



## **RABC Process for Reflexology Study and for RABC Proficiency Examinations**

If you are interested in studying Reflexology with a view to become a recognized professional reflexology practitioner, a RABC Approved Reflexology Practitioner, follow the steps below:

### **1. Check the RABC website for REFLEXOLOGY TEACHERS:**

[www.reflexologyofbc.com](http://www.reflexologyofbc.com)

- All courses taught by the Reflexology Teachers that are listed on the RABC website comply with the RABC guidelines of a minimum 40 hours of instruction and 60 hours of practicum, and their courses have been approved by RABC.
- Successful course completion means you are eligible to apply to take the RABC Proficiency Written and Practical Examinations, and with a successful passing grade of 80% on both, means you can apply for an RABC Approved Reflexology Practitioner Membership, and be listed on the RABC website. Some Extended Health Plans provided reimbursement to clients of Approved Reflexology Practitioners.
- If you do not see a Teacher in your area, contact a Teacher to learn if they are willing to travel.

### **If you took your Reflexology Course elsewhere:**

- See the RABC website for a list of schools recognized by RABC. Schools recognized are within Canada and some in other parts of the world.
- If the school you attended is recognized by RABC you will be eligible to apply to take the RABC Proficiency Exams (written and practical). With a successful passing grade of 80% on both, means you can apply for an RABC Approved Reflexology Practitioner Membership, and be listed on the RABC website. Some Extended Health Plans provided reimbursement to clients of Approved Reflexology Practitioners. If you wish to take a refresher course before taking the RABC Proficiency Exams, you are welcome to contact a Reflexology Teacher that is listed on the RABC website.
- If the school is not recognized by RABC you will need to provide evidence that your Reflexology Course complies with the RABC guidelines of a minimum of 40 hours classroom instruction and 60 hours of practicum.
- If your Reflexology Course does not meet the minimum RABC requirements contact a Reflexology Teacher listed on RABC website, to determine what you need to do next.

### **2. Ready to apply to take the RABC Proficiency Exams – see next page:**

**Important Note:** If you are choosing not to write the RABC Proficiency Examinations, and you have completed the required course requirements, you may still join RABC as an Associate Member. Complete the RABC New Membership Application, check Associate box, submit the required documents as stated on that application, pay the Associate Fee. **If you are wanting to take the Exams, then you must join RABC as a Student Member. Complete the RABC New Membership Application, and submit with your Exam Application** (see next page for more details).

**For RABC Approved Reflexology Practitioner Status  
Foot Reflexology RABC Proficiency Examinations (Written and Practical)**

**3. Apply to write the RABC Proficiency Examinations:**

- a) The exam applicant must currently hold a RABC Student Membership or an RABC Associate Membership – and if not, you can apply at the same time as applying to write the Exam.
- b) If the exam applicant does not have an existing RABC Student or Associate Membership, he or she would need to complete the RABC New-Membership Form;
- c) See the Reflexology Association of British Columbia website to download the RABC Proficiency Examination Application, Code of Ethics and Code of Conduct Form, and for the Membership Application (located under the Membership tab).
- d) Complete the RABC Proficiency Examinations Application;
- e) Read and Sign the Code of Ethics, and Code of Conduct;
- f) Scan or make a copy of course certificates and supporting documentation that shows successful completion of a minimum 40 classroom hours, and 60 hours of practicum;
- g) When scanning documents - scan and save documents in a PDF format, not an image format – visit your local office supply store if your printer cannot scan in PDF – then name each file.
- h) **Note:** RABC prefers receiving documents by email in PDF format, and payment by e-transfer as this process is more efficient; however, the option of mailing documents and paying by cheque is available. For mailing address, please see RABC website; payment details.
- i) Submit to RABC for review the following documents by email to: enquiry@reflexologyofbc.com
  1. the completed Examination Application,
  2. the signed Code of Ethics and Conduct,
  3. course certificates and supporting documentation that shows successful completion of a minimum 40 classroom hours, and 60 hours of practicum;
  4. complete the RABC New Membership Application – Student Category (if not already a RABC Member);

**4. When the documents are emailed – Pay Fee(s):**

- h) Pay by e-transfer the Examination Fee of \$200 plus the RABC Membership Fee (\$45 if a Student, \$50 if an Associate);
- i) **Note:** If an existing RABC Student Member or Associate member has already paid their yearly RABC membership fee and are now wanting to write the RABC exams, then they would not be required to pay an additional membership fee for the year, only the \$200 Examinations Fee.
- j) If mailing the documents listed under item i) above, the fees may be paid by cheque – Processing time is about 3 to 4 weeks longer than when emailing documents and paying by e-transfer.
- k) **Examinations passing grade is 80% on the Written Proficiency Exam, and 80% on the Practical Proficiency Exam.**

**Details for Payment by E-transfer:**

- a) 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:
- b) Go to e-transfer tab;
- c) Add to your e-transfer contacts: Reflexology Association of British Columbia
- d) Add RABC's email: enquiry@reflexologyofbc.com
- e) Once added, send payment to: Reflexology Association of British Columbia using the RABC email address. RABC has automatic deposit for all e-transfers;
- f) **IMPORTANT:** Enter in the message box what the money is for and your first and last name;

- g) Examination Fee is \$200 plus the RABC Membership Fee (\$45 if a Student, \$50 if an Associate, if not previously paid).

**RABC Membership Director reviews your Exam Application & Supporting Documents:**

- a) After your application and payment is received, the RABC Membership Director will review, and if anything else is required, you will be contacted.
- b) If nothing else is required, the RABC Membership Director or your Reflexology Teacher will contact the student to set a date, and time for the written exam at a local College with an Invigilator. Confirmation of the details will be sent, along with;
- c) what you need to bring to the Written and Practical Exams.
- d) Note: If your first language is Mandarin, RABC does have available for the exam a “Glossary of Terms” that has been translated into Mandarin – let the Membership Director know at the time of booking your exam dates if you would like to use the “Glossary of Terms”
- e) RABC offers written and practical examinations for Foot Reflexology and Hand Reflexology.

**5. Writing the Written Exam and Taking the Practical Exam**  
**Examinations date(s), location and times are set**

**Written Exam** is a multiple-choice style exam covering required knowledge of Anatomy, Physiology, Pathology, Organ Function, Reflexology History, Business, Hygiene, Client Care, and;

- The written exam also involves drawing reflex points for various organs onto a diagram of the foot with only the structure of bones visible.
- You do need to know the bones of the feet, and all the reflexology points on the feet, especially the organs and glands. You need to know the arches.
- Most people have a tendency of misplacing the reflexology points on the exam, because the drawing that is on the exam paper shows only the bones of the feet, so it is important to know your bones and the reflexology points in relation to those bones.
- Time of written exam is 2 hours – however, the two-hour closed-book exam may be completed in a shorter timeframe, but some allowance may be given for those requiring a bit more time, upon the discretion of the Invigilator / Examiner.
- Passing grade is 80%
- Upon completion of the written Proficiency Exam, the completed exam plus the Foot Chart provided by the student are scanned and sent electronically by the Invigilator / Examiner to the designated examination committee member. The hard copies are mailed by the College Invigilator to the RABC designated examination committee member. The designated examination committee member will mark the exam and the student will be contacted and given the results.
- **What to bring for the Written Exam:**
  - The Student must bring a copy of the Foot Chart of their choice among options that their Teacher presented to them
  - This Foot Chart will be used to assess the Student’s placement of reflexes
  - Before the exam begins the Student gives this Foot Chart to the Invigilator (person supervising the exam), and
  - The Student is not allowed to refer to it during the exam.
  - The Student must bring a sharpened pencil, pencil sharpener and eraser
  - The Student must bring photo identification

**Practical Exam:** You will be expected to conduct yourself as a professional reflexologist welcoming a first-time client. You will be expected to verbally describe each step of a session, demonstrate technique, knowledge etc.

- The Examiner will quiz the student in various ways to determine capability.
- The Examiner will mention a disease, and you will need to know which reflexology point(s) to be working on, and will also need to verbally state this.
- The Practical Proficiency Exam will be video recorded, with sound and clear visuals.
- Time of practical exam: approximately 30 minutes. Passing grade is 80%
- This exam needs to be administered by an RABC Approved Reflexology Practitioner or RABC Reflexology Teacher – and might or might not be completed on the same day as the written exam.
- When the practical exam is completed, the practical exam paperwork and video is emailed to the RABC designated examination committee member for review.
- On occasion, the practical exam is held by video conference with the RABC designated examination committee member.
- The designated examination committee member will mark the exam and the student will be contacted and given the results.

#### **What to bring for the Practical Exam:**

- You must bring the following to your Practical Exam:
  - a) Health History Form
  - b) Covid 19 Health Waiver
  - c) Your Session Charting Form
  - d) **One copy** of a foot chart from your Reflexology school.
  - e) Pen, Pencil, marker
  - f) You must provide any special equipment / supplies that you require for a session: towels, pillow, roll/bolster, sheet to cover chair, clock.
  - g) Cream / oil / lotion / powder for feet / foot sanitizer / wipes - (if you use any that have been listed)
  - h) Washing hands both before & after is part of the marking
  - i) Chairs will be provided.

#### **6. Exams are completed - What happens next?**

- Your Final Marks will be emailed to you, when both the written and the practical are marked;
- If you achieved a passing grade of 80% on the written exam and 80% on the practical exam, you are now eligible to be an RABC Approved Reflexology Practitioner! If either of your marks is below 80%, see below “Re-writes”.
- For those with a passing grade, you will receive your Certificate in the mail along with your RABC Approved Reflexology Practitioner Membership Number;
- There is no additional membership fee in the current year;
- The Approved Practitioner membership fee will be due in the month of January of the following year;
- If you would like to be posted on the RABC website, under the Approved Practitioner tab, please complete the RABC Web Directory Application (see RABC website for the form);
- See next page “As an Approved Practitioner”.

## **7. As an RABC Approved Practitioner:**

- You are required to obtain Liability insurance for your professional practice;
- Check with your Municipality or Regional District if you require a Business License, and if your place of business is zoned for business use;
- Keep track, and obtain verification of all activities/courses for Continuing Education Credits (CE Credits) – see the CE Credits form for a list of what qualifies for CE Credits;
- RABC Approved Practitioners are required to collect 30 CE credits every 3 years to remain an RABC Approved Practitioner;
- You must pay Membership Fees on time, which is due in January of each year;
- You may want to register your Business Name with Service BC; but this is not necessary if you are using your own name;
- Add your RABC Membership Number on your client's receipt – as they may have an Extended Health Plan that covers some of the cost of a Reflexology session.
- If you have changes in contact information, or want to add more info to your contact details on the RABC website, complete the document - Change in Name and/or Contact Information for Association and/or Website.

## **8. Participate in RABC:**

- Read the Newsletter, check the website for upcoming workshops, courses and events;
- Sign on the RABC Facebook, and post and share;
- Sponsor a Reflexology course in your region – a teacher/instructor may agree to come to your area;
- Participate in Public Events in your area. As an RABC Approved Reflexology Practitioner or RABC Reflexology Teacher in good standing you may use the RABC Logo for any print material that you are printing.
- Participate on the RABC Board or its Committees – it is fun & you get CE Credits!
- Attend the AGM, whether as an online forum or in person, and bonus, receive CE Credits;
- Promote World Reflexology Week: - Held annually worldwide during the last week of September;
- Raise awareness in your community about our love REFLEXOLOGY!

## **9. RABC Proficiency Exam(s) Re-write:**

- If the student does not achieve 80% on the written exam they have the opportunity to re-write a second version. The rewrite fee is \$150.
- If the student does not achieve 80% on the practical exam they have the opportunity to re-do the Practical: the fee is \$100.
- If the student is re-writing both the written and practical exam, the fee is \$200 total.
- For all re-writes, the student is required to complete and re-submit the RABC Proficiency Examinations Application, stating a rewrite of the written Proficiency Exam is requested (the other documents submitted with the first exam application do not need to be re-submitted).

## **10. Hand Reflexology**

- In addition to Foot Reflexology, RABC also has available examinations for Hand Reflexology.
- Speak with an RABC Approved Teacher should you want to learn Hand Reflexology.