



## American Horticultural Therapy Association®

### AHTA Professional Registration Policies and Procedures

The American Horticultural Therapy Association recognizes and registers horticultural therapists through a voluntary professional registration program. The designation Horticultural Therapist-Registered, HTR, ensures professional competencies have been achieved based on standardized academic requirements and professional training.

Applications for Professional Registration are accepted for review when all requirements for Registration have been completed and upon receipt of a complete application packet.

#### I. Professional Registration

##### A. Eligibility for Professional Registration

To be eligible for professional registration, an applicant is required to:

1. Be a member of AHTA at the Associate level.
2. Have a baccalaureate degree in horticulture with a concentration in horticultural therapy or an equivalent degree as defined in Section II.B.
3. Complete all coursework requirements in plant science, human science, and horticultural therapy. Horticultural therapy coursework taken through a certificate program must be from an AHTA accredited program.
4. Have successfully completed the required 480-hour internship in horticultural therapy.

##### B. Application Requirements and Submission Process

Application for professional registration is a combination of electronic and/or manual submission of materials. It is the responsibility of the applicant to complete the process and verify that all materials have been received.

1. Application requirements:
  - a. A completed *Professional Registration Application* is required.
  - b. A completed *Internship Performance Report* is required. Acceptable documents include a clean copy scanned in JPEG format or PDF document.
  - c. **Official** transcripts are required for all coursework. Unofficial transcripts, or unsealed transcripts, **will not be accepted**.
  - d. Application fee of \$150.00. The application fee is nonrefundable.

2. Application process:

a. Application. Two options:

- 1) Online: Complete the online *Professional Registration Application* available on the AHTA website, Professional Registration section.
- 2) PDF: Download and complete the *Professional Registration Application* available on the AHTA website, Professional Registration section. Email or mail a copy to AHTA as noted in Section I.G.

b. Internship Performance Report. Two options:

- 1) Online: Upload your *Internship Performance Report* with the online *Professional Registration Application*.
- 2) Copy: Email your *Internship Performance Report* as a PDF or mail a copy to AHTA as noted in Section I.G.

c. Transcripts: Three options:

- 1) Official transcripts may be forwarded directly to AHTA from the educational institution.
- 2) Official transcripts may be sent to the applicant and mailed by the applicant to AHTA as noted in Section I.G.
- 3) Official transcripts may be sent as electronic transcripts directly to AHTA from the granting school.

**Note:** Upon submission of application, please inform the AHTA Office if transcripts will be received from the educational institution or are being mailed directly by you. Please state for whom, and how many, transcripts will be received.

d. Application Fee: Three options:

- 1) Submit the application fee at the end of the online application process.
- 2) Submit the application fee online if using the PDF option.
- 3) Mail a check or money order to AHTA. If you are sending in your application fee separate from application materials, please inform the AHTA Office at same time you notify the Office about transcripts. Mailing information is in Section I.G.

### C. Application Review

Applications are reviewed and evaluated by the AHTA Professional Registration Review Board. The Review Board is composed of six reviewers.

1. Applications are reviewed based on the academic and internship requirements.
2. If there are any questions regarding the submitted coursework in the required subject areas, the applicant will be asked to provide the syllabus. The application will be held until this information is received.
3. An incomplete application will not be processed. The AHTA Office will notify the applicant by email of the missing documentation. At that time, the applicant may submit the missing material or the application will be returned.
4. Applications will be assessed within eight (8) weeks of submission. The AHTA Office will notify the applicant by letter of the Review Board's decision and include a copy of the *Summary Action Form*.
5. Applicants approved for professional registration are conferred the credential HTR, Horticultural Therapist – Registered, and will receive a *Certificate of Professional Registration*.
6. One (1) copy of the application will be kept on file by AHTA for five (5) years.

### D. Reapplication Requirements

Applicants that have been denied registration because they did not meet the standards have one (1) year from the date of notification to attain those standards and reapply.

1. The AHTA Office will keep the original application on file. Individuals who reapply need only submit an addendum to their original application.
2. Complete the online *Addendum to Professional Registration Application* or download, complete as a PDF, and either email or mail a copy to AHTA as noted in Section I.G. Access the *Addendum* through your membership profile.
3. Transcripts, *Internship Performance Report*, or additional information identified on the *Summary Action Sheet* should be submitted by methods described above in Section I.B at the same time as submitting the *Addendum*.
4. The Review Board Chair has the authority to accept or reject the reapplication based on prior recommendations of the Review Board. The AHTA Office will notify the applicant by letter of the Review Board's decision and include a copy of the *Summary Action Form*.

5. Applicants approved for professional registration are conferred the credential HTR, Horticultural Therapist – Registered, and will receive a Certificate of Professional Registration.
6. The reapplication fee for this service is \$35.00. Process payment by one of the methods described above in Section I.B.2.

#### **E. Professional Registration Appeals**

Applicants may appeal a decision of the Review Board within thirty (30) days of notification of their decision.

1. The AHTA Executive Committee serves as the Registration Appeals Board.
2. Appeals must be in writing and mailed to AHTA Office. Appeals should state the reason for appeal and state pertinent information. Mailing information is in Section I.G.
3. 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 submitted to the Review Board for reconsideration.
4. Any decision made by the Review Board at that time will stand. The AHTA Office will notify the appellant by letter of the Review Board's decision and include a copy of the *Summary Action Form*.

#### **F. Maintaining Professional Registration**

Applicants granted professional registration are required to renew annually at the **Professional** level and must maintain their membership in good standing in order to keep their professional designation.

1. The professionally registered member is responsible for maintaining their membership.
2. After three (3) months of a lapsed membership, a registrant must pay a reinstatement fee in addition to their annual membership dues to be reinstated.
3. The reinstatement fee for this service is \$75.00.
  - You may submit an electronic payment using the 'membership renewal' option accessed through the membership section of AHTA website.
  - You may mail a check or money order made payable to AHTA along with your membership renewal form. Mailing information is in Section I.G.
4. After two (2) years of a lapsed membership, a registrant will be required to reapply for registration status.

**G. Professional Registration Fees and AHTA Contact Information**

1. Payment may be a check or money order made payable to AHTA. Fees are due and payable to AHTA upon application. Registration fees are nonrefundable.

- Registration Application Fee..... \$150.00
- Reapplication fee (within in 1 year)..... \$ 35.00
- Reinstatement fee (after 3 months)..... \$ 75.00

2. Mailing address: AHTA Headquarters  
2150 N 107th St, Ste 205  
Seattle, WA 98133

Mail **transcripts and/or fees** attention to: Professional Registration.

Mail **registration appeals** attention to: Professional Registration Appeals Board.

3. Email all professional registration correspondence to:

Sara Dyel, Member Services Manager  
info@ahta.org

## II. Professional Registration Education Requirements

### A. Academic Requirements

1. A baccalaureate degree is the baseline requirement for professional registration. There are two options to meet this requirement:

Option A: A baccalaureate degree in horticulture with a concentration in horticultural therapy.

Option B: An equivalent baccalaureate degree.

2. All coursework must have a passing grade of C minus (C-) or above or a pass for a pass/fail course.
3. An applicant must also successfully complete the required 480-hour internship. Refer to the *AHTA Horticultural Therapy Internship Handbook* available on the AHTA website for complete information.

### B. Option B: An equivalent baccalaureate degree

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

### C. Coursework

1. Coursework may be a combination of semester and quarter credits. All coursework completed as quarter credits must equal the required semester credits in each subject area.
2. A course taken for less than three (3) semester credits in a subject area may be combined with another course in the same subject area to equal the minimum requirement of three (3) semester credits required in the subject area.

3. The following coursework represents **subject areas** and not specific course titles:

a) Twelve (12) semester credits total in Plant Science:

Three core required courses - a minimum of three (3) semester credits in **each** individual subject area:

- Introduction to horticulture
- Plant propagation
- Pest and disease plant management

One elective course - a minimum of three (3) semester credits in **one** individual subject area:

- General plant pathology
- Greenhouse production/management
- Nursery production/management
- Landscape design
- Plant materials

b) Twelve (12) semester credits total in Human Science:

Three core required courses - a minimum of three (3) semester credits in **each** individual subject area:

- General psychology
- Abnormal psychology
- Human lifespan development

One elective course - a minimum of three (3) semester credits in **one** individual subject area:

- Counseling theories
- Aspects of disabilities and illnesses
- Group dynamics
- Principles of therapy
- Human anatomy/physiology
- Adult development and aging

c) Nine (9) semester credits total in **horticultural therapy**:

- Horticultural therapy overview, introduction, or fundamentals
- Horticultural therapy program management
- Horticultural therapy skills, techniques, or practice
- Horticultural therapy methods and programming
- Human issues in horticultural therapy, people-plant relationships