ESOTERIC HEALING
PROGRAM HANDBOOK**



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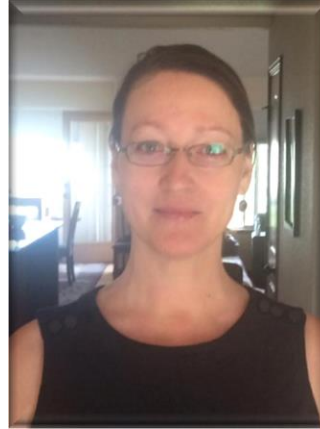
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Advisors for the Certification Process – ACP

All ACPs have gone through the certification process and are Certified Practitioners of Esoteric Healing (CPEH). ACPs assist the candidates through the certification process with answering questions and providing guidance, as well as overseeing and evaluating the testing process.



Bonnie Dysinger CPEH
California
Certified in 2012
ACP since 2011
NAEH Teacher



Lyn Ludwig CPEH
Colorado
Certified in 2016
ACP since 2019



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California
Certified in 2013
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NAEH CERTIFICATION

Program Outline

The NAEH Certification Program is designed to provide Esoteric Healing practitioners with a credible, verifiable process to professionalize and standardize the field of Esoteric Healing and their practice in this field. Certification is a process that measures, evaluates, and confirms one's knowledge, technical understanding and skillful use of knowledge, basic philosophy and practice as it applies to Esoteric Healing. In order to establish one's competency in a field of study, and to establish a field of study as competent and legitimate, criteria and skills have to be measured and tested. When the testing process has been successfully completed, the certification is awarded to the individual by the sponsoring organization (NAEH). When enough individuals have been certified in a new discipline, "the form becomes anchored", and becomes a contributing force for good in society.

We, the certification committee of the NAEH, thank you for your serious interest in Esoteric Healing over the years, and particularly your interest in becoming a Certified Practitioner of Esoteric HealingSM within the National Association for Esoteric HealingSM.

We all help each other to anchor higher truth in society. If you have questions, please call the NAEH Office at 517-898-0271 or e-mail info@naehonline.org.

REQUIREMENTS FOR CERTIFICATION

1. Documented completion of at least courses Part 1-4 from an accredited NAEH/INEH teacher.
2. Member in good standing in NAEH at the Professional Level of membership and has been utilizing Esoteric Healing for a minimum of 18 months since the completion of Part 1.
3. Completion and signatures of application form, ethics statement and communication expectation responsibilities.
4. Application fee due of \$100.00 sent in with the application or paid through the link on the NAEH website under the Certification tab.
5. Testing fee of \$100.00 due before January 15th of your testing cycle.
6. Knowledge of basic anatomy and physiology.
7. Knowledge of the anatomy of the energy bodies as presented in Esoteric Healing courses, Parts 1-4.

NOTE: The testing process is based on the most current material. We strongly urge you to request the updated NAEH Syllabi (2012) for Parts 1, 2, 3, and 4, by contacting the NAEH office. The requested syllabi will be emailed to you at a cost of \$5 per syllabus. These syllabi are only available to accepted candidates in the certification process.

8. Knowledge of basic medical diseases (refer to page 28 for resource materials).
9. Three case write-ups.
10. Fifty hours of documented Esoteric Healing sessions.

11. Written paper (6-10 pages) or PowerPoint presentation on a subject dealing with Esoteric Healing.
12. Successful completion of NAEH written tests (#1 and #2).
13. Successful completion of NAEH practical test.
14. Successful interview with the Certification Committee.

STEPS OF THE PROCESS

STEP 1

Complete the entire “Application for Practitioner Certification” form. Please note the “Check-Off” sheet on the last page of the application. Follow directions carefully. One copy of the entire application with all signatures and requested materials **must** either be emailed, or arrive via US mail at the designated mailing address indicated on the last page of the application – all in the SAME email or envelope. If items are missing, you will be notified and your application will be put on hold until all materials are received.

STEP 2

When your application materials have been received you will receive:

- a. An email with a welcome letter attached containing important information.
- b. The name and contact information of your Advisor for Certification Process (ACP) is included in this letter
- c. Your ACP will notify you if your application has been approved or if additional information is needed.

You may then proceed with completing:

- Clinical session log for at least 50 hours of sessions
- Case Studies – 3
- Written paper of original content, 6 -10 pages in length

As each of these 3 items is completed, they are to be submitted by email to your ACP for review (separately is recommended). Each section will be carefully reviewed by your ACP. You will be notified as each section has been successfully completed. If corrections, changes or additions are necessary, you will be notified as promptly as possible.

All completed documents are to be emailed to your ACP. Your ACP will save your emailed approved documents in your certification file.

TESTING FEE DUE DATE

Test fee of \$100 must be paid by January 15th or you will not be able to proceed to Step 3 and will have to wait until the next testing cycle. The test fee may be paid online through the payment link in the Certification Candidates tab in your My Profile on the NAEH website.

STEP 3

When Step 2 has been successfully completed you will be notified by e-mail as to the date(s), location, and time for Step 3:

- a. Written Test (Take Home)
- b. Onsite Tests (Two days prior to the annual NAEH conference or may take place online.)
 - i. Written Test (short answer, multiple choice, matching, and true/false)
 - ii. Practical Test
 - iii. Interview

From the date of acceptance of your NAEH application for the certification exam, you have 2 consecutive test cycles to complete this process. Cycle 1 is from the date of acceptance of your NAEH application to the onsite testing dates; cycle 2 is to the onsite testing dates for the next year. If the written test, practical test, and/or interview have not been successfully completed within the 2 cycle period, you will have to reapply for certification. This will include the resubmission of all forms, logs, application and fees. If there are extenuating circumstances that prevent you from completing the testing in 2 cycles, a written letter to the NAEH Certification Committee detailing your circumstances will be required. The letter does not guarantee that you will be able to continue the certification process without re-application.

You have to successfully complete BOTH the written test and the practical test in order to be eligible for the interview. If a test was not successfully completed and passed, that test plus the interview will be rescheduled for the next testing cycle. The re-test fee is \$50.00 for each section (written or practical) to be re-taken.

Upon successful completion of Steps 1, 2, & 3 of the Certification process you will receive from the NAEH:

- 1. Certified Practitioner of Esoteric HealingSM (CPEH)**
- 2. Awarded an official numbered certificate as a Certified Practitioner (CPEH)**
- 3. Recognized at the annual NAEH Conference as being a newly Certified Practitioner (CPEH)**
- 4. Listed on the NAEH website as Certified Practitioner of Esoteric HealingSM**

TO MAINTAIN YOUR NAEH CERTIFICATION

1. Maintain your yearly membership with the NAEH at the Professional Membership level.
2. Abide by the ethics statement in the yearly application and signed by you each year.
3. Attend a minimum of at least one NAEH conference every 4 years. The group energy and the conference supports us and keeps us up-to-date and informed in the practice of Esoteric Healing.

4. Pay \$35.00 certification renewal fee every fourth year.
5. Enjoy your work!

If any of the numbers 1-4 are not maintained, you will receive notice and will have until the next cycle to rectify matters.

Blessings to you on your Journey of Certification! The NAEH Certification Committee

Certification Process Timelines

Step 1

Application Form

- Applications are accepted annually anytime by **June 1st** (postmarked) and are to be emailed or mailed to the Certification Chairperson. The mailing address will be listed on the last page of the application. (Notes: The earlier your application is submitted the more time you have to complete your Step 2 process!)
- Include original forms and keep a copy for yourself.
- The application fee of \$100 is non-refundable. Application fees are payable online through the payment link under the Certification tab on the NAEH website or by check payable to NAEH included with your application.
- Once the application and fee is received by NAEH Certification Chairperson, you will be sent an email and an attached welcome letter.

Step 2

Information

Once your application has been reviewed and approved by your ACP, your ACP will contact you to officially welcome you as a candidate in the certification process and answer any questions you may have. (Note: It may take up to 2 weeks from the time you received the welcome letter from the Chairperson before you hear from your ACP.)

Be sure to download the Program Handbook from the NAEH website. Included in this handbook:

- a) Esoteric Healing Session Format – **Due by August 1st**
- b) Case Study write-ups (3) – guidelines
 - Case Study #1 – **Due by September 1st**
 - Case Study #2 – **Due by October 1st**
 - Case Study #3 – **Due by November 1st**
- c) Esoteric Healing Session Log – form and instructions - **Due by January 7th**
- d) Paper (6-10 pages, typewritten; or PowerPoint presentation) – guidelines - **Due by January 7th**

No extensions will be granted after **January 7th**.

The ACP will review your submitted information for approval within 2 weeks. Any recommended revisions must be completed by you and returned to your ACP by the date provided by your ACP. This gives your ACP limited additional time to review submitted materials and notify you of your final Step 2 status.

Reminder: Test fee of **\$100** must be paid by **January 15th** or you will not be able to proceed to Step 3 and will have to wait until the next testing cycle. The test fee may be paid online through the payment link under the Certification Candidates tab in your My Profile on the NAEH website.

Step 3

Testing (February 8 – February 22)

1. Part A – **February 8**, a take-home written test will be emailed to all applicants. You will have 2 weeks to complete this test. Your take-home test must be completed and returned to your ACP by **February 22nd**. (You may discuss answers with others, research answers, etc.) This must be successfully completed before taking Part B of this section (Step 3). Your ACP will notify you by March 1st as to the final status of your take home test.

On-site Testing Process:

2. Part B to occur **2 days prior to the NAEH Conference or testing may take place online; schedule will vary.**
 - a. Written test (short answer, multiple choice, matching, true/false) – 1st day a.m.
 - b. Practical test – 1st day p.m.
 - c. Interview – 2nd day a.m.

If one of these sections is not successfully completed, follow instructions in “Program Handbook”

Highly Recommended

- Read this entire Program Handbook. It contains important information.
- Review the sample case study, paper, and written test under your My Profile on the NAEH website under the Certification Candidates tab.
- Please do not wait until the last minute to ask questions.
- Submit your materials for Parts 2 and 3 as soon as each piece is completed. This gives you more time in the event revisions are recommended by the ACP.

Certification

- Awarded official certificate as Certified Practitioner of Esoteric Healingsm (CPEH)
- Recognition at the annual NAEH Conference
- Listed on NAEH website (directory) as Certified Practitioner of Esoteric Healingsm (CPEH)

Communication Guidelines and Expectations

for Candidates with Assigned ACP

Your Advisor of the Certification Process (ACP) is a member of the Certification Committee assigned to work with you for the duration of your certification process.

Your ACP:

- Is a Certified Practitioner of Esoteric HealingSM.
- Has been through and understands the certification process.
- Works in conjunction with the Certification Committee. Your ACP may want to discuss questions or issues that come up regarding your certification process with the Committee for a broader perspective.
- Will not provide you with answers to test questions; however, they will provide guidance by directing you to various resources.

ACP Responsibilities

1. Present written and verbal communications with their candidates, intending the best and highest good.
2. Maintain a complete certification file for their candidate(s) that is to include all correspondence and communication between the ACP and candidate during the certification process. This includes all required Part 1, 2, and 3 documents, written documentation of telephone conversations, and all other forms of communication (e.g. e-mail and text) occurring during the certification process.
3. ACPs are to assist their assigned candidate with guidance through the certification process if needed or requested by the candidate.
4. Respond to candidates within a reasonable time period.

Candidate Responsibilities

1. Candidates are expected to demonstrate professional and ethical behaviors and communication when dealing with their ACP and fellow candidates as outlined in their signed ethics statements for the NAEH and the certification application (refer to the ethics statements in the Program Handbook).
2. Recognize that observing, listening, acting, and viewing mistakes and missteps are an ordinary part of ones growth and development—remembering that the journey of learning continues on past Esoteric Healing classes and certification.
3. Candidates are encouraged to contact their assigned ACP with any questions regarding the process.
4. Keep track of timelines for submitted information.

Communication Difficulties

On the rare occasion that an ACP and candidate encounter communication difficulties, both are encouraged to view this as an opportunity to learn, grow, and expand their communication skills. The ACP and candidate are encouraged to utilize the following tools as an effort to minimize communication difficulties:

- Align and Attune with each other asking that all communication be for the highest good.
- Listen to one another with mutual respect.
- Seek to understand the other's point of view.
- Seek the strengths in each other.
- Identify specific situations and present possible solutions.
- Both have a sacred responsibility to communicate information in a manner that is helpful, kind, and respectful.

In the event that communication difficulties are not able to be resolved, then preferably by mutual agreement of the ACP and candidate this matter will be brought to the entire Certification Committee for discussion and resolution. Disagreements do occur at times and one of the purposes of this Committee is to mediate fair and objective solutions.

Instructions for Esoteric Healing Practitioner Log

The purpose of this log is to provide you with an easy way to keep track of your Esoteric Healing session hours and will also provide the certification committee with a concise document for their records.

Each applicant for certification is required to provide a record of at least 50 hours of Esoteric Healing sessions on at least **five different clients**. In the Esoteric Healing sessions for certification we ask that the sessions:

- Use Esoteric Healing exclusively rather than blend it with any other modality.
- Are only on humans and animals (and do not include sessions on one's self, souls not in incarnation, or groups). These sessions may be in person or absentee. You may also utilize Esoteric Healing techniques learned when taking classes higher than Esoteric Healing Level 4.
- Are at least 20% on humans which equals 600 minutes or 10 hours of session time.
- You may log session hours that have been completed within 18 months prior to the June 1st application deadline, providing that you have kept written records of those sessions.

Instructions for the use of this practitioner log are as follows:

- 1) The first column on the left side of the page is a sequential numbering of your sessions. You will notice that there are 80 possible entries, as the length of time will vary from session to session. (You may make copies if additional sessions are needed.)
- 2) The next column is for the date of the session.
- 3) The next column asks the practitioner to enter the client's initials; this respects client confidentiality.
- 4) In the next column, please indicate whether the session was in person, with a P, or absentee, with an A.
- 5) In the next column please indicate if the client was human, with an H, or animal, with the letters An.
- 6) In the 'Length of Session' column, you are to:
 - Write the length of each session
 - List the entire duration of the session which may include 10-15 minutes of relevant intake/outtake talk with your client
 - Indicate the time of the session in minutes. Session times may vary widely and by logging the time in minutes you will find it easier to keep track of your accumulated times.
- 7) In the last on the right column:
 - Keep a running total of your session times
 - Keep adding each successive session to the total until you reach 3000 minutes which equals 50 hours.
- 8) You may print the following two pages to use as your Esoteric Healing Session Log.

or

You may download the Esoteric Healing Session Log in Excel format to log your session hours. This Excel log is located in your My Profile of the website under the Certification Candidates tab. To use this Excel log you must be able to know how to save and re-access this document on your own computer. Your ACP will not be able to assist you with this.

The Excel spreadsheet will calculate your session hours for you. However, you must either enter all of your time as minutes; or enter all your time as hours (and fractions of hours) for correct calculations.

Esoteric Healing Practitioner Session Log – pg. 1

Practitioner Name: _____

Session number	Date of session	Client Initials	In person = P Absentee = A	Human = H Animal = An	Length of session	Total number of session hours
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
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40						

Esoteric Healing Practitioner Session Log – pg. 2

Practitioner Name: _____

Session number	Date of session	Client initials	In person = P Absentee = A	Human = H Animal = An	Length of session	Total number of session hours
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
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52						
53						
54						
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80						

Case Study Guidelines

Case studies are used in academic and professional settings as a research method. Writing a case study is an educational opportunity to evaluate Esoteric Healing session methods and outcomes and share what you have learned with others. A client's session may be described as being a success, having an unexpected outcome, or a "failure" (did not meet client or practitioner's expectations). Your experience is invaluable for your future clients and to all other practitioners of Esoteric Healing.

The case studies you will be writing are an opportunity to describe how you assess and balance your clients and the outcome of your sessions.

Tools for Writing Your Esoteric Healing Case Study

Tool #1 – Descriptors of Energy Flow

In order to communicate consistently and in terms we all understand and relate to, we ask that when describing your client's energy centers, triangles, systems, etc., please follow the energy flow continuum below based on the Likert Scale. Use the numbers and the descriptive terms to indicate the energy flow of the center or triangle.

LIKERT SCALE – ENERGY FLOW CONTINUUM

1 = Blocked 1.5 = Restricted 2 = Diminished 2.5 = Fair 3 = Balanced/Flowing 4 = Mildly Excessive 5 = Excessive

| | | | | | |

You are welcome to include/translate impressions of colors, sounds, pictures, rate of vibration, or however else you might be perceiving the energy flow based on the continuum.

Tool #2 – SOAP Recording Process

There are four commonly used components of SOAP:

S = Subjective (what the client said - e.g. their reported feelings)

O = Objective (what you observed - e.g. what you did; not your subjective interpretation)

A = Assessment (the analysis of subjective & objective findings)

P = Plan

S = Subjective

Session #1

This section presents problems and issues from the client's viewpoint — how s/he may feel.

Relevant info may include:

- The client's age and gender
- The reason for the client's visit — write these in the client's own words (place quotation marks around comments that are exactly what has been said by the client)
- Any health conditions (diagnosed by a health professional) the client might have.
- Description of symptoms the client is experiencing, including severity, location, duration & frequency
 - *Example: client reports she is experiencing low back pain near the top of the sacrum on the left side. Pain occurs when she is bending or lifting heavy objects. Resting by lying down helps reduce the pain.*
 - *Example: client notices she feels very anxious when having to speak with her boss or with other individuals in authority. She reports she feels shaky, her knees feel weak and her mind doesn't process well in these situations.*
- Medical treatment(s), other modalities, or intervention(s) the client is receiving
 - Traditional: (e.g., medications, psychotherapy or counseling, physical therapy, follow-up visits etc.).
 - Complementary or alternative: (e.g., essential oils, EFT, acupuncture, energy work etc.)
 - Other practices that the client has done to help themselves (e.g., yoga, meditation, breathing exercises, ray oils etc.)
- Information about how the client is feeling physically, emotionally, mental, or spiritually

Additional comments that may be considered:

- Client's concerns, plans, goals and thoughts.
- Intensity of problems and impact on relationships.
- If relevant, what is the client's social history (married, single, living arrangements, etc.)

[Click Here for Example of Subjective Information](#)

O = Objective

This section records what you found in the evaluation and what transpired in the session of the client. Record only the facts as you observe them and be sure to avoid opinion.

Relevant info may include:

- The client's general appearance, affect or behavior.
- Description of the flow of energy of the centers at the beginning of the session. (Use the Likert Scale – Energy Flow Continuum)
- Description of what you did during the session itself.
 - List triangles or protocols you may have used.
 - Where did centers or triangles fall on the continuum?
 - Include any levels and sides (left, right, front, back, emotional, mental, etc.) in your interpretation if appropriate.
- List of any new triangles you may have developed to help balance your client.
- Description of the flow of energy of the centers at the end of the session (Use the Likert Scale- Energy Flow Continuum).
- If this is a subsequent session, address any changes you noticed in triangles or centers different from what you found in previous sessions.

[Click Here for Example of Objective Information](#)

A = Assessment

This section is the interpretation of the subjective and objective elements.

- The assessment is a concise summary and interpretation of your findings.
- It may include a brief description of how your findings may have shifted or changed as a result of the session.
- The assessment should also include any feedback from your client about their experience during the session and any insights they might have received.

[Click Here for Example of Assessment Information](#)

P = Plan

This section describes the plan for further sessions or management of the noted issues based on the client's response to the session and your interpretation of the findings.

Relevant information may include:

- Suggestions for the client to carry out between sessions, e.g. "homework". (Squared breathing, ray oils, meditation, journaling, suggested readings, etc.)
- Plan for follow up session(s).
- Referrals if needed.

[Click Here for Example of Plan Information](#)

See page 20 for S.O.A.P. example format.

Tool #3 – Advisor for Certification Process

Your assigned Advisor for Certification Process (ACP) will assist in answering your questions and providing guidance. (Refer to Communications Guidelines starting on page 9 in the Certification Program Handbook.)

Guidelines for Writing Your Esoteric Healing

Case Study

Esoteric Healing Session Format

- 1) Briefly describe your basic assessment/session format. Is there a pattern of assessment/balancing that you follow? Write this on a separate page and limit it to one page or less. We will assume this is the format you used in each session and therefore does not need to be included in your case study. However, if you do not have a specific pattern of balancing you follow, you will need to write in your case study how you assessed and balanced during each session.
- 2) You will be writing three case studies.
 - a) Choose three different clients that you have balanced at least three times each using only Esoteric Healing. If you have balanced a client more than three times, choose which three sessions are most significant to your case study, but also list any in-between session dates by listing only the date and if the session was absentee or in-person. All three sessions are to be included in a single case study.
 - b) Title your case studies as Case Study #1, Case Study #2, and Case Study #3.
 - c) To protect client confidentiality, please do not use your client's name. Instead use initials as the identifier (these may be fictitious initials).
 - d) Each case study is to be from two to four type written pages on 8.5" x 11" inch paper.
 - e) Include your name on each page of your case study.
- 3) The following are the only acceptable abbreviations allowed in writing your case study.

CC = Crown Center	P/E = physical/etheric	ANS = Autonomic Nervous System
AM = Alta Major	E = emotional	PNS = Parasympathetic Nervous System
TC = Throat Center	M = mental	SNS = Sympathetic Nervous System
HC = Heart Center	P = personality	(H) = Center on the Head
SP = Solar Plexus Center	S = spiritual	T = triangle
SC = Sacral Center		m = minor
BC = Basic Center		

- 4) Contact your ACP if you have any questions about how to format your case study.

Each Esoteric Healing session needs to be described according to the Esoteric Healing Session Format on the following pages.

(Note: You may view a sample case study on the website under your My Profile on the website under the Certification Candidates tab.

Esoteric Healing Session Format Example

(On a separate sheet of paper write your case study in the following format.)

Case Study #1

Session # 1

S: General History

O:

A:

P:

(Included in-between session dates here if applicable.)

Session # 2

S: Explain client's current symptoms. Is client reporting any changes from previous session.

O:

A:

P:

(Included in-between session dates here if applicable.)

Session #3

S: Explain client's current symptoms. Is client reporting any changes from previous session.

O:

A:

P:

Synthesis

1. Why did you select this client for a case study?
2. Explain the session outcome and why (or why not) it was what you hoped for or expected.
3. What did you learn from balancing this client? Please provide an in-depth and thoughtful answer.
4. What resources did you access, if any, in order to better understand this client's needs?

ORIGINAL PAPER

Purpose of the Paper

The original paper is a wonderful opportunity for you to explore an area related to Esoteric Healing. Choose a topic that interests you so much that it makes you want to wake up in the morning! Delve into a topic that brings you joy or is something you would like to learn more about, or is something that has provided an “ah-ha moment” that you would like to share with others.

Know that in writing this paper, you are also contributing to the knowledge base of the profession of Esoteric Healing. Therefore, keep in mind that others will benefit from your explorations and writings about your topic. Your unique contribution through this paper is important to us all and is greatly appreciated.

Or

Perhaps you are a highly creative person, preferring to work with a combination of words, audiovisual graphics and instructional design in order to explore and share your knowledge about a particular topic related to Esoteric Healing. Therefore, you might be interested in creating an original PowerPoint presentation, suitable for offering at a professional seminar or webinar.

[Click Here to read more about this PowerPoint option.](#)

Choosing a Topic for your Paper

The topic of the paper must be approved by your ACP prior to writing your paper. Your advisor will serve as a sounding board as you develop your thoughts and ideas early on in this process, and they will continue to answer questions that you might have as you progress through writing your paper.

Because Esoteric Healing is life - encompassing, the choices for topics is broad. Those listed below are only suggestions. Sit in meditation and ask for the topic that would most energize you—a topic that would serve your own and other practitioners’ best interests.

Sample Topics

- A. Practical Topics
 - Anatomy
 - Disorders and diseases
 - Scope of practice and standards
 - Interfacing Esoteric Healing with other modalities

- B. Metaphysical Topics
 - Elements of Esoteric Astrology
 - Hierarchy
 - Energetic anatomy
 - Kingdoms
 - Devas
 - Spiritual laws
 - Aspects of the Constitution of the Human Being

- Topics related to the Rays
- Building the Antahkarana
- Topics related to Cosmology
- Kundalini
- Science of Triangles

C. Philosophical Topics

- Metaphor in religions as it relates to metaphysics and Esoteric Healing
(may compare/contrast religious metaphysics)
- History of Esoteric Healing
- What is Theosophy?
- Who is Alice Bailey?
- Ethics in healing
- Application of Spiritual Law
- The Soul as Healer

Resource/Reference Materials

An important part of writing this paper is to explore the literature and other resources in order to learn more about your topic. Therefore, you must support your paper by using at least 5 references or resources. (e.g., journals, books, appropriate websites, speakers, seminars, media). NOTE: Wikipedia is not an acceptable reference; however, you may read the articles referenced at the bottom of the Wikipedia articles and include the relevant references in your paper.

Paper Format

Your paper must be 6-10 pages in length, able to be printed on 8 1/2" x 11" paper, and double spaced. You must get pre-approval from your ACP if your paper is going to exceed 10 pages.

Your paper must have three sections: An Introduction, a Body, and a Conclusion.

Introduction: in this section of your paper, you will:

- Tell the reader why you are interested in this topic. What inspired you to write about this topic? Is there a personal connection to this topic, or did you become interested in it by attending a class or reading a book or website?
- State the purpose of the paper.
 - Example: "The purpose of this paper was to explore the use of Esoteric Healing in helping horses with leg injuries."
 - Example: "The purpose of this paper was to review the history and impact of Theosophy on Esoteric Healing."
 - Example: "I wanted to learn more about the Antahkarana, so the purpose of my paper was to clearly define how the Antahkarana is built and to explore meditative practices that help to build it."

- Present any questions you want to research in this paper.
 - Example: “A question I wanted to explore was how might Esoteric Healing affect the rate of healing of leg injuries in horses.”
 - Example: “A question I wanted to find answers for was why is it that energy flow sometimes decreases instead of increasing during the course of an Esoteric Healing session.”
- Discuss the importance of your topic and its relevance to Esoteric Healing and/or the Ageless Wisdom.

Body of the Paper: in this section of the paper, you will:

- Tell the reader what you’ve learned about your topic by providing a brief summary of the information you gained from each of your references/resources.
- If there is agreement or disagreement amongst resources, state this.
 - Example: “Argy states that energy medicine appears to reduce physical discomfort and anxiousness,¹ while Bradley tells his readers that not enough research has been performed to come to this conclusion.”²
- If relevant to your paper, also summarize your own experiences.
 - Example: You might discuss a particular case or Esoteric Healing session response.
- Discuss the importance of the information you are presenting to the reader. Include your personal perspective on the answers or information you’ve found in your search in the literature and/or in your own experiences.
- If needed, use **subtitles** to organize this section of the paper.
 - Example: One subtitle might be: “How Angels Help with Healing”, and the following subtitle might be: “How Esoteric Healers Can Collaborate More Fully with Healing Angels”.
- Direct quotes require the page number from the resource within the body of the paper.

Conclusion: The conclusion wraps up your paper. In this section, you will:

- Restate the purpose of the paper.
- If you were researching a question, restate that question.
- Highlight the important discoveries you’ve made through the exploration of your topic.
- Discuss what benefits might be found from further research on this topic.

Proofread: Your Word program on your computer should have spell check and grammar tools for you to utilize to help you with spelling and punctuation.

Reading your paper out loud to yourself is very helpful in identifying awkward wording or sentence structuring issues.

You are highly encourage you to ask a friend or two to proofread your paper before submitting it to your ACP.

Reference Format: In order to give credit where it is due, it is important to make a list of the resources you used in writing your paper (e.g., books, articles, videos etc.).

Referencing is easy to do. If you are not familiar with writing papers, please do the following:

- Make a list all of your resources/references
- Each reference will include the following:
 - Author's last name, followed by their initials
 - Title of the article or book or resource enclosed in quotation marks
 - The year it was published
- Put the references in alphabetical order according to the last name of the Author.
- Number each reference.

Example of Reference List:

1. Briner B. "Esoteric Healing Part 6 Homeward Bound". 1996
2. Virtue D. "Angels 101". 2006

How to use reference numbers when quoting an author:

Read the following sample from a paper. Notice how the author has used the numbers listed in the reference list to help the reader to know the origin of the quote.

This information is helpful because of the concept of "free will." Free will "means that you can make you own decisions and act according to your personal beliefs."² Because of this, God and the angels won't interfere with our free will. Virtue suggests that God and the angels already know what we need; however they can't interfere without our permission. "For this reason, you'll need to ask your angels to give you their assistance."² They are here to help in any way they can and there isn't anything that we can't ask them for help with. Virtue assures us that the wording of these requests isn't important: "It is not important how you ask, only that you do ask."² "The angels respond to the "prayer of your heart" which is composed of your true feelings, desires and questions."² Another school of thought that addresses the concept and functions of angels is the Ageless Wisdom teachings, found in the Bailey writings. In these books, Bailey describes the Devic Life-Stream. The word "deva" is a Sanskrit word which means "radiant" or "shining".¹ "Humanity has the will and the plan, and the Deva – angelic kingdom fulfills, and are the builders of the plan."¹

If you are already familiar with paper writing and referencing, feel free to use one of the following formats:

- American Psychological Association (APA) format: Purdue OWL: APA Formatting and Style Guide: <https://owl.english.purdue.edu/owl/resource/560/01/>
- American Medical Association (AMA) format: James Madison University: <http://www.lib.jmu.edu/citation/amaguide.pdf>
- Modern Language Association (MLA) format: Purdue OWL: MLA Formatting and Style Guide: <https://owl.english.purdue.edu/owl/resource/747/01/>
- How to Cite an e-book (e.g. Kindle book) in APA format: <http://blog.apastyle.org/apastyle/2011/06/how-do-you-cite-an-e-book.html>
- DOI system for an ebook is the same as the ISBN: <https://www.doi.org/factsheets/ISBN-A.html>

Ask your ACP if you have any questions about writing your references! They'll be glad to assist.

Submitting Your Paper: Please make sure your name is on each page of your paper and it has been proofread. Then email your paper to your ACP.

Enjoy Exploring and Writing your Original Paper!

It's been said that the process of writing changes us. Choose that topic that "lights your fire", and enjoy this process of internal and external exploration.

There are several samples of "Original Papers" under your My Profile on the NAEH website under the Certification Candidates tab. Review these papers to get a general idea of the way the authors have explored a topic in a meaningful way. Notice the sections of the paper (Introduction, Body, Conclusion) and their use of references.

Take Home Test Process

A take-home test will be emailed to all candidates on February 8th. You will have 2 weeks to complete this test. Your take-home test must be completed and returned to your ACP by February 22nd (postmark and/or email date no later than February 22). No extensions will be granted for this date. Your ACP will notify you by March 1st as to the final status of your take home test.

This is an “open book” test. You may use whatever resources you wish to answer these questions, and/or you may discuss these questions with other Esoteric Healers. However, the answers you submit must be your own.

There will be six test questions for you to consider. You will be asked to answer five of the six questions, or you may answer all six for extra credit. You will be asked to take time to consider these questions and be thorough in your answers. In general, the questions will address the topics of Esoteric Healing philosophy, ethics and clinical vignettes. These questions may not have answers that are: either right or wrong; answered in a text book; or discussed in an Esoteric Healing class. Instead, these questions are designed to promote thinking about situations that actually happen, hopefully before you encounter such situations.

Written Test Process

This test will consist of the following types of questions:

- True/False
- Matching
- Fill in the blank
- Multiple choice (Some multiple choice questions have more than one correct answer. In these cases the question will prompt you to (“circle all that apply.”))

You are asked to read all questions carefully.

The Study Guide on the following pages are intended to help you prepare for this written test. (**Note:** you may view a sample Written Test under your My Profile on the NAEH website under the Certification Candidates tab.)

Study Guide

Be familiar with the contents of your Parts 1-4 syllabi. Following are some suggestions (but not all) of things you may want to review; they may or may not be addressed on the test.

1. The Constitution of the Human Being – The Seven Planes and Man’s Subtle Anatomy.
2. Centers and related triangles.
3. The neurophysiological & psychological associations of the centers.
4. Basic anatomy of the physical body in relationship to esoteric anatomy (centers, triangles, energy flow, function, etc).
5. Anatomy and physiology of endocrine glands, organs, and body systems.
6. Triangles covered in Parts 1-4: their names, points held, function, and associated center.
7. Cranial nerves as discussed in your Parts 1-4 syllabi (trigeminal & vagus nerves).
8. Alta Major.
9. Step down / sequence of flow of energy from source into the physical body.
10. Laws of Esoteric Healing.
11. The 7 Rays and their association with the Centers and triangles.
12. New Group of World Servers.
13. Life thread and consciousness thread.
14. Etheric, Emotional, Mental and Spiritual bodies.
15. Ida, Pingala, Sushumna, and Antahkarana.
16. Qualities of a healer.

17. You may want to know some basic information about the following common illnesses and disorders. We are looking for name recognition, what does it mean, and the organ/center involved. Example: Diarrhea involves the colon and is balanced/associated with the Solar Plexus Center; Endometriosis involves the outside lining of the uterus and is balanced/associated with the Sacral Center. This list is meant to be helpful in preparing for the test, but not all listed are included in the test questions.

<p><u>A:</u> Addictions Adrenal fatigue Allergies Alzheimer disease Anxiety Arthritis Asthma Autoimmune disease</p> <p><u>B:</u> Bipolar disorder Bone fracture Bronchitis</p> <p><u>C:</u> Cirrhosis of liver Colitis Colon polyps Congestive heart failure Constipation Coronary artery disease Crohn's Disease</p> <p><u>D:</u> Dementia Depression Diabetes Diarrhea Diverticulitis Dysmenorrhea e.g. Painful menses and irregular menstrual cycle</p> <p><u>E:</u> Ear infections (Otitis Media) Edema Emphysema Endometriosis Eustachian tube problems</p>	<p><u>G:</u> Gallstones Gastric reflux (GERD) Gastric ulcers</p> <p><u>H:</u> Hardening of the arteries (atherosclerosis) Heart attack (myocardial infarction) Heavy menstrual bleeding Hemorrhoids Hepatitis Herniated disc Hiatal hernia High blood pressure (hypertension) Hyper/Hypothyroid</p> <p><u>I:</u> Incontinence Infertility Irregular heart rhythm (arrhythmia) e.g. Atrial fibrillation Irritable bowel syndrome (IBS)</p> <p><u>J:</u> Jaw clenching/grinding of teeth (Bruxism)</p> <p><u>K:</u> Kidney stones</p> <p><u>L:</u> Laryngitis Low back pain</p>	<p><u>M:</u> Menopausal symptoms Migraines Muscle strain</p> <p><u>O:</u> Osteopenia Osteoporosis Ovarian cysts</p> <p><u>P:</u> Pancreatitis Pneumonia Prostatic enlargement (Benign Prostatic Hypertrophy)</p> <p><u>S:</u> Scoliosis Shingles Sinusitis Spinal stenosis Sprained ligament e.g. sprained ankle Stroke</p> <p><u>T:</u> Tension Headaches Tinnitus (ringing in ears) Trigeminal neuralgia</p> <p><u>U:</u> Urinary tract/bladder infection (cystitis) Uterine fibroids</p> <p><u>V:</u> Vertigo</p>
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Resource Materials

- Parts 1 – 4 syllabi – (Testing is based on the most current material. Refer to page 4 if you would like to order NAEH syllabi.)

Suggested Resource Materials

- Esoteric Healing, by Alice A. Bailey
- Esoteric Healing, by Alan Hopking
- Frontiers of Health, by Christine Page
- Holistic Anatomy, by Pip Waller
- Medical Wikipedia, http://en.wikipedia.org/wiki/Medical_dictionary (as a resource to learn about physical conditions and diseases)
- Bridges, by Aart Jurriaanse
- Any anatomy coloring book
- NAEH Newsletter articles “Fran’s Facts” by Fran Oppenheimer, RN, CPEH
- www.WebMD.com
- www.MayoClinic.org
- Google

Candidates are encouraged to work with other candidates and/or other Esoteric Healers to create group study opportunities related to the Take Home Test and study guide for the Part 3 process.

Practical Test Process

Candidates will be paired together for testing. Each candidate will give an Esoteric Healing session and receive an Esoteric Healing session.

- There will be 2 ACPs evaluating the Practical Test. One will be evaluating the session; the 2nd will be recording the triangles used
- There will be no pre-session discussion with the candidate being balanced
- Candidates balancing are to speak out loud their way through the session so the ACP evaluating the test may hear to follow and assess the session process
 - It is strongly recommended that you practice speaking out loud while giving Esoteric Healing sessions before you are being tested.
- Each candidate will have 30 minutes to complete the practical test
 - You are to balance the entire 30 minutes
 - After the 30 minutes you will have 5 minutes to give your client feedback
 - You will then provide a post session interpretation to the ACP
- You will be evaluated on the following:
 - Alignment and Attunement and intent to balance according to the Will of the Soul
 - Balancing the Centers (at the beginning of your practical you will be instructed by the ACP examiner to balance the Centers either on the body or on the Head)
 - Balancing of triangles (including core triangles)
 - These are the core triangles you are expected to incorporate into your session: Head Δ , Vagus Δ , Spleen Δ , Liver Δ , Adrenal Δ , Kidney Δ , Sacral Δ , Pancreas Δ , Thymus Δ , and Thyroid Δ
 - Balance at least 4 triangles on the Head
 - *Remember the 10 second rule when balancing Centers and/or triangles on the Head*
 - Balancing the Spine and Lymphatic system (at least one of these on the Head)
 - Closing
 - Post session client feedback
 - Post session interpretation and summary to the ACP

(Notes: 1. You will not be able to take any reference materials into the testing room with you. However, if you desire to make notes while giving a session for discussion afterwards, you may do so on a plain sheet of paper. Any note taking is part of your 30 minutes. 2. Remember that you will all balance differently based on your own unique Ray profile. Balance using your own session protocol.)

Interview Process

The successful completion of the interview is the final step to becoming a Certified Practitioner of Esoteric Healingsm.

The purpose of the interview is to:

- Have a conversation about the certification process
- To get to know you better
 - We may ask questions about your application, case studies, original paper, take home test answers, Esoteric Healing session protocol, or other questions that may have arisen throughout the certification process
- Answer any questions you may have.

NAEH CERTIFIED PRACTITIONER

Ethics Statement & Agreement

Updated January 10, 2021

- 1) I shall also abide by the Code of Ethics as a recognized Professional Member of the National Association for Esoteric Healing.
- 2) As a Certified Practitioner of Esoteric HealingSM I agree to abide by the following Codes and Standards as set forth in the Spirit of support and protection of the Esoteric Healing profession and the highest good for All.
- 3) I shall honor and value the experiences of all people for the life lessons of their chosen path.
- 4) I shall always align and attune with Source and the client's Soul asking for healing to be according to the will of the Soul and acknowledge the Soul's permission before commencing with any Esoteric Healing session.
- 5) I shall act with integrity and respect and protect the rights of my clients and I shall keep all Esoteric Healing sessions and information confidential.
- 6) I shall allow balance to occur without force or expectation.
- 7) I acknowledge that the Spiritual Source is responsible for healing.
- 8) I shall not give medical advice or a medical diagnosis. I will encourage clients to seek medical care.
- 9) I shall refrain from promoting, encouraging, or accepting any sexual advances.
- 10) I shall refrain from encouraging gifts from clients.
- 11) I shall provide a safe and respectful environment while giving an Esoteric Healing session whether in person or absentee.
- 12) I shall support my Esoteric Healing colleagues in their ability to provide an optimal practice of Esoteric Healing. My duty is to respectfully bring any ethical issues to my colleague's awareness. If I feel appropriate action has not been taken, I will then seek additional support for my colleague from an Advisor for the Certification Process.
- 13) If I feel I am no longer able to abide by these Codes and Standards, I will notify an NAEH Advisor for the Certification Process to either request assistance to comply with the Codes and Standards, or I will voluntarily resign my Certification.
- 14) I shall demonstrate professional excellence through regular self-assessment of strengths, limitations, and effectiveness and I agree to perform all aspects of Esoteric Healing that reflect distinction as a Certified Practitioner of Esoteric Healing.
- 15) I declare that I am in good standing according to the laws of the land.

NAEH Membership

Code of Ethics

The code of Ethics is a summary statement of the standards to which Esoteric Healing practitioners who are a part of the National Association for Esoteric Healing Inc., agree to conduct their practices and themselves. This being a declaration of the general principles of acceptable, ethical and professional behavior of Esoteric Healing practitioners that are members of the National Association for Esoteric Healing, all members shall:

- 1) Demonstrate commitment to provide the highest-quality Esoteric Healing to those who seek out their Esoteric Healing care.
- 2) Accept responsibility to do no harm to the spiritual, physical, mental and emotional well-being of any and all clients and associates, and all beings whose path we cross.
- 3) Acknowledge acceptance of the sacred privilege of being allowed to help another person and therefore agree to honor the boundaries of an Esoteric Healing practitioner's scope of abilities.
- 4) Demonstrate professional excellence through regular self-assessment of strengths, limitations, and effectiveness by continued education and training, provided by this organization at the annual conference.
- 5) Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy.
- 6) Conduct all business and professional activities within their scope of practice, the law of the land and project a professional image.
- 7) Refrain from any and all negative speech about a client, fellow student, association member or teacher unless that person is present in the room to participate or defend themselves.
- 8) Refrain from engaging in any conduct of sexual activities involving their clients.
- 9) Honoring the value in every person by refraining from behaving in any prejudicial manner or discriminating against clients and/or colleagues.
- 10) Refrain from misuse or illegal use of NAEH logos and/or all "copy written" material.

I have read and agree to all of the above stated Code of Ethics and attest that all information on my application is true and accurate. I understand that should my application be accepted I understand that failure to adhere to any part of the Code of Ethics will result in the termination of my membership from this organization and loss of any privileges associated with this organization. I also understand that the National Association for Esoteric Healing is not legally responsible for any of my actions, behaviors or statements.

Appendix

Example of Subjective Information:

S: The client is a 37-year old married female, in good general health (not overweight, no smoking, minimal alcohol consumption, exercises regularly), with specific concerns about infertility. Her relationship with her husband is good but has been stressed recently because of this issue. Client is being seen by a physician and is receiving hormone treatments due to low estrogen levels. The client has been receiving acupuncture treatments, and is taking herbal supplements to assist with fertility. Client states her spiritual background includes occasional meditation and walks in nature.

A year ago, the client received several EH sessions to address emotional and physical concerns about infertility, and general concerns about her emotional state: feelings of stress, anxiousness, feeling depressed, and anger (job-related). She received EH sessions every two weeks for three months. Client felt these sessions were beneficial because they helped her to feel calmer and more focused. She has decided she'd like to resume EH sessions.

Prior to beginning this session, client expressed concerns about "feeling anxious," about her heart feeling "tight," and feeling "puffy and bloated." Client would like this session to focus on fertility, and to promote a sense of well-being, relaxation.

[Click Here to Return to Subjective Format](#)

Example of Objective Information:

Ajna: initial energy flow was fair (2.5), and it balanced easily (3)

Alta Major: initial flow was diminished in the inflow (2), but the Alta came into balance easily (3)

Crown Center: was balanced/flowing (3) at the beginning of the session

Lower Centers:

TC: initial flow felt fair (2) at all levels

HC: initially felt restricted (1.5) at the E and M levels

Spleen: felt restricted (1.5) at the P/E level

SC: was diminished (2) at the E level

BC: felt blocked (1) at the P/E, E, and M levels

Balanced the lower centers on the body at all levels. Lower centers now felt even, airy, full.

Crown center Δ s: *CC – outflow points; CC – pineal gland; CC- cerebral minors; CC – cerebral hemispheres: all had good flow and came into balance easily (3). Inner Head Δ and Outer Head Δ came into balance easily (3).*

Ajna Δ s: *Ajna – pituitary: initially diminished flow (2), but balanced easily. Ajna –hypothalamus: initially mildly excessive (4) but balanced easily. Ajna – pituitary + hypothalamus: balance and flowing (3) Ajna - frontal lobes: Initially restricted (1.5), but easily came into balance (3). Ajna – ear minors: initially restricted (1.5), but came into balance and flow easily (3).*

Alta Δ s: *Alta- carotid gland: initially diminished (2), but came into balance (3). Alta – pons: good balance and flow initially. Atla – medulla: mildly excessive flow initially (4). Imbalance appeared to be at the P/E and E levels but came into balance (3). Alta – pons + medulla: initially wobbly,*

but came into balance (3). Alta fields: initially diminished (2), but came into balance after holding the fields (3).

Δ of Being, Δ of Becoming were initially diminished (2), but balanced fairly quickly (3). Vagus Nerve Δ s: Pineal - VNms: initially mildly excessive at P/E, E and M levels (4), but gradually became balanced with good resonance (3). Alta – VNms: initially mildly excessive at the P/E and E levels (4), then came into balance (3). Ajna – Alta – Vagus point: Initially was uneven with regard to resonance of energy (2) among each of these points. I held this triangle for 1-2 minutes until the energy changed and the triangle came into better balance and flow (3).

Autonomic Nervous system: Alta – locus coeruleus: initially the locus had excessive flow at P/E, E, M levels (5), but eventually became mildly excessive (4). Alta – Vagus nerve nuclei: was initially excessive at the nuclei at P/E, E, M levels (5), and progressed to mildly excessive (4). Alta – locus coeruleus – vagus nerve nuclei: held this triangle to balance the autonomic nervous system.

SP Δ s: the spleen, pancreas, stomach, liver, and SLP triangles easily came into balance and good resonance (3), as did the SP – SP minor. Used the SP minor to balance the colon, then swept the colon, which felt dense/slow (2) at the P/E and E levels, especially the E level. When sweeping the colon, I saw red; that is, with eyes closed, the entire field of vision was red.

Blood sugar Δ and Lower Vitality Δ initially felt weak and diminished (2), but then came into balance (3). Lower Prana Δ balanced easily (3).

BC Δ s: Flow of energy of both adrenals was mildly excessive (4) initially, but eventually came into better resonance and flow (3). The fear points were active (mildly excessive- 4), and did not appear to change with balancing. Courage Δ energy was initially diminished (2) and it needed support (3).

SC Δ s: Energy flow of both ovaries felt normal, balanced (3), as did uterus. Scanned fallopian tubes and did not sense any blockage (3). Hormone Pentagon Δ was initially restricted in flow (1.5); I held this for several minutes until it came into better balance, although it is still diminished (2). Problem appeared to be at all three levels, especially the Mental level. Included the fertility Δ s: Ajna – SP- SC; and SC - adrenals – ovaries. These triangles were initially uneven with regard to energy flow of each point (1.5), but gradually smoothed out and became more uniform and of better resonance (2.5). Grounding Δ initially showed decreased energy flow (2) at the hips, which increased to better flow (3). SI joints felt normal.

HC Δ s: Did the basic triangles to balance the thymus, vagus point, heart organ, and diaphragm. All balanced easily (3).

TC Δ s: Basic triangles balanced easily (3): thyroid, parathyroids, voice, ears, lymphatic points, shoulders/elbows/hands. Swept the lymphatic system, which initially felt a little sluggish (2), but gradually felt lighter (3).

Re-assessed the centers on the head and the centers on the body. Each felt full/balanced and even (3). Did usual closing procedures.

[Click Here to Return to Objective Format](#)

Example of Assessment Information:

A: After the session, the client reported that she had had a harder time relaxing during the session, and that she had gone outside to sit in sun/on deck. Client reported that she felt much better after the session: "felt much more relaxed." Client reported that she no longer felt the "tight" heart; that her heart felt more relaxed. At end of session, after I provided some feedback (for example, reported that blood sugar felt 'low', hormone pentagon Δ hard to balance) the client re-irritated that she was taking hormone pills, and then also remembered she is taking pills for pre-diabetes conditions. Maybe these pills are having an effect on balancing and blood sugar?

Given the organs of reproduction were balanced and flowing at the beginning of the session it is unlikely infertility is associated with the physical structures of the reproductive system. It is possible this client's anxiousness and stress levels are influencing fertility. There may be some thoughts and beliefs that are triggering her anxiousness and emotions.

[Click Here to Return to Assessment Format](#)

Example of Plan Information:

Homework: Ask client to identify if she might have some old thoughts or beliefs that are affecting or causing her fertility issues. Suggest client increase meditation to 2-3 times per week to help client become more peaceful. Suggest client practice squared breathing 1-2 times per day beginning with 8 cycles and work up to 10-12 cycles. Ask client to spend time looking up at the clouds/sky for inspiration.

Next session: Suggested to client she return in 2 weeks. At that time I will closely check balance of flow of centers and triangles at emotional and mental levels, recheck hormone pentagon and blood sugar triangle. If the blood sugar triangle is still diminished and client is having symptoms of low blood sugar (e.g. dizziness and headaches) I will refer client back to her physician to check her blood glucose levels. Teach client a guided meditation to release untrue beliefs or restricted thoughts related to fertility.

[Click Here to Return to Plan Format](#)

ORIGINAL POWERPOINT PRESENTATION

(PowerPoint option vs. Original Paper)

[Click Here to return to Original Paper information](#)

Purpose of the PowerPoint Presentation

The original PowerPoint presentation is a wonderful opportunity for you to explore an area related to Esoteric Healing, and then share it with others. Choose a topic that interests you so much that it makes you want to wake up in the morning! Delve into a topic that brings you joy or is something you would like to learn more about, or is something that has provided an “ah-ha moment” that you would like to share with others.

Know that in creating this PowerPoint presentation, you are also contributing to the knowledge base of the profession of Esoteric Healing. Therefore, keep in mind that others will benefit from your explorations, creativity and sharing about your topic. Your unique contribution through this project is important to us all and is greatly appreciated.

Choosing a Topic for your PowerPoint Presentation

The topic of your PowerPoint (PPT) presentation must be approved by the Certification Committee. Submit your topic to your ACP and they will forward your PPT topic to the Certification Committee for approval. Your advisor will work with you and the Certification Committee to serve as a sounding board as you develop your thoughts and ideas early on in this process, and your ACP will continue to answer questions that you might have as you progress through creating your PPT presentation.

You must identify a target audience for your PowerPoint presentation.

- For example, your target audience might be a group of psychotherapists that meets monthly that would benefit from a talk on Esoteric Healing and its potential for supporting individuals with mental health challenges.
- Or, your target audience could be a group of people at your church who want to learn more about how the Ageless Wisdom might support their spiritual growth.

Because Esoteric Healing is life-encompassing, the choices for topics is broad. Those listed below are only suggestions. Sit in meditation and ask for the topic that would most energize you—a topic that would serve your own and other practitioners’ best interests.

Sample Topics

A. Practical Topics

- Anatomy
- Disorders and diseases
- Scope of practice and standards
- Interfacing Esoteric Healing with other modalities

B. Metaphysical Topics

- Elements of Esoteric Astrology
- Hierarchy
- Energetic anatomy

- Kingdoms
- Devas
- Spiritual laws
- Aspects of the Constitution of the Human Being
- Topics related to the Rays
- Building the Antahkarana
- Topics related to Cosmology
- Kundalini
- Science of Triangles

C. Philosophical Topics

- Metaphor in religions as it relates to metaphysics and Esoteric Healing (may compare/contrast religious metaphysics)
- History of Esoteric Healing
- What is Theosophy?
- Who is Alice Bailey?
- Ethics in healing
- Application of Spiritual Law
- The Soul as Healer

Resource/Reference Materials

An important part of creating this PowerPoint presentation is to explore the literature and other resources in order to learn more about your topic. Therefore, you must support your PPT presentation by using at least 5 references or resources. (e.g., journals, books, appropriate websites, speakers, seminars, media). NOTE: Wikipedia is not an acceptable reference; however, you may read the articles referenced at the bottom of the Wikipedia articles and include the relevant references in your paper.

PowerPoint Format

- Your PowerPoint presentation must be 45-75 slides long and represent a presentation that is a minimum of 45 minutes and a maximum of 60 minutes in length.
- You must write your presentation “speech” in the writer notes section below each slide. This is your full “script” of the talk you would give. Write your speech “word-for-word”, as if this were the script you would read from as you speak to your audience.
- You must include graphics in your presentation: choices of graphics you may use include pictures, animation, videos, music, interesting fonts and colors and designs that would enhance your presentation and make it enjoyable to view (this is where some of your creativity comes in!).

Just as in any professional presentation, your PPT presentation must have three sections: An Introduction, a Body, and a Conclusion.

Introduction: in this section of your PPT presentation, you will:

- Tell your audience why you are interested in this topic. What inspired you to explore this topic? For example, is there a personal connection to this topic, or did you become interested in it by attending a class or reading a book or website?

- State the purpose of the presentation.
 - Example: “The purpose of this presentation was to explore the use of Esoteric Healing in helping horses with leg injuries.”
 - Example: “The purpose of this presentation was to review the history and impact of Theosophy on Esoteric Healing.”
 - Example: “I wanted to learn more about the Antahkarana, so the purpose of my presentation was to clearly define how the Antahkarana is built and to explore meditative practices that help to build it.”
- Present any questions you want to research in this paper.
 - Example: “A question I wanted to explore was how might Esoteric Healing affect the rate of healing of leg injuries in horses.”
 - Example: “A question I wanted to find answers for was why is it that energy flow sometimes decreases instead of increasing during the course of an Esoteric Healing session.”
- Discuss the importance of your topic and its relevance to Esoteric Healing and/or the Ageless Wisdom.

Body of the Presentation: in this section of the presentation, you will:

- Tell your audience what you’ve learned about your topic by providing a brief summary of the information you gained from each of your references/resources.
- If there is agreement or disagreement amongst resources, state this.
 - Example: “Argy states that energy medicine appears to reduce physical discomfort and anxiousness,¹ while Bradley tells his readers that not enough research has been performed to come to this conclusion.”²
- If relevant to your paper, also summarize your own experiences.
 - Example: You might discuss a particular case or Esoteric Healing session response.
- Discuss the importance of the information you are presenting to the audience. Include your personal perspective on the answers or information you’ve found in your search in the literature and/or in your own experiences.
- If needed, use **subtitles** to organize this section of the presentation.
 - Example: One subtitle might be: “How Angels Help with Healing”, and the following subtitle might be: “How Esoteric Healers Can Collaborate More Fully with Healing Angels”.

Conclusion: The conclusion wraps up your presentation. In this section, you will:

- Restate the purpose of your presentation.
- If you were researching a question, restate that question.
- Highlight the important discoveries you’ve made through the exploration of your topic.
- Discuss what benefits might be found from further research on this topic.

Your presentation must include “voice over” or “narration” – a recording of your voice giving the presentation. (PowerPoint has this capability – see reference videos and websites for instructions on how to do this)

Proofread: Your PowerPoint program on your computer should have spell check and grammar tools for you to utilize to help you with spelling and punctuation. Use these!

Practicing giving your presentation out loud to yourself is very helpful in determining where your presentation runs smoothly and where it might need editing to make the content more clear and smoothly delivered.

You are highly encouraged to ask a friend or two to act as your audience for your presentation and to provide you feedback prior to submitting it to your ACP.

Submitting your PowerPoint presentation:

- PPT presentations files with “voice over” are too large to send to your ACP as an email attachment.
- Therefore, once your request to create a PPT presentation has been approved by the Certification Committee, the Committee will create a “Shared Dropbox folder” specifically for you. Dropbox is a cloud storage provider.
- You will receive an email notice of this shared file.
 - Click on the blue “Go to folder” box.
 - Save your PPT file in the file that has your name.
 - If you do not currently have Dropbox, you may download it for free at Dropbox.com.
- When you want your ACP (and Certification Committee) to provide feedback on your PPT presentation and/or submit your final document, simply save the PPT presentation file in the Shared Dropbox.
 - Then notify your ACP that you have saved your PPT in the shared file.

Reference Format: Provide your references at the end of your PowerPoint presentation per the same guidelines as noted in the Original Paper format.

[Click Here to return to Original Paper Information](#)

INSTRUCTIONS FOR CREATING A POWERPOINT PRESENTATION

BEST VIDEO INSTRUCTIONS FOR POWERPOINT:

https://www.youtube.com/watch?v=IZgTcgwu_LQ

PowerPoint 2013 Tutorial (comprehensive guide)

<https://www.youtube.com/watch?v=5q484k1JyGY>

PowerPoint 2010 Tutorial (all you need to know about PowerPoint)

TIPS AND INSTRUCTIONS FOR MAKING A POWERPOINT PRESENTATION:

http://www.readwritethink.org/files/resources/lesson_images/lesson1063/CreatingPowerPointSlide.pdf

Creating a PowerPoint Slide

<https://support.office.com/en-us/article/Basic-tasks-for-creating-a-PowerPoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36>

Basic tasks for creating a PowerPoint presentation

<https://support.office.com/en-us/article/Create-your-first-PowerPoint-2013-presentation-42229250-6c66-44cd-adf8-2f5802c63f74>

<http://homeworktips.about.com/od/computertips/tp/powerpoint.htm>

Make an easy PowerPoint presentation (site has many resources)
Create your first 2013 PowerPoint presentation

<http://blog.hubspot.com/marketing/easy-powerpoint-design-tricks-ht#sm.000e93loy1bkte6lzul1s41g39mtd>

14 tips to make your PowerPoint design more effective

<http://www.makeuseof.com/tag/10-tips-for-preparing-a-professional-presentation/>

10 PowerPoint tips for preparing a professional presentation

<https://www.youtube.com/watch?v=0GicdJg-6Kw>

How to create amazing original power point presentation slides (advanced)

HOW TO ADD VOICE OVER NARRATION TO POWERPOINT:

<https://support.office.com/en-us/article/Add-narration-to-a-presentation-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

Adding Narration to a Presentation

<https://www.youtube.com/watch?v=3uk4CU7uobM>

How to create voice over narration for your PowerPoint presentation

<https://www.youtube.com/watch?v=TsyYRvnedrQ>

Add Voice Over to PowerPoint presentations in 5 easy steps