

To apply for NCRE curriculum approval, complete the following four steps.

1. Curriculum Approval Application Form
2. Core Subject Approval Form
3. Syllabus Submission (sample provided)
4. Payment

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 within a separate PDF on our website (www.reflexedu.org/curriculum) 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 info below:

Name of School: _____

Location: _____

School's person of contact: _____

Email: _____ Phone: _____

Name of Director or School Owner: _____

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

Is your school state approved? _____ Approving agency: _____

Step 2

Refer to "NCRE's Minimum Requirements for Foot Reflexology Curriculum" list below. To qualify for curriculum approval, all subjects must be taught. Verify that these subjects are taught in your school/program by submitting the number of hours you teach each set of subject requirements.

NCRE's Minimum Requirements for a Foot Reflexology Curriculum

The following curriculum is based on NCRE minimum requirements for each subject. U.S. schools and programs generally teach anywhere between 200-350 hours. Each subject may go higher than the minimum required hours listed below.

Please note, ARCB's minimum required hours are also listed for reference. What this difference means for you: For your curriculum to be approved, you must teach the hours and requirements set forth by ARCB. The ARCB number is important to know, as students must complete those hours referenced. In short, NCRE is for educators, ARCB is for students.

SUBJECT: Practical Hands-On Application

IN PERSON IN CLASSROOM WITH INSTRUCTOR ONLY

No online, Zoom, or other electronic transmission accepted

NCRE 35 hrs.

ARCB 30 hrs.

- Hands-On Foot techniques
- Palpation of landmarks on the foot
- Supervised in class practicum
- Supervised Clinic

SUBJECT: Anatomy & Biomechanics (A&M) and Anatomy & Physiology (A&P)

IN PERSON, HYBRID, OR ONLINE

NCRE 50 hrs.

ARCB 55 hrs.

- Anatomical terminology
- Muscular Skeletal structure of leg and foot
- Anatomical positions, directions, cavities, regions, quadrants
- The cells and tissues
- 12 Body Systems
- Pathologies for each system for the leg and foot
- Biomechanics of the foot/gait
- Body mechanics

SUBJECT: Reflexes and Maps

IN PERSON, HYBRID, OR ONLINE

NCRE 25 hrs.

ARCB 25 hrs.

- Reflexology Maps (Charts)
- Where reflexes are located
- Areas of emphasis for common pathologies
- Guidelines and Zones
- Referral and Helper Areas

SUBJECT: Critical Thinking

IN PERSON, HYBRID, OR ONLINE

NCRE 25 hrs.

ARCB 25 hrs.

- Client assessments
- Session plans
- Reflex areas and why
- Application vs. theory
- Developments in field

SUBJECT: Professional Business Practices

IN PERSON, HYBRID, OR ONLINE

NCRE 10 hrs.

ARCB 10 hrs.

- Self-care for the practitioner
- Ethics, standards of practice and policies and 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
- Taxonomy and NPI
- HIPAA

SUBJECT: Theory & Scientific Studies

IN PERSON, HYBRID, OR ONLINE

NCRE 5 hrs.

ARCB 5 hrs.

- Definition and History
- Benefits of Reflexology
- Contraindications
- Western & Eastern approaches
- How to read and find peer-reviewed research
- Understanding the difference between anecdotal findings, client case studies, and peer-reviewed research

SUBJECT: SOAP Notes. Documentations

IN PERSON, HYBRID, OR ONLINE

NCRE 5 hrs. in class instruction and review by teacher

ARCB 5 hrs. in class instruction and review by teacher

- SOAP notation
- Documentation of case studies
- Report writing
- Reflexology Research Studies

SUBJECT: Homework and outside of classroom hours

STUDENT OUTSIDE OF CLASSROOM WORK

NCRE 45 hrs. (30 sessions + 15 writing)

ARCB 45 hrs. (30 sessions +15 writing)

- Providing sessions outside of class
- Writing sessions outside of class

- Case studies

TOTAL MINIMUM HOURS REQUIRED PER SUBJECT FOR FOOT REFLEXOLOGY CURRICULUM: 200

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

Syllabus Sample

Course/Program Title: Reflexology Certification

Classroom hours: 180

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 180 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

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.