



Reflexology Program
PO Box 47852
Olympia, WA 98504-7852

Reflexology School Program Approval, Re-Approval, or Apprenticeship Standards

Standard One Checklist—Curriculum (hours expressed as minimums)

- Reflexology Program Courses Offered form
 - 30 hours of reflexology theory, history, zones, reflex points and relaxation response, and contraindications
 - 40 hours study of body systems as related to reflexology:
 - The study of the leg, feet, hands and outer ears as structures;
 - Hands-on palpation of landmarks with sensory identification of palpated areas;
 - A map of reflexes as they are anatomically reflected on the feet, hands and outer ears; and
 - How the reflexes are affected by stimulation to the feet, hands and outer ears through hands-on experience.
 - 30 hours of anatomy and physiology
 - 5 hours of business practice involving ethics, business standards local/state laws and ordinances pertaining to the practice of reflexology
 - 25 hours or more of supervised practicum or clinical work
 - 70 hours of additional course work which can include the practice of documenting client reflexology sessions
 - Do required course hours match those listed in the course syllabi?
 - Are all other courses listed on the Reflexology Program Courses Offered form?
 - Do the course hours add up to the program hours listed on page 1 of this application?
 - An explanation has been provided for discrepancies between all course hours and total program hours listed on page 1 of application.
- Course syllabi (one for each course offered)
- A sample copy of one of each of the following exams:
 - Reflexology theory, history, zones, reflex points and relaxation response, and contraindication
 - Body systems as related to reflexology
 - Anatomy and physiology
 - Business standards and ethics
- Statement regarding how a student will obtain first aid and CPR training
- Institutional philosophy or mission statement

Standard Two Checklist—Academic Standards

- Statement or policy on minimum standards for measuring student progress.
- Copies of policies and procedures for:
 - Admission
 - Progression
 - Graduation
 - Withdrawal
 - Dismissal

Standard Three Checklist—Faculty:

- Policy on minimum competency standards for instructors
- Statement or policy on faculty members' participation in curriculum development and evaluation
- Professional resumes for each instructor or trainer
- A listing of all courses each instructor or trainer plans to teach/instruct
- A non-discrimination policy

Standard Four Checklist—Health, Sanitation, and Facilities:

- Detailed floor plan of the facility (dimensions and facility photo required).
- List of equipment available to students in classroom.
- List of library resources (provide a complete list of all library contents and computer or online resources available to students).

Standard Five Checklist—Professional Conduct:

- Policies on faculty and student conduct.

Standard Six Checklist—Records

- Sample transcript and certificate of completion.
- Policy describing how student records are released.

Standard Seven Checklist—Eligibility

- Copy of Washington State Workforce Training Education Coordinating Board Certificate
- Verification that the school is licensed by private vocational education
- Verification that the program is part of a college or university that is nationally or regionally accredited