



To apply for NCRE 210-hour curriculum approval, complete the following four steps:

- Step 1 ~ Curriculum Approval Application Form
- Step 2 ~ Subject Approval Form (Outline)
- Step 3 ~ Syllabus Submission
- Step 4 ~ Payment

Step 1: Curriculum Approval Application Form

Complete the school or program info below:

Name of School/Program: _____

Location: _____

Contact Person: _____

Email: _____ Phone: _____

Director: _____

How many total hours is your program? _____

Is your school state approved? _____

Approving agency: _____

Step 2: Subject Approval Form (Outline)

- The submissions for curriculum approval must meet or exceed the minimum 210-hour curriculum requirement.
- Please Note: NCRE does not accept prerecorded video as part of a verifiable reflexology program.
- Foot reflexology curriculums submissions may exceed the minimum hours required per subject listed below. Please list your actual total hours per subject even if they exceed the minimum hours required. If you need help increasing your hours, we are here to help. Simply contact us at applyncre@gmail.com.

Instructions:

- Please input your information and hours as well as any additional details into each SUBJECT title below. Please use this outline as your syllabus outline submission.
- Please note: ARCB's minimum required hours are also listed below for reference when considering student transcripts used for ARCB approval.

SUBJECT: Practical Hands-On Application

IN PERSON IN CLASSROOM WITH INSTRUCTOR ONLY

No online, no Zoom, and no other electronic transmission accepted

NCRE 40 hrs.

ARCB 30 hrs.

- Hands-on feet techniques
- Palpation of landmarks on the foot
- Supervised in class sessions (Instructor MUST be in the classroom)

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

IN PERSON, HYBRID, OR ONLINE

NCRE 55 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 NP
- 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

NCRE Curriculum Approval Hourly Breakdown

Total minimum 165 verifiable classroom hours required. (40 hands-on plus 125 in person/live zoom/online):

- 40 hands on— **minimum 40** classroom hours taught **hands-on** with an instructor present and in the classroom, while the student is present and, in the classroom, learning technique.
- 125 in person, live zoom/online—**minimum 125** classroom hours taught in person, live on zoom or live online (no recordings).

NCRE (total above) = 165 (40 plus 125)

ARCB Curriculum Hourly Breakdown

ARCB = 155 (30 plus 125)

NOTE: An additional **45** hours take place outside of the classroom.

Total Minimum Hours Required for Foot Reflexology Program (in and outside of classroom)

NCRE: 210 hrs

(NCRE=210 total hours: 165 verifiable classroom plus 45 outside of the classroom)

ARCB: 200 hrs.

(ARCB= 200 total hours: 155 verifiable classroom hours plus 45 outside of the classroom)

Step 3: Syllabus Submission

- Each educational hour is based on a 50-minute hour.
- Meal breaks, homework, independent studies, and outside classroom time are not counted as verifiable educational hours.
- Each hour may include, but not limited to, lectures, readings, presentations, evaluations, discussion of the material, and hands-on practice.

Instructions:

- Along with your completed outline from STEP 2, please include the following information from your syllabus, on your letterhead, for your submission:
 - Course/class title
 - Clock hours
 - Instructor name
 - Textbooks &/or manuals used for this course
 - Course description
 - Course objectives
 - Course activities
 - Attendance policy
 - Grading policy

Thank you!

Step 4: Payment

Payment due upon approval.