

# The New Zealand Charter of Health Practitioners Incorporated

Private Box 302 305 North Harbour Auckland New Zealand Phone: (09) 414 5501 Fax: (09) 414 5503  
Email: email@healthcharter.org.nz Internet: www.healthcharter.org.nz

Dear Sir/Madam

Thank you for your communication and interest in the New Zealand Charter of Health Practitioners Incorporated.

Please find listed below what is necessary to complete the application process for affiliation to the New Zealand Charter of Health Practitioners Incorporated.

## **PLEASE NOTE:**

**An organisation applying for Affiliation to the Charter must be an incorporated entity registered with the New Zealand Companies Office or a “Registered Incorporated Society” in another country. (A department of the Ministry of Economic Development) GO to [www.societies.govt.nz](http://www.societies.govt.nz) click on “site information” and “form a company”**

The Charter Administration requires the following details and documents:

- a. The registered office of your organisation. (Physical address, not a Box Number)
- b. A photocopy of the Certificate of Incorporation issued by The Ministry of Economic Development, displaying your Incorporation number.
- c. A copy of rules, Memorandum and Articles of Incorporation
- d. (as approved by the Companies Office)
- e. A list of the names of the Executive Officers of your organisation and contact details. (President, Vice President, Secretary, Treasurer etc)
- f. Standards - A copy of your Educational Standards, qualifications and training required by your Organisation. A copy of all course materials/manuals to be viewed by the Board.
- g. (These will be returned to you.)
- h. Thumbnail Sketch - A brief description of what your Modality/s are.
- i. An Ancillary Resolution of Agreement to be witnessed by a Solicitor, Justice of the Peace or Officer of the Court must be completed. (Ancillary Resolution Agreement enclosed)
- j. Your application processing fee - **\$575.00 including GST.**

The NZ Charter of Health Practitioners full Incorporation Documents including Code of Ethics and By Laws will be forwarded once your organisation application and fee are received.

**An Affiliate Annual Service Fee of \$115.00 including GST is payable each financial year i.e. 1<sup>st</sup> April, for which your organisation will be billed.**

We look forward to your organisation becoming an Affiliate Signatory to the Charter.

Should you require further assistance regarding the above details, please contact the Members Department.

Yours in Health

Gail Panther  
Office Administrator

**SEE INFORMATION PACK ON AFFILIATION PROCEDURES BELOW**

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## NEW AFFILIATE APPLICATION GUIDELINES

### RULES AND REGULATIONS RELATING TO AFFILIATE APPLICATIONS:

1. The Affiliate applicant must give an outline of their “Scope of Practice” to prove their value and benefit to both the public community and to the NZCHP.
2. The Affiliate must be an Incorporated Society, Limited Liability, etc.
3. A Minimum of 16 members with an elected Executive Committee.
4. Hold regular meetings and Annual General Meeting (AGM), sending all relevant information and returns to the Incorporated Societies Office.
5. Show that they have an awareness of current laws in New Zealand.
6. Have “Disciplinary Procedures” in place.
7. Have a Mission statement, a registration and accreditation process.
8. Have an “Articles of Constitution”.
9. STANDARDS: to include the Mission statement, be in an acceptable format showing acceptable training levels, on-going training, knowledge of NZ laws, Rules of Practice and Code of Ethics. See \* note below.

Should the Affiliate be accepted, it should be advised that a presentation of standards will be required within a reasonable period of time. These standards will be presented in a specific 3 column format – **SEE SAMPLES WHICH ACCOMPANY THIS DOCUMENT.**

### THESE STANDARDS MUST INCLUDE:

- a. A Mission statement
- b. Details of training, training levels, on-going training
- c. Qualifications (Inc. “Charter approved” First Aid Certificate)
- d. Knowledge of NZ law
- e. Rules of Practice
- f. A “Code of Ethics”
- g. A “Code of Conduct”
- h. A “Disciplinary Code”

**MANDATORY:** There is a standard format for the layout of these details and the Registration Board expect this format to be utilised for the benefit of all parties and to facilitate a quick and comprehensive understanding of the Affiliate and its aims.

1. \* See **Sample** “Standards for Guidelines” – completed and blank forms – in which the “Standards” are to be set out when presenting Standards.
2. See “Suggested Question Guidelines” giving a conceptual understanding of the type of questions that may be asked.

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## AFFILIATE APPLICATION PROCESS

When an organisation applies for Affiliate, the information is put before the Registration Board to view.

**IT IS VERY IMPORTANT THAT THE APPLICATION IS RECEIVED IN THE CHARTER OFFICE PRIOR TO THE REGISTRATION BOARD MEETING AND MORE THAN 28 DAYS PRIOR TO A GOVERNING COUNCIL MEETING.**

The **Registration Board** must view the application **prior to being circulated to all relevant Affiliates.**

**The Registration Board meet on the following dates in 2011:**

**(Sundays) 13 Feb 2011, 29 May 2011, 9 Oct 2011.**

Once the Registration Board have viewed the application and there are no queries, then the application is circulated to **ALL AFFILIATES FOR VIEWING.**

**DOCUMENTATION MUST BE SENT OUT 28 DAYS PRIOR TO A GOVERNING COUNCIL MEETING.**

***Contact the charter office for dates your documentation would be required to be received by.***

If all your documentation can be emailed to the Charter then this cuts the time down as we can email most of our Affiliates.

**The Affiliates have 28 days to send in any objections prior to the next Governing Council meeting.**

**The Governing Council meet on the following dates in 2011:**

**(Sundays) 6 March 2011, AGM 25 June 2011, 6 November 2011.**

If an objection is lodged by another Affiliate **in writing within the 28 day period**, the Registration Board is notified and a copy of the objection letter/s is sent to the Applicant.

The objections will be heard at the next Governing Council meeting, Governing Council meetings are Bi Monthly. The Applicant **must be present at this meeting** along with the Affiliate objecting so that any issues can be discussed.

**If no objections to Application then the Affiliate can be accepted as an “Affiliate of the Charter” on the day of presentation at a Governing Council Meeting.**

When objections have been satisfactorily resolved, and the Applicant has been accepted as an “Affiliate of the Charter”, the Applicant may put forward their Standards for ratification at a Governing Council Meeting.

# The New Zealand Charter of Health Practitioners Incorporated

## STANDARDS PROCEDURE

It is recommended that the Applicant include full details of their training and qualification Standards with the initial Application. This will facilitate a speedy resolution to the Application.

The Applicant **MUST** attend the Governing Council Meeting to discuss any questions that may arise regarding their standards.

Once the Standards are “Ratified”, the Applicant will receive a letter confirming their acceptance as a “**Ratified**” **Affiliate** organisation and may then put forward their qualified Practitioner Members for acceptance as NZCHP “Chartered Practitioners”.

If the Applicant **does not** submit their Standards when first applying for Affiliation, the Applicant must notify the Charter office that they wish to put forward their Standards at the next Combined Governing Council meeting. **The Charter office must receive standards by email or post 14 days prior to the next Governing Council meeting for distribution to all relevant Affiliates to view and to be tabled on the upcoming Agenda.**

**It is in the interest of the Applicant to follow the above Guide-lines as this will assist greatly the receiving and approval process.**

## STANDARDS APPLICATION CHECK FOR NEW AFFILIATES

(Framework for Standards Ratification)

- Make sure your Standards are set out in the specified format. - i.e. - [3 column format as per examples given: Training / Experience / Qualifications](#). More than 1 page can be used if necessary.
- Mission statement
- Signed by both President and Secretary of the Society, stamped with the Common Seal and dated.
- Specify clearly 1 credit = ....hours of training.
- Clearly show training courses.
- Clearly state supervision of trainees.
- Clearly state on-going training.
- Statement declaring knowledge of current laws, and acknowledging “rules of practice”, code of ethics of the Society and N.Z. Charter, as well as disciplinary procedures.

**Please refer to the examples of format - provided in this pack - for making your presentation.**

**Sample standards BELOW and 3 box format “blank sample to use”**

**MINIMUM CHARTER STANDARDS FOR THE NATURAL  
THERAPIES BOARD**

**NAME OF SOCIETY:** THE NATIONAL FEDERATION OF SPIRITUAL HEALERS [New Zealand] INC.

**MODALITY:** SPIRITUAL HEALING

**MISSION STATEMENT:** To promote public health by the promotion of Spiritual Healing for the benefit of the public by educating and training healers and by ensuring proper standards in the practice of Spiritual Healing.

**CREDITS:** 1 Credit = 1 Hour Training / Study / Therapy / Practice (all to be recorded in official record book supplied by NFSH). Total minimum requirement for Full Healer Membership is 1580 Credits.

**TRAINING**

**Officially recognised  
International N.F.S.H. (U.K)  
Healing Courses 1 - 4** (Currently  
taught by Internationally Licenced  
NFSH (U.K) & NFSH (N.Z.) Tutors)

**Course objectives:** to guide, explore and awaken all aspects of Spiritual Healing development, also heightens and enhances Sensitivity, Creativity and personal Ability to express the Healing potential within.

**COURSE 1 - 14 Subjects - 150 Hrs.**  
[Mandatory]

History of Healing; Holistic & Spiritual Nature of Healing; Role of Creative Mind in Health; Physical Body; Our Invisible Bodies; Energy Centres; Sensing Energies; Protections; Breath (Theory & Practice); Relaxation (Lecture & Workshop) Meditation; Attunement for Healing; The Act of Healing explained; Healing session (practical workshop). Inc. 3 x A & P Lectures

**COURSE 2 - 9 Subjects - 150 Hrs.**  
[Mandatory]

Breath (Theory & Practical); Relaxation (Lecture & Workshop); Stress Management; Meditation; Visualisation; Distant Healing; The Act of Healing (Demo & Practical); Healing session [Practical workshop]; Code of Conduct & Insurance (Theory & Role Play).

**COURSE 3 - 11 Subjects - 150 Hrs.**  
[Mandatory]

The Breath; Levels of Attunement & Healing; Distant Healing; Practical Healing (Workshops); Creative & Intuitive Visualisation; A wider look at Meditation; Accentuate the Positive; Childhood Influences on Personal Balance; Responsibilities of being a Healer; Self Healing; Healer Support and NFSH Healer Development Groups.

**COURSE 4 - 11 Subjects - 150 Hrs.**  
[Mandatory]

**Creative Health & Nature of Disease; Colour Awareness; Healer's Role in the Cosmic Plan; Patterns in Life & Healing; Reincarnation & Karma; Healing into Death & Dying; Levels of Communication; Sound & Movement; Emergency First Aid; The Healing Path.**

**"WORKPLACE" FIRST AID –**  
Current Certificate to be supplied. **16 Hrs.**

Plus 5 x official "Study" Books inclusive of one on A&P + First Aid

**EXPERIENCE**

**TOTAL CREDITS**

**200**

**(Inclusive of 16 Hrs. First Aid listed under Training)**

Practical experience with personal development, Meditation and Healing Groups.

**1 Credit per 1 Hr. in Session**

Other Courses as may from time to time be adjudicated as beneficial to Spiritual Healing Development, inc. A & P study.

**1 Credit per 1 Hr. in Course**

On-going training & development work as adjudicated as beneficial to Spiritual Healing.

**1 Credit per 1 Hr. in Session**

All practical experience in helping others using Spiritual Healing.

**1 Credit per 1 Hr. in Session**

*All above detail to be recorded for presentation.  
(Record books available.)*

**Common Seal**

**QUALIFICATIONS**

**Probationer Member**(open to all) - need only an interest in expanding an awareness of Spiritual Healing and a wish to express this awareness in a professional manner.

**Full Healer - Certificated Status**

a.) **1580 CREDITS** includes a minimum of 800 Credits to be made up from training, practice and on-going development plus Probationary Membership status for a minimum time of 3 years at a standard 260 Credits per year.

b.) Healing Courses 1, 2, 3 & 4 are Mandatory and must be completed before Full Healership applied for. A new format for the courses (same material – set out in "Units & Standards", including written assignment work) is being implemented and run alongside the ones listed here. Transition period 2005 – 2007.

c.) Supply names & addresses of four independent people (not family) who can be contacted to verify/confirm (in writing) they have been helped in some way by the applicant in a Spiritual Healing capacity. A doctor's letter of confirmation as to this help is of significant value, although not mandatory. (It is advised a record log book be kept recording all events which helped the applicant to develop their Healing potential. This record will be required to be submitted at time of application.)

d.) The act of Healing must be performed in person by the applicant in front of a "Healer Membership Assessment Board" consisting of two or more full Healer Members authorised by the Federation Executive Committee. This "Assessment Board" will be selected from qualified full Healer Members or will be the Federation Executive Committee itself.

e.) When practicable, a mandatory factor will be introduced that each Probationer is to have two Healer Member "Sponsors" who will send in a written report of the applicant's progress under their (the sponsors) guidance. At present, one "Sponsor" (a responsible, reputable member of public) is sufficient to attest to good character of the applicant.

This certificated status will need to be validated each financial year and will only be valid for the year in which the practitioner is a financial member of the N.F.S.H.

**SAMPLE STANDARDS ONLY**

**Signature** Bob & Jan Arnold

**Date** Feb.14,1997 - **Upgraded** Aug.23, 2001; Oct.19,2002, Feb.5,2005



## **The New Zealand Charter of Health Practitioners Incorporated**

### **QUESTIONS THAT MAY BE ASKED AT PRESENTATION OF STANDARDS**

- Check that the format, etc. is correct.
- What is (the Modality)?
- What do you do?
- Questions re: Code of Conduct, Mission statement, Ethics? (enlarged upon)
- How do your members gain 500 Credits training/study?
- Who supervises the Group and where do the supervisor's qualifications come from?
- How do you assess your Applicants? (Physical presence? Correspondence?)
- Is there supervised practice available? (Can be enlarged to cover country-wide?)
- Who trains your training officers?
- Is there on-going up-grading of training?
- Is there any time limit to be satisfied in the study field before being qualified?
- (If another Group/Assoc. already accepted in the same Modality) What is the difference between you and the other group? (This can be enlarged upon)
- Do you have set out/specific Courses?
- Who set these Courses up and what qualifies them to do it?
- If membership is national, how do out-of-area members take these Courses?
- If courses done by correspondence, how do you know the person is qualified?
- Is there provision in your training for personal work on the self?
- Full membership - who decides - 1 person or a committee?
- Are you aware of your legal obligations (discrimination laws) - i.e. - OHS (Occupational Services and Health); HDC (Health Disability Commission and the Booklet for Health re: legal obligations to consumers?
- (In the case of members of other similar organisations joining yours) What criteria would you use to accept that their training is up to your standards and would they have to up-grade if these are not met?

Do you "Cross-credit"?

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## INDIVIDUAL CHARTERED MEMBERSHIP

For Individual Chartering of Members through your Group: as soon as your Affiliate becomes a “**ratified**” Affiliate Member, your group becomes eligible to Charter Members, for the many benefits that are included inclusive of “credibility” with your peer groups and your access to good insurance cover.

### APPLICATIONS:

1. A completed **Application Form** (“Green Form” issued by NZCHP Head Office) these are completed by the individual applicant once they have read the “Full joining pack” either emailed or posted to them by the Affiliate Secretary. Please ensure the applicant only puts the modality that they are being ‘chartered’ in on the form. *Any additional modalities must be approved by the Affiliate which accredits that modality, therefore the applicant must contact that Affiliate for another green form. Cost of additional modalities is \$28.75 per modality.*
  - i) Each green form has a number (red top right). When these forms are issued to the secretary the charter has a record of which Affiliate has these applications.
  - ii) **See section “C” of the green form** for Secretary to complete (checkbox is to be completed as well to ensure all documentation is included with application)

**B.) TO BE ATTACHED TO GREEN FORM: A Diploma or Certificate** stating the Applicant’s fully qualified status with the Affiliate Member Group.

2. A “**Current Practicing Accreditation**” **Certificate** from the Affiliate Member Group – which has been properly dated – i.e. - April 1, 2010 to March 31, 2011 (2010/11 is not acceptable).

**NO OTHER PAPERWORK IS NECESSARY  
AND WILL NOT BE CONSIDERED**