

**Want to Study  
Reflexology?**





# Step 1: Complete Courses

Choose a Reflexology Teacher:

- An RABC Reflexology Teacher is a person who is an RABC Approved Reflexology Practitioner (list online).

Completing Courses:

- Minimum 40 hours instruction and 60 hours practicum before taking exams.



# Step 2: New Membership Application



REFLEXOLOGY ASSOCIATION  
OF BRITISH COLUMBIA

## MEMBERSHIP APPLICATION

Web: reflexologyofbc.com Phone 604.435.8325  
Email: enquiry@reflexologyofbc.com

- RABC Annual Membership term is January 1 to December 31
- Membership dues are due each year in January before January 31 via E-transfer or by Cheque
- Applying for RABC Membership after July 1<sup>st</sup>, the Membership Fee is half the amount of what is stated

### NEW MEMBERSHIP APPLICATION or are you Changing Membership Category

- a) Check the above and below box to indicate which membership you are applying for.
- b) Not sure which membership is right for you? Find detailed membership criteria on RABC website at reflexologyofbc.com
- \$45 Student - taking courses, and preparing to write the RABC Proficiency Examinations (Complete #s 1, 2, and 6)
  - \$50 Associate - completed 40 hrs classroom, 60 hrs practicum, not completed RABC Exams (Complete #s 1, 2, and 6)
  - \$75 Approved Reflexology Practitioner – completed the requirements of RABC (Complete #s 1, 4 and 6)
  - \$100 Reflexology Teacher - completed the requirements of RABC (Complete #s 1, 5 and 6)
  - \$25 Friends of RABC - would like to support RABC - no voting privileges (Complete #s 1, 3 and 6)

### 1. YOUR NAME & CONTACT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Birthdate (yyyy/mm/dd): \_\_\_\_\_ Gender:  Male  Female or  \_\_\_\_\_

Email that RABC can contact you at: \_\_\_\_\_

What modalities are you certified in?  Hand  Foot  Ear  Face  Other: \_\_\_\_\_

Are you applying to write the RABC Proficiency Examinations  Yes - complete RABC Proficiency Examination Application  No

Are you an existing RABC Member and changing Membership Category  Yes  No

If Yes, check Membership Category you changing to:  Associate  Approved Reflex. Practitioner  Reflexology Teacher

Yes, I consent to receiving emails from RABC and receiving electronically the RABC News

No, I do not consent to receiving emails from RABC or the RABC News

Are you an RCRT with the Reflexology Association of Canada or another RABC recognized Association  Yes  No

### 2. STUDENT or ASSOCIATE Membership Category – submit the required documents:

<input type="checkbox"/>	a	a completed RABC Membership Application;
<input type="checkbox"/>	b	a signed copy of the RABC's Code of Ethics and Code of Conduct;
<input type="checkbox"/>	c	if applying to take the RABC PROFICIENCY EXAMINATIONS, complete and submit the RABC Proficiency Examination Application, and;
<input type="checkbox"/>	d	submit a copy of the REFLEXOLOGY Certificate(s) indicating successful completion of the course(s) that includes a minimum of 40 hours classroom instruction, and 60 hours of practicum;
<input type="checkbox"/>	e	Pay the RABC Membership Fee, and Exam Fee if applying to write (see Payment Page on the RABC website);
<input type="checkbox"/>	f	See Number 6 below, and sign this Application (see second page)

### 3. FRIENDS OF RABC MEMBERSHIP Category – submit the required document:

<input type="checkbox"/>	a	a completed RABC Membership Application, with signature below (see second page);
<input type="checkbox"/>	b	Pay the RABC annual membership dues (see Payment Page on the RABC website).

- Under “Become a RABC Member” on the RABC website, click “**NEW MEMBERSHIP APPLICATION**”.
- Open the document and click *Save As* to your desktop.
- Change the file name to your first and last name with the word “NewApp” once completed.
  - Example: JenFixerNewApp



# Step 2: New Membership Application

## NEW MEMBERSHIP APPLICATION or are you Changing Membership Category

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  - \$25 Friends of RABC - would like to support RABC - no voting privileges (Complete #s 1, 3 and 6)

Sign up as a Student or Associate

- If intending to write the RABC Exam, check “Student”.



# Step 2: New Membership Application

## Requirements:

### 2. STUDENT or ASSOCIATE Membership Category – submit the required documents:

<input type="checkbox"/>	a	a completed RABC Membership Application;
<input type="checkbox"/>	b	a signed copy of the RABC's Code of Ethics and Code of Conduct;
<input type="checkbox"/>	c	if applying to take the RABC PROFICIENCY EXAMINATIONS, complete and submit the RABC Proficiency Examination Application, and;
<input type="checkbox"/>	d	submit a copy of the REFLEXOLOGY Certificates(s) indicating successful completion of the course(s) that includes a minimum of 40 hours classroom instruction, and 60 hours of practicum;
<input type="checkbox"/>	e	Pay the RABC Membership Fee, and Exam Fee if applying to write (see Payment Page on the RABC website);
<input type="checkbox"/>	f	See Number 6 below, and sign this Application (see second page)

Scan, and make a copy of course certificates and supporting documentation that shows completion of classroom and practicum hours (PDF format).



# New Membership Application

- Email completed application and required documents to RABC: **[enquiry@reflexologyofbc.com](mailto:enquiry@reflexologyofbc.com)**
- If you cannot complete or sign the document electronically – print, sign, then scan as a PDF file (not an image or JPG file).
- Please change file name after scanning and label what the document is.




# Step 3: Examination Application

Go to RABC Website, click “Applications & Forms”, then “RABC Proficiency Exam Application”.

- Scan and save supporting documents as PDF.
  - Documents that show completion of 40 classroom and 60 practicum hours.
  - Signed Code of Ethics and Conduct.
  - Student Membership Form (if not member).

Complete form and email to:  
[enquiry@reflexologyofbc.com](mailto:enquiry@reflexologyofbc.com)

 REFLEXOLOGY ASSOCIATION OF B.C. PROFICIENCY EXAMINATION REGISTRATION  
Email Examination Application and supporting documents to RABC Email:  
[enquiry@reflexologyofbc.com](mailto:enquiry@reflexologyofbc.com)

Name: \_\_\_\_\_ Current RABC Membership #: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**LIST ALL COURSES ATTENDED TO DATE**

1). Name of Course attended: \_\_\_\_\_  
Dates of Course Instruction: \_\_\_\_\_ Total classroom hours: \_\_\_\_\_  
Practicum commencement and completion dates: \_\_\_\_\_ Total hours/sessions: \_\_\_\_\_

2). Name of Course attended: \_\_\_\_\_  
Dates of Course Instruction: \_\_\_\_\_ Total classroom hours: \_\_\_\_\_  
Practicum commencement and completion dates: \_\_\_\_\_ Total hours/sessions: \_\_\_\_\_

3). Name of Course attended: \_\_\_\_\_  
Dates of Course Instruction: \_\_\_\_\_ Total classroom hours: \_\_\_\_\_  
Practicum commencement and completion dates: \_\_\_\_\_ Total hours/sessions: \_\_\_\_\_

Attach separate sheet for additional courses  Yes  No Submitting copies of certificates for each course  Yes  No

Written Exam: Time: 2 hours. Passing grade is 80% (additional time granted with approval of administrator)

Practical exam: Time: approximately 30 minutes. Passing grade is 80%

**Important Note:** For important information about the written and practical exam and what to bring on exam day, please read the document “Reflexology Study and RABC Proficiency Examinations” located on RABC website, under Education tab – then under tab, Reflexology Study and Teachers.

Notification of exam results will be by email. After successful completion of exam, applicants will receive a new membership number, and a wall certificate. Payment of Annual Dues and completion of Continuing Education Credits are required to maintain your Approved Reflexology Practitioner Status with RABC. See RABC website to learn more about Continuing Education Credits.

- I would like to take the RABC Proficiency Examinations (Written & Practical) on the next available date;
- Sign and date the below, then email this application and supporting documents (in PDF, not a photo image) to [enquiry@reflexologyofbc.com](mailto:enquiry@reflexologyofbc.com)
- If you would rather mail application, please see website for mailing address [www.reflexologyofbc.com](http://www.reflexologyofbc.com)
- After submitting this application and supporting course documents - Pay the required Examination Fee and the Student Membership Fee (if not already a RABC Member);
- For Exam Fee and Payment Details – see RABC Website, Payment Details and Fees, under the Membership tab.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Step 4: Pay Fees

- Student Membership Fee: \$45
- RABC Exam Fee: \$200 plus RABC Membership Fee
- Exam Re-write Fee: \$150 for written exam, \$100 for practical exam, \$200 for both.





# Step 4: How to Pay Fees

- RABC prefers payment by e-transfer:
  - In the e-transfer tab on your online banking, add RABC's email: [enquiry@reflexologyofbc.com](mailto:enquiry@reflexologyofbc.com) and add Reflexology Association of BC as a contact.
  - Send payment to: Reflexology Association of BC.
  - Enter in the message box what the money is for and who it is from (first and last name).
  - No security question is required.
- If unable to pay by e-transfer:
  - Fees may be paid by cheque and mailed to the RABC mailing address and email RABC to let them know it is in the mail.



# Step 5: Writing the Examination

For information on what to know for the exam and what to bring for the **written exam** and for the **practical exam**:

- Go to RABC Website, click “Reflexology Study and Teachers”, then click “Reflexology Study and RABC Proficiency Examinations” button.



REFLEXOLOGY STUDY AND RABC PROFICIENCY EXAMINATIONS

- Passing grade for written and practical exam:  
80% on each exam

**Thank you!  
Questions?**

**Contact:**



**For more information on RABC:  
Email: [enquiry@reflexologyofbc.com](mailto:enquiry@reflexologyofbc.com)**