

## ARCB Certification... An Investment in Your Future!

### 2012 Test Dates

May 12	Salem, MA
May 26	Cumberland, RI
June 9	New York, NY
June 23	Buffalo, NY
July 14	Denver, CO
July 14	Minneapolis, MN
July 28	Anchorage, AK
August 18	Phoenix, AZ
August 25	Atlanta, GA
September 8	Rockford, IL
September 15	Los Angeles, CA
September 22	Columbus, OH
October 13	Manchester, NH
October 13	New York, NY
October 20	Baltimore, MD
November 10	Seattle, WA

Dates & locations are subject to change.

When traveling to a test site please verify with the office that the test will be held as scheduled before booking your reservations.

Call or write the office for additional locations and dates as tests will be scheduled in other cities when there are eight (8) or more applicants to test at one time.

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## National Reflexology Certification

*Since 1991 setting the highest testing standards  
to which professional reflexologists aspire*

### National Certification

Today, there is a revolutionary inclusion of complementary therapies into health care professions. Qualified reflexologists with the highest standards of credentials are being sought by the public and from the health care industry. With this acceptance of reflexology as a valuable and non-invasive therapy comes the responsibility of the profession to provide qualified practitioners who meet established national standards.

As a result of this demand, leaders in reflexology created the American Reflexology Certification Board (ARCB) in 1991. The goal of national certification is to promote reflexology through the recognition of competent professional practitioners. Reflexologists who are involved in the national certification process promote higher standards of education, ensure public safety, and demonstrate their commitment to the profession through self-improvement.

With the identification of nationally certified practitioners there is confidence in the quality of services offered.

### What is ARCB?

The American Reflexology Certification Board is a nonprofit corporation. As an independent testing agency it offers national certification. Its primary aim is to certify the competency of those reflexologists who practice on a professional basis and wish to be recognized as meeting national standards.

Your involvement with ARCB and national certification is the next step after you have completed a course of study in reflexology and have further developed your hands-on skills by working on clients.

ARCB is an independent testing agency - **not a membership organization**. It is not affiliated with any association, training program or instructor. Nor does it accredit teachers or curriculums. ARCB does not interfere with, nor negate, certification programs offered by different schools. ARCB encourages each school to test its students before awarding a diploma or certification of completion.

ARCB certification is an important step offering increased credibility for both the practitioner and the field.

### Why Should I Take the Exam?

ARCB testing recognizes an individual on the national level who has met certain educational and skill standards within the field. It distinguishes the professional from the non-professional, setting apart and bringing credibility to the practitioner who is committed to excellence.

### Testing Prerequisites

1. Be 18 years of age or older
2. Have a high school diploma or the equivalent
3. Have completed a "hands-on" reflexology course through certification (if available) involving a minimum of 110 hours
4. The documentation of 90 post-graduate sessions on ARCB forms.

## Details on Education

As a guideline, percentage of curriculum hours, or the required 110 hours of reflexology instruction\* should include:

- 23% (25 hours) of reflexology theory, history, zones, meridians & relaxation response.
- 36% (40 hours) of study of body systems as related to reflexology; the study of the leg and foot as a structure; hands-on palpation of landmarks with sensory identification of palpated areas, a map of reflexes as they are anatomically reflected on the feet; and how the reflexes are affected by stimulation to the feet through hands-on experience.
- 27% (30 hours) of anatomy & physiology
- 5% (5 hours) of business practice involving ethics, business standards and local/state laws and ordinances pertaining to the practice of reflexology.
- 9% (10 hours) or more of supervised practicum or clinical work.
- Any number of additional homework hours that can include giving and documenting client sessions as well as other written work.

\* Hours/percentages designated are used during the development of a curriculum. Usually in the delivery of a course of study they are integrated in the overall program and may be difficult to separate exactly as shown.

## Denial of Examination

When an application is denied a letter is sent explaining why or how the applicant does not meet testing requirements. In these instances additional information may be requested. The application is re-considered upon receipt of the requested material.

## Details about Sessions & Documentations

ARCB's focus is the testing of those individuals who practice reflexology on a professional basis. This means reflexologists who earn any portion of their income from doing reflexology. Therefore, hands-on skills are one of the important cornerstones of the testing process. ARCB requires the submission of 90 post-graduate client documentations for grading. Thirty (30) clients must be seen a minimum of three (3) times each with individual sessions documented. Each session should be 45-60 minutes in length. You will receive one hour of credit for each of your 90 documented sessions submitted. These hours, along with a minimum 110 educational hours, count toward the 200-hour prerequisite for ARCB certification.

The documentations, presented on ARCB forms, must use correct anatomical terminology when noting observations and areas of sensitivity. Complete details for documentation are included with the *Study Guide* sent to you upon acceptance of your application. No certification will be issued without submitting and passing the documentation portion of the exam. You have a maximum of six (6) months after taking the written test to submit your documentations.

## The Testing Process

An applicant must complete the test application, returning it to ARCB along with the testing fee, and a copy of a diploma or school certificate. The *Release of Educational Records* form must be completed and sent by you to your reflexology school. ARCB will accept a letter of verification from your school including the number of hours attended and individual subjects taught. Diplomas or certificates must state the name and address of the training institution.

To allow sufficient time for review of the study material, applications are due 60 days prior to the test date. If your application is received less than 60 days before the requested test date, you must wait for the next testing date in your area or schedule to take the test in another location. Travel will be at your own expense.

## The Testing Fee

The testing fee is \$295. The entire amount is due at the time of application (at least 60 days prior to the selected test date). Unless 30 days written notice is given prior to your test date, your testing fee will be forfeited if you fail to test as scheduled. To continue the testing process repayment of the forfeited fee will be required.

## The Examination

There are three parts to the test:

- **Written** - tests theoretical knowledge and analytical skills
- **Practical** - tests techniques including pressure & flow; and communication skills
- **Documentations** - tests the ability to document and make professional assessments

The 300 question written test examines basic knowledge and understanding of reflexology and anatomy. A study guide will be sent to assist you in your review work. Test answers are either true/false or multiple choice.

The practical test assesses your "hands-on" and client/practitioner communication skills relevant to reflexology. Techniques are graded on knowledge and performance of the American standard thumb and finger walking, flow, and pressure. During this portion you will also be asked questions to test your communication skills.

Documentations test your ability to detect areas of sensitivity, record your observations, and monitor work on the clients and their reactions.

## Test Scoring & Notification of Results

To earn national certification you must pass the Written test with a score of 80% or higher. Both the Documentation and Practical tests are graded on a scale of 1.0-5.0 with 1.0 being the best score. A passing score is 3.0 or below. You will receive notification of your test results through

the mail within 4-6 weeks after the test. You must retake any portion that is failed at the next scheduled date in your area and pay a \$100 re-testing fee for any part of the exam. If re-testing involves the documentations, they must be submitted for grading within three months of your failure notice along with a \$75 re-submission fee.

## National Registration & Referral

Registration is open only to reflexologists certified by ARCB. Upon certification, you will be registered with the ARCB. If you do not wish to be on the referral lists, please notify the office.

Inquiries for referrals in your area will be sent your way through the web site and the ARCB office. As an ARCB certified reflexologist you agree to practice according to the Code of Ethics and standards set by ARCB. Infractions are subject to disciplinary procedures overseen by the ARCB Appeals/Grievance Committee. Registration is voluntary.

## Annual Fee & Continuing Education

Payment of an Annual Fee and 12 units of Continuing Education every 24 months are required to maintain your certification. A lapse with either may result in inactive certification status.

## Appeals Process

A copy of the Seven Step Disciplinary Policy is available on line or in writing upon request from the ARCB office.

*ARCB does not discriminate on the basis of age, nationality, ethnic origin, color, language, sex, sexual orientation, religion or physical limitations.*