



The American Reflexology Certification Board

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ARCB 2024 Exam Release Frequently Asked Questions

When will ARCB announce the 2025 exam dates and locations?

Partnering with Prometric, the world's largest testing provider, ARCB can now offer certification testing in every state, all year round. In addition to greater accessibility in testing, each applicant is able to choose the date, time, and the Prometric testing location most convenient for their schedule. Furthermore, applicants in remote parts of the county can now choose to take the exam online utilizing Prometric's remote proctoring software.

What are the Application requirements to take the ARCB Certification exams? Applicants are still required to be at least age 18, a high school graduate, submit a transcript of their reflexology training, and complete 200 hours of reflexology training that includes 30 hours of practical instruction. ARCB accepts Anatomy and Physiology training from any credible educational program.

What else is required of the Applicant prior to testing? Applicants are required to pay the testing fee, pass a background check, and successfully complete an ARCB provided SOAP Note. Only after an applicant has completed all application requirements will they be provided access to the Prometric testing system.

What if I need testing accommodations? Testing accommodations are provided on a case-by-case basis. Please contact ARCB to request accommodations at Info@ARCB.net or by phone.



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What if I have problems with digital communications and digital testing?
We consider this a testing accommodation issue. Testing accommodations are provided on a case-by-case basis. Please contact ARCB to request accommodations at Info@ARCB.net or by phone.

How many hours of training do I need to take the ARCB exam?

Starting January 1, 2026, all applicants must provide a reflexology school transcript that shows that they have completed a **MINIMUM of 200 hours** of training. The training needs to cover the following areas:

Minimum of 30 hours in Foot or Hand Anatomy and Biomechanics

Minimum of 25 hours in Anatomy and Physiology - Body systems

Minimum of 25 hours in Critical Thinking

Minimum of 25 hours in Hand or Foot Reflexes and Maps

Minimum of 10 hours of Professional Business Practices - to include SOAP Notes instruction

Minimum of 5 hours of Theory and Scientific Studies

Minimum of 50 hours SOAP notes: 30 hours working on clients + 15 hours writing up notes + 5 hours instructor review and comments = 50 hours of SOAP notes training

Minimum of 30 hours of Practical Application instruction:

- **20 hours** of hands-on supervision by the instructor or with a mentor who is ARCB certified. The 2024 exam release clarifies these 20 hours involve hands-on, in-classroom, mentored hours separate from homework or working on people outside of instructional hours. ARCB recommends students work on instructors/mentors' feet/hands at least once to meet this requirement.
- **10 hours** do not need to be in class hands on feet but should be centered on improving student practical expertise such as body ergonomics, case studies, testing practical skills, and SOAP note hours.



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Is there a Study Guide for the 2024 exam release? No. Each approved applicant will be provided access to the ARCB Exam Toolbox for 12 months. The ARCB Exam Toolboxes replace and expand on the former ARCB Study Guide, in a secure, online collection of resources that are routinely updated and expanded.

How many parts are there for the 2024 release of the ARCB exam? To better align with industry standards and improve reliability and security, the 2024 exam is limited to one exam.

What should I study for the exam?

The 2024 exam release retains the six major subject areas covered in the prior exams.

1. Foot Anatomy and Biomechanics (A&M)
2. Anatomy & Physiology - Body Systems (A&P)
3. Critical Thinking
4. Foot Reflexes and Maps
5. Professional Business Practices - to include SOAP Notes instruction
6. Theory and Scientific Study

Questions designed to test one's knowledge of SOAP Notes and Practical Application have been included in several of the six (6) major subject areas. An outline of each subject area and the percentage of questions for each area, are available at www.ARCB.net. In addition, information of what is covered in each major subject area will be provided to NCREd and Applicants in their Exam Toolboxes.



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How does ARCB verify an applicant's training? ARCB now requires applicants to submit a transcript, starting January 1, 2025, provided to the students by the reflexology instructor and/or school. Transcript templates are available at www.ARCB.net. The transcript template outlines an increase in required training hours, fully effective January 2026, that better aligns the exam's testing areas with instruction. ARCB will contact the instructor directly with any questions about an applicant's transcript.

Do I have to be ARCB Foot Reflexology Certified to take the ARCB Hand Certification exam? No. In response to the ongoing requests from the reflexology community, ARCB now offers a Hand Certification exam that is separate from the foot exam, meaning you no longer need to be ARCB Foot Certified in order to take the hand exam. We see this change as not only being responsive to our community, but improved support for reflexologists working with the elderly, disabled, paralyzed, veterans, hospice, trauma and rehabilitation work.

Do I have to submit 30 SOAP Notes? No. Documentations/SOAP Notes (SOAP) are now part of both the application process and exam. The Subject Matter Experts (SMEs) were unanimous that teaching of SOAP is an instructor's responsibility. However, since the 2024 exam includes questions on SOAP, the SMEs felt it was imperative that ARCB confirm each applicant has the basic SOAP knowledge prior to taking the exam. During the ARCB application process, Applicants must successfully complete each part of a single ARCB-supplied SOAP Note in order to sit for the certification exam.



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Can requiring only one SOAP Note properly prepare an application to learn placements of anatomical body position or analytical deduction of anatomy and reflexes?

To clarify - ARCB is a certifying entity, not a teaching/instruction entity. In order to maintain the integrity of the national exam, ARCB cannot provide instruction in areas covered on the national reflexology certifying exam.

Because the 2024 exam includes questions on anatomical position, documentations, and relationship between reflexes and anatomy, the Subject Matter Experts (SMEs), 1/2 of which are reflexology instructors, recommended that ARCB require schools to provide SOAP Notes instruction and documentation. In addition, the SMEs asked that ARCB have each applicant demonstrate this knowledge by successfully completing an ARCB provided SOAP Note PRIOR to being allowed to take the exam.

Does the 2024 exam contain a practical demonstration on a proctor? No. To our knowledge, no other Complementary and Alternative Medical (CAM) therapy's certifying body requires a practicum during its certification process. As such, the 2024 release joins industry standards and removes the practicum component from our certifying exams. Also consistent with industry standards for training in the medical and CAM professions, ARCB requires a minimum of 30 hours of practical instruction from a reflexology program, documented on an applicant's transcript. The consensus among SMEs and the ARCB Board of Directors is that learning, practicing, and demonstrating practical application knowledge is best done in an educational environment with a



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teacher/mentor present to provide feedback, instruction, and gauge a person's abilities.

Why is there a new application form? The 2024 exam release comes with a more robust application form. ARCB, in conjunction with the SMEs, recrafted the application form to better support the job analysis process, allow us to provide annual instructor feedback, and better meet industry standards.

Why the increase in testing fees? The slight increase in testing fees is due to three primary reasons: (1) better alignment of exam costs and fees (i.e. fees set at a rate to cover ARCB exam costs), (2) easier payment option platform costs, (3) annual Prometric contract costs, and (4) the ARCB testing fees had not been raised in almost a decade. Yet the increased fee is still at the low end of comparable national certifications fees.

Is there a different exam fee for Washington State applicants? No. Washington state applicants pay the same fees, complete the same application requirements, and take the same exam as applicants in every other state.

When will I be notified of my exam results? In most cases, notification of exam status will arrive from Prometric, via the email you provided on your application, within 24 hours of completion of the exam.

What do I do if I fail the exam? You can retake the exam. Exam retakes will be available 90 days from the original exam date. The exam retake [application](#) and [fee](#) will be required prior to scheduling a retake date. You may ask ARCB to provide you with a list of the exam's major subject areas that you failed.



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How was the ARCB 2024 release of the certification exams created?

ARCB contracted with Psychometric Solutions in 2022 to provide psychometric services and guide the reflexology community through a full review of our national certification exams and processes. The test development process, as outlined by professional testing standards, ensures that professional assessments align with psychometric guidelines for reliability and validity, reinforcing their legal defensibility.

It has been a labor of love for two years, involving 40 Subject Matter Experts (SMEs), hundreds of volunteers, and thousands of hours of studied scrutiny. Gratefully, the reflexology community has been there collaborating each step of the way on the exam development process, ultimately reaching consensus on the foundational body of knowledge for the exams.

According to Psychometric Solutions, the questions on the ARCB 2024 released exams (2024 exams) have been reviewed and found to be psychometrically sound. The 2024 exams meet industry standards for security, design, scoring, and continuous piloting. As such, the resulting 2024 exams continue ARCB's mission to provide psychometrically valid and secure testing that meets both industry and psychometric standards.

How is the 2024 exam release (2024 exam) structured? The 2024 exam retains the six major subject areas covered in the prior exams. The exam remains primarily structured around multiple choice and True/False questions. Key elements of SOAP notes knowledge and the previous practical test are retained as written questions in the 2024 release.



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When will you start the next psychometric review process? Instead of a psychometric review every 7 to 10 years, we will now be continually reviewing, analyzing, and adjusting the exams and exam questions. This change not only meets modern industry standards, improves security and reliability, but allows us to adjust to changes in professional/industry requirements, legislation, and/or research findings. As such, all future exam releases will include pilot questions.

If such a student receives ARCB Hand Certification, can they apply some of their Hand hours to a subsequent application for ARCB Foot Certification, (e.g., A&P)?

Yes. The intent of the ARCB Board was for all areas with an asterisk in the right hand column to meet requirements of either hand or foot - A&P Body Systems, Critical Thinking, Professional Business Practices, Theory and Scientific Systems, and Practical Application.

11.2024 TRAINING HOURS			
New Exam Domains	# 2020 Foot Training Hours	^ 2024 Foot Training Hours	^ 2024 Hand Training Hours
Foot or Hand Anatomy & Biomechanics (A&M)	20	30	30
Anatomy & Physiology - Body Systems (A&P)	30	25	25 *
Critical Thinking	0	25	25 *
Hand or Foot Reflexes and Maps (Reflexes)	25	25	25
Professional Business Practices	5	10	10 *
Theory & Scientific Studies	6	5	5 *
SOAP notes/documentations **	10	50	50
Practical Application	20	30	30 *