

## ARCB Certification... An Investment in Your Future!

### Test Dates & Locations

ARCB advises that test candidates check the ARCB website for the most current test locations and dates.

If access to the Internet is not available please call the ARCB office for information.

Dates & locations are subject to change. When traveling to a test site please verify with the office that the test will be held as scheduled before booking your reservations.

Call or write the office for additional locations and dates as tests will be scheduled in other cities when there are eight (8) or more applicants to test at one time.



## American Reflexology Certification Board

*Since 1991 setting the highest testing standards  
to which professional reflexologists aspire*

## National Foot Reflexology Certification

*An Investment in Your Future*

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### National Certification

Today there is a revolutionary inclusion of complementary therapies into health care professions. Qualified reflexologists with the highest standards of credentials are being sought by the public and from the health care industry. With this acceptance of reflexology as a valuable and non-invasive therapy comes the responsibility of the profession to provide qualified practitioners who meet established national standards.

As a result of this demand, leaders in reflexology created the American Reflexology Certification Board (ARCB) in 1991. The goal of national certification is to promote reflexology through the recognition of competent professional practitioners. Reflexologists who are involved in the national certification process promote higher standards of education, ensure public safety, and demonstrate their commitment to the profession through self-improvement.

With the identification of nationally certified practitioners there is confidence in the quality of services offered. ARCB certification is the mark of distinction.

### What is ARCB?

The American Reflexology Certification Board is a nonprofit corporation. As an independent testing agency it offers national certification. Its primary aim is to certify the competency of those reflexologists who practice on a professional basis and wish to be recognized as meeting national standards.

Your involvement with ARCB and national certification is the next step after you have completed a course of study in reflexology and have further developed your hands-on skills by working on clients.

ARCB is an independent testing agency - **not a membership organization**. It is not affiliated with any association, training program or instructor. Nor does it accredit teachers or curriculums. ARCB does not interfere with, nor negate, certification programs offered by different schools. ARCB encourages each school to test its students before awarding a diploma or certification of completion.

ARCB certification is an important step offering increased credibility for both the practitioner and the profession of reflexology.

### Why Should I Take the Exam?

ARCB testing recognizes an individual on the national level who has met certain educational and skill standards within the field. It distinguishes the professional from the non-professional, setting apart and bringing credibility to the practitioner who is committed to excellence.

### Testing Prerequisites

1. Be 18 years of age or older
2. Have a high school diploma or the equivalent
3. Have completed a "hands-on" reflexology course through certification (if available) involving a minimum of 110 hours.
4. Pass a background check as part of the application process.

## Details on Education

As a guideline, percentage of curriculum hours, or the required 110 hours of reflexology instruction\* should include:

- 23% (25 hours) of reflexology theory, history, zones, meridians & relaxation response.
- 36% (40 hours) of study of body systems as related to reflexology; the study of the leg and foot as a structure; hands-on palpation of landmarks with sensory identification of palpated areas, a map of reflexes as they are anatomically reflected on the feet; and how the reflexes are affected by stimulation to the feet through hands-on experience.
- 27% (30 hours) of anatomy & physiology
- 5% (5 hours) of business practice involving ethics, business standards and local/state laws and ordinances pertaining to the practice of reflexology.
- 9% (10 hours) or more of supervised practicum or clinical work.
- Any number of additional homework hours that can include giving and documenting client sessions as well as other written work.

\* Hours/percentages designated are used during the development of a curriculum. Usually in the delivery of a course of study they are integrated in the overall program and may be difficult to separate exactly as shown.

## The Testing Process

An applicant must complete the test application, returning it to ARCB along with the testing fee, and a copy of a diploma or school certificate. The *Release of Educational Records* form must be completed and sent by you to your reflexology school. ARCB will accept a letter of verification from your school including the number of hours attended and individual subjects taught. Diplomas or certificates must state the name and address of the training institution.

## The Testing Fee

The testing fee for ARCB certification is \$390.00. Included in this fee is a \$65 non-refundable background check. You must schedule an exam date within 12 months of the application date. If you are unable to attend the exam on the date you scheduled, you must provide a written cancellation notice to the ARCB office 30 days in advance of your scheduled testing date. If said notice is delivered your fee will be refunded less a \$50.00 processing fee and the \$65.00 background check fee. To continue the testing process repayment of the forfeited fee will be required. Once application and fees are received the ARCB *Study Guide* will be sent to you. Allow for sufficient time to review all of the material in the *Study Guide*, ARCB recommends three months of study. Travel to the testing site will be at your own expense.

## The Examination

The 300 question written test examines basic knowledge and understanding of reflexology and anatomy. A *Study Guide* will be sent to assist you in your review work. Test answers are either true/false or multiple choice.

There are three parts to the exam:

- **Written** - The written exam is presented in two sections, "Anatomy & Physiology" and "Reflexology." These components address theoretical knowledge and analytical skills.
- **Practical** - Tests ability to locate reflex points, techniques including pressure & flow; and communication skills.
- **Documentations** - Tests the ability to document client sessions in a professional manner.

The practical test assesses your "hands-on" and client/practitioner communication skills relevant to reflexology. Techniques are graded on knowledge and performance of the American standard thumb and finger walking, flow, and pressure. During this portion you will also be asked questions to test your communication skills.

Documentations test your ability to detect areas of sensitivity, record your observations, and monitor work on the clients and their reactions.

## Details about Sessions & Documentations

ARCB's focus is the testing of those individuals who practice reflexology on a professional basis. This means reflexologists who earn any portion of their income from doing reflexology. Therefore, hands-on skills are one of the important cornerstones of the testing process. ARCB requires the submission of 30 post-graduate client documentations for grading. Ten (10) clients must be seen a minimum of three (3) times each with individual sessions documented. Each session should be 45-60 minutes in length.

The documentations, presented on ARCB forms, must use correct anatomical terminology when noting observations and areas of sensitivity. Complete details for documentation are included with the *Study Guide* sent to you upon acceptance of your application. No certification will be issued without submitting and passing the documentation portion of the exam. You have a maximum of six (6) months after passing the written test to submit your documentations.

## Test Scoring & Notification of Results

The written exam is presented in two sections. To earn national certification you must score 75% or higher on both the Anatomy & Physiology section of the written exam and 75% or higher on the Reflexology section of the written exam. The Documentation and Practical components of the exams are graded on a pass/fail basis. You will receive notification of your test results through the mail within 2-4 weeks after the test. You must retake any portion that is failed at the next scheduled date in your area and pay a \$75 re-testing fee for any part of the exam. If re-testing involves the documentations, they must be submitted for grading within three months of your failure notice along with a \$75 re-submission fee.

## Denial of Examination

When an application is denied a letter is sent explaining why or how the applicant does not meet testing requirements. In these instances additional information may be requested. The application is re-considered upon receipt of the requested material.

## National Registry & Referral Service

The ARCB Registry is open only to reflexologists certified by ARCB. Your name will be listed as certified on the ARCB website. If you do not wish your name to appear on the ARCB website referral list please notify the office.

## Annual Fee & Continuing Education

Payment of an Annual Fee and 12 units of Continuing Education every 24 months are required to maintain your certification.

Additional information may be found on the ARCB website ([www.arcb.net](http://www.arcb.net)).

*ARCB does not discriminate on the basis of age, nationality, ethnic origin, color, language, sex, sexual orientation, religion or physical limitations.*