

# *Ontario College of Reflexology*



## **2011 Calendar**

### **Ontario College of Reflexology**

P.O. Box 220  
New Liskeard, ON  
P0J 1P0 Canada

(705) 647-5354 or 1-888-OCR-FEET (1-888-627-3338)  
Fax: (705) 648-6247

[ocr@ocr.edu](mailto:ocr@ocr.edu)    [www.ocr.edu](http://www.ocr.edu)



# *Ontario College of Reflexology*

## *Code of Ethics*

Form X1-0501

I will comply with the Code of Ethics of the Ontario College of Reflexology:

### **A. Service To The Public:**

- I. I vow to practice my profession with conscience and dignity.
- II. I will strive to apply my skills only with the utmost respect for the well-being of humanity.
- III. I will not permit considerations of nationality, politics, prejudice or material advancement to intervene between my work and this duty.
- IV. Without exception to all who seek my service, my first duty is to my client as governed by applicable statutes of the province of Ontario as required.
- V. I will direct and encourage my client to seek alternative counsel of particularly skilled professionals where indicated for the benefit of my client.
- VI. I will follow that method of treatment which according to my ability and judgement, I consider for the benefit of my client and abstain from whatever is harmful.
- VII. I will preserve absolute secrecy on all I know about my client because of the confidence entrusted in me.
- VIII. My place of business and person will function under highest hygienic standards.
- IX. I will not tread on medical grounds by diagnosing, prescribing for or for treating specific illnesses.

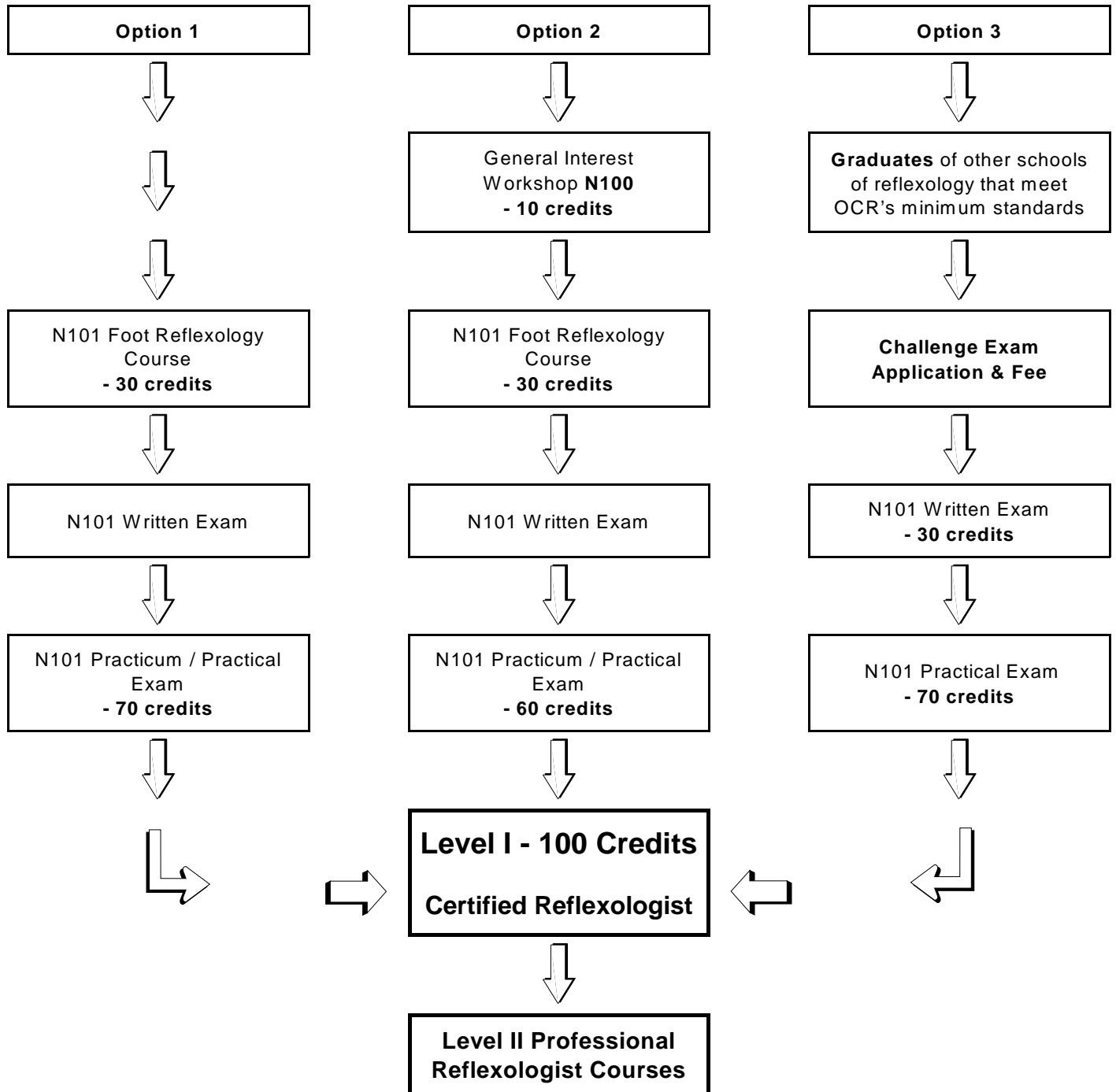
### **B. Service To The Profession:**

- I. I will behave to my colleagues as I would have them behave unto me with no judgement of competency.
- II. I will not entice clients from my colleagues.
- III. I will display fees, uphold proper bookkeeping and keep records at a legal and professional level while making receipts available.
- IV. I will work to complement and enhance all other health modalities - never to oppose or replace them.
- V. I will keep an open mind to new disciplines and discoveries in reflexology and other related fields.
- VI. I will serve my clients with the highest competence known to me to further enhance the credibility of reflexology.
- VII. I make this Oath solemnly, freely and upon my honour.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Level I Credit Options



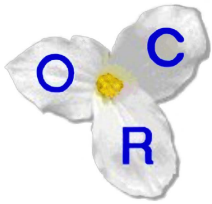
# Course and Workshop Descriptions and Overview

Level I Option & Description	Course**	Required
<p><b>Option 1</b> - N101 Foot Reflexology course for new students.</p> <p>Prerequisites: none. 1-Year Course Completion.</p>	<ul style="list-style-type: none"> <li>• <b>N101</b> Foot Reflexology course @ 35-hrs in-class instruction. Cost: \$780.00 - 100 credits.</li> </ul>	<ul style="list-style-type: none"> <li>• independent study</li> <li>• written examination*</li> <li>• mid-term practical assessment*</li> <li>• practicum of 70 session records</li> <li>• practical examination*</li> </ul>
<p><b>Option 1</b> - N101 Foot Reflexology course for new students by <i>distance education</i>.</p> <p>Prerequisites: none. 2-Years Course Completion.</p>	<ul style="list-style-type: none"> <li>• <b>N101</b> Foot Reflexology course @ self-study course. Cost: \$780.00 plus shipping - 100 credits.</li> <li>• Professor contact.</li> </ul>	<ul style="list-style-type: none"> <li>• independent study</li> <li>• compulsory chapter tests</li> <li>• mid-term assessment video*</li> <li>• written examination*</li> <li>• practicum of 70 session records</li> <li>• practical examination*</li> </ul>
<p><b>Option 2</b> - For students who have attended the Workshop N100 and would like to complete the certification process.</p> <p>Prerequisites: N100 Workshop. 1-Year N101 Course Completion.</p>	<ul style="list-style-type: none"> <li>• Foot Reflexology Workshop <b>N100</b> @ 8-hrs in-class instruction. Cost: \$114.00 - 10 credits.</li> <li>• <b>N101</b> Foot Reflexology course @ 35-hrs in-class instruction. Cost: \$780.00 - 90 credits.</li> </ul>	<ul style="list-style-type: none"> <li>• mandatory attendance</li> <li>• 10 practicum credits</li> <li>• independent study</li> <li>• written examination*</li> <li>• mid-term practical assessment*</li> <li>• <b>practicum of 60 session records</b></li> <li>• practical examination*</li> <li>• <b>total credits earned = 100</b></li> </ul>
<p><b>Option 2</b> - For students who have attended the Workshop N100 and would like to complete the certification process by <i>distance education</i>.</p> <p>Prerequisites: N100 Workshop. 2-Years N101 Course Completion.</p>	<ul style="list-style-type: none"> <li>• Foot Reflexology Workshop <b>N100</b> @ 8-hrs in-class instruction. Cost: \$114.00 - 10 credits.</li> <li>• <b>N101</b> Foot Reflexology course @ self-study course. Cost: \$780.00 plus shipping - 90 credits.</li> <li>• Professor contact.</li> </ul>	<ul style="list-style-type: none"> <li>• mandatory attendance</li> <li>• 10 practicum credits</li> <li>• independent study</li> <li>• compulsory chapter tests</li> <li>• mid-term assessment video*</li> <li>• written examination*</li> <li>• <b>practicum of 60 session records</b></li> <li>• practical examination*</li> <li>• <b>total credits earned = 100</b></li> </ul>
<p><b>Option 3 - Challenge Examinations</b> for graduates of other schools of reflexology that meet OCR's minimum standards.</p> <p>Completion: 6 months</p>	<ul style="list-style-type: none"> <li>• 100 credits issued upon successful completion of both examinations.</li> <li>• Textbook** supplied. Cost: \$175.00.</li> </ul>	<ul style="list-style-type: none"> <li>• independent study</li> <li>• written examination*</li> <li>• practical examination*</li> <li>• 6 months to complete all exams.</li> </ul>
<b>Other Courses Available:</b>		
<p><b>Level I - General Interest/10 Credit Foot Reflexology Workshop N100</b></p> <p>Prerequisites: none.</p>	<ul style="list-style-type: none"> <li>• Foot Reflexology Workshop <b>N100</b> @ 8-hrs in-class instruction. Cost: \$114.00 - 10 credits.</li> </ul>	<ul style="list-style-type: none"> <li>• mandatory attendance</li> <li>• 10 practicum credits</li> </ul>
<p><b>Level II - N201 Hand Reflexology Course</b></p> <p>Prerequisites: 100 Level I credits.</p>	<ul style="list-style-type: none"> <li>• <b>N201</b> Hand Reflexology course @ 15-hrs in-class instruction. Cost: \$480.00 - 20 credits.</li> </ul>	<ul style="list-style-type: none"> <li>• independent study</li> <li>• written examination*</li> <li>• practicum of 45 session records</li> <li>• practical examination*</li> </ul>
<p><b>Level II - N201 Hand Reflexology Course</b> by <i>distance education</i>.</p> <p>Prerequisites: 100 Level I credits.</p>	<ul style="list-style-type: none"> <li>• <b>N201</b> Hand Reflexology course @ self-study course. Cost: \$480.00 plus shipping - 20 credits.</li> <li>• Professor contact.</li> </ul>	<ul style="list-style-type: none"> <li>• independent study</li> <li>• compulsory chapter tests</li> <li>• mid-term assessment video*</li> <li>• written examination*</li> <li>• practicum of 45 session records</li> <li>• practical examination*</li> </ul>

\* examinations/mid-term assessment fees are included where applicable.

\*\* all costs shown are in Cdn. funds and are subject to change without notice.

\*\* all course fees includes required textbook and 8½"x11" applicable reflexology chart.



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ocr@ocr.edu www.ocr.edu

E30 - 0111

## Challenge Examination Program

- available to Reflexologists certified by other schools -

This independent study program is available to Certified Reflexologists from other schools of reflexology who wish to become certified by OCR in the Level I Foot Reflexology Certificate program through the successful completion of the college's written and practical challenge examinations.

- **Challenge Examination fee** - \$175.00 Cdn. plus S&H (does not include membership). Payment accepted will be: Certified cheque, money order, cash or credit card **only**. No personal cheques will be accepted.
- **Includes:** all applicable examination fees, OCR N101 Foot Reflexology comprehensive textbook with chapter summaries and chapter tests, OCR Foot Reflexology chart, and a certificate issued upon successful completion of the examinations.
- **Time to complete all examinations - 6 months.**
- **Written examination** (approx. 2 to 3 hrs) - based on the N101 Foot Reflexology textbook/foot chart.
- **Practical examination** (approx. 1-hr) - based on the N101 Foot Reflexology Foot Procedure. The techniques are similar to that used by other schools of reflexology, but the practical routine starts at the heel, working upward to the toes. This has been found to be very beneficial in a wide variety of ways. A sample of the *Reflexology Health Record* and the *Reflexology Session Record* are required to be submitted at the time of the practical examination.
- **Passing grade** - minimum average of **80%** of both written and practical examinations.
- **100 credits** earned at *Level I Foot Reflexology* upon successful completion of the challenge examinations.
- **Who is eligible?** - The applicant must be certified by a school of reflexology that meet the college's minimum standards. The student may apply by enclosing a copy of the certificate, course curriculum outline and examination results that meet the following minimum standards:
  - minimum 30-hours classroom instruction which includes Anatomy & Physiology
  - minimum 50-hours practicum (at least 50 documented practical reflexology sessions)
  - written examination
  - practical examination.
- **Refund Policy:** None after the application has been accepted by the college. In the event that an application is declined by the college, an 85% refund (less 15% administrative fee) will be issued.
- **Membership fee** (optional) - Associate level or OCR Certified (when completed program) with Referral Listing option: \$55.00 Cdn. in Canada, or \$65.00 US in USA or \$75.00 US Overseas.

Other applicable forms: - Challenge Exam Application Form (E31)  
- Challenge Examinations Instructions for Certified Reflexologists (E32)  
- Guideline to the Practical Examination by Video (E26A)  
- Membership Application Form (M01)



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## Challenge Examination Application Form

for Reflexologists certified by other schools

E31 - 0706

Name:		<p><b>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>.</b></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.

Challenge Examination fee\* of \$175.00 Cdn. plus S&H (see below)

\*Add:  S&H fee of \$15.00 in Canada  S&H fee of \$25.00 in USA  S&H fee of \$50.00 for Overseas

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

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

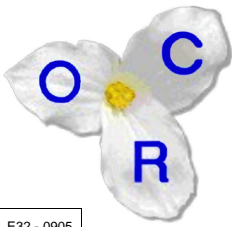
Cash

VISA\*    Acct.#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

MasterCard\*

Amex\*    Signature \_\_\_\_\_ Name on Card: \_\_\_\_\_

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



E32 - 0905

# Ontario College of Reflexology

## Challenge Examinations Instructions For Certified Reflexologists

### Written Examination:

- **Nearest Examiner Within 100 Miles:** Contact a teacher or examiner nearest to you to arrange a date to complete your N101 Foot Reflexology written examination. During the examination period, books or charts are **not** allowed (exceptions to this rule are dictionaries and language translation books) and only writing tools are permitted (such as pens, pencils, erasers, etc.). Bring with you, your letter of *Examination Authorization* and present it to the examiner. Allow up to three (3) hours to complete the written examination.

- **Proctored Examination:** In case of a nearest examiner being too far away from you, you may select a volunteer who is willing to proctor your N101 Foot Reflexology examination for consideration by the Ontario College of Reflexology. You must provide the proctor's name, address and telephone number to the college. **Such proctors must be a professional or a trustworthy volunteer who is not related to you by either blood or marriage.** The proctor shall also not be a student of the college or have plans to continue their education with the college. 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, books or charts are **not** allowed (exceptions to this rule are dictionaries and language translation dictionaries) and only writing tools are permitted (such as pens, pencils, erasers, etc.). Allow up to three (3) hours to complete the written examination.

### Practical Examination:

- **Nearest Examiner Within 100 Miles:** Contact a teacher or examiner nearest to you to arrange a date to complete your practical examination. The practical examination consists of giving the examiner a complete foot reflexology session based on the foot reflexology procedure as outlined in the N101 Foot Reflexology Course textbook. During the examination period, only materials required for the practical examination will be permitted (such as towel, oil and wipes). The examiner will **not** provide these materials. Bring with you, your letter of *Examination Authorization* and present it to the examiner. Also, provide to your examiner your sample *Reflexology Health and Session Record*. Your sample Reflexology Health and Session Record will **not** be returned to you but will be kept on file by the Head Office. Allow up to an hour to complete the practical examination.

- **Videotaped Examination:** (See Guideline to the Practical Examination by Video) In case of a nearest examiner being too far away from you, you may choose to have your practical examination videotaped if accepted by the college. This consists of giving a volunteer a complete foot reflexology session based on the foot reflexology procedure as outlined in the N101 Foot Reflexology Course textbook while your work is being videotaped with no open books or charts visible to the student. Video taping and costs involved is the responsibility of the student. Only VHS, VHSc or mini-digital North American video format will be accepted. Upon completion of the practical examination, send the video tape and sample *Reflexology Health and Session Record*. Your sample Reflexology Health and Session Record will **not** be returned to you but will be kept on file by the Head Office. Allow up to an hour to complete the practical examination.

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



# Ontario College of Reflexology

## Guideline to the Practical Examination By Video

E26A-0402

**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 *Relative to 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 from the back of the foot forward, 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) is 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.**



# Ontario College of Reflexology

## Membership Application Form

M01-0908

Please PRINT or TYPE:

Today's Date: \_\_\_\_\_

Name:	
Address:	
City/Town:	Prov/State:
P/Zip Code:	Country:
Res. Tel#: (        )	Bus. Tel#: (        )
Fax Tel#: (        )	Email:
Date of Birth: Month        Day        Year	Profession:

### Chart of Membership Rates Including Newsletter Postage

✓ Please **select** desired option: (**printed newsletter** OR **electronic newsletter**)

**Note:** Membership Year starts in the month joined.

Please check ✓ <input type="checkbox"/> Associate <input type="checkbox"/> Student <input type="checkbox"/> OCR Certified	<input type="checkbox"/> <b>Membership and Printed Newsletter including postage</b>	<input type="checkbox"/> Canada - \$55.00 Cdn.	<input type="checkbox"/> <b>Membership and Electronic Newsletter (Internet)</b>	<input type="checkbox"/> Canada - \$50.00 Cdn.
		<input type="checkbox"/> USA - \$65.00 Cdn. - \$65.00 US		<input type="checkbox"/> USA - \$50.00 Cdn. - \$50.00 US
		<input type="checkbox"/> International - \$75.00 Cdn. - \$75.00 US		<input type="checkbox"/> International - \$50.00 Cdn. - \$50.00 US

If accepted for membership in the Ontario College of Reflexology, I agree to promote and adhere to the principles and objects of the College as set forth in its By-Laws, Policy & Procedures and Code of Ethics.

Signature: \_\_\_\_\_

Please send to:  <b>Ontario College of Reflexology</b> P.O. Box 220 New Liskeard, ON P0J 1P0 Canada  Tel: (705) 647-5354 1-888-OCR-FEET (1-888-627-3338) Fax: (705) 648-6247 Email: ocr@ocr.edu  <b>*Note:</b> Credit card payment will be processed in \$ Cdn. only.	<b>Payment Options</b> <input type="checkbox"/> Cheque/M.O. <input type="checkbox"/> VISA * <input type="checkbox"/> MasterCard * <input type="checkbox"/> Amex *	<input type="checkbox"/> Cdn. <input type="checkbox"/> US		
		Amount:	\$	
	Acct. #:			
	Exp. Date:			
	Name on Card:			
	Signature:			

Office Use Only	Date Received	Amt. Paid	How Paid	Memb. #	Rec. #	Date Sent



# *Ontario College of Reflexology*

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Email: ocr@ocr.edu Website: www.ocr.edu

Thank you for your interest in the *Distance Reflexology Courses* of the Ontario College of Reflexology. You will be assigned a Professor who will be available for any questions that you may have. Completed assignments will be sent to your Professor either by postal mail, fax or email. The student has two (2) years to complete all required examinations. Please see the attached registration sheets for additional details.

I have enclosed for your information, a package on courses and an application form.

We will have many exciting events coming up in the year and we will keep you informed of all upcoming events and courses.

If you have any questions, please feel free to contact us at the above address.

Yours truly,

Prof. Donald Bisson, Dean and Chairman

# N101 Foot Reflexology Distance Education Program Summary

Form C38 - 0706

The *Correspondence Course* is available by postal mail with a textbook. You will be assigned a Professor who will be available for any questions that you may have.

## Time Limit:

You have two (2) years to complete your studies, chapter tests, mid-term practical assessment and written and practical examinations including the practicum. Any requests for extensions are to be made in writing to the Dean of the college stating reasons for the extension request.

## Assignment - Chapter Tests:

Within your textbook, you will find that most chapters have a *Chapter Test* page at the end. **These chapter test pages are your assignments.** These are to be completed after you have studied the chapter and sent in to your professor **either by postal mail, website or email.** The chapter tests will be marked and returned to you to show you where your strong or weak areas are. When the assignments are completed, you may take the written examination.

## Reflexology Health and Session Record Portfolio:

As part of the certification process for becoming a *Certified Reflexologist*, the student must complete the following practicum procedures as part of the course requirements. This gives the student practical experience, record keeping experience, and exposure to a variety of clinical conditions.

## Practicum Requirements: - Course N101 Foot Reflexology Course

The student is required to record a **minimum of 70 Reflexology sessions** (approx. 125 hrs) and to record the sessions in the prescribed manner as per sample copies in Chapter 5. Each recorded Reflexology session will be referred to as a **Session Record**, not treatment record.

The purpose of completing the Health and Session Records is to provide you with practical experience - the more you do, the better you become and the easier it becomes.

## Practical Study Plan: - Mid-Term Practical Assessment

After you have completed 20 Reflexology sessions, you are required (mandatory) to video-tape yourself giving a brief sample of the techniques as shown in **Chapter 4, Reflexology Techniques.** You are also *required* to video-tape yourself giving a volunteer client a Reflexology session. Send in the video-tape along with the completed *Reflexology Health & Session Records* to your professor for comments.

**Do not** produce the video-tape after you have completed your minimum required session records (where you may have picked up incorrect habits). This Mid-Term Practical Assessment will give your professor and yourself an opportunity to correct any improper procedures long before attempting your practical examination. Only VHS, VHS-C or mini-digital (North American format) video-tapes will be accepted.



# Ontario College of Reflexology

C11-0706

## Registration Form for N101 Distance Course

Select	Country	Course and Shipping Method	Course Cost*	Total Cost
<input type="checkbox"/>	Canada	N101 course c/w textbook - shipped by ExpressPost mail	\$800.00 Cdn.	
<input type="checkbox"/>	Canada	N101 course c/w textbook - shipped by Expedited mail	\$790.00 Cdn.	
<input type="checkbox"/>	USA	N101 course c/w textbook - shipped by AirMail or ExpressPost mail	\$805.00 Cdn.	
<input type="checkbox"/>	USA	N101 course c/w textbook - shipped by Surface or Expedited mail	\$795.00 Cdn.	
<input type="checkbox"/>	International	N101 course c/w textbook - shipped by AirMail	\$830.00 Cdn.	

**Note:** Prices subject to change without notice.

\* Price includes course fee, textbook, S&H if applicable, written & practical exam fees and assessment fee

**Note: By registering for this course, you have read and accepted the terms of the Refund and Examination Policies on the reverse side.**

**Personal Cheques will not be accepted - Certified cheque, money order or credit card payments only.**

Name:		
Address:		
City/Town:	Prov/State:	
P/Zip Code:	Country:	
Res. Tel#: (        )	Bus. Tel#: (        )	
Fax Tel#: (        )	Email:	
Please send to:  <b>Ontario College of Reflexology</b> P.O. Box 220 New Liskeard, ON P0J 1P0 Canada  Tel: (705) 647-5354 1-888-OCR-FEET (1-888-627-3338) Fax: (705) 648-6247 Email: ocr@ocr.edu  <b>*Note:</b> Credit card payment will be processed in \$ Cdn. only.	<b>Payment Options</b> <input type="checkbox"/> Money Order <input type="checkbox"/> VISA * <input type="checkbox"/> MasterCard * <input type="checkbox"/> Amex *	
	Amount:	\$
	Acct. #:	
	Exp. Date:	
	Name on Card:	
	Signature:	



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C20-1008

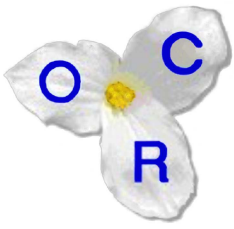
## Refund Policy

Any request for a refund is subject to the following conditions:

- **No refunds** will be issued for cancellations by the student **less than 48 hours** (2 days) before the start of the scheduled course.
- **No refunds** will be issued after the first class has started.
- Course or course fee or any portion thereof is **not transferable**.
- For distance education courses, **no refunds** will be issued once the student's course package has been shipped out.
- All requests must be submitted in writing and sent by registered mail to the above address showing reason for withdrawal.
- Refunds **will only be considered** for medical reasons (accompanied by a letter from the student's medical practitioner) or other hardship or exceptional circumstances.
- Any fees paid other than the tuition or course fees (such as textbooks or shipping costs) are **non-refundable**.
- An administrative fee of **15%** of the total tuition or course fee will be deducted from any refunds (if issued) for *In-Class Courses*.
- An administrative fee of **25%** of the total tuition or course fee will be deducted from any refunds (if issued) for *Distance Courses*.
- If the course or other fees have not been paid and a student withdraws, he or she is still liable for that portion of tuition fees applicable at the time of withdrawal.
- Missed classes will **not** be considered for refunds. It is the student's responsibility to make arrangements with their teacher to make up missed classes in another class session.

## Examination Policy:

- Students who miss or fail to keep an appointment (without 48 hours notice) for a written or practical examination or mid-term practical assessment will be required to pay an examination fee of \$60.00 Cdn. per examination or assessment missed to the college. Examination fees are subject to change without notice.
- The college reserves the right to determine if the reason given by the student for failing to keep an appointment is valid or not.
- Failure to pay the examination fee when required will result in withholding the student's examination marks and certificate if successfully completed.
- It is the student's responsibility to book an appointment with the teacher or examiner for the written and practical examinations and mid-term practical assessments.



# Ontario College of Reflexology

## Examinations Instructions For N101 Foot Reflexology Course Students

E41 - 0106

### Written Examination:

- **Nearest Examiner Within 100 Miles:** Contact a teacher or examiner nearest to you to arrange a date to complete your N101 Foot Reflexology written examination. During the examination period, books or charts are **not** allowed (exceptions to this rule are dictionaries and language translation books) and only writing tools are permitted (such as pens, pencils, erasers, etc.). Bring with you, your letter of *Examination Authorization* and present it to the examiner. Allow up to three (3) hours to complete the written examination.

- **Proctored Examination:** In case of a nearest examiner being too far away from you, you may select a volunteer who is willing to proctor your N101 Foot Reflexology examination for consideration by the Ontario College of Reflexology. You must provide the proctor's name, address and telephone number to the college. **Such proctors must be a professional or a trustworthy volunteer who is not related to you by either blood or marriage.** The proctor shall also not be a student of the college or have plans to continue their education with the college. 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, books or charts are **not** allowed (exceptions to this rule are language translation dictionaries) and only writing tools are permitted (such as pens, pencils, erasers, etc.). Allow up to three (3) hours to complete the written examination.

### Practical Examination:

- **Nearest Examiner Within 100 Miles:** Contact a teacher or examiner nearest to you to arrange a date to complete your practical examination. The practical examination consists of giving the examiner a complete foot reflexology session based on the foot reflexology procedure as outlined in the N101 Foot Reflexology Course textbook. During the examination period, only materials required for the practical examination will be permitted (such as towel, oil and wipes). The examiner will **not** provide these materials. Bring with you, your letter of *Examination Authorization* and present it to the examiner. Also, provide to your examiner your *Reflexology Health and Session Record Portfolio*. Your Reflexology Health and Session Record portfolio will be marked by the examiner and returned to you. Allow up to an hour to complete the practical examination.

- **Videotaped Examination:** (See Guideline to the Practical Examination by Video) In case of a nearest examiner being too far away from you, you may choose to have your practical examination videotaped if accepted by the college. This consists of giving a volunteer a complete foot reflexology session based on the foot reflexology procedure as outlined in the N101 Foot Reflexology Course textbook while your work is being videotaped with no open books or charts visible to the student. Video taping and costs involved is the responsibility of the student. Only VHS, VHSc, mini-dvd and DVD North American video format will be accepted. Upon completion of the practical examination, send the video tape and your *Reflexology Health and Session Record Portfolio* to the Head Office. Your Reflexology Health and Session Record Portfolio will be marked and returned to you by the Head Office. Allow up to an hour to complete the practical examination.



# Ontario College of Reflexology

## Guideline to the Practical Examination By Video

E26A-0402

**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 *Relative to 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 from the back of the foot forward, 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) is 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.**