



Reflexology Certification Institute
6300 Proprietors Rd
Worthington, OH 43085
State Registration Number: 12-05-1992T
614-565-1047

Catalog of Programs

Table of Contents -

GOVERNING BODIES.....	2
PURPOSE.....	2
MISSION STATEMENT	2
CLASS DATES:	3
ENROLLMENT DATES:	3
ENTRANCE REQUIREMENTS:.....	3
ABSENCES, TARDINESS, UNSATISFACTORY WORK, MAKE-UP DAYS:	3
DESCRIPTION OF PROGRAMS:	4
PROGRAM OBJECTIVES:.....	4
TITLE OF JOB POSITION:.....	4
INSTRUCTIONAL MATERIAL:	4
COURSE DESCRIPTION:	4
PROGRAMS AVAILABLE:.....	6
PROFESSIONAL DEVELOPMENT WORKSHOPS.....	6
AUDITING PROGRAM	6
SCHEDULE OF FEES:	7
STANDARDS FOR SATISFACTORY PROGRESS:.....	7
CERTIFICATION/GRADUATION REQUIREMENTS:	7
STUDENT CONDUCT AND GROUNDS FOR DISMISSAL:.....	7
REFUND POLICY:	8
CREDIT FOR PREVIOUS EDUCATION OR TRAINING:	9
SCHOLARSHIPS:.....	9
FACULTY AND ADMINISTRATIVE:	9
CONTACT INFORMATION:	9
GRIEVANCE PROCEDURE:	9
REGISTRATION FORM.....	10



Reflexology Certification Institute
6300 Proprietors Rd
Worthington, OH 43085
State Registration Number: 12-05-1992T
614-565-1047

Governing Bodies

National Certification Board

American Reflexology Certification Board (ARCB)
P.O. Box 141553
Grand Rapids, Michigan 49514
Telephone: 303-933-6921
Fax: 303-904-0460
Email: info@arcb.net
www.arcb.net

Registration with the Ohio State Board of Career Colleges

RCI is registered with the Ohio State Board of Career Colleges and Schools (Registration #12-05-1992T) and is authorized to teach a Certification Program for training as a Certified Reflexologist. For more information about the Ohio State Board of Career Colleges and Schools:

Ohio State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, OH 43215
Telephone: (614) 466-2752
Fax: (614) 466-2219

Purpose

The purpose of the Reflexology Certification Institute is to provide an intensive, progressive course in foot and hand reflexology in a clean, safe and positive learning environment.

Mission Statement

The Reflexology Certification Institute, as an educational facility, is dedicated to offering the highest level of training and support to the students of Reflexology. RCI maintains a qualified faculty and staff with years of training and experience in the field of reflexology. This experience is passed on to all students, giving them the ability to provide professional services to anyone seeking information and or treatment in reflexology.



Reflexology Certification Institute
6300 Proprietors Rd
Worthington, OH 43085
State Registration Number: 12-05-1992T
614-565-1047

Class Dates:

Classes dates vary with terms held in the spring and summer.

RCI operates on a non-traditional term. We do not use the traditional calendar. RCI offers the following program:

- **Foot and Hand Reflexology Certification:** The 268 hour program focus is on the Reflexology hand and foot techniques, including relaxation techniques, anatomy and physiology. The program is comprised of 115 classroom hours, documentation of 60 one hour of Reflexology sessions, and 153 hours of independent study over a series of seven weekends (Saturday & Sunday). RCI reserves the right to amend the calendar.
- turday and Sunday). RCI reserves the right to amend the calendar.

All class starts are dependent on enrollment sufficient to meet class size requirements. The classes are limited to eight participants to ensure that individual attention can be provided. Weather may play a role in actual class schedule. Classes canceled due to weather will be made up as soon as possible.

Enrollment Dates:

Students may enroll no later than ten days prior to the start of a new class.

Entrance Requirements:

Applicants must be 18 years of age or older.

To qualify for the 268 hour Certification Program, applicant must be 18 years of age or older, and have an interest in Reflexology.

Absences, Tardiness, Unsatisfactory Work, Make-up Days:

- ❖ Students are expected to be on time and attend all scheduled classes.
- ❖ Should one class day be missed, a make-up day will be scheduled prior to taking the exam.
- ❖ Should more than one weekend be missed, the student **may not be permitted** to continue in the program in the same term. The student may be required to make up the missed time in the next class term.
- ❖ Students who perform unsatisfactorily will be given additional instruction in order to perform in a satisfactory manner.
- ❖ **Attendance at the first, second, and fifth weekend (practical) day is mandatory.**



Reflexology Certification Institute
6300 Proprietors Rd
Worthington, OH 43085
State Registration Number: 12-05-1992T
614-565-1047

Description of Programs:

- **Foot and Hand Reflexology Certification:** The 268 hour program focus is on the Reflexology hand and foot techniques, including relaxation techniques, anatomy and physiology. The program is comprised of 115 classroom hours, documentation of 60 one hour of Reflexology sessions, and 85 hours of independent study over a series of six weekends (Saturday & Sunday). RCI reserves the right to amend the calendar.

Classroom study includes hands-on technique application, relaxation techniques, marketing and documentation.

Program Objectives:

To train and certify individuals in Hand and Foot Reflexology and prepare the individuals for the national foot certification exam through the American Reflexology Certification Board (ARCB).

Title of Job Position:

Certified Reflexologist

Instructional Material:

RCI provides a Study Guide and Instructional Video, and Trail Guide (268 Hour program) which are included in the tuition cost.

Course Description:

- | | |
|----------------|---|
| Technique 201. | <u>Basic Technique:</u> Students learn the thumb and finger walk (the basic reflexology technique) and how to apply it to the feet. |
| Technique 202. | <u>Hand Reflexology:</u> Students learn how to apply the basic technique to the hands. |
| Relax 201. | <u>Relaxation Techniques:</u> Students learn 13 relaxation techniques applied to feet and hands. |
| A & P 101. | <u>Anatomy & Physiology:</u> Basic anatomy and physiology as applied to the feet and hands. A study of all body systems |



Reflexology Certification Institute
6300 Proprietors Rd
Worthington, OH 43085
State Registration Number: 12-05-1992T
614-565-1047

including Anatomy, Physiology and Pathology of the Foot and Leg, Hand and Arm

- Doc 201. Documentation: Students learn how to document a reflexology session, allowing them to track a client's progress.
- Business 101. Business Practices/ Reflexology Marketing.
Learn 23 aspects of marketing your Reflexology practice. Basic business standards and practices pertaining to Reflexology. How to set up a reflexology business; office, décor, advertising, Code of Ethics.
- CL 201. Clinic Day: Students provide 20 Minute Reflexology sessions to walk-ins. Part of overall grade.
- Review 201. Review Day: Review entire study guide and technique application in preparation for the final exams.



Reflexology Certification Institute
6300 Proprietors Rd
Worthington, OH 43085
State Registration Number: 12-05-1992T
614-565-1047

Programs Available:

Foot and Hand Reflexology Certification		268 Hour Program	
	Class	Self Study/ Lab	
Anatomy & Physiology	25	77	
Business 101:	10		
Practical Sessions:		68	
Condition Report		8	
Documentation	4		
Personal Consulting Sessions	3		
Relax 201: Relaxation Techniques	5		
Technique 201: Foot Reflexology	58		
Technique 202: Hand Reflexology	10		
Subtotal	115	153	
Total Hours	268		

Professional Development Workshops

- ❖ RCI offers periodic workshops for certified Reflexologists to continue their education. Such workshops could include advanced Reflexology techniques, enhanced Hand Reflexology techniques, enhanced relaxation techniques. Dates and times will be determined based on the interest of Reflexologists. The workshops will typically be one weekend.

Auditing Program

- ❖ RCI offers previous students the opportunity to observe and participate in classes upon graduation to refresh their skills.



Reflexology Certification Institute
6300 Proprietors Rd
Worthington, OH 43085
State Registration Number: 12-05-1992T
614-565-1047

Schedule of Fees:

	Foot and Hand Certification Course
	268 Hour Course
Registration fee: due no later than 10 days prior to the first class	\$125.00
Personal Sessions (2)	\$160.00
Study Guide & Handouts	\$150.00
Reflexology Charts - by body system	\$150.00
Trail Guide	\$18.00
Reflexology Association Memberships	\$85.00
Instructional Fee	\$2,812.00
Total	\$3,500.00

Standards for Satisfactory Progress:

- ❖ 100% attendance and satisfactory completion of both practical and written exams.
- ❖ Final grades are issued within one month after successfully passing both written and practical exams and completing all documented sessions. Certificates and transcripts will be sent at that time. Grade average must be 75% or higher for Certificate. Grade average computed as follows: 100%-95%=A; 94%-85%=B; 84%-75%=C; 74%-65%=D; 64% and below=F. Grades are determined by student's participation, attitude, and attendance, completing a series of quizzes, passing written and practical exams.
- ❖ Documentation is **due no later than 60 days** from the date of the final exams.

Certification/Graduation Requirements:

Attendance at all classes and successfully passing both the written and practical exams with a minimum grade of a C and completing extra credit report and all documented sessions.

Student Conduct and Grounds for Dismissal:

The following will result in disciplinary action, including suspension or dismissal from the course:



Reflexology Certification Institute
6300 Proprietors Rd
Worthington, OH 43085
State Registration Number: 12-05-1992T
614-565-1047

- ❖ Physical abuse or harassment;
- ❖ Smoking; RCI is a smoke-free facility
- ❖ Vandalism;
- ❖ Consumption of alcohol or drugs.

The following items will not be permitted in the classroom at any time:

- ❖ Sound and Video recording devices
 - ❖ Cell phones*
 - ❖ Pagers*
- *Must be turned off

Refund Policy:

Per State Administrative Rule 3332-1-10 (13) (C):

“An enrollment agreement or application may be canceled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty days after cancellation.”

(7) State refund policy for programs organized on a clock hour basis:

(c) Refunds in clock hour programs shall be made for each academic term in accordance with the following procedures:

- (i) A student who starts class and withdraws before the academic term is fifteen per cent completed will be obligated for twenty-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.
- (ii) A student who starts class and withdraws after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent completed will be obligated for fifty per cent of the tuition and refundable fees for the current academic term plus the registration fee.
- (iii) A student who starts class and withdraws after the academic term is twenty-five per cent complete but before the academic term is forty per cent completed will be obligated for seventy-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.
- (iv) A student who starts class and withdraws after the academic term is forty per cent completed will not be entitled to a refund of the tuition and fees for the current academic term.



Reflexology Certification Institute
6300 Proprietors Rd
Worthington, OH 43085
State Registration Number: 12-05-1992T
614-565-1047

(G) In the case of student illness or accident, death in the family, or other circumstances beyond the control of the student, the student shall be entitled to special consideration and the school may settle the account for an amount, which is less than that, called for by the school's established policy.

Credit for Previous Education or Training:

RCI does not accept transfer credits and does not extend credit for prior experience.

Scholarships:

Unfortunately, there are no scholarships available through RCI at this time.

Faculty and Administrative:

Debbie Hitt, NBCR, RMT, APP
Executive Director/Instructor

Contact Information:

Debbie Hitt, NBCR, RMT, APP
6300 Proprietors Rd, Suite B, Worthington OH 43085
614-565-1047

Grievance Procedure:

Should the need arise, a student who has a grievance with the School should first discuss the problem with the School Director or Instructor.

If a resolution is not reached, the student may file a written complaint with the Ohio Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215. Phone 614-466-2752, or Toll Free 1- 877-275-4219.



Reflexology Certification Institute
6300 Proprietors Rd
Worthington, OH 43085
State Registration Number: 12-05-1992T
614-565-1047

Registration Form

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

DAY PHONE _____ EVE PHONE _____

EMAIL _____

_____ 268 Hour Foot and Hand Reflexology Certification Program

Please make \$125 check payable to:

REFLEXOLOGY CERTIFICATION INSTITUTE

and mail to: **Reflexology Certification Institute**

1921 S Three Bs & K Rd
Columbus, OH 43021

Deposit due ten days before first class date. PRE-REGISTRATION IS REQUIRED