



RABC Continuing Education Program

Categories of Activities Providing Continuing Education Credits (CEC)

Credit Requirements and Documentation – To keep Approved Status

- a) Approved Reflexology Practitioners: minimum of 30 credits every 3-years and credits earned must be in that 3-year period;
- b) Approved Reflexology Teachers: minimum of 42 credits every 3-years and credits earned must be in that 3-year period;
- c) **All credits may be earned from Category 1, or a combination of all categories with a least 10 credits from Category 1;**
- d) Lunch hour is not to be included in calculating the hours of the workshop/course;
- e) RABC CE Credit Reporting Form is required at the end of every 3-years, and due to submit in January of that 3rd year;
- f) If your first 3-year period ends January 2019, your next 3-year period ends Jan. 2022, and due before Jan. 31st;
- g) Your Approved Certificate is valid for 3-years. New Certificates will be issued every 3-years.
- h) Membership Fees are due annually, but CE Credit Reporting Form is due every 3-years.
- i) **For RABC activity (attendance at Study Group, AGM, Board Meetings), in Dec., total yearly CE Credits are emailed to each Member— download or print and save to your documents. On your CE Credit Reporting Form enter only the year and total.**

CE Credit Categories:

- 1. Learning Activities: Obtain proof of participation or completion – At least 10 credits from this category over 3 years**
 - a) Publication of research or Publication of a book in Reflexology - full amount of credits of the 3 years
 - b) Publication of a Reflexology article - 5 credits. Article submission to RABC Footnote of 350 words or more – 1 credit.
 - c) Attendance at a Reflexology related workshop/seminar/course in person or online - 1.0 credit per hour
 - d) Read a reflexology, health, or nutrition related book - 1.0 credit per book, 2.0 credits if over 400 pages per book - *list title of book, author and number of pages* – max. of 3 credits per year
 - e) Watched a reflexology related or other health related videos/webinar - 30 minutes of longer - 0.25 credit per video – max. of 2 credits per year - *list title of video and length*
 - f) Anatomy & Physiology Certificate Course – completed with a passing grade – 10 credits
 - g) Study Group that is specifically on reflexology education, attendance & full participation (online study group credits earned when not doing another activity, and camera is on) - 0.5 credit per study group
 - h) Designing a reflexology topic for RABC Study Group with handout for Members - 0.5 credit per study group
 - i) Member coordinating & hosting an instructor to teach a reflexology related workshop/seminar/course 3 hours or longer – 0.5 credits per day for a max. 3.0 credits per year
 - j) Attendance, Speaker, Facilitator, or Teacher at other Health & Wellness events/seminars/workshops/courses - 0.25 credit per hour - max. 2 credits per year, plus 0.25 credit for preparation or if coordinating.
 - k) First Aid/AED/CPR or any First Aid related courses - 0.25 credit per hour
- 2. Reflexology Association of BC Related: RABC will email Members the RABC yearly earned credits by end of December**
 - a) Attendance & participation, in person at RABC AGM – 5.0 credits – list year of RABC AGM
 - b) Attendance & participation, on-line at RABC AGM (credits earned when not doing another activity, and camera is on) – 1.0 credit per hour
 - c) Delivery of a Reflexology workshop or seminar at the RABC AGM – 1.0 credit per hour and 2.0 credit preparation
 - d) RABC Board Director attending a Board meeting – 1.0 credit per meeting – max. 10 credits per year
 - e) RABC Committee Member attending a meeting – 1.0 credit per meeting – max. 5 per year.
- 3. Volunteering: Obtain proof of participation or completion – maximum of 10 credits over 3 years**
 - a) Promote RABC and reflexology in the community – 1.0 credit per hour
 - b) Delivery of a Reflexology workshop or seminar for the public – 1.0 credit per hour and 2.0 credit preparation
- 4. Teaching Activities Associated with Reflexology: Maximum of 10 credits over 3 years**

Teaching a Reflexology course/workshop/seminar in basic or advanced techniques

 - a) Credits are: 0.5 credit per half day, 1.0 credit per full day

Documentation: Date and hours of course/workshop/seminar (state number of students).
- 5. Self-Care and Business/Personal Development: Obtain payment receipt – Maximum of 10 credits over 3 years**
 - a) RABC Study Group attendance & full participation (online study group credits earned when not doing another activity, and camera is on) - 0.25 credit per study group
 - b) Yearly Membership to Gym or other Health-Related Organizations - 0.5 credits – max. of 1 credit per year
 - c) Self-pampering or instructing such as: Fitness, Yoga, Meditation, Nutrition Class, Massage, Exchanges with other Reflexologists – 0.5 credit per 8 classes or sessions - maximum of 3 credits per year
 - d) Personal/Business Development training seminars/workshops/courses/ – 0.25 credit per hour max. 2 credits per year
 - e) Professional Business Workshops, Computer Training, Hiring a Professional Organizer to help set up your business filing – 1.0 credit per session - maximum of 2 credits per year.