

Reflexology Association of British Columbia

Email to: enquiry@reflexologyofbc.com - Phone 604-435-8325

CONTINUING EDUCATION CREDITS (CEC) REPORTING FORM

Instructions

- Documentation of your credits is required at the end of every 3-years, and due to submit in January at the end of 3rd year;
- For more information on credit requirements, see page 1;
- Membership Fees are due annually in January, before January 31st, CE Credits are due every 3-years;
- To complete this form electronically: SAVE to your desk top, enter details, then SAVE AS, label file with your name & date;
- You may also print and complete manually, then scan at home in PDF, or scan at your local office supply store and email;
- Email your completed CE Credit form to enquiry@reflexologyofbc.com
- If submitting your completed CE Credit form by post, please mail early January to the address posted on the Reflexology Association of BC's website; www.reflexologyofbc.com
- Failure to submit the required number of CE Credits will result in membership change to Associate Member, however, reasonable consideration will be given on an individual basis;
- KEEP the ORIGINAL documents for your own records as you may be asked to submit a copy of each activity; The Membership Director reserves the right to approve or deny any and all submitted continuing education credits.

Name:		
Address:		
Email:		
Date:		
Year of Submission:	Credits in Total:	Year you became an Approved Member
Please enter below: Date	e, Credit Category #, Credit Ac	tivity, Hours Attended, No. of Credits, and Verified By
 Reflexology Association Volunteering: Obtain pr Teaching Activities Association Self-Care and Business/ 	ain proof of participation or com of BC Related: RABC will email oof of participation or completio ociated with Reflexology: Maxim Personal Development: Obtain p	pletion —at least 10 credits from this category over 3 years Members the RABC earned credits in December of each year on — maximum of 10 credits over 3 years um of 10 credits over 3 years payment receipt — Maximum of 10 credits over 3 years of No. of Credits / Verified by

DATE / Category # / State the CE Credit Activity / HOURS / No. of Credits / VERIFIED BY			
Attach an additional sheet if necessary.			

Final Step

- Email your completed CE Credit form (in PDF format) to: enquiry@reflexologyofbc.com
- > If submitting your completed CE Credit form by post, please mail early January to the address posted on the Reflexology Association of BC's website;
- > Then pay your annual membership fee

Details for Membership Payment by E-transfer

- a) Membership Fees are due annually, but CE Credits are due every 3 years
- b) To save processing time, please pay your Membership Fee by e-transfer, and then email separately your completed CE Credit Reporting form to enquiry@reflexologyofbc.com
- c) If your on-line banking is not set up, visit your local bank for details on how to set up.

Once your on-line banking is set up:

- d) Go to e-transfer tab
- e) Add to your on line banking account to your e-transfer contacts: Reflexology Association of British Columbia
- f) Add RABC's email: enquiry@reflexologyofbc.com
- g) Once added, send payment to: Reflexology Association of British Columbia
- h) Enter in the message box what the money is for and from who (first and last name)
- No security question is required.
- As of January 1st, 2021 The Approved Reflexology Practitioner Membership Fee is \$75 and Approved Teacher is \$100
- k) Last step email separately your completed CE Credit Reporting form to enquiry@reflexologyofbc.com