

Step 1: Foot Reflexology Curriculum Approval Application Form

Complete the form below.

Name of School or Program:

Name of Director or Owner:

Contact Person: Full Name & Title

Email:

Phone:

Location (full address):

NOTE: If your program is taught at multiple locations. Choose one school/program you wish to be recognized. Once that school/program is accepted, we will send you a secondary form to fill out for the other location.

How many total hours is your program? _____ (not including out of class practice or homework assignments)

How many foot reflexology hours are in-person? _____

How many hours are In Person, Hands-on-Feet? _____

How many hours are on-line, live (not recordings) _____

Is your school state approved? Yes _____ No _____

Approving agency:

NOTE: If your state requires approval or licensure, include a copy of your current certificate, letter of approval or accreditation.

List each National Certified Reflexology Educator (NCREd), in good standing, teaching in your school or program.

Step 2: Curriculum Verification Form

The NCRE Curriculum Approval is based on the minimum hours as listed on NCRE's **120 Hour Baseline Curriculum for Foot Reflexology**. If you teach other modalities within your reflexology program, please confirm on the Verification Form (next page) that your foot reflexology hours meet or exceed NCRE requirements. If you have a reflexology-only school/program, your hours must meet or exceed the hours in the Verification Form.

Instructions for completing Step 2

See the next page for the Verification Form. The third column labeled "NCRE Minimum Hours" represents the minimum number of hours we require your school to teach in the five categories listed. For your curriculum to be approved by NCRE, the number of hours for each of your categories should be equal or greater than the corresponding NCRE's minimum hours. Each of the boxes must be filled in by the number of hours you teach each subject.

1. Under the column labeled "Number of Hours in Your Curriculum," fill in the number of hours of core subjects you teach.
2. Under the column labeled "Teaching Method," indicate the **method** used to teach each subject using one of the three (3) methods provided at the bottom of the Curriculum Verification Form.
 - A—Live, in-class, in-person
 - B—Live, in-class, in-person, Hands-On-Feet
 - C—On-line, live (not recordings)

Example:

1	Reflexology Foundation	17	17	
	• Definition and History	•	1	A
	• Maps/Charts	•	5	B

In-Classroom Hours

For your convenience, an "in-classroom educational hour" is defined below.

The Educational Hour (60 minutes)

Each in-class educational hour is based on a 50-minute hour. Meal breaks, homework, independent studies, and outside classroom time activities are not counted as an in-class educational hour.

A qualified and authorized educator must be present for each in-class educational hour. Each hour may include, but not limited to, lectures, readings, presentations, evaluations, discussion of the material, and hands-on (physical contact) practice.

120-hour Baseline Foot Reflexology Curriculum Verification Form

	CORE SUBJECTS	NCRE Minimum Hours	Number of Hours in <u>Your</u> Curriculum	Teaching Method*
1	Reflexology Foundation	17		
	• Definition and History	•		
	• Benefits	•		
	• Guidelines and Zones	•		
	• Referral and Helper Areas	•		
	• Contraindications	•		
	• Maps/Charts	•		
	• Western & Eastern approaches	•		
	• Reflexology Research Studies	•		
	• Reflexology Terminology	•		
	• Body mechanics and self-care for the practitioner	•		
2	Reflexology Practice (in-person hands-on-feet)	36		
	• Palpation of the foot	•		
	• Hands-on foot techniques	•		
	• Supervised in class practicum	•		
3	Anatomy & Physiology	30		
	• Anatomical terminology	•		
	• Muscular Skeletal structure of leg and foot	•		
	• Anatomical positions, directions, cavities, regions, quadrants	•		
	• The cells and tissues	•		
	• 12 body systems	•		
4	Pathology & Assessment	22		
	• Pathologies for each system for the leg and foot	•		
	• Areas of emphasis for common pathologies	•		
	• Biomechanics of the foot/gait	•		
	• Client assessment to form a session plan	•		
	• Chart notation and documentation	•		
	• Supervised clinic with report writing			
5	Business Management and Practice	15		
	• Ethics, standards of practice and policies & procedures	•		
	• State legislation and human trafficking	•		
	• Hygiene and sanitation practice	•		
	• Self-Employment vs working for others	•		
	• Goals and mission statement	•		
	• Business planning	•		
	• Marketing	•		
	• Continued education	•		
	• Professional organizations/associations	•		
	• HIPAA	•		
	TOTAL Hours of Core Subjects	120		

*Teaching Methods: A = Live, in-class, in-person
 B = Hands-On Feet, Live, in-class, in-person
 C = On-Line, Live (not recordings)

Step 3: Syllabus Submission

A Course/Program Syllabus sample is provided on the next pages. (It is **not** a sample of a single core subject syllabus.)

Instructions for completing step 3

1. Submit either one syllabus of your entire course/program, **or** a single Core Subject syllabus on your letterhead.
2. In the syllabus that you submit, please list the required information in the order shown below.
 1. Course/Program title
 2. Classroom hours
 3. Instructor(s)
 4. Contact Information
 5. Course materials/textbooks used for this course
 6. Course Description
 7. List of Course Objectives
 8. Course Outline
 9. Course Activities
 10. Attendance Policy
 11. Course Expectations and Grading
3. If you use abbreviations in your syllabus, please make sure they are properly delineated or attach a separate sheet to explain their delineation.

Course Syllabus Sample

Course/Program Title: Reflexology Certification

Classroom hours: 120

Instructor: Instructor name

Contact information: name@gmail.com 207-nnn-nnnn

Texts: A&P text 3rd edition / Reflexology text 4th edition / Handouts

Course Description:

This full certification course/program offers 120 hours covering all subject matter necessary to have a well-rounded practice in foot reflexology.

The course includes instruction in Anatomy and Physiology, Reflexology Theory, Business Practices and Management. There are many hours of supervised hands-on practice including clinical practice. Students will deepen their knowledge with their own research in a variety of subjects as well as viewing videos pertaining to reflexology. In-class hours are enhanced by research, videos and outside practice and report writing. Students can expect to begin practicing as soon as they are certified.

Course Objectives (broad range as it is the full course)

Upon completion of this course, students should be able to:

1. Demonstrate an understanding of anatomy by systems
2. Demonstrate and practice appropriate self-care and hygiene practices.
3. Demonstrate professional and ethical practitioner practices.
4. Perform basic reflexology assessment and practice in a timely and professional manner.
5. Demonstrate problem solving and critical thinking for issues presented by the client.
6. Theory: Students will learn about the history of reflexology, study guidelines and zones, learn the benefits, indications and contraindications as well as understanding helper and referral areas. Students learn to read charts and practice mapping.
7. Practice: In the practice portion, students learn palpation skills and reflexology techniques. They learn to assess client information to determine a session plan. Students learn to document session information and results.

Course Outline

Reflexology Fundamentals:

1. Definition & History
2. Benefits / Indications / Contraindications
3. Reading Reflexology charts / Zones / Guidelines
4. Reflexology Terminology
5. Eastern & Western Approaches
6. Research
7. Body Mechanics / Self Care

Practice:

1. Palpation
2. Techniques
3. Supervised in-class practicum

A&P:

1. Anatomical Terminology
2. Anatomical positions / basic anatomy
3. 12 body systems
4. Musculoskeletal structure of feet and lower legs

Course Syllabus Sample c o n t i n u e d

Pathology & Assessment:

1. Common pathologies of leg & feet
2. Assessment of feet
3. Areas of emphasis
4. Chart notation / documentation
5. Supervised clinic

Business Management:

1. Ethics / Standards / HIPPA
2. Legislation / Human trafficking
3. Business Planning & Marketing
4. Professional organizations / Insurance
5. Hygiene and sanitation practice
6. Continued education

Course Activities: Methodology used in this program include lecture, discussion, demonstration, practice on fellow students, assessment, in-class video with discussion and practice, preparation of a plan describing how they anticipate using reflexology, competency testing, practical testing...

Students are expected to receive a reflexology session from a professional reflexologist to gain knowledge beyond what they experience within the classroom.

Attendance Policy:

Attendance and punctuality are essential for the successful completion of this program. Students must contact instructor(s) prior to missing a class and arrangements must be made for make-up. All missed time must be made up at the discretion of the instructor. Absences not made up will result in the reduction of the final grade. Absences from in-class learning that total nn% or more result in a failing (F) grade, and the student will be required to repeat the classes.

Course Expectations and Grading

1. Full attendance is required.
2. Passing grades of B in each subject matter is required to receive certification.
3. Grading equivalents are as follows: A: 95-100; B: 90-94; C: 86-90; D: 85-80; F<80
F - Fail; I - Incomplete; W - Withdrew; S - Satisfactory completion/pass/fail grade

Step 4: Submission of all completed required documentations

- a. MAIL SUBMISSION: NCRE (Curriculum Approval Application) 1530 North State Parkway; Unit #3; Chicago, IL 60610
- b. ELECTRONIC SUBMISSION: ApplyNCRE@gmail.com

NOTE: Please use the checklist on the next page to see if all required information has been completed.

Step 5: Payment

- Application fee: \$100
- Annual renewal fee: \$100

Applicant can submit payment in one of the following ways:

- On-line: Submit payment via PayPal through the NCRE website.
- Mail-in*: Send checks made payable to NCRE
1530 North State Parkway; Unit #3; Chicago, IL 60610

*If you chose to mail in your application fee, please include your check with your completed documents.

Applicant will be notified that payment has been received and application will be reviewed within ten (10) to fourteen (14) business days.

Approved Application

The Application Committee of NCRE will review the application. Upon NCRE application approval, applicant will electronically receive the following:

1. A Welcome Letter
2. *Challenges to the Profession of Reflexology*
3. An NCRE Baseline Foot Reflexology Curriculum Certificate
4. A copy of the NCRE Logo and usage information
5. Ebook: *Where Education and Legislation meet*

Denied Application

If the application is denied, the applicant will electronically receive the following:

1. A letter with an explanation for denial
2. Recommendations for resubmission

The applicant will have sixty (60) days to resubmit.

Benefits & Privileges of having Approved Foot Reflexology Curriculum(S)

- National recognition as an Approved Curriculum for Baseline Foot Reflexology
- Schools with an NCRE Approved Foot Reflexology Curriculum will be recognized in the Reflexology School List located on the NCRE website.
- Year-round, online exposure
- Use of NCRE Logo
 - ◆ An NCRE Approved Foot Reflexology Curriculum in good standing has use of the NCRE logo on materials promoting the programs which support the Approved Curriculum. Examples of usage include rack cards, letters to potential students, flyers, brochures, and/or promotional cards.
 - ◆ The NCRE logo may be used on the school/program's certificate of completion of an approved curriculum.
- Receive NCRE's eBook *Where Education and Legislation Meet*
- Discounts to NCRE hosted conferences, workshops, & webinar

Checklist for submitting your application

- Complete step 1.**
 - * Foot Reflexology Curriculum Approval Application Form
 - * Copy of your current certificate or letter of approval or accreditation from your state, if applicable
 - * Include all the active NCREd's in your school or program

- Complete step 2.**
 - * Curriculum Verification Form (make sure the last 2 columns are filled in).
 - * Did you fill out the numbers of hours for EACH subject?
 - * Did you fill out the "Total Hours of Core Subjects" at the bottom of the form?
 - * Did you fill out the "Teaching Method" using the guides?

- Complete step 3.**
 - * PDF copy or a hard copy of a syllabus on your letterhead – an entire course/program or a single core subject
 - * All the 11 required items for a syllabus are provided in the order shown. Find the list under Step 3 above.
 - * Abbreviations are delineated in the documents or a separate list of the ones used.

- Complete step 4.**
 - * Submit all the required documents from steps 1 to 3 electronically or by mail

- Complete step 5.**
 - * Payment submission either electronically via NCRE's website, <https://www.reflexedu.org/curriculum-application>
 - or
 - Include a check for the application fee along with the completed application documents being mailed to NCRE 1530 North State Parkway; Unit #3; Chicago, IL 60610