



Affiliate Application for Certification

for Reflexologists certified by other schools

E48 - 0122

Who Is this Program For?

- Reflexologists who wish to be certified by the college and become a full member of the OCR but are certified by a different school;
- Students who are unable to complete their original certificate courses but wish to complete it with the Ontario College of Reflexology;
- For Reflexologists and students who wish to be certified by the college that is based on the **Minimum Standards** as established by the college.

Minimum Standards:

- 30 hours of classroom instruction that includes:
 - a minimum of 15 hours of basic A & P;
 - basic pathological conditions and corresponding reflexes to work on;
 - basic history of Reflexology in North America;
 - basic theory of Reflexology;
 - methodology of documenting Reflexology sessions and;
 - a minimum of 15 hours of practical instruction.
- completion of at least 50 documented foot Reflexology sessions;
- a written examination that is graded and assigned a mark which covers all parts of the classroom instruction;
- a practical examination that is graded and assigned a mark.

How To Apply:

- ✓ Completed application form with fee of \$95.00 (**Non-refundable**);
- ✓ If examinations are to be done, an additional exam fee of \$125 is applicable;
- ✓ Proof of course fee paid at previous school;
- ✓ A copy of your Reflexology certificate* (if applicable);
- ✓ Proof of examination marks (transcript* or letter*) and;
- ✓ Course outline.

* If submitted documentation is not in English, a notarized translation into English shall be attached to the original documentation.

You may be asked to provide the following after we have received your application:

- Course materials and textbook (can be returned to applicant upon request) including a foot Reflexology chart;
- Practicum of original documented Foot Reflexology sessions (will be returned by traceable mail after review) and;

- Any other supporting documentation as required to complete your application.

Application Review:

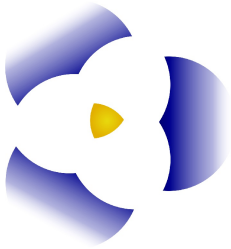
- All application reviews are done on a case-by-case basis and may take up to **4 to 6 weeks**, depending upon the complexity of the application;
- The college reserves the right to reject, modify or require additional parameters in your application;
- If you do not meet any part of the Minimum Standards, you may be required to complete **one or more** of the following:
 - An Examination Fee of \$125 shall be paid by the applicant (in addition to the application fee of \$95 for a total of \$220);
 - Proctored written examination (study booklet will be provided);
 - Partial or complete practicum of documented foot reflexology sessions;
 - Practical examination - video taped (see Practical Exam by Video Guidelines);
 - Any other requirements as established by the college;
 - Any examination re-take will cost an additional \$75.00 Examination Fee for each re-take.
- Any decisions made by the Dean of the college on the application will be considered final.

Successful Completion:

You will receive the following:

- a certificate as a Certified Foot Reflexologist;
- 1-year membership as a Certified Reflexologist;
- eligible to purchase Professional Malpractice Insurance (at extra cost);
- eligible to be listed on the Referral Listing of Certified Reflexologists;
- and any other benefits available to current members at the time.

Other applicable forms: - Examination Instructions for the Affiliate Program (E49)
 - Guideline to the Practical Examination by Video (E50)



Ontario College of Reflexology

P.O. Box 220
 New Liskeard, ON P0J 1P0
 (705) 647-5354 1-888-OCR-FEET FAX: (705) 995-3415
 ocr@ocr.edu www.ocr.edu

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Name:		<p>The undersigned hereby acknowledges and accepts full responsibility for payment of this application and any additional costs including collection agency costs should my payment not be accepted by my financial institution for any reason. I have read and accepted the terms of the <i>Refund Policy</i>.</p> <p>Date: _____</p> <p>Signature: _____</p>
Address:		
City:		
Prov/State:		
P.C./Zip:		
Country:		
Res. Tel.#:		
Bus. Tel.#:		
Fax #:		
Email:		

Enclosed: * Price in \$Cdn & subject to change without notice

Copy of certificate by a school of Reflexology that meet OCR's minimum standards and/or supporting documentation as described in this application.

Affiliate Application fee* of \$95.00 Cdn. (No exams)

Affiliate Application fee* of \$95.00 + Exam Fee of \$125 Cdn. - Total of \$220 (If exams are required)

Payment: * Credit card payments will be made in Cdn. funds.

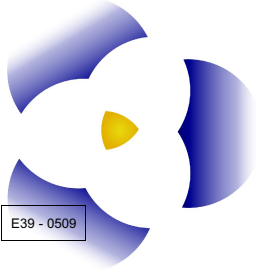
Certified Cheque / Money Order Amount Paid: \$ _____ Cdn. Funds

Cash

VISA* Acct.#: _____ Exp. Date: _____

MasterCard* Signature _____ Name on Card: _____

Office Use Only	Date Received	Amt. Paid	How Paid	Student. #	Rec. #	Membership?	Date Sent



Ontario College of Reflexology

Examinations Instructions For The Affiliate Program

Proctored Written Examination Guidelines

You may pick a professional proctor if it meets the *Acceptable Proctors requirements* as shown below. Exams may not be administered in a private residence; only in a professional proctored environment. Please submit your proctor choice to the college for approval.

Acceptable Proctors

- Official testing center at a college/university
- Certified librarians at a library, college/university, or school
- College/university administrators, instructors, or academic advisors
- Learning/tutoring centers
- Educational officers of a military installation or correctional facility

All proctors must have a verifiable professional email address and monitor the student during the exam. All proctors must be approved by this college. Proctors may charge fees for their services. Any fees incurred are the student's responsibility.

Unacceptable Proctors

- Relatives or spouses/partners/significant others
- Friends and/or roommates of the student or student's family
- Co-workers, supervisors or business associates
- Peers or students
- Anyone who does not have a verifiable, professional email address (Gmail, Hotmail, Yahoo, etc. are unacceptable)
- Anyone who cannot monitor the student during the exam (note that many libraries have difficulty with this requirement)

This list is not all inclusive and this college may deny any proctor that appears unacceptable.

Once a proctor has been approved, we will mail a sealed envelope containing the written examination and instructions to the proctor. You may arrange for an examination date suitable with your proctor. During the examination period, no books or charts are allowed (exceptions to this rule are dictionaries and language translation dictionaries) and only writing tools are permitted (such as pens, pencils, erasers, etc.). You will be allowed up to **3 1/2 hours** to complete your written examination.

The proctor must be approved by the college prior to the exam and meets the requirements as shown above.

- The student is permitted to bring writing tools (such as pens, pencils, rulers and erasers.)
- **Books are not allowed** except for dictionaries (medical not permitted) and language translation textbooks.
- Cell phones and other electronic devices must be turned off and put away.
- The proctor will receive a package containing instructions and a sealed envelope containing the written examination (do not open until time of exam).
- The proctor may arrange a suitable date (within **two weeks** after receipt of the examination) and location with the student for the examination. The location shall be such that the student will have at least several hours of quiet time (no distractions - such as children playing, music, etc.) and that there is no access to information on reflexology such as a wall poster containing foot reflexology points.
- At the time of the examination, the proctor shall open the sealed envelope containing the examination and give it to the student. The proctor shall monitor the student at all times to ensure that the student did not have access to any information on reflexology. Washroom breaks are permitted upon request by the student. Proctors are **not permitted** to answer any questions except for language translations where the student's primary language is not English. You have a maximum of 3 and 1/2 hours to complete the examination. Once the student has finished the examination or the maximum time limit has been reached, the proctor shall immediately seal the written examination in the return envelope provided by the student along with a signed declaration by the proctor. The student shall not have access to the written examination again when it is completed.
- The sealed envelope containing the completed written examination will be returned to OCR by the proctor within **five (5) business days** by traceable mail. The return envelope must be sent by traceable mail (Canada Post ExpressPost envelope or equiv.) and is provided by the student or at the student's cost.

Failure to return the completed examination within the time limit will void the examination.

Any contravention to the above will result in a failure mark assigned to the student without recourse.

Note: You have six (6) months to complete all examinations.



Ontario College of Reflexology

Guideline to the Practical Examination By Video

E50-0509

Do not attempt the practical examination by video unless you have a firm knowledge of the foot routine. This is a practical examination and you should be prepared to perform the foot routine as a professional and as though this was a “live” practical examination.

The following format is required to be followed when video taping your practical examination - marks will be deducted when the work is not clear enough to be seen:

1. Start of the video tape: The student acknowledges the washing of hands, “*I have washed my hands before starting.*”
2. The student introduces self and the volunteer client.
3. The student takes the volunteer client’s health record (volunteer client’s health record sheet is to be filled out before the start of the video tape - do not video tape while the volunteer client is filling in the health record sheet but it is expected that the review of the volunteer client’s health record sheet by the student is video taped.)
4. The student examines the volunteer client’s feet for foot problems (explain what they are doing).
5. The student talks his/her way through the entire session.
6. The student performs warm-ups - explains.
7. The student explains what is being done. For example, - the *Solar Plexus Reflex* (is located in the center of the diaphragm reflex) is worked to remove stress - then show where it is and how to work it. The pituitary gland reflex is then worked (show how to find it), then how to work it.
8. The student continues with the spine reflex with the full explanation of what he or she is doing.
9. The student then continues through the routine, explaining each reflex, how to find it and how to work it.
10. After completion of the right foot, then the left foot is started, explaining each move throughout the routine.
11. After completion of both feet, the student applies olive oil (optional) to the volunteer client’s feet and excess oil is then wiped off the feet.
12. The *Solar Plexus Push Technique* (optional) can be applied to both feet.
13. The student then feathers touches both feet (sides, back and sole).
14. The student dismisses the volunteer client with thanks.
15. The student acknowledges to wash hands, “*I am going to wash my hands now.*”
16. End of video tape.

Notes:

- **Be sure that your name and student number is marked clearly on the video tape.**
- Be sure that your Reflexology Health and Session Records are enclosed.
- While video taping, ensure that there is a clear view of the student’s hands at all times (avoid obstructions such as elbows, etc.). The examiner marking your video tape must be able to see the student’s work at all times, otherwise marks will be deducted. A volunteer may be required to move the video camera to provide an unobstructed view and as well as a clear view of the reflexes worked.
- Ensure that the audio is clear at all times so that the examiner will be able to hear the student’s explanations. **Avoid background noises such as voices, dog barking, radios, etc. Music is NOT permitted.**