

Application Requirements and Minimum Educational Standards for Schools

- 1) Proof of legal existence for at least two continuous years up to and including the time of the application;
- 2) Proof of current registration as a business with the government (provincial or federal);
- 3) Proof of current registration as a private vocational school or equivalent if required by the provincial government;
- 4) Curriculum including textbooks, manuals, handouts, charts, course outline and all applicable course materials;
- 5) Statement and/or documentation showing when or how long the existing curriculum has been taught;
- 6) Curriculum that meets the minimum of:
 - a. 30 hours of classroom instruction which consists of :
 - i. the minimum of 15 hours of basic Anatomy and Physiology that includes a general understanding of all the systems of the human body, with a more detailed knowledge of the structure and function of the following systems: the skeletal, muscular, and nervous systems; the endocrine and circulatory systems; the lymphatic and immune systems; the respiratory, digestive, urinary and reproductive systems. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of human anatomy and physiology.
 - ii. basic pathological conditions and corresponding reflexes to work on;
 - iii. basic history of reflexology in North America;
 - iv. zones of the body;
 - v. basic theory of reflexology;
 - vi. methodology of documenting reflexology sessions;

- vii. a minimum of 15 hours of practical instruction involving the practical methodology of working on the reflexes on both feet;
 - b. completion of at least 50 documented foot reflexology sessions where the client has received more than one session and that at least three or more different clients have been worked on;
 - c. a written examination that covers the following minimum:
 - i. Anatomy & Physiology – at least 2 (or more) questions per body system (10 body systems);
 - ii. basic pathological conditions and what reflexes to work on for each condition;
 - iii. identification of the location of all reflexes on both feet – all views (plantar, dorsal, lateral and medial views).
 - iv. any and all versions of written examinations to be given to students, must be included with the application;
 - v. the written examination must be graded and assigned a mark.
 - d. a practical examination that covers the following minimum:
 - i. a complete foot reflexology session performed on the examiner's feet;
 - ii. verbal and physical identification of the location of reflexes on both feet;
 - iii. evaluation of the 50 or more documented foot reflexology session records that will be part of the practical examination mark or grade.
 - iv. any and all versions of practical examinations to be given to students, must be included with the application;
 - v. the practical examination must be graded and assigned a mark.
 - e. textbook(s) and/or manual(s) that contain all of the above requirements such that a student may be able to review the entire course material for study purposes outside of the classroom.
 - f. foot reflexology chart(s) showing the location of all reflexes on both feet – all views (plantar, dorsal, lateral and medial views).
 - g. a documented policy of how the security of written and practical examination(s) is maintained to prevent cheating and/or unauthorized copies given or made available to unauthorized personnel.
 - h. documentation outlining what is required for a student to successfully complete the course including minimum passing marks (or grades) for all examinations.
 - i. a sample of the certified or graduating certificate that is issued to successful students.
 - j. public information documents such as brochures or advertisements.

- 7) Any school that falsely misrepresents themselves during the application process will result in the immediate cancellation of their registration.
- 8) In addition to the requirements in this application for registration, the owner of the application shall include a list of employees providing reflexology-related educational services at the school named in the application.
- 9) Without limiting the generality of any other provision in this application, persons associated in a partnership applying for registration under this application shall file with their application a statutory declaration, in writing, signed by all members of the partnership, which declaration shall state:
 - (a) the full name of every partner and the address of his or her ordinary residence;
 - (b) the name or names under which they carry on or intend to carry on business;
 - (c) that the persons therein named are the only members of the partnership; and
 - (d) the mailing address for the partnership.
- 10) If any member of a partnership applying for registration is a corporation, such corporation shall be deemed to be applying for the registration, in place and stead of the partnership.
- 11) Without limiting the generality of any other provision in this application, every corporation applying for registration shall file with this application, at the time of making its application, a copy of its articles of incorporation or other incorporating documents and last corporation information annual return and shall file a statutory declaration, in writing signed by an officer of the corporation, which declaration shall state:
 - (a) the full name of every shareholder and the address of his or her ordinary residence;
 - (b) the name or names under which it carries on or intends to carry on business;
 - (c) that the persons therein named are the only shareholders of the corporation; and
 - (d) the mailing address for the corporation.
- 12) The RRCO Council reserves the right to request additional documents and/or clarification if the council deems necessary.
- 13) RRCO Educational Quality Control:
 - (a) The council reserves the right to, upon notification, observe one or more of the applicant's study courses at any time during the application process and/or;
 - (b) The council reserves the right to, upon notification, request a presentation in person by the applicant to the Council in order to be considered for acceptance as a RRCO Registered School.
 - (c) The council reserves the right to, upon notification, observe one or more of the applicant's study courses at any time after the application has been accepted.
 - (d) After acceptance, the RRCO must be notified by the registered school within 30 days of any changes made to the curriculum that may affect the minimum standards.

- 14) All registered schools must abide by the RRCO By-laws and Code of Ethics. Acceptance of the applicant by the RRCO will signify that the applicant agrees to abide by the By-laws and the Code of Ethics of RRCO (present and future).
- 15) A non-refundable registration fee of \$300.00 is due and payable upon registration. Upon acceptance by the RRCO Council, the registered school must renew their registration status one year after the date of acceptance at a renewal rate established by the RRCO (currently an annual renewal rate of \$150.00).
- 16) An application must include all necessary documentation as outlined above and be sent to the Registrar's Office of the RRCO. Any incomplete or missing documentation in the submitted application as currently required by the RRCO would be considered as incomplete and all submitted documentation will be returned to the applicant. The application fee is non-refundable and a new application fee will be required to file for a re-application.
- 17) All submitted materials including curriculum and examinations will be kept strictly confidential by the RRCO and their employees and/or representatives and will not be available to the general public or membership unless ordered by a court of law.
- 18) All materials submitted by a school applying for registration status is to be in the English language and/or translated into English that is notarized by a public notary or lawyer along with originals or notarized copies in the original language.
- 19) Although every effort will be made to expedite an application within a reasonable time, it may take *up to six (6) months* or more to process and to receive approval by the RRCO Council.

Notes:

- The requirements as set forth in this document are subject to change without notice.
- An application must be submitted with all required documentation. Any submission that is missing documentation will be considered incomplete and returned to the applicant. The applicant understands that a new application fee will be required to file for re-application. This policy is in place for quality assurance and control.

Checklist:

1. proof of legal existence of at least two (2) continuous years up to and including the time of application;
2. proof of current business registration;
3. proof of current registration as a private vocational school if required;
4. Curriculum including textbooks, manuals, handouts, charts, course outline and all applicable course materials;

5. statement and/or documentation showing the duration (when or how long) the existing curriculum has been taught;
6. written examination(s);
7. practical examination(s);
8. textbook(s) and/or manuals;
9. foot reflexology chart(s);
10. policy of how the security of examinations are maintained to prevent cheating and/or unauthorized copies given or made available to unauthorized personnel;
11. documentation of what is required for a student to successfully complete the course including minimum passing marks or grades;
12. a sample of the certified or graduating certificate;
13. public information documents such as brochures or advertisements;
14. application fee of \$300.00 along with a cover letter that includes contact information; and
15. send the application by traceable mail to:

**Admissions and Certification Committee
R.R.C.O. Registrar's Office
P.O. Box 613
Collingwood, ON
L9Y 4E8**

Version 2.1

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