

The Reflexology Association of Canada
RCRT Professional Development & Continuing Education Credit (CEU)
Policy & Guidelines

The mandate of this policy is for RAC to establish and maintain common professional standards for the profession of Reflexology as a whole. It is also intended to maintain the respect and safety of the public and health professionals alike and to meet future regulatory requirements for both government and insurance bodies. This shall be done through professional development and obtaining continuing education credits (CEU's) for annual Membership with the Reflexology Association of Canada. This document is intended to set the standards and guidelines for continuing education and professional development for RAC Professional Members.

Continuing to learn by gaining a deeper or broader knowledge and understanding of the profession after certification with RAC is an essential part of being a successful Reflexologist. RAC believes it is important that Members develop in their own direction with respect to continuing education and professional development within the profession. RAC is pleased to provide a program that gives the Member flexibility and choice on what, how, when and where this can take place and what would be the most beneficial to their practice.

This program will come into effect January 1, 2008. The continuing education and professional development process with RAC will be a requirement to maintain Membership as a RAC Professional Reflexologist practicing or non-practicing, part-time or full-time. Student Members are not required to complete the program until they are professionally certified as members of RAC. If all certification criteria are met, the RAC Professional Reflexologist will be granted the designation '**RCRT – Registered Canadian Reflexology Therapist**'. Certified professionals must commit to the following to maintain their designation:

1. **A yearly Membership in good standing with RAC.** The Member must not have any complaints against them as a Member of RAC and that all applicable Membership fees are up-to-date and paid. Once designation is awarded, any lapses in membership will result in the loss of this designation.
2. **Continuing education credits are current** - Under RAC national standards protocol, certification will be granted for a 3 year period. During this period the Professional Member must demonstrate an on-going commitment to professional development in order to maintain their RCRT designation. Professional Development is the process for extending professional knowledge and experience.
3. **Compliance with the Bylaws, Codes of Conduct, Ethics and Standards of Practice as set forth by the Association**

Professional Development Credit Guidelines

1. All learning and/or professional activities outlined in the program guidelines that the Member takes to further their success, as a RAC RCRT, will be able to be counted toward their credits. Earning credits will start when application to the program is made.
2. The Member must earn 60 hours each 3 year Membership cycle. An average of 20 hours a year for a total of 30 credits.
3. RAC will approve CEU allocation, value and relevancy based on RAC CEU category descriptions contained within this document or attachments relevant to it. *See attached document for CEU Category Credit Opportunities.
4. A grand-fathering process in the first 3 year cycle only will take place for members who have credits earned retroactively. These credits may not be carried forward into the next cycle. This will honour RAC's commitment to acknowledge credits earned since 2003. These credits must be provided at the time of making application to the program. Please see the application form attached.
5. Proof of current Professional Liability Insurance must be submitted at the time of application to the program and with each subsequent membership renewal.
6. RAC will offer reasonable access to this program through its annual conferences and AGM, Chapter events and other accredited and/or approved learning venues.
7. Those who wish to have their seminars, workshops or similar activity considered for this program, please refer to the document entitled 'RAC CEU Program Accreditation Policy & Guidelines'.
8. Those organisations that wish to have their foundation courses accredited with RAC must make application to the RAC Head Office. Please refer to the document entitled 'RAC CEU Program Accreditation Policy and Guidelines'. All Accredited programs will also be eligible to be offered through the CEU program.
9. Learning and/or professional activities in Category III do not require approval or accreditation by RAC and will include learning opportunities by other recognized Reflexology Associations either in Canada or internationally.
10. Members may carry forward accumulated CEU credits into the next cycle only. They may only submit once for each activity.
11. Each Professional Member will be credited with learning credits that will be tracked in the RAC Database.
12. There will be an administration fee of \$25. charged for printout of a transcript tracking learning history and credits.
13. All current RAC Professional Reflexologists will be sent an application form and information to sign up for the program.

14. There will be a one-time start-up fee of \$25. for members who join the program. This fee is applicable again if the member's membership lapse for more than one cycle.
15. At the start of the program, a specially designed pin for the Professional Member entering the program will be sent out.

Professional Development Activity Reports (PDAR)

PDAR forms may be obtained from the RAC Head Office or through the Association Website. Members will be responsible for ensuring they are current with their credits within each 3 year cycle. Members will utilise the PDAR's to keep track of credits earned along with confirmation of having completed them. Confirmations are not required to be sent in with PDAR's however they must be kept on file by the Member and submitted if requested by RAC. The Member must send it in by recorded delivery within 14 days of the request. Members will be subject to regularly scheduled random PDAR audits by RAC for this purpose.

PDAR's will be submitted with Membership renewal in the third year of the cycle for approval. They must be filled out completely and correctly.

Examples of confirmation documents to show attestation of activities are as follows:

- Receipts or statements – these shall have the organization name, contact information, and the activity listed on them.
- Certificates, attendance documents, diplomas, transcripts etc. – these shall have the organization name, date, contact information and activity listed on them.
- Signed statements from leadership along with Information on committee's, groups, or activities including names of contacts, or organizations involved.
- Written reports or articles written on books or videos reviewed.

** Please see the 'Categories and Activities List' for more guidelines*

Compliance & Extenuating Circumstances Process

Each Member will be responsible for submitting their completed PDAR forms with their membership renewal prior to their cycle end date and for ensuring that their file contains confirmation documents of each completed activity.

Administration charges (fees subject to change) will apply for late submissions and a one month grace period will be in effect. Failure for a Member to meet the grace period time-lines may result in the removal of their designation status as RCRT, national referral list status, newsletter and a suspended Membership, unless they can provide timely evidence of mitigating circumstances.

For those Members who wish to be reinstated after suspension, they will be required to submit an updated PDAR and pay the new Member administration fee to reactivate their Membership.

False or fraudulent claims may also result in the above steps. RAC will regularly audit Members. These Members will be required to provide a copy of their file and their file will be checked for authenticity and adequate content.

RAC may defer or waive requirements for a Member if extenuating or special circumstances warrant it. You must contact the RAC in writing to make this request and supply the Association with complete details of the request along with proof of any medical contacts, certificates or relevant documents to support the request. RAC reserves the right to complete a full investigation of the request. Full exemption would not apply for any situation and extensions (or other action applied) may be granted instead. Administration fees would apply.

CEU Category Options:

The following may be completed for CEU hours toward the 3 year cycle renewal for use of the RAC-RCRT designation. There are three categories from which the Member can accrue the credits needed for Membership renewal.

Category I These are RAC accredited or approved Association activities representing a minimum of 50% or more of all mandatory credits. All CEU credits may be achieved from this category.

2 hours = 1 credit

60 hours = 30 credits

Fixed Credits apply for certain activities within this section.

Category II This category includes all non-RAC professional activities directly related to and within the scope of the reflexology profession. These activities are accredited by RAC and represent up to a maximum of 25% of the mandatory CEU credits. All activities within Category 2 have a fixed rate of 2 CEU credits regardless of hours involved.

3 hours = 1.5 credit

30 hours = 15 credit

Category III are 'Additional CEU's' awarded for a variety of professional activities that supports you and your reflexology practice in a broader sense and may not be within the scope of practice of reflexology. These may not necessarily have to be approved or accredited by RAC and can represent up to a maximum of 25% of the mandatory CEU credits. All activities within Category 3 have a fixed rate of 1 CEU credit regardless of hours involved.

3 hours = 1.5 credit

30 hours = 15 Credit

**** Please refer to the document entitled "The RAC Professional Development & Continuing Education Credit Program - Categories and Activities List" for a list of all activities, and confirmation guidelines.***

Category Description Guidelines & Opportunities

In selecting the credit opportunities that would be of most benefit to your practice, an explanation has been provided for you of each activity listed. Please refer to the 'Categories and Activities List' for requirements relating to confirmation documents of having completed each activity. Each Member will maintain a folder provided by the Association, consisting of all relevant confirmation for each activity participated in. Members may only submit once for any activity and within the current 3 year cycle.

Category I

RAC National Conference – This is offered every two (2) years in locations throughout Canada and provides an excellent opportunity to attain several credits. Various workshops, seminars and networking opportunities are provided that relate to each category.

Attendance at the RAC Annual General Meeting (AGM) - This is a yearly event accompanied by a workshop or seminar. The importance of contributing to the direction and governance of the Association cannot be understated. The Member's vote, input and contribution are the driving force behind RAC.

Membership & Attendance at an RAC Chapter Meeting – This is an important support network providing RAC approved speakers, workshops, networking, significant regional or local representation to promote the profession as a whole, Therapist business support, learning opportunities, and much more. Attendance, membership or contribution in any way to the Chapter Meeting counts as credits.

Attendance at a RAC Educational Event - These are approved by RAC and for RAC and will be listed on the website and/or Canadian Journal of Reflexology. The event must have registered with RAC first before delivery and an approved location such as RAC Chapter, RAC conference, RAC AGM, or local venue been selected and approved by RAC. An event can include any workshop, seminar, formal learning, RAC Refresher Course, First-Aid upgrades, or other RAC approved event.

Volunteer Work on the RAC Board, Committee, or Designated Project – Contributing to the development and life of the Association ensures that the Association will continue to move forward. RAC values and acknowledges the work carried out by its volunteers. Projects can relate to any work that the RAC Head Office, Education, committees or the board deem necessary for its function and wish to have done by others outside to fulfill its function and may include those outside of its designated Members.

Promotion of RAC in the Community – These include exhibitions, trade fairs, community events and media events where RAC as an Association is promoted.

RAC offers a PR Kit for sale through the Head office to be of benefit for this activity.

Publication of Research, Article or review in the RAC Canadian Journal of Reflexology - Please contact the Head office for guidelines on how to complete this activity. This activity must have direct relevance to reflexology.

Assist a RAC Approved Teacher with a Full Diploma Course - Those Members who wish to contribute to the promotion of reflexology education may do so through assisting a Teacher in the delivery of an RAC Ear, Hand or Foot Course. Please note that this activity is also subject to approval of the RAC Teacher. A list of approved Teachers may be obtained from the Head Office or from the RAC Website. The Member must be certified in the relevant course and have been practicing for one year before undertaking this activity. The Member will assist, not teach any part of the course and will be under the direct supervision of the RAC Teacher. This activity may not be combined with any other activity such as refreshing a course or other learning activity.

Delivery of a RAC Approved Educational Event or Conference - Presenters must be registered, and have received confirmation of approval from RAC for the event. These events must be directly related to Reflexology. It also includes any delivery of a seminar, workshop, conference or AGM event, chapter event, public event, training program, Introduction to Reflexology event or other RAC approved event.

Delivery of a RAC Accredited Professional Reflexology Foot/Hand or Ear Diploma Course – This activity is aimed at RAC Certified contracted Teachers or those schools or organizations that have applied for course accreditation and are Registered Members with RAC. Their courses are accredited to the level of training as set forth by the RAC and their Teachers are also Professional Members of RAC.

Recipient of a RAC Designated Membership Award - Awards include, Volunteer awards, Teacher awards, Membership awards, the Ollie Bailey award etc.

Personal Development & Study Group Activity – This includes any activity that enhances ones own personal development in a way that directly influences their professional practice as a RAC Reflexologist. This may include exchanges with other RAC Members, mentoring, and review of any published reflexology material. It may also include a study group activity directly related to reflexology or a RAC educational approved activity.

This activity requires the submission of the following applicable forms:

1. RAC Personal Development Form
2. RAC Study Group Form

Category II

This category covers all activities that are within the standard and scope of practice of reflexology. For the most part they are offered through other reflexology associations, schools and organizations. These associations, schools or organizations must be approved or have made separate application for course accreditation with RAC. Activities offered are approved and registered with RAC. Volunteer Work may be done through your local hospital, other organization or project and may include treatments or

work to promote the profession. General publication of a book, article, review or research document in reflexology need only be submitted for RAC approval.

Category III

RAC recognizes that many Members are skilfully trained and qualified in other areas of health care. We also recognize that many of the skills learned are interchangeable between professions on many different levels and have therefore provided a category to recognize this as part of the CEU program. This category acknowledges Membership, certified practice, formal training, the delivery of or attendance at workshops and seminars necessary to upgrade or maintain Membership within other Health professions and organizations, or the contribution of any publication of a book, article, review or research project done for another health profession.

**** Please note that for all categories you may only make one submission. Proper forms and/or documentation must be completed by the candidate for submission upon completion of all CEU's and may be obtained from the RAC Head Office.***