

CERTIFICATE OF ACCREDITATION

The American Commission for Accreditation of Reflexology Education and Training (ACARET) awards to

Mary Smith

Having met the highest standard of professional excellence and demonstrating acumen in the art and skill of Reflexology Education and Training.



Educator Accreditation
granted, Jan 1, 2008

Dian Weston

President

ACCREDITATION

by **A.C.A.R.E.T.**

American Commission for Reflexology Education and Training

GUIDELINES for Educator Accreditation



A.C.A.R.E.T.

American Commission for Accreditation of Reflexology Education and Training

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Overview

Please read this document entirely, prior to completing the application forms.

The American Commission for Reflexology Education and Training, ACARET, is a non-profit organization that serves as the accrediting agency for reflexology educators and curricula in the reflexology profession.

These GUIDELINES contain information about becoming a Nationally Accredited Educator in Reflexology. ACARET's Accreditation Process is designed to ensure a level of competence as a reflexology educator that meets the ACARET minimum set standards. The responsibility for professional integrity and excellence remains with each individual educator. Accreditation by ACARET does not replace licensure or compliance with local, state or federal regulatory agencies.

The Accreditation Process is a way to gauge the veracity and professional ability of the individual educator of reflexology and it also allows ACARET to act as a national consortium for the gathering of teaching techniques and styles, aiding with the establishment of professional teaching standards in Reflexology.

Complete the application for accreditation fully and with as much detail as needed to ensure the greatest opportunity to become successfully accredited with ACARET.

What are the benefits of becoming an Accredited Educator with ACARET?

As a credentialed *Accredited Reflexology Educator*, you will have: greater professional visibility, gain recognition among peers, students, clients and the healthcare community; opportunity to demonstrate your commitment to excellence, accountability, professional growth, as well as connection and support for continued practice and teaching in the field of reflexology.

In addition:

- You receive a *Certificate Of Accreditation*, the highest honor for the reflexology educator.
- You will receive the designation of AAEd for *ACARET Accredited Educator*.
- You will be able to use the AAEd designation and the ACARET logo to promote your national educator accreditation status on business cards, stationary, brochures, websites, and on promotional advertisements as long as the accreditation status is current.
- You will be listed as an *Accredited Educator* on the ACARET web site (www.acaret.org)
- You will be recognized in the national reflexology magazine published quarterly by the Reflexology Association of America (www.reflexology-usa.org)

What are the fees to become accredited?

Application Processing Fee (submitted with application)	\$125.00 USD
Accreditation Fee (submitted upon application approval; valid for 3 years)	\$150.00 USD
Renewal Fee (submitted with renewal application; valid for 3 years)	\$150.00 USD

Philosophy for Educator Accreditation

Reflexology education and training is the foundation of the profession of reflexology, the key to industry standards, professional pride and individual integrity. Accreditation assures quality education and a uniform professional approach to the business, science, quality service and art of reflexology. Applicants must be able to demonstrate:

- Professional education, experience and skills to foster positive learning environments.
- Commitment to upholding the ACARET standards, Guidelines and Code of Ethics.
- Dedication to enhancing the prestige, status and credibility of the reflexology profession.
- Higher standards of educational curriculum to enhance student instruction and assure the competency of reflexology practitioners.

Criteria For Educator Accreditation

ACARET accredits individuals who meet or exceed the following requirements:

- High School Education/GED or an equivalency.
- Certification through the [American Reflexology Certification Board \(ARCB\)](#). Applicants must have an ARCB number assigned at the time of application for accreditation.
- Three years professional experience practicing in the field of reflexology, averaging a minimum of 365 client contact hours per year.
- Adult teaching experience and/or education; documentation of curriculum and three class rosters from courses taught within the past year.
- Advanced level Anatomy and Physiology

Fee Schedule

Fees are due at the time of application, are non-refundable, and are subject to change without prior notice. Payment methods are personal check, money order or cashier's check, made payable to ACARET. The accreditation process fee is \$275: \$125 submitted with application and \$150 submitted upon application approval.

APPLICATION FEE for initial application processing: **\$125.00 USD**

(Once you receive notice that your application has been approved for accreditation, you must then submit an Accreditation Fee of \$150.00 to complete the final stage of the accreditation process.)

ACCREDITATION FEE for initial three years: **\$150.00 USD**

RENEWAL FEE valid for three (3) years: **\$150.00 USD**

The Accreditation Process

HOW TO APPLY in 3 STEPS

Step 1: SUBMIT the **Educator Accreditation Application** online at www.acaret.org.

Step 2: FAX the following **supporting documentation** to (727) 213-1942. Include a cover letter with your full name, email and phone number(s):

1. Additional documentation as required in the application under Items B-2, B-3, E-4,, E-5 or F-G. Label each document in the upper right corner with your name and the Item # on the application.
2. One form of photo I.D. (ex: driver's license, passport, etc)
3. A business card and/or brochure, if available.

Step 3: MAIL personal check, money order or cashier's check for the non-refundable application fee of \$125.00 USD to: **ACARET Treasurer, 1791 Gless Ave, Akron, OH 44301**. Payment must be received within 2 weeks of submitting the online application. The board review process begins only after receipt of the application fee.

Allow five (5) weeks after payment is received to be notified of the application status. Please notify ACARET of any changes to your contact information.

THE APPROVAL PROCESS

ACARET will confirm receipt of the online application via email to applicant. All applications must be complete when received. If incomplete, the applicant is notified about what is needed and the application is held in a "pending" status for up to six (6) weeks awaiting completion. No additional fees apply during this six week period.

Once all required materials and the application fee are received, the accreditation review process begins. The ACARET Board will evaluate the application based on compliance with requirements and standards contained in the *Guidelines for Educator Accreditation*. Applicants receive a final response within five (5) weeks.

If the application is approved, the applicant will receive notice and an invoice for the accreditation fee of \$150.00. Once this fee is received, the applicant will be mailed a Certificate of Accreditation, placed on the ACARET website and recognized in the upcoming RAA magazine. Educator Accreditation is valid for a period of three (3) years. The initial application materials will be kept by ACARET (for a period of three years) as the supporting documents for the tri-annual renewal process.

POSSIBLE ACTIONS OF THE BOARD

After application review by the ACARET Board, there are three possible outcomes:

Accredited for three (3) years: Application materials indicate that the applicant has met or exceeded all standards and criteria.

Accreditation Deferred: Application materials may not have been submitted correctly and/or additional requirements are needed to make the application acceptable. The application is held in a “Pending” status for six (6) weeks to allow the applicant to complete the requirements.

Not Accredited: Application materials indicated that the standards and criteria have not been met. The applicant may proceed as explained below.

APPLICANT ACTIONS DURING THE PROCESS

During the course of the application process, applicants have the right to take the following action:

Withdrawal of application: An application may be withdrawn at any time without prejudice to future applications; however, the application fee is non-refundable.

Resubmission: An application may be re-submitted within six (6) weeks without any additional fees.

Request for reconsideration: A request may be made for reconsideration of these actions by the Board: “Not Accredited” or “Accreditation Deferred”.

Appeal the action: The decision may be appealed.

APPEAL PROCESS

An applicant who does not accept the results of the application process may request in writing that the application be reconsidered.

Specifics of the disagreement must be submitted in writing. If the results of the reconsideration are not acceptable to the applicant, a written appeal may be made to ACARET’s Grievance Committee (AGC). The AGC will review the appeal at their next scheduled meeting. After the AGC’s decision, if still unresolved, an appeal may be made to the ACARET Board. Directors will hear the appeal at the next scheduled Board meeting. The decision of the ACARET Board of Directors is final. The applicant may resubmit the application, postmarked, within six (6) weeks of notification of the Board’s decision without an additional fee. After that time it will be treated as a new application and additional fees will be due.

Accreditation Renewal Process

ACARET Educator Accreditations are valid for a period of three years. A renewal notice will be sent to you eight (8) weeks prior to expiration. Please keep the ACARET Board updated on your current mailing and email addresses. Your renewal notice will be mailed to the address listed on the original application form.

Renewal application and fee should be submitted before expiration of current educator accreditation. A grace period of four (4) weeks will be given. Renewal applications received after the grace period will be returned and the application process must begin anew.

EDUCATOR ACCREDITATION RENEWAL APPLICATION (Form APPL-EDR)

Documentation is required on the renewal application of thirty-six (36) hours of continuing education and/or learning activity as well as teaching experience in the previous three years.

HOW TO APPLY in 3 STEPS

Step 1: SUBMIT the **Accreditation Renewal Application** online at www.acaret.org.

Step 2: FAX Proof of Attendance for all continuing education and/or activities that you list on the application for requested CE credits. This can include certificates, transcripts, diplomas or appropriate documentation for a specific activity or project relevant to reflexology. Label each document in the upper right corner with your full name and the word, "RENEWAL". Fax all documentation to ACARET at **(727) 213-1942**. Include a cover letter with your full name, email and phone number(s) and indicate: "RENEWAL".

Step 3: MAIL personal check, money order or cashier's check payable to ACARET for \$150 USD. This renewal fee is non-refundable and valid for three years. Mail to: **ACARET Treasurer, 1791 Gless Ave, Akron, OH 44301**. Payment must be received within two weeks of submitting the online application. The renewal process begins only after ACARET receives payment.

Allow five (5) weeks after payment is received to be notified of the renewal application status. Please notify ACARET of changes to your email address.

Continuing Education (CE) Requirements

Continuing education is valuable to develop both personally and professionally while maintaining competence in the profession as an accredited educator. Continuing Education (CE) is defined as any planned learning experience which builds on the education gained in an initial program of training in Reflexology. This can be any learning experience which enhances or expands the knowledge and skills of the teacher.

Reflexology related subjects that may be considered for CE credits include, but are not limited to: *ethics, public speaking, seminars, national conventions, presentations, computer classes, short courses, home study, audio or video classes, authoring published articles and reflexology projects.*

All submissions for consideration of CE credits must be documented to indicate the number of hours in class or given toward a specific project. For example, publishing an article may include research hours, edit time, writing, etc.

Record Keeping

The ACARET Accredited Educator is solely responsible for record keeping for the duration of the accreditation period, including documentation of areas of study, documents pertaining to proof of attendance, class certificates, notes, brochures, lecture notes, syllabus, etc. If the ACARET board finds it necessary, educators may be asked to submit one or more of these forms for review.

Revocation of Educator Accreditation

The ACARET Grievance Committee (AGC) may revoke teacher accreditation when a certificant is seriously deficient in their compliance with the accreditation standards or policies and/or as a result of the following:

- Verification by the AGC of written complaints or charges issued by students.
- Verification of falsified information on application/renewal.
- Verification of a lost malpractice suit or conviction of a felony .
- Refusal to comply with an investigation by the AGC.

Notice of revocation of accreditation will be sent to the certificant outlining the reasons for the AGC's decision. If accreditation is revoked the certificant must surrender the accreditation certificate and related materials, remove the ACARET logo from all promotional materials and cease use of the term, ACARET Nationally Accredited Educator and the AAEd credentials.

ACARET Logo Usage Guidelines

Accredited Educators may use the credentials *AAEd* to designate, “*ACARET Accredited Educator*” along with the ACARET logo to promote their national educator accreditation status. The credentials AAEd and logo may be used on business cards, stationary, brochures, websites, and on promotional advertisements.

To maintain the ACARET Nationally Accredited Educator designation of AAEd and use of the logo, you must renew your accreditation every three (3) years.

Please adhere to the following:

- The ACARET logo may not be altered in any way.
- The ACARET acronym cannot be used alone, unless previously identified to mean American Commission for Accreditation of Reflexology Education and Training.
- You may not use the ACARET logo with any words which imply you are endorsed, recommended or licensed by ACARET.
- The ACARET logo cannot be used in conjunction with products.

Procedures for Updates

Guidelines: The information contained within the Guidelines for Educator Accreditation is subject to change without notification to the educator. Please check the ACARET website periodically for changes, teacher updates and information that may be of value to you as a teacher.

Educator Contact Information: Accredited Educators’ contact information will be listed on the ACARET website. It is the responsibility of the certificant to notify ACARET if you do not wish to be listed or if your contact information changes.

ACARET Professional Code of Ethics

The ACARET accreditation program anchors its credibility to its Standards of Practice, assuring that Accredited Educators maintain the highest standards of professional competence and adherence to the ACARET Code of Ethics.

ACARET Accredited Educators agree to uphold the industry's standards of excellence, protect student interest and abide by a code that promotes the integrity of the profession of reflexology.

ACARET Accredited Reflexology Educators shall:

- **Provide** professional educational services in a nondiscriminatory manner, respectful of the dignity of each individual regardless of gender, race, religion, or national origin.
- **Insure** that the relationship between teacher and student shall be established, maintained and terminated in a professional manner. The educator shall be respectful of the personal integrity and privacy of students at all times.
- **Conduct** a professional behavior, avoiding false or malicious statements about students or colleagues.
- **Maintain** documentation and records that are honest, factual and accurate.
- **Represent** and disclose their training, education, and experience accurately to the public.
- **Recognize** those services beyond the scope of their professional preparation, skills and/or capabilities and refer others to appropriate resources or services when appropriate.
- **Provide** applicants seeking information about reflexology education with an honest description of the educational program.
- **Avoid** making exaggerated claims or misleading statements regarding the efficacy of reflexology.
- **Strive** at all times to maintain the highest level of instruction; including assessment, evaluation and instructional planning , as well as maintaining an instructional environment that is conducive to learning.
- **Update** reflexology and teaching skills through continuing education.
- **Maintain** and strive to improve professional awareness, knowledge and competence.
- **Engage** in behavior that conforms to high standards of ethical, legal, and moral behavior, abide by all prevailing community standards, adhere to all local, state, and federal laws regulating business practice.

~ Supporting Excellence in Education ~
American Commission for Accreditation of Reflexology Education and Training