



RABC Guidelines for Application for an RABC Reflexology Teacher

Note: When an RABC Reflexology Teacher, whose reflexology courses were previously approved by RABC, and wanting to contract the use of that course material to another instructor, that instructor is required to apply for membership type, RABC Reflexology Teacher, with the exception of not having to submit the previously approved course materials. If that instructor, once obtaining RABC Reflexology Teacher membership type, wants to deviate from the approved courses, resubmission for RABC Reflexology Teacher membership type will be required.

Table of Contents

1. Overview
2. Benefits
3. Criteria
4. Fee Schedule
5. Process – How to Submit the Application
6. Application Status
7. Applicant Actions During the Application Process
8. Renewal Requirements
9. Revocation of RABC Reflexology Teacher Membership
10. Logo & Credential Usage
11. Update Procedures
12. Code of Ethics

1. OVERVIEW

Please read this document entirely before beginning the Reflexology Association of British Columbia (RABC) Reflexology Teacher application process. Please note that applications are only accepted by RABC members whose membership status is an RABC Approved Reflexology Practitioner and are in good standing.

These guidelines give instruction on the application process to achieve the prestigious status as an RABC Reflexology Teacher and curricula in the Reflexology profession.

It is voluntary for the Approved Reflexology Practitioner to have their courses approved. The RABC application for approval of courses is designed to ensure a level of competence by a Reflexology Teacher seeking to meet the standards of the Reflexology Association of British Columbia.

Approval by RABC Board does not replace licensure or compliance with your local government.

The awarded designation of Reflexology Teacher signifies that the individual has satisfied these guidelines, and the RABC Constitution, and Bylaws established by RABC.

The approval process is a way to gauge the veracity and professional ability of the individual applying for RABC Reflexology Teacher membership type, allows RABC to act as a consortium for the gathering of teaching techniques & styles and to aid with establishing professional standards in Reflexology.

A RABC Reflexology Teacher member is an individual who is a RABC Approved Reflexology Practitioner in good standing with the Association, whose course(s) are approved by RABC.

A RABC Reflexology Teacher has demonstrated to the Association that the content of their course(s) meets or exceeds what is covered in the RABC written and practical proficiency examination.

Continuing education is also provided by many RABC Reflexology Teachers to support Approved Practitioners to earn the Continuing Education Credits they require to maintain their Approved Reflexology Practitioner Status.

2. **BENEFITS** RABC Reflexology Teachers will gain greater professional visibility, recognition among peers, students, clients and the health care community. The opportunity to demonstrate a commitment to excellence, accountability, professional growth, as well as connection and support for continued practice and teaching in the field of Reflexology.

In addition, an RABC Reflexology teacher will:

- a) Receive an RABC Reflexology Teacher certificate for a three year period, renewed when RABC Continuing Education Credits are met
- b) Be allowed to use the RABC Reflexology Teacher designation and RABC logo on promotional materials, as long as is a member in good standing
- c) Be listed as a RABC Reflexology Teacher on the RABC website:
www.reflexologyofbc.com
- d) Be recognized and featured in the RABC Footnote, published quarterly.

3. CRITERIA FOR A RABC REFLEXOLOGY TEACHER DESIGNATION

As per RABC Constitution and Bylaw 2021:

"REFLEXOLOGY TEACHER" means a RABC APPROVED REFLEXOLOGY PRACTITIONER MEMBER in GOOD STANDING of the ASSOCIATION, whose course(s) are approved by RABC.

"GOOD STANDING" means an RABC MEMBER who has paid the annual Membership dues, adheres to the Code of Ethics and Code of Conduct, and has no outstanding disputes.

Reflexology education and training is the foundation of the profession of reflexology, the key to industry standards, professional pride and individual integrity. RABC Approval assures quality education and a uniform professional approach to the business, science, quality service and art of reflexology.

Applicants must be able to demonstrate:

- a) Professional education, experience and skills to foster positive learning environment.
- b) Commitment to upholding the RABC Constitution and Bylaws, and Code of Ethics and Code of Conduct.
- c) Dedication to enhancing the prestige, status and credibility of the reflexology profession.
- d) Higher standards of curriculum to enhance instruction and assure competency of Practitioners.

RABC Reflexology Teachers must meet or exceed the following requirements as per RABC Constitution and Bylaws 3.0.3, 3.2.2, and 3.3.2:

As per RABC Constitution and Bylaws: 3.0.3 *REFLEXOLOGY TEACHER* Category requirements:

3.0.3 New REFLEXOLOGY TEACHER Category requirements:

- a) *a completed REFLEXOLOGY TEACHER RABC membership application;*
- b) *RABC APPROVED REFLEXOLOGY PRACTITIONER status;*
- c) *insurance coverage as per 3.3.8 and including coverage for teaching;*
- d) *anatomy/physiology training and/or knowledge that is separate from reflexology training courses, with knowledge being defined as having or had a professional training such as, but not limited to, nurse, naturopath, or massage therapist;*
- e) *certificate of First Aid/CPR;*
- f) *a copy of the REFLEXOLOGY course notes and charts that meet or exceed what is covered in the RABC PROFICIENCY EXAMINATION, unless the course is from an RABC RECOGNIZED REFLEXOLOGY INSTITUTION OR ASSOCIATION, then the course notes are not required to be submitted but it is the responsibility of that Teacher to ensure those course notes meet or exceed the RABC PROFICIENCY EXAMINATIONS;*
- g) *their approved course(s) to total a minimum of 40 hours written and 60 hours practicum;*
- h) *agreement to collect and submit C.E. Credits as required;*
- i) *an RABC MEMBER in GOOD STANDING with all fees fully paid.*

3.2.2 REFLEXOLOGY TEACHER MEMBER Category requirements:

- a) *a MEMBER in GOOD STANDING who is in possession of an RABC APPROVED REFLEXOLOGY PRACTITIONER membership; and whose REFLEXOLOGY course(s) have been approved by RABC;*
- b) *maintains the RABC Continuing Education requirements of 42 credits every 3 years;*
- c) *current certificate in First Aid/CPR;*
- d) *is in possession of annual insurance, as per 3.3.8.*

3.3.2 APPROVED REFLEXOLOGY PRACTITIONER and REFLEXOLOGY TEACHER MEMBER shall;

- a) *display in a prominent place in their place of business, their RABC Membership Certificate;*
- b) *fulfill RABC Continuing Education Credit requirements.*

Clarification note regarding 3.0.3 d): Anatomy/physiology training is training at a college/university, such as offered by Langara or Wild Rose College. Training may be either in-class or online with a course minimum of one semester, or training equivalent. Training equivalent example, to name one, but not limited to, is training at a Massage Therapy School. Course hour minimum is approximately 30 to 40 hours, with a transcript of a passing grade.

4. RABC FEE SCHEDULE

Fees are due at the time of application, are non-refundable, and are subject to change without prior notice.

Payment method for all fees is by e-transfer.

- a) Application Fee: for initial application processing: \$150.00
- b) Yearly Membership Fee: \$100.00
- c) Continuing Education Credits: Submit every three (3) years the required 42 credits.

5. PROCESS - HOW TO SUBMIT THE APPLICATION

Step 1: COMPLETE and SUBMIT the RABC Membership Application – Reflexology Teacher online at www.reflexologyofbc.com and upload all supporting documents required in the application.

Step 2: PAYMENT: Payment is submitted by e-transfer. Instructions are given in the application and upon submission an email confirmation. The Board review process begins only after receipt of the Application Processing fee. Allow eight to twelve weeks after payment is received by RABC to be notified of the application status. Please notify RABC of any changes to your contact information.

THE APPROVAL PROCESS

- a) RABC will confirm receipt of the online application via email to applicant.
- b) All applications must be complete when received.
- c) If incomplete, the applicant is notified about what is needed and the application is held in a “pending” status for up to eight to twelve weeks awaiting completion.
- d) Once all required materials and the application fee are received, the accreditation review process begins.
- e) The RABC Board will evaluate the application based on compliance with requirements and standards contained in this Guidelines for RABC Reflexology Teacher Accreditation.
- f) Applicants will receive a final response of application status within eight to twelve weeks.
- g) If the application is approved, the applicant will receive notice to pay the accreditation fee of \$150.00 by e-transfer.
- h) Once RABC receives the final accreditation fee, the applicant is mailed a certificate of accreditation, listed in the RABC website and recognized in the upcoming RABC Footnote.
- i) Reflexology Teacher Membership accreditation is valid for three (3) years, and renewed with submission of required continue education documents.
- j) The initial application materials will be kept by RABC (for a period of three years) as the supporting documents for the tri-annual renewal process.

6. APPLICATION STATUS

After application is review by the RABC Board, there are three possible outcomes:

- a) **Application successful:** Application materials indicate that the applicant has met or exceeded the RABC Guidelines for Application for an RABC Reflexology Teacher, and to be renewed every three years, by submitting the required Continuing Education Credits.
- b) **Application Deferred:** Application materials may not have been submitted correctly and/ or additional requirements are needed to make the application acceptable. The

application is held in a “Pending” status for six (6) weeks to allow the applicant to complete the requirements.

- c) **Application Guidelines not met:** Application materials indicated that the Guidelines for Application have not been met. The applicant may proceed as explained below.

7. APPLICANT ACTIONS DURING THE APPLICATION PROCESS

During the course of the application process, applicants have the right to:

- a) **Withdraw application:** An application may be withdrawn at any time without prejudice to future applications; however, the application fee is non-refundable.
- b) **Resubmission:** An application may be re-submitted within six weeks without any additional fees. After 6 weeks a fee of \$150.00 will be required.
- c) **Appeal to Education Committee for reconsideration:** a request to the Education Committee for reconsideration of these actions: “Application Deferred” or “Application Guidelines not meet”.
- d) **Appeal to the Board:** The decision may be appealed to the Board.

APPEAL PROCESS

- a) An applicant who does not accept the results of the application process may request in writing that the application be reconsidered.
- b) Specifics of the disagreement must be submitted in writing.
- c) If the results of the reconsideration are not acceptable to the applicant, a written appeal may be made.
- d) The RABC Education Committee will review the appeal at their next scheduled meeting. After the committee decision, if still unresolved, an appeal may be made to the RABC Board.
- e) Directors will hear the appeal at the next scheduled Board meeting. The decision of the RABC Board of Directors is final. The applicant may resubmit the application, postmarked, within six (6) weeks of notification of the Board’s decision without an additional fee. After that time, it will be treated as a new application and an additional fee of \$150.00 will be due.

8. RENEWAL REQUIREMENTS

- 1. RABC Reflexology Teacher membership is valid as long as the member remains in good standing, as per RABC Constitution and Bylaws, and as per RABC’s Continuing Education Program.
- 2. Membership fee to be paid each year in January, and the required Continuing Education credits submitted in January every three years.

9. REVOCATION OF RABC REFLEXOLOGY TEACHER MEMBERSHIP

The RABC Education Committee (EC) may revoke RABC membership when a certificant is not in good standing as per RABC Constitution and Bylaws, or when

- a. Verification by the EC of written complaints or charges issued by students
- b. Verification of falsified information on application/renewal
- c. Verification of a lost malpractice suit or conviction of a felony
- d. Refusal to comply with an investigation by the EC.

Notice of revocation of RABC membership will be sent to the certificant outlining the reasons for the EC decision. If membership is revoked, the certificant must surrender the RABC Reflexology Certificate and related materials, remove the RABC logo from all promotional materials, course documents, website, and cease use of the term, RABC Reflexology Teacher

10. RABC LOGO & USAGE GUIDELINES

RABC Reflexology Teacher's in good standing may use the credentials to designate, "RABC Reflexology Teacher" along with the RABC logo to promote their reflexology courses. The credentials and logo may be used for promotional materials (business cards, stationary, brochures, websites, etc.), and must adhere to the following:

- a. The RABC logo may not be altered in any way
- b. The RABC logo may not be used with any words that imply you are endorsed, recommended or licensed by RABC.
- c. The RABC logo cannot be used in conjunction with any type of product promotion

11. RABC UPDATE PROCEDURES

Guidelines: The information contained within these Guidelines for an RABC Reflexology Teacher application, and membership type is subject to change without notification. Please check the RABC website periodically for changes, teacher updates and information that may be of value to you as a teacher.

Reflexology Contact Information: RABC Reflexology Teacher contact information will be listed on the RABC website. It is the responsibility of the certificant to notify RABC if you do not wish to be listed or if your contact information changes.

RABC anchors its credibility to the RABC's Constitution and Bylaws, providing the guidelines for membership types to maintain the highest standards of professional competence along with adherence to RABC's Code of Ethics.

12. RABC CODE OF ETHICS

RABC Reflexology Teacher shall:

A) WITH RESPECT TO SELF:

- i. *Endeavour to enjoy physical, mental, emotional and spiritual well-being.*
- ii. *Maintain professional competence by continual study and development.*

B) WITH RESPECT TO THE PROFESSION:

- i. *Work within communities to develop an understanding and acceptance of reflexology as a valuable Health practice and service.*
- ii. *Abide by all Federal, Provincial and Municipal laws governing the practice of reflexology.*
- iii. *Respect all ethical health care practitioners and their practices.*
- iv. *Work amicably and co-operatively with other health care practitioners.*
- v. *Acknowledge, without prejudice or discrimination of clients or colleagues, the inherent worth and individuality of each person and living being.*
- vi. *Conduct themselves and all aspects of their professional practice in such a manner as to elevate the esteem of the profession.*

C) WITH RESPECT TO CLIENTS:

- i. *Provide services with compassion, respect, honesty and integrity.*
- ii. *Hold the health, safety, welfare and comfort of the client as a priority.*
- iii. *Have open communication with the client in order to promote an honest client-practitioner relationship.*
- iv. *Encourage clients to make their own health care choices and decisions.*
- v. *Respect the opinions, beliefs, customs and values of others.*
- vi. *Present financial terms and agreements that are clear and understandable, and, conform to accepted professional practices.*