Please help us care for the environment. If you would like to be added to our email list or removed from our mailing list, please keep us informed.

SEATTLE REFLEXOLOGY & MASSAGE CENTER

P. O. Box 22
Clinton, WA 98236
(206) 284-8389
seattle-reflexology.com

Catalog Volume 29.1

Introductory and Advanced Reflexology Education
Welcome to the World of Reflexology!

Reflexology is a deeply healing form of bodywork. Its effects on practitioner and client alike are very powerful and far-reaching. Facilitating a sense of deep connection and harmony within the recipient, this ancient art helps individuals become more internally integrated and balanced, enhancing both inner peace and healing potential.

Therapeutic reflexology provides a means to achieve vibrant health, increase energy, reduce pain and live a more dynamic and authentic life. The balance achieved in each person translates vitality and health to the entire community.

As Americans become more educated about reflexology, we are choosing more frequently to include a reflexologist in our personal team of healthcare specialists. Reflexology is one of the fastest growing complementary health care modalities in America, facilitating an atmosphere in which individuals can choose from among a set of highly skilled practitioners and reflexologists can have a full, viable practice and a stimulating, rewarding career.

Increased public knowledge and experience of reflexology has brought greater demand for high quality work. At SRMC, we aim to provide superior quality reflexology to individuals seeking care as well as exceptional reflexology training to those wishing to become reflexologists, refine their current reflexology techniques or explore a new direction of bodywork.

The carefully designed diversity of our reflexology program trains students so that they can provide effective and unique sessions that their clients treasure. Offering four Diploma levels, our program accommodates students’ different educational needs and experience.

We place great value on diverse, high-caliber educational offerings and invite cutting-edge instructors and leaders from around the world every year.

If you would like to take a class, please refer to the “Class Registration” in the Table of Contents for instructions. To experience a professional reflexology session call 206-284-8389 to set up an appointment.

Thank you. We hope to see you soon!

Lisa Hensell, LMT, NBCR, CR
American Board Certified Reflexologist
Owner and Director of Education at Seattle Reflexology & Massage Center

To Register for a Class:
Pay $100 deposit. Register by credit card or send a check to P. O. Box 22 ~ Clinton, WA 98236

Please make checks payable to “Seattle Reflexology & Massage Center” or “SRMC”.

- Space is limited; classes fill on a first-come-first-served basis
- Please submit your deposit 4–6 weeks prior to class
- Each class balance is due on the first day of class unless prior arrangements have been made
- Early registration is encouraged!
Class Dates for 2021: Putting it All Together!

Class fees reflect prices when deposit is paid before/after early bird deadline (15 days/$20 for local, 30 days/$40 for specific elective classes)

*Deposits for international classes are non-refundable*

We are not offering classes in 2021

May 8
National Reflexology Board Exam by ARCB (SEATTLE, WA)
To register call (303) 933-6921 or visit ARCB.net

Aug 14
National Reflexology Board Exam by ARCB (PORTLAND, OR)
To register call (303) 933-6921 or visit ARCB.net

Nov 6
National Reflexology Board Exam by ARCB (SEATTLE, WA)
To register call (303) 933-6921 or visit ARCB.net

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Our Purpose

We strive to support and promote the art and science of reflexology by providing the highest quality education available to those with the intention of studying and practicing reflexology, and cultivating excellent reflexologists who add strength to the field.
General Information

About the Center

Seattle Reflexology & Massage Center (SRMC) was established in 1992, at a time when reflexology was almost unheard of in the Northwest. SRMC founders pioneered the effort to educate practitioners and the public about reflexology and its benefits, and have had a far-reaching impact on the field.

As the demand for professional reflexologists has grown, SRMC has developed a thorough and dynamic educational program. We are a licensed school through Workforce Training Board of Washington State. We have taught reflexology techniques to thousands of students through the years, enabling them to help themselves and many others. Our dedication has helped us become a leader in reflexology education in the United States.

SRMC has a reflexology program of exceptional quality—one of the most extensive in the Western United States. We prepare students aspiring to meet the highest national standard and become Nationally Certified by the American Reflexology Certification Board (ARCB) and provide Nationally Certified practitioners with classes qualifying for ARCB Continuing Education requirements. SRMC is approved as a provider of continuing education by the American Reflexology Certification Board (ARCB Provider # P00119) and PDA Provider for National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM PDA Provider # 167998).

Lisa Hensell is Director of Education and owner of Seattle Reflexology & Massage Center. She is highly committed to offering a solid, intelligent foundation of education to reflexologists from the northwest and beyond. She participates in local, national and international reflexology communities in order to keep herself up to date with the most current information in the field and invites premier instructors from around the world to teach advanced, specialized, and cutting-edge reflexology classes in Seattle.

For 17 years the hub of SRMC was a charming 1912 historical building in lower Queen Anne, in the shadow of the Space Needle. In May, 2019 we moved to the Space Building in the heart of Fremont, where reflexologists are available for appointments Monday—Saturday.
It gives us great pleasure to announce this year’s lineup:

Reflexology Certification Program

Whether your intention is to practice on friends and family, add to your massage repertoire or build a professional reflexology practice, your participation in our diverse array of classes will set you apart from the average reflexologist.

Our classes may be taken independently or as a part of our Reflexology Certification Program, designed to train reflexologists for professional practice and prepare them to take the written exam for Washington state reflexology certification. Reflexologists currently in practice will enjoy our continuing education courses, taught by leading experts in the field.

Levels of Reflexology Diplomas

SRMC offers four levels of Reflexology Diplomas.

Professional Level I is designed for individuals who have not had training in human anatomy and physiology in the past 10 years or since high school. This level often includes those pursuing a career change. It consists of 250 hours of education (180 classroom hours, 70 practice hours) and qualifies students to pursue certification as a reflexologist by Washington State Department of Health and national certification by American Reflexology Certification Board.

Advanced Level I is designed for individuals who have not had training in human anatomy and physiology in the past 10 years or since high school. This level often includes those pursuing a career change. It consists of 300 hours of education (210 classroom hours, 90 practice hours) and qualifies students to pursue certification as a reflexologist by Washington State Department of Health. Advanced Level I provides a more thorough and broad-based level of training than Professional Level I. This level is designed to meet the highest national standard of reflexology education (300 hours), required for participation with Reflexology Association of America (RAA).

Professional Level II is tailored for those who have taken anatomy and physiology classes in their professional training and have experience with documentation. Level II students include Licensed Massage Practitioners and Acupuncturists. This level consists of
215 hours of education (145 classroom hours, 70 practice hours) and is typically chosen by students wishing to expedite their qualification for certification by Washington State Department of Health and national certification by American Reflexology Certification Board.

**Advanced Level II** is designed for those who have taken anatomy and physiology classes in their professional training and have experience with documentation. Level II students include Licensed Massage Practitioners and Acupuncturists. This level consists of 240 hours of education (170 classroom hours, 70 practice hours) and qualifies students to pursue certification as a reflexologist by Washington State Department of Health and national certification by American Reflexology Certification Board. Advanced Level II is chosen by students wishing for more thorough and broad-based training in the art and science of reflexology than is offered through Professional Level II. The Advanced level is designed to meet the highest national standard of reflexology education (300 hours), required for participation with Reflexology Association of America (RAA).

After successful completion of the Reflexology Diploma Program, students are awarded with a diploma. A copy of this diploma is required by the American Reflexology Certification Board when you test for National Certification, and may be required by the Department of Health if you seek Reflexology Certification in Washington State.

If you earn the Professional Diploma (Level I or II) and wish to pursue the Advanced Diploma, you may apply your original hours to the advanced degree. Once the Advanced Diploma requirements have been met, you may return your original Professional Diploma to our office along with a request to upgrade your Diploma. Upon receipt of it, we will issue you the Advanced Diploma.

In past years Seattle Reflexology and our students have been graced with the presence of **extraordinary instructors** like these:

- Hanne Marquardt (Germany)
- Bill Flocco (California)
- Dorthe Krogsgaard (Denmark)
- Peter Lund Frandsen (Denmark)
- Dr. Jesus Manzanares (Spain)
- Lynne Booth (UK)
- Sharon Stathis (Australia)
- Sue Ricks (UK)
- Susanne Enzer (UK)
- Nico Pauly (Belgium)
- Griet Rondel (Belgium)
- Lone Sorenson (Spain)
- Sally Kay (UK)
- Dr. Ray McClanahan (US Podiatrist, Inventor of Correct Toes)
- Chris Stormer-Fryer (South Africa)
- Maryejo del Meijer (California)
- Bill Runquist (California)
- Inge Dougans (South Africa)
- Bill Mitchell, ND (Seattle)
- Anne Williams (Colorado)
- Jade Shutes (Vermont)
- Teri Hoskins (WA)
- Michelle Thibert (WA)
- Geraldine (Thompson) Villeneuve (Vermont)
- Bethany Jorgensen (WA)
Instructors

At Seattle Reflexology we encourage dynamic learning in the field. You can count on us for a solid educational foundation as well as a strong set of continuing education opportunities.

Each year we welcome **highly esteemed instructors** who offer our students **new approaches, techniques, and maps.** We think of it like **pollination of our reflexology community,** making it, and us individually, **stronger and more vibrant.**

In order to accomplish this we draw from our local community of experts, as well as from the whole of the U.S. and beyond. We invite instructors from around the world so you don’t have to travel so far to learn from the best and brightest!

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**Professional Levels Class Hours Requirements** (one class hour is equal to one hour of credit):

<table>
<thead>
<tr>
<th></th>
<th>Pro Level I (non LMPs)</th>
<th>Pro Level II (LMPs)</th>
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</thead>
<tbody>
<tr>
<td>Introductory Reflexology</td>
<td>16 hours</td>
<td>16 hours</td>
</tr>
<tr>
<td>Anatomy and Physiology I &amp; II</td>
<td>32 hours</td>
<td></td>
</tr>
<tr>
<td>Structural Analysis of Foot/Lower Leg</td>
<td>16 hours</td>
<td>16 hours</td>
</tr>
<tr>
<td>Fundamentals of Addressing Foot Pain</td>
<td>16 hours</td>
<td>16 hours</td>
</tr>
<tr>
<td>Advanced Reflexology, Parts I &amp; II</td>
<td>28 hours</td>
<td>28 hours</td>
</tr>
<tr>
<td>Business</td>
<td>7 hours</td>
<td></td>
</tr>
<tr>
<td>Ethics</td>
<td>4 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>Documentation Class, Parts I &amp; II</td>
<td>8 hours</td>
<td>8 hours</td>
</tr>
<tr>
<td>Supervised Clinic</td>
<td>6 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Tutorials</td>
<td>2 hours</td>
<td>2 hours</td>
</tr>
<tr>
<td>Professional Sessions</td>
<td>3 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Elective Classes</td>
<td>42 hours</td>
<td>49 hours</td>
</tr>
<tr>
<td>Documented Practice Sessions</td>
<td>70 hours</td>
<td>70 hours</td>
</tr>
<tr>
<td>TOTAL</td>
<td>250 hours</td>
<td>215 hours</td>
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**Advanced Levels Class Hours Requirements** (one class hour is equal to one hour of credit):

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<tr>
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<th>Advanced Level I (non LMPs)</th>
<th>Advanced Level II (LMPs)</th>
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</thead>
<tbody>
<tr>
<td>Introductory Reflexology</td>
<td>16 hours</td>
<td>16 hours</td>
</tr>
<tr>
<td>Anatomy and Physiology I &amp; II</td>
<td>32 hours</td>
<td></td>
</tr>
<tr>
<td>Structural Analysis of Foot/Lower Leg</td>
<td>16 hours</td>
<td>16 hours</td>
</tr>
<tr>
<td>Fundamentals of Addressing Foot Pain</td>
<td>16 hours</td>
<td>16 hours</td>
</tr>
<tr>
<td>Advanced Reflexology, Parts I &amp; II</td>
<td>28 hours</td>
<td>28 hours</td>
</tr>
<tr>
<td>Business</td>
<td>7 hours</td>
<td></td>
</tr>
<tr>
<td>Ethics</td>
<td>4 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>Documentation Class, Parts I &amp; II</td>
<td>8 hours</td>
<td>8 hours</td>
</tr>
<tr>
<td>Supervised Clinic</td>
<td>6 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>Tutorials</td>
<td>2 hours</td>
<td>2 hours</td>
</tr>
<tr>
<td>Professional Sessions</td>
<td>3 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Elective Classes</td>
<td>72 hours</td>
<td>71 hours</td>
</tr>
<tr>
<td>Documented Practice Sessions</td>
<td>90 hours</td>
<td>70 hours</td>
</tr>
<tr>
<td>TOTAL</td>
<td>300 hours</td>
<td>240 hours</td>
</tr>
</tbody>
</table>

*Please note: Reflexology classes not affiliated with SRMC will not count toward Reflexology Education requirements through SRMC.*
Reflexology Certification in Washington State

As of July 1, 2013, in order to practice reflexology in Washington State, all reflexologists must either be certified by the Department of Health or licensed as a massage therapist. In order to claim the title of Certified Reflexologist, massage therapists must become certified by Washington State Department of Health. For more information about recent legal developments in reflexology certification in Washington State please visit http://www.seattle-reflexology.com/reflexologyclasses/law/.

Continuing Education Credits

SRMC classes count toward continuing education credits for reflexologists, Washington State massage therapists, acupuncturists, and some other professions. Class hours count toward ARCB, ABMP, AMTA, and NCBTMB (Non-Approved Provider). Our Ethics class meets Washington State CE requirements for continuing education in ethics.

National Reflexology Certification

Each diploma we offer provides eligibility for National Certification through the American Reflexology Certification Board (ARCB). Attainment of National Certification brings a level of professional distinction to your practice, demonstrating to prospective clients your commitment to providing reflexology that meets the highest national standards. ARCB offers potential clients a database of National Certificants on their website.

We strongly encourage students to become Nationally Certified. ARCB offers National Certification testing in Seattle and Portland at least once per year and schedules approximately 20 examinations around the U.S. each year. ARCB Review and A&P I, II and Review will help you prepare for the written portion of the ARCB test.

Our Students

Our students come from many backgrounds and phases of life. Some take individual classes for fun or to do reflexology on themselves or their loved ones. Others take them to establish or augment their current massage practice or reflexology techniques.
Students of the Level I Program are seeking a strong foundation of professional training when transitioning into a new career. Level II students are often looking for a shift of focus in their current career or to enhance their current body-centered practice.

**Class Size and Format**

SRMC classes are generally offered on evenings and weekends. Most of our students are full-time working professionals and take our program at a rate of 1-2 classes per month. The Reflexology Certification Program is designed to be flexible and accommodate the needs of working adults.

In order to allow for individual attention we limit the size of most classes to 12-14 students. Larger or more complex classes include an assistant or additional instructor. About 75% of each reflexology skills class is hands-on, using massage tables and chairs supplied by SRMC. This enables students to practice techniques learned during class with instructor supervision and assistance.

We request that you bring a bath towel, fingernail clippers and a pen or pencil and paper to most classes. Please keep fingernails and toenails trimmed and filed. Booklets are provided in class. A textbook is required for Anatomy & Physiology, but otherwise none are required.

Class participation and the practice of techniques outside of class are the best means to master the material presented. You will be required to practice and document 70-90 hours outside of class, depending on your level in the Program. Documented sessions are reviewed by SRMC and graded pass/fail in writing with feedback, and may be revised by the student until a passing score is achieved. Two hands-on tutorials on SRMC staff are verbally graded pass/fail and must be repeated at the student’s expense if failed.

**Cost and Length of the Reflexology Education Program**

The total cost and length of the program will vary depending on whether you are in Professional or Advanced Level I or II and your choice of electives. Program length will depend on the timing of the classes you choose.
For an estimate of the cost add the price of the required Core Classes for your Level, your chosen Elective Classes and a Binder to the cost of the additional recommended supplies.

### 1. Cost of Classes and Binder

<table>
<thead>
<tr>
<th>Core Classes</th>
<th>Level I</th>
<th>Level II</th>
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</thead>
<tbody>
<tr>
<td>Introductory Reflexology</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
<td>$600</td>
<td>$600</td>
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<tr>
<td>Structural Analysis of Foot/Lower Leg</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Fund. of Addressing Foot Pain</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Advanced Reflexology, Parts I &amp; II</td>
<td>$600</td>
<td>$600</td>
</tr>
<tr>
<td>Business</td>
<td>$175</td>
<td>$175</td>
</tr>
<tr>
<td>Ethics</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Documentation, Parts I &amp; II</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Supervised Clinic (2 times for Level I)</td>
<td>$150</td>
<td>$75-150</td>
</tr>
<tr>
<td>Tutorials (2 at $100 each)</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Professional Sessions (3/market rate)</td>
<td>$210</td>
<td>$210</td>
</tr>
<tr>
<td>Review of Practice Documentation</td>
<td>no cost</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Elective Classes—Level I Diplomas</th>
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</thead>
<tbody>
<tr>
<td>Professional Level I (~42 credits)</td>
<td>$840</td>
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<tr>
<td>Advanced Level I (~72 credits)</td>
<td>$1440</td>
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<table>
<thead>
<tr>
<th>Elective Classes—Level II Diplomas</th>
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</thead>
<tbody>
<tr>
<td>Professional Level II (~49 credits)</td>
<td></td>
<td>$980</td>
</tr>
<tr>
<td>Advanced Level II (~71 credits)</td>
<td></td>
<td>$1420</td>
</tr>
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</table>

| SRMC Binder                       | $30     | $30      |

**ESTIMATED TOTAL—Level I** $4005-4605  
**ESTIMATED TOTAL—Level II** $3295-3810

### 2. Cost of Additional Recommended Supplies

- Anatomy & Physiology textbook: $50
- Massage table *: $100-$1000
- Sheets, pillows, lotion, etc.: $100
- Student liability insurance (ABMP): $15/yr
- Reflexology text books: $30-$300

**ESTIMATED TOTAL** $295-$1465
If you do not already own a massage table, we recommend that you invest in one. Prices range from $100-$2000. Used tables are frequently offered for sale on local massage school bulletin boards or online. An ideal table is light, portable and equipped with recessed legs (sometimes called a “reiki table”).

We strongly recommend purchasing Student Liability Insurance. ABMP offers this for $15/year while you are a student.

**Sequence of Classes**

It is best to complete the Introductory Reflexology class first. Begin practicing right away, documenting and submitting 10 practice hours as soon as possible to integrate what you have learned in class. Anatomy and Physiology I & II are the next core classes (Level I students only), followed by Structural Analysis, Fundamentals of Addressing Foot Pain, and Advanced Reflexology, Parts I & II. Documentation Part I and Supervised Practice Clinic should be taken early in the training. Schedule your first tutorial after at least 20 hours of practice. Take Documentation Part II, the second Supervised Practice Clinic, and Business & Ethics classes and schedule your second tutorial toward the end. Electives may be taken in any order except where additional prerequisites have been noted (see Course Descriptions for prerequisites).

**Financial Policies**

**Payment Methods**

Seattle Reflexology & Massage Center accepts credit and debit cards, cash, and checks or money orders made payable to “Seattle Reflexology” or “SRMC”. Please mail payments to 600 N 36th St. Suite 327 Seattle, WA 98103.

**Reviewing Classes**

Because our classes are rich with information, many students choose to retake their favorite classes. Reviewing a class costs half the full current price. Reviewing is beneficial in helping you refine your understanding of concepts and improve your techniques. Credit hours for reviewing may be counted toward elective hours. We have a maximum of two reviewing students per class.
**Class Registration**

To reserve your space in a class, we require a deposit of $100 (U.S.). The remaining balance is due on the first day of class. If the total price of a class is less than $100, the full class fee serves as the deposit. Your reservation is not guaranteed until we have received the deposit.

Please send in your deposit as soon as possible so that we can better anticipate the number of students in attendance. Classes are filled according to the order in which deposits are received. For the sake of all involved, we encourage early enrollment.

Early-bird registration continues until 15 calendar days before the class and 30 calendar days before specific elective classes, unless otherwise noted. If we receive your deposit after the early bird deadline, a late registration fee of $20 ($40 for specific elective classes) will be added to the total balance due for the class. Exceptions: Introductory Reflexology and classes offered to the general public have no late registration fee.

SRMC’s Introduction to Reflexology class is a prerequisite to most other classes at SRMC. After completion of Introduction to Reflexology and your first 20 documented practice hours, elective classes may be taken in any order (see Sequence of Classes for suggested order of required classes and Course Descriptions for prerequisites and exceptions).

Please call (206) 284-8389 if you have any questions Alida Schuh, our Student Admissions Coordinator, has gone through the program herself and can answer your questions with an insight brought by experience!

**Financial Aid**

If you would like to take a class but are having financial challenges please talk with an office administrator or our director about arranging a payment plan. Payment plans are approved on a case-by-case basis and must be arranged and approved prior to class. We will give your class Certificate of Completions to you once your classes have been paid in full.

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$100 ($120 with late enrollment)

**We are not offering this class in 2021**

**Documentation II** Take your documentation to the next level. This advanced class will refine your reflexology documentation skills to prepare you for real-world reflexology practice as well as ARCB certification standards. Instructor Pam Foster will cover advanced notation methodology, structural and pain assessment, and how to integrate new or alternative reflexology techniques into your session documents. We suggest taking this class at least half-way through your reflexology training. Bring 1 recently completed doc to class for in-class review. Sat or Sun 9 am—1 pm (4 credits) PREREQUISITES: Documentation I and at least 20 documented practice hours. **$100 ($120 with late enrollment)**

**We are not offering this class in 2021**

**Supervised Practice Clinic** This mentored clinic setting allows you to bring in a client or friend, give them a real-time reflexology session, and have your questions answered and your technique refined by instructors Pam Foster and Neil McNeill. From your client intake to post-session documentation, this clinic will help you improve your assessment, warm-up, reflexing sequence and other session-related skills including body mechanics, clients’ feet or health issues, and client homework (contact SRMC for help in finding a volunteer to work on, if needed). We suggest that you sign up for one clinic shortly after beginning your reflexology training and the second clinic toward the end of your training. In-class practice hours do not count towards your 70-90 hours of documentation. Sat 2—5 pm (3 credits) PREREQUISITES: Documentation I. **$75 ($95 with late enrollment)**

**We are not offering this class in 2021**
Reflexology Business & Ethics Classes offer assistance in developing a successful and rewarding practice. Our engaging instructor, Pam Foster, provides an interactive and thought-provoking approach to this topic, giving tools to help you understand and identify your market and tap into the resources to your success. Legal aspects of running a business and how to prepare a business plan are included. PREREQUISITES: None (we strongly recommend that you take this class toward the end of the program). These classes meet WA State CE requirements for LMPs.

We are not offering this class in 2021

Tutorials give you the opportunity to refine your reflexology techniques and body mechanics through an hour of one-on-one instructional feedback with Lisa Hensell. As you work on Lisa, she will provide immediate assistance and give you time to practice what you have just learned. We suggest scheduling the first tutorial a few classes into your training (after you have completed about 20 hours of practice) and the second one toward the end. 1 credit per 1-hour session. PREREQUISITES: Introduction to Reflexology. $100 per one-hour tutorial

Call SRMC to schedule your tutorial at least 2-3 months before your desired appointment time

Documentation | What’s the best way to record your reflexology sessions? What do you write down? Why do you need to document at all? This class will demystify the documentation process so you can record your reflexology sessions quickly and confidently! Instructor Neil McNeill will introduce you to documentation theory, the use of basic anatomical terms and abbreviations, tips for efficiently documentation sessions, and how to translate your observations into an acceptable written format that meets both SRMC diploma expectations and ARCB requirements. We suggest taking this class shortly after beginning your reflexology training. Sat or Sun 9 am—1 pm (4 credits) PREREQUISITES: 10 documented practice hours (bring your favorite doc to class for review).

Cancellation/Refund Policy for Students Paying Tuition Class by Class

If SRMC cancels a class, you may elect to receive a full refund for any amount paid or transfer it to another class.

Cancellation Policy for Students Paying on a Class by Class Basis

It is your responsibility to contact us by phone if you must cancel a class reservation. Emailed requests will NOT be accepted.

Cancellations made:
• more than 14 days before class will be granted a full refund.
• 8-14 days before class will be subject to a $50 administrative fee. The remaining $50 of your deposit may be transferred to a future class of your choice.
• within 7 days of class the entire $100 deposit will be forfeit.
• with less than 24 hours’ notice or failure to attend class you will forfeit the entire class fee. You will receive an invoice for any balance due, which must be paid in full prior to your next class.

**Early-bird deposits for international classes are non-refundable.

Cancellation and Refund Policy for Applicants Paying Full Tuition in Advance

If SRMC does not accept an applicant or cancels a class, all monies paid by the applicant will be refunded within 30 days of the request.

If an applicant cancels class within five business days of signing the Enrollment Agreement or paying a deposit, SRMC will refund all money paid, so long as the applicant has not begun training.

If an applicant cancels class after the fifth business day after signing the Enrollment Agreement or paying a deposit, SRMC will retain a registration fee of $100, and refund the remainder paid.

If training is terminated after the student enters classes, SRMC may retain the registration fee of $100, plus a percentage of the total tuition (w/o pro session fees) as described in the following table:
Completed Training
By Student So Far

<table>
<thead>
<tr>
<th></th>
<th>1-10%</th>
<th>11-24%</th>
<th>25-50%</th>
<th>51-100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pro Level I</td>
<td>$401</td>
<td>$961</td>
<td>$2003</td>
<td>$4005</td>
</tr>
<tr>
<td>Adv Level I</td>
<td>$461</td>
<td>$1105</td>
<td>$2303</td>
<td>$4605</td>
</tr>
<tr>
<td>Pro Level II</td>
<td>$329</td>
<td>$790</td>
<td>$1645</td>
<td>$2290</td>
</tr>
<tr>
<td>Adv Level II</td>
<td>$380</td>
<td>$913</td>
<td>$1902</td>
<td>$3805</td>
</tr>
</tbody>
</table>

When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:

A. when SRMC receives notice of the student’s intention to discontinue the training program;
B. when the student is terminated for a violation of a published school policy which provides for termination; or
C. when a student, without notice, fails to attend classes for 30 calendar days.

All refunds will be paid within 30 calendar days of the student’s official termination date.

Bounced/Returned Checks

Checks written to SRMC that are returned by the bank due to insufficient funds or stopped payment will be subject to a $50 fee.

**Administrative Policies**

**Admissions Standards**

To enroll in the Reflexology Certification Program, students must sign an Enrollment Agreement, be at least 18 years of age, and have earned a high school diploma or GED. All Level II students must have previous professional training in anatomy and physiology and documentation plus proof of professional licensing. Note: Washington State law requires professional reflexologists to be 18 years of age or older.

**Grading system**

Classes are graded pass/fail. Students’ progress will be monitored throughout each class. Upon completion of each class, students will know they passed if they receive a Certificate of Completion at the end of class. Students with failing grades will not receive a Certificate of Completion. Class completion records will be noted in the students’ official transcript.

PREREQUISITES: Introduction to Reflexology, Anatomy & Physiology Part I, and 20 documented practice hours which have been reviewed by SRMC. **$300** ($320 with late enrollment)

We are not offering this class in 2021

**Fundamentals of Addressing Foot Pain** builds on what you learn in Structural Analysis of the Foot and Lower Leg. In this class, students will investigate such foot conditions as bunions, corns, calluses, bone spurs and plantar fasciitis. You will learn how foot problems develop and influence the body reflexively, how to recognize & address them, and how to educate your clients regarding prevention and correction. The information Jessica Crofoot relays in this class will help to produce astounding results for your clients and prolong the effects of your reflexology sessions. Sat & Sun 9 am–6 pm (16 credits). PREREQUISITES: Structural Analysis of the Foot and Lower Leg. **$300** ($320 with late enrollment)

We are not offering this class in 2021

In **Advanced Reflexology, Parts I and II** Lisa Hensell shares a very unique and effective approach to reflexology. You will learn how each system of the body corresponds to the reflex maps on the feet and the most efficient ways to access them to promote your clients’ health. You will leave with a superior understanding of reflexology and its amazing potential for encouraging optimal health. Both parts of this class are required for Level I and II Diplomas. Sat & Sun 9 am–5 pm (28 total credits) PREREQUISITES: Introduction to Reflexology, Anatomy and Physiology and 20 documented practice hours which have been reviewed by SRMC. **$300 per class weekend** ($320 with late enrollment)

We are not offering this class in 2021
Classes Required for Diploma

In **Introductory Reflexology** you will learn the basic history of the art and science of reflexology, theories of how it works, its benefits, indications and contraindications for its use. You will learn a sequence for a one-hour reflexology session; about 80% of the class is devoted to hands-on practice. This class will be taught by Neil McNeill, Jessica Crofoot or Lisa Hensell. Sat & Sun 9 am–6 pm (16 credits) PREREQUISITES: None. $300 plus $30 supply fee

*We are not offering this class in 2021*

In **Introduction to Anatomy & Physiology, Parts I and II** Bethany Jorgenson will teach anatomy and physiology of the human body from a perspective of reflexology. She will help you to become a health detective for your client during your sessions, and to further develop your documentation skills. Both parts of this class are required for Level I and optional for Level II Diplomas. A&P Review will be offered 2-3 weeks after these classes as an elective class. Sat & Sun 9 am–6 pm (32 total credits) PREREQUISITES: None. $300 per class weekend ($320 with late enrollment)

*We are not offering this class in 2021*

In **Structural Analysis of the Foot and Lower Leg** you will learn how the structural condition of the feet affects the overall health and vitality of the body. Instructor Jessica Crofoot will focus on identification of bones, muscles, nerves, veins and arteries of the foot and lower leg to help you gain a deeper understanding of their role in the healthy biomechanical and physiological function of the body through gait analysis. Sat & Sun 9 am–6 pm (16 credits)
Students and graduates may not re-teach significant portions of course materials to individuals or groups without written permission by SRMC.

Failure to meet any or all of the above policies, behavior that could lead to injury, any intoxication, drugged behavior or behavior deemed inappropriate, possession of a weapon or repeated absence without valid excuse are grounds for immediate dismissal from an individual class and/or the entire program. Copyright infringement will prompt legal action.

Depending on the severity of a student conduct issue, the first offense will result in a verbal warning. The second offense will result in six months of probation and possible expulsion from class.

Continued misconduct will result in written demand for dismissal by an instructor or staff member to both the student and the Director, and immediate dismissal. In a more serious student conduct issue the student may be dismissed immediately. All previously stated cancellation policies will apply.

Readmission of a dismissed student to future classes will require a written explanation by the student of how the situation will be rectified. A phone or face-to-face meeting may be required with the Director. Grounds for approval of readmission will be determined by the Director.

Nothing in our policy prevents students from contacting the Workforce Board at 360.709.4600 at any time with a concern or complaint.

**Tardiness and Absences**

There is a grace period of 15 minutes at the beginning of class or after a break. Students who are more than 15 minutes late will not receive credit for that hour of instruction. Students can miss up to 2 hours or 10% of the total class (whichever is smaller) and still be eligible to receive a “passing” score for class. The total number of credits to complete the program must still be earned.

If greater than 10% of the class hours are missed due to tardiness or leaving class early, students must retake the class the next time it is offered or make up these hours via a tutorial with an instructor or a special project on the related subject. Written approval by the Director is required in either of these circumstances. Tutorial fees vary depending on the instructor and range from $50-$150 per hour.

**Placement Assistance**

SRMC will contact graduates through email, Facebook or LinkedIn when notified by the community (spas, health care co-ops, etc.) of specific demands to employ a professional reflexologist.

To prepare students for professional practice in reflexology SRMC requires that all students take Business and Ethics classes as part of the Reflexology Diploma Program. In these classes students will learn about how to look for a job in the specific field of reflexology as well as how to set up their own practice.

Students and graduates may choose to become a member of Washington Reflexology Association (WRA) or their own state’s professional reflexology organization. As a member of the WRA, professional reflexologists may opt to be listed on the web site where prospective clients and employers can find them. For further information, please visit [www.washingtonreflexology.org](http://www.washingtonreflexology.org).

Graduates of our Reflexology Education Program who choose to become Nationally Board Certified through the American Reflexology Certification Board may opt to be listed on the web site where prospective clients can find them. For additional information, please visit [www.arcb.net](http://www.arcb.net).

Reflexology practitioners may join Reflexology Association of America (RAA). RAA is a membership organization which acts as a community for practicing reflexologists, providing information and support and listing classes and national informational updates and initiatives as well as a referral list for reflexologists around the US. For additional information, please visit [www.reflexology-usa.org](http://www.reflexology-usa.org).

Reflexology practitioners may also join International Council of Reflexology (ICR), a membership organization serving the international reflexology community providing information and support and listing classes and international conferences and leading edge research in the field. For additional information, please visit [www.icr-reflexology.org](http://www.icr-reflexology.org).