

Reflexology Association of Canada Accreditation Policy & Guidelines

Accreditation is for

- All organizations who wish to have their Professional Reflexology Certification Foundation Courses recognized for the RAC Professional Membership Category
- Organizations and individual educators who wish to have their Continuing Education Programs i.e. workshops and seminars accredited through the RAC CEU Professional Development Program.
- Organizations that wish to offer the RAC Reflexology Foundation Programs in addition to their other programs.

RAC recommends that all Professional Reflexology Therapists belong to a reputable professional association dedicated to demonstrating a commitment to the profession and quality of services provided. Membership with RAC confirms the Therapists credibility to the public by assuring them those members meets a high level of competency through a professional level of training and certification, is fully insured and is working within the framework of a professional Code of Conduct and Ethics.

The Association

- Founded in 1976 and its purpose and mission is to unify Reflexologists in professional programs and services.
- Sets standards of conduct and practice for member Reflexologists
- Publishes the Canadian Journal of Reflexology containing articles, reports, RAC information and research
- Holds a conference every 2 years, regional professional development seminars, workshops and upgrade programs for its members.
- Member Reflexologists are registered on an electronic database that allows the public to find a RAC Reflexologist anywhere in Canada.
- Maintains links and contacts with other organizations at both the national and international level and is continuously monitoring the developments in the field of Reflexology to keep its members fully informed of any issues concerning the profession.
- Membership in the Association provides an opportunity for Reflexologists to have a voice in the development of their profession.
- Has access to provincial chapters to provide support for members
- Promotes public awareness through national advertising, website, publicity, representation at a variety of events and provides member access to promotional material

What types of accreditation are available through RAC?

Within the RAC Accreditation Program there are three streams that an organization may apply for. They fall into the following categories:

1. Professional Reflexology Certification Foundation Courses
2. Continuing Education (CEU) and Professional Development such as seminars and workshops or similar program
3. Eligibility to offer RAC Foundation Courses

Accreditation Stream I – Professional Reflexology Certification Foundation Courses

This category gives organizations the opportunity to enhance their reputation by affiliating with the Reflexology Association of Canada, a national association that promotes a nationally recognized set of standards and scope of practice for all professional reflexology certification foundation programs.

Students completing a RAC accredited Professional Reflexology Certification Foundation Course will be certain of receiving the right kind of training. As well, works within the framework of a professional Code of Conduct and Ethics. Organizations approved for this category must become members of RAC, abide by the RAC Bylaws, Member Code of Ethics, and Conduct, are eligible for membership programs, benefits, and services, have voting privileges, and may serve on RAC Committees. This category is eligible to display 'Accredited by the Reflexology Association of Canada' following their name.

Any student who participates in that organizations RAC accredited Professional Reflexology Foundation Program may also apply to the RAC to become an individual Professional Member, receive a Professional Membership Certificate and have access to professional liability insurance group rates.

Who Can Apply for Accreditation Stream I?

Any organization whose Professional Reflexology Certificate Foundation Program meets the requirements outlined in the RAC 'Standards and Scope of Practice' and which meets the equivalency of RAC Training Standards adopted by the RAC in conjunction with other organization's across Canada can have their course accredited for membership purposes.

The Association does not accredit schools, colleges or training establishments, it only accredits foundation courses for Professional Membership with RAC. This means that any student who participates in that organizations RAC accredited Professional Reflexology Certificate Foundation Program may apply to the RAC to become a Professional Member as long as the organization remains a member of the RAC.

Organizations running accredited courses are required to pay an annual subscription for membership of the RAC providing information about their courses notifying RAC of any changes with full details.

Educational Requirements

Courses must meet the equivalency of the following standards:

- 35 hours of in-class Foot Reflexology Training covering both Reflexology practical and theoretical components as outlined below
- 15 hours of Reflexology home-study Theory
- 60 documented Reflexology Case Studies (approximately 120 hours of practicum) - fully documented/charted on appropriate Health Record and forms

Note: This standard will be increased in 2009 with a Grandfather Clause

Completion of a Reflexology Written Exam and a Practical Exam - transcript of marks must be provided by the school

Course Content must cover the following:
History, theory of Reflexology
Standards of Practice for Reflexology
Zone Theory (Meridian Theory optional but preferred)
Structure and Function of the Foot
Foot assessment procedures – biomechanical, musculoskeletal, pathological - Reflexology related
Disorders and conditions of the feet
Common disorders and related reflex areas on the feet
Reflexology cautions/contraindications and their implications
Health Record Charting, recording treatments, keeping records, evaluation, after care
The Holistic Approach – treating the whole person
Knowledge and understanding of reflexology chart
Anatomy & Physiology & Reflexology Pathology – The 12 systems – function and structure - Theory and application must relate directly to the Profession of Reflexology
Business Practices – legal and ethical guidelines of practice, basics of professional business practice, marketing skills
Practical Instruction within the class - Methodology
Home Study Assignments – Theory assignments including Anatomy and Physiology & Pathology
Supervised or Unsupervised Practice on outside clients
60 Case Studies (not hours) on practice clients (i.e. 6 clients 10x or 10 clients 6 x. RAC Policy states that a minimum of 6 clients be treated minimum 3 x

Qualifying Instructor Criteria for Program Approval

In order for students of an organization to be pre-approved for the RAC Professional Membership Category, All Instructors and assistants of accredited certification courses must meet the following requirements:

1. Complete for certification the RAC Reflexology Diploma course **or** a course equivalent to it that is approved by the Reflexology Association of Canada.

2. Be a current member in good standing with RAC or with an Association that includes Reflexology in their registration, which adheres to a Standards of Practice, Code of Ethics, Code of Conduct, Constitution, and By-Laws. The organization may apply for corporate membership status with RAC in order to meet this criterion.
3. Actively practice reflexology.
4. Hold a Reflexology Teachers Certificate or other Adult Education Teacher Certificate, or equivalent, or show that the organization is Post Secondary Approved.
5. Hold a current First Aid/CPR certificate.

Primary Requirements

1. A course must include established and copyrighted curriculum belonging to the organization making application and utilize certified Instructors and assistants only (see RAC 'Qualifying Instructor Criteria') to deliver that curriculum.
2. A strict classroom protocol to promote a professional delivery of the course approved by RAC
3. A strict classroom exam protocol approved by RAC
4. Examinations must take place after the deliver of the course and consist of two separate exams - a written exam and a practical exam. A Transcript must be awarded to the Students.
5. Case Studies, home-study and projects that are monitored by the teacher and with proper organization guidelines.
6. Full details of any changes to the course, venue, or staff must be sent to RAC for approval prior to the changes being made in order to maintain accreditation status.
7. RAC reserves the right to audit at any time any RAC accredited organization.

Note: Organizations may adopt RAC Protocol for numbers 2 and 3 and/or must meet the equivalency of these protocols.

How Do You Apply?

1. Contact Head Office and request an Organization Professional Membership Application package.
2. Complete the initial application for Organization Professional Membership. An administration fee is applicable.
3. Complete the detailed screening process following the submission of your application. Submissions in hard copy only must include full curriculum including texts for review. These will be returned to you once the process has been finalized.

Note: Steps one and two require at least 4-6 weeks to process or longer depending on screening requirements for that particular application. Step 3 requires additional time.

If your application is successful, your organization will:

- Be listed on RAC's Web Site for accredited courses
- Use the RAC name and logo in advertising.
- Be eligible to display 'Accredited by the Reflexology Association of Canada' following their name.
- Students who wish to apply for Professional Membership with the RAC will be pre-approved
- A Certificate of Accreditation will be awarded by the Association.
- The organization will be recommended to prospective students
- Notice of accreditation will be published in the Canadian Journal of Reflexology
- Receive the Associations Journal on a regular basis

Cost

- Non-refundable processing fee of \$75.00 + Tax
- One-Year Membership Fees :
\$265. (Except Nova Scotia, New Brunswick, Newfoundland and Labrador) – includes GST
\$285. (Only Nova Scotia, New Brunswick, Newfoundland and Labrador) – includes HST
- One time Accreditation Fee - \$500. + Tax

Membership Fees must be renewed on a yearly basis to maintain accreditation privileges.

Benefits of RAC Accreditation of an Organization's Professional Reflexology Certification Foundation Program

- The oldest and first national association with a history of providing excellence in member services and programs since 1976 Federally Chartered and Industry Canada approved. It is highly visible and influential in providing professional practitioner credibility in the eyes of the public.
- Professional RAC Members carry the distinct designation of RCRT (Registered Canadian Reflexology Therapists)
- Professional and Public Liability Insurance are available to all RAC Professional Reflexologists at an Association group rate at a per annum basis. Additional therapies can also be covered, many within a basic cost
- Fellowship and support nationwide and an opportunity to belong to a professional organization and membership with a professional Canadian body
- A national referral system for certified Reflexologists and RAC accredited Organization Courses

- Promotion of RAC members through Web site, yellow pages advertising, marketing, promotional material, Chapter's, exhibitions, and health shows
- International affiliation with Reflexology Associations abroad
- Advanced and Continuing Education Programs for CEU and professional training
- National and International Instructor Training Diploma Program
- Opportunities to attend seminars and workshops with top national/international speakers and educators
- Journal every 2 months – The Canadian Reflexology Journal keeps you up to date with Canadian and International news, research and the newest reflexology techniques
- Your certification qualifies for membership in Provincial Associations where applicable
- Charts, brochures and other Reflexology products available to help promote your business
- Certified members are eligible to serve as a Director on the National Board of Directors ~ these are elected volunteer positions

Accreditation Stream II – Continuing Education (CEU) and Professional Development

This program is for any organization who would like to make an application for accreditation of a seminar/workshop, or similar program for the RAC CEU and Professional Development Program. There is an annual accreditation fee of \$125. RAC's will publicize all workshops and seminars on its web pages and in regular email distributions to all members.

Please provide full details and information below to the Reflexology Association of Canada. These programs may not necessarily fall under the RAC Scope of Practice for Reflexology and may fall within any of the three categories listed in the RAC CEU and Professional Development Program.

Please note that this is not a foundation course accreditation process. Please contact the RAC Head Office for information for foundation course accreditation or review this document for information on how to apply.

The information can be sent to:
 304-414 Graham Ave.,
 Winnipeg, MB
 R3C 0L8
 Fax: 204-477-4955
 Email: Memberservices@reflexolog.org

1. Title of the Program/Seminar/Workshop or Activity
2. Detailed Workshop/Seminar or Activity Outline and Description -including what materials are supplied by you and any certificates etc.
3. The Number of Presentation Hours or Instruction (theory and/or practical)
4. Cost of the Program or Proposal for Such
5. Resume and Credentials of Presenters/ Instructor and Other Assistants

6. Credentials & Applicable Registrations of Organization, Presenters and Assistants
7. Advertising - please indicate whether you agree to have your course advertised on our website, newsletter/journal, or other form of advertising

Course/activity Presenters must also provide anyone who participates in the course with a document that details the following:

1. Name of Workshop/Seminar or Activity
2. Duration (number of hours)
3. Instructor's/Presenter's Name, Credentials, and Contact Information
4. Resources
5. Certificate of Attendance with date issued and presenters logo or name

Note: To avoid the possibility that activity approval would be interpreted as placing an activity or modality within our scope of practice, RAC makes the following statement.

"The approval of seminars/workshops and related professional development activities (not including foundation course accreditation) through CEU's does not necessarily represent an endorsement of a relationship between these activities and RAC Scope of Practice. Each member is expected to perform and operate their practice within the parameters of the ethical and responsible means outlined in the Constitution and By-Laws of RAC, adopted Standards of Practice (RAC), RAC Code of Ethics and Conduct and associated regulations and guidelines as amended from time to time. RAC encourages Members to evaluate their choice of seminars/workshops and related professional development activities in terms of their benefit to the ongoing quality improvement of their practice

Accreditation Stream III – Eligibility to Offer RAC Foundation Courses

This accreditation program is for those who wish to offer the RAC Professional Reflexology Foundation Course through their organization. There are three essential elements to this process:

1. Approval of the School
2. Certification of the Teachers
3. Curriculum Delivery

Approval of Organization

Each organization would be subject to a review and screening process to ensure eligibility for this program. Organizations for this category must become members of the Association.

This process would include review and screening of the following criteria:

- Quality of the organizations overall teaching program

- Review of the organizations business annual report, business registrations and other applicable documentation, insurance documentation, consumer reports, policies, visions and goals
- Assessment of quality of the school environment and infrastructure
- The availability of at least one RAC Certified Teacher (Existing RAC Teachers will be used wherever possible).
- Agreement that only current students of that organization would have accessibility to that program not past/future students or the public.
- Agreement to remain consistent with all RAC Policies and guidelines that are applicable to the course. Request for modification to the program for any reason must be made in writing to the Association.

If there is more than one facility under the umbrella of the organization, approval of the organization as a whole would be eligible to offer the RAC course as part of their program. Approval would be given through a single process and fee.

If your application is successful your organization will:

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- Use the RAC name and logo in advertising.
- Be eligible to display 'Accredited by the Reflexology Association of Canada' following their name.
- A Certificate of Accreditation will be awarded by the Association.
- The organization will be recommended to prospective students
- Notice of accreditation will be published in the Canadian Journal of Reflexology
- Receive the Associations Journal on a regular basis
- Become part of RAC's ongoing marketing and awareness program

Certification of Teachers

Any teacher that is to teach the RAC Curriculum must be certified by RAC and be a Professional Member of RAC. This is not negotiable. Certification may be made by taking the full RAC course, applying to the RAC Challenge Exam, and/or being assessed and approved on the basis of their past experience and qualification. Where possible an existing RAC Teacher will be utilized. Where this is not possible, organizations may elect to have their own proposed teacher trained to be a certified RAC Teacher.

Where RAC Certified Teachers are utilized, it will be the responsibility of the organization's administrative and educational staff to negotiate with the teacher remunerations for their services according to RAC policies and guidelines.

Curriculum Delivery

In essence RAC will license the course to the organization and fees will apply. Courses offered through the organization will be strictly those copyrighted and owned by RAC and delivered without modification of any kind unless authorized permission is given in writing by RAC to do so. The organization will be at liberty to suggest beneficial changes but cannot implement those unilaterally.

Continuing Education (CEU) and Professional Development

Organizations will have the opportunity to participate in RAC's Continuing Education (CEU) Program and if suitable courses were being offered we would encourage RAC Members to attend so that they can maintain their credits for their CEU Cycle.

Cost

One-time commitment fee \$500. Per organization

Or Flat Fee - \$2500. for one company if one or more school/facility is attached.

This fee will increase per number of facilities under that organization

Annual Membership and Accreditation fee \$300 per facility

Or flat fee of \$1800 annually if one or more facility – each facility must be part of the umbrella organization and not a separate private center.

Annual Licensing Fee

1. Simple License \$25. per student
2. One Time Joining Fee \$75 per student
3. Required Membership Fee per Student \$100.
4. Exam Fees \$120 for two exams

The fees under 1 and 2 will be guaranteed for a period of three years subject to the organization maintaining their approval with RAC.

Please note: All exams will be kept at RAC Head Office. Transcripts and certificates will also be sent out from RAC Head Office. Organizations will be responsible for sending all invoicing, remittances, membership forms and student registration forms per student to RAC for processing.