

Reflexology School and Program Approval,
Re-Approval, or Apprenticeship Application Packet

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In order to process your request:

**Mail your application with initial
documentation to:**

Reflexology Program
PO Box 47852
Olympia, WA 98504-7852

**Contact us:**

360.236.4700

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Reflexology School Program Approval, Re-Approval,
or Apprenticeship Application Instructions

**Use the Reflexology School Program Application for:**

* First time approval of Reflexology School/Program
* Re-approval of Reflexology School/Program
* First time approval of Reflexology Apprenticeship Program
* Re-approval of Reflexology Apprenticeship Program

**Application Instructions:**Please review the application instructions very carefully. Double check the application before submitting. Submitting a complete application will help us expedite the review of your program or school. Please include the final checklist with your application packet.

**All completed reflexology school program or apprenticeship program application packets must be submitted in three ring binders, and contain the following:**

* Completed Reflexology school program/apprenticeship program application packet.
* Completed Table of Contents (included in Reflexology school program/apprenticeship program application packet)
* Supporting documents for each standard listed in the Table of Contents must have consecutive page numbers and be separated and tabbed as follows:

 Standard One: Curriculum Tab 1

 Standard Two: Academic Standards Tab 2

 Standard Three: Faculty Tab 3

 Standard Four: Health, Sanitation and Facilities Tab 4

 Standard Five: Professional Conduct Tab 5

 Standard Six: Records Tab 6

 Standard Seven: Eligibility Tab 7

* Labeled photographs of the following:

 Exterior of the building in which the school operates, and the classroom.

**The department may conduct a site review. To ensure continued compliance, periodic follow up site reviews may be conducted by the department.**

We look forward to receiving your application. If you have any questions or need clarification on the application process, please contact us at 360-236-4700.

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Reflexology School Program/Apprenticeship Standards

The Department of Health, Reflexology Program, uses the following standards and requires supporting documentation to evaluate a school/apprenticeship program’s eligibility for approval:

To expedite the application process, read the instructions carefully. Double check the application before submitting it. The following standards, required documentation list and checklist are consistent with the items the department uses to review applications.

**Reflexology school program/apprenticeship
Program checklist Yes No**

Completed Application form (DOH 653-010) \_\_\_\_ \_\_\_\_

Attestation signed by an authorized representative (DOH 653-010) \_\_\_\_ \_\_\_\_

Completed Reflexology Program Courses Offered form (DOH 653-012) \_\_\_\_ \_\_\_\_

Completed Table of Contents form (DOH 653-011) \_\_\_\_ \_\_\_\_

**Standard One—Curriculum—Washington Administrative Code (WAC) 246-831-040**

The curriculum shall be designed and presented to meet or exceed the minimum requirements below. An hour of training is defined as fifty (50) minutes of actual instruction time.

1. 200 hours of teacher supervised instruction. In class hours **must** include a minimum of the following:
* 30 hours of reflexology theory, history, zones, reflex points and relaxation response, and contraindications;
* 40 hours of study of body systems as related to reflexology:
	+ The study of the leg, feet, hands and outer ears as structures;
	+ Hands-on palpation of landmarks with sensory identification of palpated areas;
	+ A map of reflexes as they are anatomically reflected on the feet, hands and outer

ears; and

* + How the reflexes are affected by stimulation to the feet, hands and outer ears through hands-on experience.
* 30 hours of anatomy and physiology;
* 5 hours of business practice involving ethics, business standards and local/state laws and ordinances pertaining to the practice of reflexology;
* 25 hours or more of supervised practicum or clinical work; and
* 70 hours of additional homework hours that can include giving and documenting client sessions as well as other written work.

**Standard One—Required Documentation:**

Courses offered is one of the more important means of determining that a school or program is indeed teaching the subject matter that results in capable therapists. Therefore, the application must show what courses are being taught to meet or exceed the above requirements. Because not all schools’ curricula are designed precisely along the lines of Washington’s requirements, the applicant must list any and all courses offered within the reflexology program on form
DOH 653-012 (Reflexology Program Courses Offered) and submit a syllabus for each course taught. **It is vital that the department is able to reconcile the required hours between the syllabi and the “Courses Offered” list. The application may be returned to the applicant for clarification or additional information if this information is not provided.**

1. Form DOH 653-012 (Reflexology Program Courses Offered Spreadsheet): The applicant must list all courses taught in the program and not just those that satisfy Washington’s minimum requirements. The grand total hours of all courses offered must be the same as the total number of hours listed on page one of the Reflexology School Program Application (Form DOH 653-010).
2. Course syllabi (one for each course offered) must include the following:
* Course title
* Subject matter per WAC 246-831-040 (for example: anatomy and physiology 30 hours, 30 hours of reflexology, theory, history, zones, reflex points and relaxation response, and contraindications, etc.)
* Course hours
* Instructor’s name
* Student competencies to be accomplished in the form of measurable objectives for the course (using terms such as “demonstrate, identify, locate” rather than “understand, recognize, evaluate”)
* Learning activities
* Evaluation procedures
* Course schedule (must include course dates and times)
* Textbooks and other instructional materials used
1. Sample tests for the each course offered in the following:
* Reflexology theory, history, zones, reflex points and relaxation response, and contraindication; and
* Body systems as related to reflexology; and
* Anatomy and physiology; and
* Business standards and ethics.

**Standard One Checklist—Curriculum Yes No**

1. Reflexology Program Courses Offered Spreadsheet form (DOH 653-###)

30 hours of reflexology theory, history, zones, reflex points and
relaxation response, and contraindications. \_\_\_\_ \_\_\_\_

40 hours study of body systems as related to reflexology:
The study of the leg, feet, hands and outer ears as structures;

* Hands-on palpation of landmarks with sensory identification of

palpated areas;

* A map of reflexes as they are anatomically reflected on the feet,

hands and outer ears; and

* How the reflexes are affected by stimulation to the feet, hands

and outer ears through hands-on experience.

 30 hours of anatomy and physiology \_\_\_\_ \_\_\_\_

5 hours of business practice involving ethics, business standards and
local/state laws and ordinances pertaining to the practice of reflexology. \_\_\_\_ \_\_\_\_

 Do required course hours match those listed in the course syllabi? \_\_\_\_ \_\_\_\_

Are all other courses listed on the Reflexology Program Courses
Offered Spreadsheet for (DOH 653-012)? \_\_\_\_ \_\_\_\_

Do all course hours total program hours listed on
page 1 of this application? \_\_\_\_ \_\_\_\_

An explanation has been provided for discrepancies between
all course hours and total program hours listed on page 1 of application. \_\_\_\_ \_\_\_\_

1. Course syllabi (one for each course offered) \_\_\_\_ \_\_\_\_
2. Sample tests for each course offered in the following:
* Reflexology theory, history, zones, reflex points and relaxation

response, and contraindication; and \_\_\_\_ \_\_\_\_

* Body systems as related to reflexology; and \_\_\_\_ \_\_\_\_
* Anatomy and physiology; and \_\_\_\_ \_\_\_\_
* Business standards and ethics \_\_\_\_ \_\_\_\_

 **Standard Two—Academic Standards**

The Reflexology school program instructors or apprenticeship trainer will regularly evaluate the quality of the instruction, and provide students with expected competence and progress standards.

Each successful phase of the program and graduation from the program is dependent on the students proficiency of the knowledge and skills presented.

**Standard Two—Required Documentation**

1. A clear statement or policy defining the minimum standards for measuring student progress.
2. Copies of policies and procedures for:
* Admission (How do you determine who to admit?)
* Progression (How is learning measured and how do students progress through the program?)
* Graduation
* Withdrawal
* Dismissal (What are the corrective measures when a student is found not to be meeting minimum standards?)
* Transfer policy (Do you allow student(s) to transfer into your program after it begins? If so, explain how.)

**Standard Two Checklist—Academic Standards Yes No**

1. Statement or policy on minimum standards for measuring
student progress. \_\_\_\_ \_\_\_\_
2. Copies of policies and procedures for:
* Admission (how do you determine who to admit?) \_\_\_\_ \_\_\_\_
* Progression (how is learning measured and how do
students progress through the program?) \_\_\_\_ \_\_\_\_
* Graduation \_\_\_\_ \_\_\_\_
* Withdrawal \_\_\_\_ \_\_\_\_
* Dismissal (what are the corrective measures when
a student is found not to be meeting minimum standards?) \_\_\_\_ \_\_\_\_
* Transfer Policy (Do you allow a student(s) to transfer into
your program after it begins?) \_\_\_\_ \_\_\_\_

**Standard Three—Faculty:**

Reflexology school program instructors or, an apprenticeship program trainer are required to be qualified by training and experience to provide effective instruction in the subjects they are teaching. They are required to develop and evaluate curriculum instruction methods and facilities; student discipline, welfare, and counseling; assist in the establishment of administrative and educational policies; and provide for a student’s scholarly and professional growth. Schools, programs, and apprenticeship trainers shall not discriminate on the basis of sex, race, age, color, religion, individuals with disabilities, or national or ethnic origin in the recruitment of students or in the hiring of faculty.

**Standard Three—Required Documentation:**

1. A policy for ensuring minimum competency standards for instructors (not necessary for apprenticeship programs), and
2. A statement or policy describing faculty members’ participation in curriculum development and evaluation (not necessary for apprenticeship programs), and
3. A professional resume for each instructor or trainer, and
4. A listing of all courses each instructor or trainer plans to teach/instruct, and
5. A non-discrimination policy statement, as outlined above

**Standard Three Checklist—Faculty: Yes No**

1. Policy on minimum competency standards for instructors \_\_\_\_ \_\_\_\_
2. Statement or policy on faculty members’ participation in curriculum
development and evaluation \_\_\_\_ \_\_\_\_
3. Professional resumes for each instructor or trainer \_\_\_\_ \_\_\_\_
4. A listing of all courses each instructor or trainer plans to teach/instruct \_\_\_\_ \_\_\_\_
5. A non-discrimination policy statement \_\_\_\_ \_\_\_\_

**Standard Four—Health, Sanitation, and Facilities:**

All programs will have adequate facilities and equipment available for students learning reflexology. All facility equipment will be maintained according to local rules and ordinances. Instruction and practice equipment shall be similar to that commonly found in a professional practice. An adequate reference library, appropriate to the subjects being taught is required.

**Standard Four—Required Documentation:**

1. Detailed floor plan of the facility (dimensions required), include labeled photograph.
2. List of equipment available to students in the classroom.
3. List of library resources.

**Standard Four Checklist—Health, Sanitation, and Facilities: Yes No**

A. Detailed floor plan of the facility (dimensions and facility photo required). \_\_\_\_ \_\_\_\_

B. List of equipment available to students in classroom. \_\_\_\_ \_\_\_\_

C. List of library resources \_\_\_\_ \_\_\_\_
 (provide a complete list of all books available to students).

**Standard Five—Professional Conduct:**

Approved educational programs will follow professional standards. Students will be taught to professionally respond to client requests.

**Standard Five—Required Documentation:**

1. Copies of policies that outline faculty and student conduct, as stated in Standard Five, above.

**Standard Five Checklist—Professional Conduct: Yes No**

A. Policies on faculty and student conduct. \_\_\_\_ \_\_\_\_

**Standard Six—Records:**

Attendance records and educational performance records will be accurate, organized, and secured in a safe place. Transcripts are available upon a student’s request.

**Standard Six—Required Documentation:**

A. Sample transcript and certificate of completion.

B. Policy describing how student records are released.

**Standard Six Checklist—Records Yes No**

A. Sample transcript and certificate of completion. \_\_\_\_ \_\_\_\_

B. Policy describing how student records are released. \_\_\_\_ \_\_\_\_

**Standard Seven—Eligibility:**

Washington schools must have been approved by the Washington Workforce Training and Education Coordinating Board. Schools located outside of Washington must provide verification that their school meets their state’s equivalent to Washington Workforce Training and Education Coordinating Board’s approval.

This section is not applicable to an apprenticeship program unless more than one apprentice is in training at any given time. In Washington, if a trainer would like to enter into an apprenticeship agreement with more than one student at any given time, he or she must first become certified as a private vocational school through Workforce Training and Education Coordinating Board. Please contact their office by phone at: 360-753-5662, or by fax at: 360-586-5862. Their mailing address is:

Workforce Training and Education Coordinating Board
128 10th Ave SW
PO Box 43105
Olympia, WA 98504-3105

Please submit a copy of the certificate of approval to this program.

**Standard Seven—Required Documentation:**

Copy of approval letter from the Workforce Training and Education Coordinating Board (Washington schools only) indicating that the program has been approved for the same time period as that covered by the Reflexology program application.

Schools located outside of Washington must provide verification or an approval letter from their state’s equivalent to the Washington Workforce Training and Education Coordinating Board. Verification needs to indicate that the program has been approved for the same time period as that covered by the Reflexology program application.

**Standard Seven Checklist—Eligibility Yes No**

A. Copy of Washington State Workforce Training Education
 Coordinating Board Certificate or other state equivalency (if applicable). \_\_\_\_ \_\_\_\_

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Reflexology Program Credentialing
PO Box 47852
Olympia, WA 98504-7852
360- 236-4700

Reflexology School Program or Apprenticeship Application

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| --- | --- | --- | --- | --- |
| New Reflexology school [ ]  | New Reflexology program[ ]  | New apprenticeship program[ ]  | Re-approval Reflexology school/program[ ]  | Re-approval of apprenticeship program[ ]  |
| **Check One:** Association  Limited Partnership  Public Hospital District Corporation  Municipality (City)  Sole Proprietor Federal Government Agency  Municipality (County)  State Government Agency Limited Liability Company  Non-Profit Corporation  Tribal Government Agency Limited Liability Partnership  Partnership  Trust |
| UBI #       | Federal Tax ID (FEIN) #        |
| Legal Owner/Operator Name      |
| Mailing Address      |
| City      | State      | Zip code      |
| Name of school or program      |
| Address       |
| City      | State      | Zip code      |
| Phone (enter 10 digit #)      | Fax number      |
| Contact email      | Program/apprenticeship web site      |
| Administrator(s) name(s)      |
|       |
| **Program Information:** Please provide the following information about the program offered: |
| Program Title:      |
| Program Hours:      | Name of Certificate offered:      |

Attestation:

I attest that I am the authorized representative of the above named school or program, and that I am submitting this application for approval by the Washington State Reflexology Program in that capacity. I have received and become familiar with The Law Relating to Reflexology, RCW 18.108, along with Washington’s Uniform Disciplinary Code RCW 18.130 and Washington’s Administrative Code, chapter 246-831.

I have reviewed the secretary’s standards for approval, and understand that this application will not be considered by the secretary if it is incomplete. I understand that a future site visit may be required. Once approved, any modification(s) to the program must be reported to the secretary within 30 days of the modification per WAC 246-831-100(8).

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Name (typed or printed) Signature of Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date (mm/dd/yyyy



Reflexology Program Credentialing
PO Box 47852
Olympia, WA 98504-7852
360-236-4700

Reflexology School Program or Apprenticeship Application Table of Contents

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| 1. Course syllabi (one for each course offered) must include the following:
* Course title.
* Subject matter per [WAC 246-831-430](http://apps.leg.wa.gov/WAC/default.aspx?cite=246-831-430) (for example: anatomy and physiology 30 hours, study of body systems 40 hours, etc.).
* Course hours.
* Instructor(s) name(s).
* Student competencies to be accomplished in the form of measurable objectives for the course (using terms such as “demonstrate, identify, locate”, rather than “understand, recognize, evaluate”).
* Learning activities.
* Evaluation procedures.
* Course schedule (must include course dates and times).
* Textbooks and other instructional materials used.
 | Page |
| 1. Sample tests for each course offered in the following:
* Reflexology theory, history, zones, reflex points, relaxation response and contraindications.
* Body systems as related to reflexology; anatomy and physiology
* Business standards and ethics.
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| 1. A statement regarding how a student will obtain First Aid and CPR training; to include training standards and number of hours required
 | Page |
| 1. Institutional philosophy or mission statement
 | Page |
| **Standard Two: Academic Standards** | Tab 2 |
| 1. A clear statement or policy defining the minimum standards for measuring student progress
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| 1. Copies of policies and procedures for:
* Admission (Hour do you determine who to admit?)
* Progression (How is learning measured and how do students progress through the program?)
* Graduation
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| 1. Policy on minimum competency standards for instructors.
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| 1. A statement or policy on faculty members’ participation in curriculum development and evaluation.
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| **Standard Five: Professional Conduct** | Tab 5 |
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| 1. Sample transcript and certificate of completion.
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| 1. Policy describing how student records are released.
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| **Standard Seven: Eligibility** | Tab 7 |
| 1. Copy of Washington State Workforce Training and Education Coordinating Board Certificate or other states equivalency (if applicable).
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|  |  |
| --- | --- |
| Name of School / Program:       | Total Program Hours:       |
| School / Program Location:       |
| **Reflexology Program Courses Offered** |
| [WAC 246-831-040](http://apps.leg.wa.gov/WAC/default.aspx?cite=246-831-430) |
| Note: Course title and hours listed here must match the course title and hours listed on the course syllabi | **Anatomy & Physiology**(30 hrs) | **Study of Body Systems**(40 hr minimum) | **Reflexology Theory and Practice**(30 hr minimum) | **Supervised Practicum or Clinical Work**(25 hr minimum) | **Clinical/Business Practices**(5 hr minimum) | **All Other Program Courses**(include # of hrs per course) |
| Course Title | Course Hours | Pg. # | Course Hours | Pg. # | Course Hours | Pg. # | Course Hours | Pg. # | Course Hours | Pg. # | Course Hours | Pg. # |
|       |       |       |       |       |       |       |       |       |       |       |       |       |
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| **Total Course Hours** |       |       |       |       |       |       |

DOH 653-012 May 2013

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RCW/WAC Links and Online Web Sites

RCW/WAC Links

Uniform Disciplinary Act, [RCW 18.130](http://apps.leg.wa.gov/RCW/default.aspx?cite=18.130)

Administrative Procedure Act, [RCW 34.05](http://apps.leg.wa.gov/RCW/default.aspx?cite=34.05)

Administrative procedures and requirements, [WAC 246-12](http://apps.leg.wa.gov/WAC/default.aspx?cite=246-12)

On-Line

Reflexology Program, [Web Page](http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/Reflexologist.aspx)