



Atlantic Canada Association of Reflexology Therapists

Continuing Education and Professional Development Policy Manual

The Atlantic Canada Association of Reflexology Therapists (ACART) requires 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 ACART members.

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

While ACART allows its members to choose the type of courses or activities they wish to pursue, it should be kept in mind that all members are expected to operate within the Standards of Practice of Reflexology Therapy and in accordance with the Code of Ethics of ACART.

ACART approves some activities for a certain amount of CEUs, either from Primary or Secondary Activities. However, ACART does not endorse a specific course, regardless of whether they were granted CEUs. In addition, ACART cannot guarantee the quality of the course or of the instructor. Consequently, ACART cannot be held responsible if any course, workshop or seminar does not meet a therapist's expectations. It remains the responsibility of the therapist to evaluate any course, workshop, or seminar to determine its quality and value.

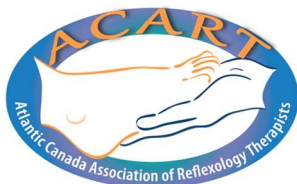
Glossary

- 1. Activity** is a professional event a member participates in which clearly falls within the Association's defined Standards for Practice and approved for CEUs by the Board of Directors.
- 2. Primary Activities** have a direct relationship to the scope of practice of reflexology therapy. CEUs are calculated at **1 CEU for every 1 hour** involved in the activity unless otherwise determined by the board.
- 3. Secondary Activities** have an indirect relationship to the scope of practice of reflexology therapy but are considered to be complementary to it. CEUs are calculated at **1 CEU for every 2 hours** involved in the activity.
- 4. Activity Report Form** is the form which members use to record their Activities and submit to the CEU Director.
- 5. Association** is the Atlantic Canada Association of Reflexology Therapists (ACART).
- 6. Continuing Education Unit (CEU)** is the credit or value assigned to a given Activity.

7. **Cycle** is the two-year period during which members acquire mandatory CEUs.
8. **Directory** is the list of specific Activities and their attributed CEUs.
9. **Supporting Documentation** is proof of completion of an Activity which may include certificates, outlines, learning summaries, receipts, or other similar documents.
10. **Practicum Credits** When working on continuing education credits you may use the practicum for CEU's with a ratio of **1 CEU for every 3 hrs.**

Guidelines for Approved CEU Activities

1. All Registered Reflexology Therapists (RRTs) are required to accumulate a minimum of twenty (20) CEUs over a reporting cycle of two (2) years. Of the twenty (20) CEUs each member needs to accumulate per cycle, **a minimum of ten (10) units must derive from Primary Activities.** The balance of units may come from either Primary or Secondary Activities.
2. Activity Report Forms and supporting documentation are due by December 31st of the reporting cycle.
3. The Board of Directors will determine the CEU number value assigned to each Activity according to the number of hours required for completion and by its relevance to the Association's Standards for Practice and scope of practice of reflexology therapy.
4. Members and course providers may forward to the BOD information for approval of Activities and determination of CEU values not posted on the website or in this policy manual. 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 the Association's Standards for Practice and scope of practice of reflexology therapy. 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, and a certificate or diploma upon completion.
6. Activity applications (reference #5) will receive a written or electronic response within one (1) month from the date of application.
7. Courses recognized by another Reflexology association may also be approved by the BOD.
8. Accumulated CEUs may not be carried forward into another reporting cycle, unless the member's CEU total is completed by September 1st of the reporting year.
9. 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



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near the end of a cycle will be reviewed by the BOD. The member will receive a written decision within one (1) month of the BOD receiving the request. There will be a copy of all correspondence retained in the member's file.

Directory of Primary Activities

Primary Activities are directly related to the scope of practice of reflexology therapy. Primary Activities include, but are not limited to, courses in:

- Anatomy
- Business acumen and development
- Client assessment
- Clinical documentation
- Client relations
- Conflict resolution
- Ethics
- Health-care services and public health
- Inter-professional relations
- Pathology
- Records management
- On-going client evaluation
- Physiology
- Reflexology theory
- Reflexology techniques

Eligible Primary CEUs:

- 1..1.** Attending workshops, seminars or courses (1 hour = 1 CEU)
- 1..2.** Presenting workshops, seminars or courses (1 hour = 1 CEU); including preparation time, limited to the 1st time the presentation is made; excluding teaching at an Association recognized school
- 1..3.** Membership on committees or Board of Directors of the Association (5 CEUs per year of participation)
- 1..4.** Attending an Association AGM & workshop (half day = 3 CEUs) via zoom 3 CEUs
- 1..5.** Attending an Association AGM & workshops (full day = 6 CEUs)

- 1..6.** Attending an Association General Meeting (half day = 3 CEUs) via zoom 3 CEUs
- 1..7.** Taking First Aid/CPR renewal courses (1 hour = 1 CEU)
- 1..8.** Participating in the mentorship program as either a mentor (1 hour = 1 CEU) or mentee (1 hour = 1 CEU)
- 1..9.** Serving as an examiner, peer assessor, subject matter expert, or investigator for the Association (1 hour = 1 CEU)
- 1..10.** Participating in, conducting or collaborating in formal research with the intent to publish results (1 hour = 1 CEU)
- 1..11.** Submitting articles for publication in the Association newsletter (articles less than 500 words = 1 CEU; articles more than 500 words = 2 CEUs)
- 1..12.** Participating in an anecdotal study as approved by the board which includes following recommended protocols and a written report. 2 hours = 1 CEU
- 1..13.** Conferring with peers where the learning outcome is relevant to the scope of practice; a summary of learning outcomes must be provided (1 hour = 1 CEU)
- 1..14.** Participating in study groups where the learning outcome is relevant to the scope of practice; a summary of learning outcomes must be provided (1 hour = 1 CEU)
- 1..15.** Reviewing books, articles or videos and submitting a report that may be published in the Association's newsletter or other professional publication (reports less than 500 words = 1 CEU; reports more than 500 words = 2 CEUs)
- 1..16.** Preparation time for a course being taught at an approved Reflexology Therapy school, limited to the first time teaching the course or if there has been a 50% or greater revision to the content of the course (1 hour = 1 CEU)
- 1..17.** Providing complimentary Reflexology services for an organization (i.e., Sunshine Room volunteer) (1 hour = 1 CEU, maximum 5 CEUs per year)
- 1..18.** Representing Reflexology therapy at community events such as trade shows, demonstrations and public presentations (1 hour = 1 CEU, maximum 5 CEUs per year)
- 1..19.** Practicum credits for courses directly related to Reflexology e.g. facial reflexology, hand reflexology, advanced reflexology (3 hours = 1 CEU)



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Directory of Secondary Activities

Secondary Activities are not a direct part of the Reflexology Therapy scope of practice but are considered to be complementary to it. Secondary Activities competencies include, but are not limited, to:

- Acupressure
- Acupuncture
- Aromatherapy
- Craniosacral therapy
- Feldenkrais
- Guided imagery
- Kinesiology
- Massage therapy
- Nutrition
- Reiki
- Tai chi
- Therapeutic touch
- Other health-care related modalities subject to approval by the BOD

Eligible Secondary CEUs:

- 1..1.** Attending workshops, seminars or courses related to secondary activities (2 hours = 1 CEU)
- 1..2.** Presenting workshops, seminars or courses (2 hours = 1 CEU); including preparation time, limited to the 1st time the presentation is made
- 1..3.** Attending a complementary health profession's AGM (2 hours = 1 CEU)
- 1..4.** Participating in community health-related events such as trade shows, demonstrations and public presentations not specifically related to reflexology therapy (2 hours = 1 CEU)
- 1..5.** Submitting articles, letters, etc. about complementary therapy topics for publication in other professional associations' newsletters (articles less than 500 words = 1 CEU; reports more than 500 words = 2 CEUs)
- 1..6.** Conferring with peers where the learning outcome is considered complementary to the scope of practice of reflexology; a summary of learning outcomes must be provided (2 hours = 1 CEU)

1..7. Participating in study groups where the learning outcome is considered complementary to the scope of practice of reflexology; a summary of learning outcomes must be provided (2 hours = 1 CEU)

1..8. Reviewing books, articles or videos and submitting a report that may be published in another professional publication (reports less than 500 words = 1 CEU; reports more than 500 words = 2 CEUs)

1..9. Practicum credits for courses directly related to secondary activities (3 hours = 1 CEU)

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 administrator or designate for confirmation.

Activity Report Form and Supporting Documentation

1. The Activity Report Form will be available to download from the ACART website or electronically from the office administrator or designate. If a member does not have access to these methods, forms will be sent via mail upon request.
2. Supporting documentation proving completion must be retained for each Activity and is to be submitted if requested. Only the Activity Report is to be sent to the Office Administrator or designate.

Compliance and Discipline

1. Members are responsible for submitting their completed Activity Report Form by December 31st of their reporting cycle.
2. A late fee of \$25.00 will be charged for overdue Activity Report Forms and supporting documentation.
3. Members remaining delinquent after one (1) month will be suspended.
4. These sanctions will remain in effect until the Activity Report Form, supporting documentation, and late fee are received by the Association.
5. Members reinstated after suspension will be required to pay an administration fee of \$25.00 to reactivate their membership.



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CEU Reporting Form

Of the twenty (20) CEUs each member needs to accumulate per cycle, **a minimum of ten (10) units must derive from Primary Activities**. The balance of units may come from either Primary or Secondary Activities. Supporting documentation must be included. Please do not send originals in the event they are lost in the mail.

Name: _____ RRT#: _____

Cycle Start Date (Year): _____ Cycle End Date (Year): _____

Date	Brief description	Primary or Secondary Activity	Number of Hours	Number of CEUs

I certify I have obtained _____ CEUs from **Primary Activities** during this reporting cycle.
 I certify I have obtained _____ CEUs from **Secondary Activities** during this reporting cycle.
 I certify I have obtained a **total** of _____ CEUs during this reporting cycle.

Signature: _____ Date: _____