

Reflexology Association of Canada Lapsed Member Re-Certification Program

Any Member who lets their membership lapse for more than 3 years will be required to complete another entry level program. All Members must have been a previous Member of RAC and show proof of such otherwise an application for Professional Membership may be obtained from the RAC Head Office. Diplomas will be issued annually and dated for the current year to be valid.

Basic Requirements for Re-certification for Lapsed Members:

1. Maintain continuous membership in RAC and pay all lapsed member fees inclusive of the one-time joining fee.
2. Audit a full RAC accredited course and/ or complete RAC Challenge Exam. If the Challenge Exam is applied for, all documentation must be submitted showing original certification to RAC Standards for entry to the Challenge Exam Program.
3. Up-date CPR/First Aid Certificate.
4. Proof of current Liability Insurance
5. Obtain a minimum of 10 CEU (Continuing Education) credits in category I within a one year period of this application to receive your RCRT designation. See '*The RAC Professional Development & Continuing Education Credit Program Categories and Activities List*'.
6. By re-certification date which is within one year of when the application was made, complete and submit the RAC Application form (attached), which will verify that all re-certification requirements have been met and all necessary documentation have been retained. *
7. Submit \$25.re-certification fee to the RAC Head Office. This fee is in addition to any other fees to be paid out for membership renewal, additional administration fees, auditing and/or completing review programs, CPR/First Aid course or CEU programs.

- *In all cases, re-certifying applicants will be required to retain all documentation for future reference or auditing. This shall not be the responsibility of the Office. See description of documentation required below.*

5 CEU credits can be applied to the above where the applicant must complete or audit a full RAC Accredited Course, Challenge Exam, or CPR/First Aid Course

Instructions for Re-certification:

1. Maintain continuous Professional Membership in RAC.

RAC certified Reflexologists must maintain continuous Professional Membership with RAC.

When applying for re-certification, a certified Reflexologist whose professional membership has lapsed is permitted, although not a required, to purchase their prior year(s) of membership. If a certified Reflexologist purchases their lapsed year(s)

membership, they will be sent missed issues of the RAC Newsletter, and any information that is necessary to become current and up-to-date with the Association. A \$10. processing fee will be charged for this service.

2. Audit a full RAC course program or complete the RAC Challenge Exam. Complete Required Documentation

Required documentation for Re-Certification Program:

- a. Audit a RAC accredited Foot Diploma Course and obtain proof of such by submitting the Certificate of Attendance or registration form complete with Teacher/Trainer signature.
- b. Challenge Exam documentation if completing that program
- c. Any documentation that the Head Office requires for processing i.e. original Reflexology Diploma and/or transcripts, course outlines,

3. Obtain a minimum of 15 CEU credits in Category I thus building CEU's for future on-going continuing education and professional development.

Candidate will be asked to confirm all CEU activities. All proper CEU forms must be submitted to Head Office. Copies of all confirmation documentation must retained by the candidate for their files. RAC will perform audits of files.

See the Professional Development and Continuing Education Credit Program Policy document on how to complete the program. Also see '*The RAC Professional Development & Continuing Education Credit Program Categories and Activities List*' for a list of all available activities and confirmation guidelines.

4. Complete the Application/Affidavit for RAC Re-certification (attached)

5. Submit application form, all applicable fees and documentation to RAC Head Office as outlined above.

Policy for replacement of lost Re-certification Packet:

A \$10. Fee will be required in all cases for the replacement of a Re-certification Application packet. This fee must be paid before packet is re-sent.