



ONTARIO COLLEGE OF REFLEXOLOGY

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Application Requirements and Minimum Educational Standards for Accredited Schools

This document delineates the prerequisites that an educational institution offering Reflexology courses must meet to gain recognition as an Accredited School of Reflexology by the Ontario College of Reflexology. Such recognition enables accredited students to attain Certified Reflexologist status from the college without the need to take the college's examinations.

- 1) Evidence demonstrating the legal existence of the entity for a minimum of two (2) consecutive years, up to and including the period of the application;
- 2) Evidence of up-to-date business registration with the government (provincial or federal);
- 3) Evidence of current registration as a private vocational school, if applicable by the provincial government;
- 4) Course curriculum comprising textbooks, manuals, handouts, charts, course outline, and all relevant course materials;
- 5) A statement or documentation indicating the length of time the current curriculum has been in use;
- 6) Curriculum that meets the minimum of:
 - a. 30 hours of classroom instruction which consists of:
 - i. a minimum of 15 hours of fundamental Anatomy and Physiology education, encompassing a comprehensive overview of all human body systems. This includes an in-depth comprehension of the structure and functions of the skeletal, muscular, and nervous systems, as well as the endocrine, circulatory, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. Upon conclusion of this coursework, students should be capable of exhibiting a foundational understanding of the fundamental concepts in 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. approach to recording reflexology sessions;
 - vii. a minimum of 15 hours of hands-on training focusing on the practical techniques of working with reflexes on both feet;
- b. Fulfillment of a minimum of 50 or more documented foot reflexology sessions, with multiple sessions given to the same client, and a minimum of three or more distinct clients having received the sessions;
- c. A written examination encompassing the following minimum requirements:
 - i. Anatomy & Physiology – at least 2 (or more) questions per body system (10 body systems);
 - ii. basic pathological conditions and the 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 exam encompassing the following minimum requirements:
 - 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. Textbooks and/or manuals that encompass all the requirements, enabling students to review the entire course material for self-study purposes beyond 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 protocol outlining the measures taken to ensure the security of written and practical examinations, aimed at preventing cheating and the distribution of unauthorized copies to individuals without proper authorization.
- h. Documentation that outlines the criteria necessary for a student to successfully complete the course, including the minimum passing marks or grades for all examinations.
- i. An exemplar of the certified or graduation certificate presented to students upon successful completion.

- j. Publicly available materials such as brochures or promotional advertisements.
- 7) Registration of any school found to have provided false information, whether during or after the application process, will be promptly revoked.
 - 8) In addition to the prerequisites outlined in this registration application, the applicant must furnish a roster of individuals employed to deliver reflexology-related educational services at the specified school in the application.
 - 9) Without restricting the scope of any other stipulation in this application, individuals involved in a partnership seeking registration through this application must submit a written statutory declaration signed by all partnership members. This declaration should include:
 - (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 seeking registration is a corporation, that corporation will be considered as the applicant for registration, taking the place of the partnership.
 - 11) Without restricting the scope of any other clause in this application, each corporation seeking registration must submit, along with their application, a copy of their articles of incorporation or equivalent incorporating documents, as well as the most recent annual return containing corporation information. Additionally, a written statutory declaration signed by a corporate officer must be included with the application. This declaration should affirm:
 - (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 Ontario College of Reflexology (OCR) retains the authority to request supplementary documents and/or seek clarification if deemed necessary by the college.
 - 13) OCR Educational Quality Control:
 - (a) The college maintains the right to, upon notification, conduct observations of one or more of the applicant's study courses at any point throughout the application procedure and/or;
 - (b) The college retains the prerogative to, upon notification, ask the applicant to make an in-person presentation to the College as part of the evaluation for acceptance as a Registered School.
 - (c) The college retains the authority to, upon notification, conduct observations of one or more of the applicant's study courses at any point following the acceptance of the application.

- (d) Once accepted, the registered school is required to inform the college within 30 days of any curriculum changes that could impact on the minimum standards.
- 14) All schools that are registered must comply with OCR's By-laws and Code of Ethics. The college's acceptance of an applicant implies the applicant's agreement to adhere to both the current and future By-laws and Code of Ethics of OCR.
 - 15) No registration fee is required at the time of registration. However, once accepted by the college, the registered school is required to become a Corporate Member of the college, with the renewal rate determined by the college.
 - 16) An application must contain all required documents as specified above and should be directed to the Dean at OCR. Should any documentation be incomplete or missing in the application as per the current requirements of the college, it will be deemed incomplete. In such cases, all documents submitted will be returned to the applicant.
 - 17) The college and its employees and/or representatives will maintain strict confidentiality of all submitted materials, including curriculum and examinations. These materials will not be made accessible to the public or members unless mandated by a court order. This condition is intended to verify that the registered school complies with the college's minimum standards when legally required. Additionally, the college will respect all copyright laws.
 - 18) All documents provided by a school seeking registration must be in English, or if originally in another language, translated into English and notarized by a public notary or lawyer. This includes providing both the original documents and notarized copies in the original language. Additionally, all materials and submissions should be in electronic format, specifically in PDF and DOCX formats only.
 - 19) While all efforts will be made to process an application promptly, it may take up to three (3) months or longer to complete the process and obtain approval from the college.

Notes:

- The stipulations outlined in this document may be altered without prior notification.
- Applicants must submit their application along with all necessary documents. Incomplete submissions lacking any required documentation will be deemed incomplete and sent back to the applicant. It is understood that submitting a new application will incur an additional application fee. This policy was established to ensure quality assurance and control.

Any questions please email the Dean at: dean@ocr.edu

Checklist:

1. Evidence demonstrating the legal existence of the entity for a minimum of two (2) consecutive years, up to and including the period of the application;
2. Evidence of up-to-date business registration;
3. Evidence of current registration as a private vocational school, if applicable;
4. Course curriculum comprising textbooks, manuals, handouts, charts, course outline, and all relevant course materials;
5. A statement or documentation indicating the length of time the current curriculum has been in use;
6. Written examination(s);
7. Practical examination(s);
8. Textbook(s) and/or manuals;
9. Foot reflexology chart(s);
10. Procedures for ensuring the security of exams to prevent cheating and the creation or distribution of unauthorized copies to non-authorized individuals;
11. Documentation outlining the requirements for a student to successfully finish the course, including the minimum marks or grades needed to pass;
12. A sample of the certified or graduating certificate;
13. Publicly available informational materials like brochures or advertisements;
14. All materials and correspondence must be provided in electronic format, specifically as PDF and DOCX files;
15. The application must be accompanied by a cover letter that acknowledges acceptance of this application's terms and includes contact details; and
16. Send the application by traceable email to:

Ontario College of Reflexology
c/o **Admissions and Certification**
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Tel. 1-888-OCR-FEET (1-888-627-3338)

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