

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 (submit after approval)

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 this application form.

To apply for NCRE approval, complete the curriculum information below and send one syllabus of your program. Do not submit payment until your curriculum has been approved.

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 between 200-350 hours. Each subject may go higher than the minimum required hours listed below.

Please note: NCRE does not accept prerecorded video as part of a verifiable reflexology program.

ARCB’s minimum required hours are also listed for reference so instructors know what ARCB requires for student transcripts.

SUBJECT: Practical Hands-On Application

IN PERSON IN CLASSROOM WITH INSTRUCTOR ONLY

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

NCRE 35 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 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

HOURLY BREAKDOWN:

- ⇒ Minimum of 35 hours must be with an instructor in person in the classroom with the student providing hands-on practices
- ⇒ Minimum of 120 hours are in person, hybrid, or online
- ⇒ **The above totals 155 hours of verifiable classroom hours**
- ⇒ Minimum of 45 hours are outside of classroom

TOTAL MINIMUM HOURS REQUIRED FOR FOOT REFLEXOLOGY CURRICULUM: 200

Step 3

Syllabus

Submit one syllabus on your letterhead to applyNCRE@gmail.com. For your convenience, an **educational hour** is defined below. On the next pages, a **sample syllabus** is provided.

The Educational Hour:

Each educational hour is based on a 50-minute hour. Meal breaks, homework, independent studies, and outside classroom time are not counted as a verifiable 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 name
- Contact information
- Textbooks &/or manuals used for this course
- Course description
- Course objectives
- Course outline
- Course activities
- Attendance policy
- Grading policy

Syllabus Sample

NOTE: This example is from a program that exceeds the minimum hours required. We give this as an example to inspire you to continue to teach your program, even if it is more than the minimal requirements!

Course/Program Title: Reflexology Certification Course

Total program hours: 250

In class/in person: 110

On-line: 30

Homework/Case Studies: 20

SOAP Notes (sessions given & recorded): 90

Instructor: Instructor name

Contact information: email: name@gmail.com / phone: 207-nnn-nnnn / address: nnn

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

Course Description:

This full certification course offers 250 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 about human anatomy and reflexology. Students will be prepared to practice as soon as they are certified.

Course Objectives

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, the benefits, indications and contraindications as well as understanding helper and referral areas. Students learn to read reflexology 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 (25):

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

Practice (60):

1. Terminology / Landmarks / Palpation / Techniques
2. Supervised practice and Protocol
3. Hands-on practice
4. Supervised Clinic

A&P (35):

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

Pathology & Assessment (10):

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

Business Management (10):

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

Homework/Case Studies (20):

1. Case studies
2. Research and present to class

Sessions given outside of classroom with SOAP Note documentations (90):

1. 30 different people (3 times each)

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

Students will give and receive a session with the instructor.

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 20% 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

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.

Do not submit payment until your curriculum has been approved.

Curriculum Payment (after approval): \$100