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Dear Foot Instructor Training Applicant:

To apply for foot reflexology instructor with the Reflexology Association of Canada (RAC), all applicants must meet the following requirements and submit documented proof of such with their application:

1. Complete the RAC reflexology certification course **OR** a non-RAC certification course equivalent to it (outlined in the Professional Membership Category)
2. Be a current member in good standing with RAC **OR** other Recognized Reflexology Organization/Association for a minimum of one year.
3. Actively practice reflexology for a minimum of one year, at least twenty (20) hours per month. Submission of business documentation and/or client records is acceptable.
4. List and demonstrate active involvement (past and present) in RAC affairs, such as in a RAC Chapter or support group, RAC Seminars or promoting RAC. If applicable, demonstrate this from within another Reflexology Organization. All RAC Instructors must be actively involved in a RAC Chapter or support group.
5. Provide documentation of training you have taken in the study of anatomy and physiology (specifically the 12 systems) from a recognized source i.e. RAC Advanced Curriculum in Pathology and Reflexology **OR** university, community college, trade school or institute approved by RAC.

***Please Note:** The study of Anatomy and Physiology undergoes changes as per the dictates of current research. Applicants with previous formal training or otherwise must submit proof of upgrading in this area from within the last 5 years.*

6. Detail in writing why you wish to become an Instructor.
7. Provide photo & detailed resume of all work (including how long you have been practicing reflexology), teaching, past teaching/workshop/presentation skills, education, additional non-reflexology and reflexology training, adult education courses for teaching adult learners, and business experience.

***Please Note:** Existing documented Reflexology teaching experience from other recognized schools may be given special consideration dependent upon the level at which they taught and the equivalency of such to the RAC Standards and Scope of Practice.*

8. Four written references are required: two professional, one personal, and one letter of recommendation from your former Reflexology Instructor.

9. Submit with your application a "Public Search" (PRC) from within the last year for initial screening purposes. Obtain this from your local RCMP station or City Police station.
10. Hold a current First Aid/CPR certificate from within the last year.
11. Applicants and RAC Certified Teachers are required to own or have easy and immediate access to e-mail and a computer to communicate from, store, and perform all administration aspects of this position. RAC's primary means of communication is through electronic means. There are no exceptions to these criteria.
12. All applicants trained on the most current curriculum and updated RAC Training Manual including the Home-Study Workbook will be accepted. If this is not the case, applicants must audit available courses offered by Certified RAC Teachers **before submitting application and documentation to RAC**. Fees do apply and the full 35-hour Reflexology Certification course audited. Submit proof of having completed the audit (a formal letter from your Instructor) with your application and documentation.

***Please Note:*** *As pertaining to the above, the RAC Teacher Training Program does not provide time to train on subjects within the Reflexology Student Manual. Rather, training focuses on teaching the Adult Learner and in developing the abilities of the applicant to become a skilled Instructor. For this reason, the applicant must have a thorough and comprehensive knowledge and understanding of the RAC curriculum. Please review the Training Course Outline for more details.*

13. All applicants must have read and signed the 'Instructor Applicant Agreement' form. Please submit this with your application and documentation.
14. Attend in person or by teleconference a personal interview with a representative of RAC.
15. The applicant will be required to complete the apprenticeship training as stipulated in Part II of the program before a probationary contract awarded. Please review the course outline for more details.
16. Complete and submit to RAC an application form and all above documentation. Include a \$50 + GST/HST non-refundable administrative processing fee.

Your application and required documentation shall be reviewed for acceptance to the program or recommendations made to qualify. This process takes 3-4 weeks. **If accepted the applicant is required to become a member of the RAC before training may commence. Please apply through the RAC Head Office.** The RAC will designate a Trainer for you and provide you with information on how to proceed forward.

Instructor certified RAC Trainers offer Training throughout Canada. The course fee is \$1299.00. When your application is accepted, the full course fee will be due paid to your Trainer. If you have any questions, please feel free to contact us. Thank you for your support of RAC.

**Reflexology Association of Canada**