

To apply for NCRE curriculum approval, download the application using this [link](#).

Steps:

1. Complete the Curriculum Approval Application Form
2. Complete the Core Subject Approval Form
3. Submit one Syllabus on your letterhead (see sample)
4. Submit Payment of \$100 (online or mail a check)
5. Send all completed documentations
 - o MAIL SUBMISSION:
NCRE (Curriculum Approval Application)
654 West Hutchinson St.
Chicago, IL 60613
 - o ELECTRONIC SUBMISSION: ApplyNCRE@gmail.com

Step 1

Curriculum Approval Application Form

The National Council for Reflexology Educators approves reflexology curriculums that meet the baseline curriculum for foot reflexology as set forth by NCRE.

Core subject hour requirements are listed on our website (www.reflexedu.org/curriculum-application) as well as in Step 2 of the application form.

To apply for NCRE approval, complete the curriculum information below and send one syllabus of your program or from one subject from your program. Submit your payment under **Step 4** below.

Complete the school or program information below:

Name of School or Program: _____

Location: _____

Person of Contact: _____

Email: _____ Phone: _____

Name of Director or Owner: _____

How many total hours is your program? _____ How many hours are in-person? _____

Is your school state approved? _____ Approving agency: _____

Step 2: Complete the Core Subject Approval Form below which shows the NCRE baseline curriculum standard with ALL REQUIRED subjects listed. To qualify for curriculum approval, all subjects must be taught. Verify that these subjects are taught in your school/program by checking each box to the left. Also enter the number of hours in each category that your school/program offers on the right side of the form.

Core Subjects Approval Form

NATIONAL COUNCIL FOR REFLEXOLOGY EDUCATORS
120-Hour Foundation Foot Reflexology Curriculum

CORE SUBJECTS	NCRE Hours	NCRE %	Your Hours
1. Reflexology Theory	15	12.5%	_____
<input type="checkbox"/> Definition and History <input type="checkbox"/> Benefits <input type="checkbox"/> Guidelines and Zones <input type="checkbox"/> Referral and Helper Areas <input type="checkbox"/> Contraindications <input type="checkbox"/> Maps/Charts <input type="checkbox"/> Western & Eastern approaches <input type="checkbox"/> Reflexology Research Studies			
2. Reflexology Practice	40	33.3%	_____
<input type="checkbox"/> Body mechanics and self-care for the practitioner <input type="checkbox"/> Terminology <input type="checkbox"/> Palpation of landmarks on the foot <input type="checkbox"/> Hands-On Foot techniques <input type="checkbox"/> SOAP notation and documentation of case studies <input type="checkbox"/> Supervised in class practicum <input type="checkbox"/> Supervised clinic with report writing			
3. Anatomy & Physiology	30	25.0%	_____
<input type="checkbox"/> Anatomical terminology <input type="checkbox"/> Muscular Skeletal structure of leg and foot <input type="checkbox"/> Anatomical positions, directions, cavities, regions, quadrants <input type="checkbox"/> The cells and tissues <input type="checkbox"/> 12 body systems			
4. Pathology & Assessment	20	16.7%	_____
<input type="checkbox"/> Pathologies for each system for the leg and foot <input type="checkbox"/> Areas of emphasis for common pathologies <input type="checkbox"/> Biomechanics of the foot/gait <input type="checkbox"/> Client assessment to form a session plan			
5. Business Management and Practice	15	12.5%	_____
<input type="checkbox"/> Ethics, standards of practice and policies and procedures <input type="checkbox"/> State legislation and human trafficking <input type="checkbox"/> Hygiene and sanitation practice <input type="checkbox"/> Self-Employment vs working for others <input type="checkbox"/> Goals and mission statement <input type="checkbox"/> Business planning <input type="checkbox"/> Marketing <input type="checkbox"/> Continued education <input type="checkbox"/> Professional organizations/associations <input type="checkbox"/> HIPAA			
TOTAL of Core Subjects & Hours & Percentages	120	100.0%	_____

Step 3:

Syllabus

Submit one syllabus on your letterhead, either from one core subject or from your entire program, to applyNCRE@gmail.com. For your convenience, an **in-classroom educational hour** is defined below. On the next pages, a **sample syllabus** is provided.

In-Classroom Hours

The Educational Hour

Each in-class educational hour is based on a 50-minute hour. Meal breaks, homework, independent studies, and outside classroom time 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 practice.

Your **syllabus** must include the following information:

- Course/Class title
- Clock hours
- Instructor
- Contact Information
- Texts used for this course
- Course Description
- Course Objectives
- Course Outline
- Course Activities
- Attendance Policy
- Grading Policy

**When all documents are complete, you can submit them to NCE by email.
Click on the Buy Now button.**

Step 4:

Submit Payment \$100

Thank you for your submission for the NCRE Curriculum Approval. Your support of NCRE reflects your desire to advance the educational standards for reflexology.

Your application will be reviewed by the Board and you will hear from us with the results within 30 days of the submission of your application.

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 and hand 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

Theory:

1. Definition & History
2. Benefits / Indications / Contraindications
3. Reading charts / Zones / Guidelines

Practice:

1. Terminology / Landmarks / Palpation / Techniques
2. Supervised practice and Protocol
3. Documentation of hands-on practice with SOAP notes
4. Supervised Clinic

A&P:

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

Pathology & Assessment:

1. Common pathologies of feet
2. Assessment of feet
3. Determining a plan based on client issues and assessment

Business Management:

1. Ethics / Standards / HIPPA
2. Legislation / Human trafficking
3. Business Planning & Marketing
4. Professional organizations / Insurance

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 for tests and daily attendance is 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