



THE NOVA SCOTIA ASSOCIATION OF REFLEXOLOGY PRACTITIONERS

Continuing Education and Professional Development Policy Manual

April 2007

Revised October 2011

The Nova Scotia Association of Reflexology Practitioners (NSARP) wishes to encourage members to develop their knowledge and skills through continuing education and professional development while simultaneously increasing awareness of professionalism and public safety. This policy sets out guidelines for the continuing education and professional development of NSARP members.

The Continuing Education Committee is responsible for the development of this program categorizing activities and allocating CEUs. This Committee shall implement, maintain, improve as necessary upon the guidelines and monitor compliance.

Each member is expected to conduct themselves and their practice within the parameters of ethical and responsible means as outlined in the NSARP Guidelines and Standards for Practice, Code of Ethics, Code of Conduct and the Bylaws. The choice of study is the responsibility of the member. However, the NSARP Board encourages members to evaluate their choices in terms of benefits to the continued improvement to their practice, recognition of the Reflexology profession and public safety.

Glossary

1. **Activity** is a professional event a member participates in which clearly falls within the Association's defined Standards for Practice and approved for CEU credits by the Continuing Education Committee.
2. **Primary Activities** have a direct relationship to Reflexology therapy. For every two hours of participation in a Primary Activity practitioners may allocate one CEU.
3. **Secondary Activities** have an indirect relationship to Reflexology therapy but compliment the therapy or enhance the practitioner's abilities. For every four hours of participation in a Secondary Activity practitioners may allocate one CEU.
4. **Activity Report Form** is the NSARP report form which members use to record their Activities and to attach the required evidence of completion.
5. **Association** is the Nova Scotia Association of Reflexology Practitioners (NSARP).
6. **Committee** is NSARP's Continuing Education Committee.
7. **Continuing Education Unit (CEU)** is the credit or value assigned to a given Activity.
8. **Cycle** is the two year period during which members acquire mandatory CEUs.
9. **Directory** is the list of specific Activities and their attributed CEUs.



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Guidelines for Approved Professional Development Activities

1. All Registered Reflexology Therapists (RRTs) belonging to NSARP are expected to accumulate a minimum of twenty (20) CEUs in each cycle. New members will begin their two year CEU accumulation period at the beginning of the month immediately following admittance to the Association. Activity Report Forms will be due on the first day of the same month at the end of the cycle.
2. CEUs are awarded for given Activities. The Committee shall determine the CEU number value assigned to each Activity according to the number of hours required for completion and by its relevance to NSARP's Standards for Practice.
3. Members and course providers may forward to the Committee information for approval of Activities and determination of CEU values not posted on the website.
4. To be considered as an Activity for CEU allocation, the Activity will need to be described by a specific course name, a course outline, the number of hours of instruction and include the name of the instructor.
5. Approval of an Activity will be based on its relevance to NSARP's Standards for Practice. The provider of an approved Activity shall supply each participant with a document illustrating the Activity name, the instructor's name and contact information, date, course description or syllabus, hours of instruction, cost of the program, CEU value and a certificate or diploma upon completion.
6. Instructors of all Activities must possess the appropriate credentials for the Activity.
7. Activity applications will receive a written or electronic response within one (1) month from the date of application.
8. Courses recognized by another Reflexology association may be approved by NSARP.
9. Members are no longer allowed to carry forward any extra accumulated CEU credits.
10. A member may request an exemption on compassionate or health grounds. All requests (in writing) documenting evidence of a serious medical or family emergency occurring near the end of a cycle will be reviewed by the Committee. The member will receive a written decision within one (1) month of the Committee receiving the request. There will be a copy of all correspondence retained in the member's file.

Policy for Admittance of Professional Non-Practicing Reflexology Therapists to Professional Practicing Membership Category

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| 0-1 year: | automatic reinstatement upon meeting membership requirement |
| 1-5 years: | pending Board approval applicant will need to complete theoretical and practical requirements of up to a maximum of 10 CEUs and 20 case studies plus a clinical examination |
| 5 + years: | re-certification required |

When a candidate does not meet NSARP's minimal educational requirements or is in need of professional upgrading, he/she will be referred to an affiliated school's Competency Program.



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Directory of Primary Activities

Primary Activities include but are not limited to the following:

- Serving on the Board of Directors*
- Acting as the chairperson of a committee*
- Acting as a committee member
- Acting as the office administrator of the Association*
- Teaching of approved Reflexology therapy certification courses
- Acting as a conference facilitator
- Participating in formal Reflexology therapy research studies with the intent to publish results
- Editing and publishing NSARP's official newsletter*
- Acting as NSARP's webmaster*
- Presenting at Reflexology conferences, workshops, seminars, lectures, etc.
- Attending Reflexology conferences, workshops, seminars, lectures, etc.
- Attending a Reflexology therapy association's AGM
- Providing complimentary Reflexology services for an organization e.g.: Sunshine Room volunteer
- Acting as a mentor or preceptor for a student enrolled in a Reflexology therapy course
- Reviewing books, articles or videos directly related to Reflexology therapy or client care and submitting a 350 word report that may be published in NSARP's or other professional associations' newsletter
- Taking first aid and CPR courses
- Participating in peer study groups
- Submitting articles, letters to the editor, case studies, etc. for publication in NSARP's or other professional associations' newsletter
- Taking anatomy, pathophysiology or ethics courses
- Representing Reflexology therapy at community events such as trade shows, demonstrations, and public presentations

Notes: CPR and first aid courses will become mandatory as of 2015.

*denotes Activities for which 20 CEUs per year will be credited for each year served in these positions

Directory of Secondary Activities

Secondary Activities include but are not limited to the following:

- Taking business and health care courses
- Studying other wholistic health care modalities such as acupuncture, acupressure, aromatherapy, Tai Chi, nutrition, etc.
- Participating in community health related events such as trade shows, demonstrations, and public



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- presentations not specifically related to Reflexology therapy
- Submitting non- Reflexology therapy articles, letters, etc. on health care for publication in other professional association's newsletters

This directory is subject to periodic review and revisions as deemed necessary. When unsure of the appropriateness of an Activity, please check with the office for confirmation.

Activity Report Form

1. The NSARP Activity Report Form will be available to download from the NSARP website or electronically from the office. If a member does not have access to these methods, forms will be sent via mail upon request. These forms may be photocopied.
2. Proof of completion of each Activity must be submitted with the Activity Report Form. Photocopied verification is acceptable. Members should retain original copies for their files.
3. The Activity Report Form must include the following information: the member's full name and NSARP membership number, a list of each Activity including the name of the event, instructor's or organization's name and contact information, date(s), number of Activity hours and CEU value, total CEU calculation, number of CEUs being carried forward and the member's signature and date.
4. The Activity Report Form also requires supporting documentation to verify the course has been completed including a receipt with the name of the organization or instructor and their contact information and certificate or diploma received for participating.

Compliance and Discipline

1. Members are responsible for submitting their completed Activity Report Form on or before their cycle end date.
2. A late fee of \$25.00 will be charged for overdue Report Forms.
3. Members remaining delinquent after one (1) month will be suspended.
4. These sanctions will remain in effect until the Activity Report Form and late fee are received.
5. Members reinstated after suspension will be required to pay an administration fee of \$25.00 to reactivate their membership.