



NAR

NASHVILLE ACADEMY OF REFLEXOLOGY, LLC

2020 Catalog

NASHVILLE ACADEMY OF REFLEXOLOGY, LLC

PO Box 40193
Nashville, TN 37204

615-647-7244 Director: 615-934-1034

Catalog Number 2020 1-15-20

Name of Owner: Gail C. Tossing, RCR, LMT

Name of Director: Carol Ann Baily, Ed.D.

Faculty and Staff:

Carol Ann Baily, Ed.D.

- Vanderbilt University, Higher Education Administration
- Former Director of Adult Learning, Middle Tennessee State University

Gail C. Tossing, RCR, LMT

- Registered Certified Reflexologist
- Licensed Massage Therapist
- Certified Aromatherapy Instructor, Center for Aromatherapy Research and Education
- Advanced Studies in Reflexology
- Practicing reflexology since 1991
- Former Allied Modalities Instructor, Natural Health Institute, Genesis Career College

Debra Martin, RCR

- Registered Certified Reflexologist
- Practicing reflexology since 2015
- American Red Cross certified First Aid, AED, and CPR instructor
- Member of Theta Chapter Delta Kappa Gamma Society International for women educators

David Robertson, RCR

- Registered Certified Reflexologist
- Practicing reflexology since 2013; owner Nice Touch Reflexology
- A.S. Business; A.A. Music Education – Volunteer State Community College

Jan Schim, LMT

- Licensed Massage Therapist
- Former Instructor, Natural Health Institute, Genesis Career College

Authorization Statement

- Nashville Academy of Reflexology, LLC is authorized for operation as a postsecondary educational institution by the [Tennessee Higher Education Commission](#). This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.
- In order to view detailed job placement and graduation information on the Professional Reflexology Certification program offered by Nashville Academy of Reflexology, LLC, please visit [Authorized Institutions Data](#).
- Nashville Academy of Reflexology has been approved for Veterans Training as well as Vocational Rehabilitation in Tennessee. If you are eligible for either of these programs, please contact the Director at 615-934-1034 as soon as possible to begin that process.

Statement of Compliance

The Nashville Academy of Reflexology is in compliance with Title VI of the Civil Rights Act of 1964 and does not discriminate on the basis of race, creed, color, or national origin. It is also in compliance with the provisions of Title IX of the Educational Amendments of 1972 which prohibit discrimination on the basis of sex. Further, it is in compliance with the Americans with Disabilities Act (ADA) of 1990 and with Section 504 of the Rehabilitation Act of 1973 as amended.

NASHVILLE ACADEMY OF REFLEXOLOGY, LLC
2020 Professional Reflexology Certification program

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INTRODUCTION

Dear Prospective Student,

Welcome to Nashville Academy of Reflexology. Thank you for considering our academy as your school to gain the knowledge, skills, and quality of training that will prepare you to be successful in the profession of Reflexology. It is a privilege to offer serious students the opportunity to become certified in a profession of touch that is both honorable and worthy in the complementary alternative health field. Our commitment to you at Nashville Academy of Reflexology is to present a complete and comprehensive certification program that will provide you with a solid foundation of science, a finely tuned ability and sensitivity in the art of applied reflexology, a holistic understanding of how the body returns to balance, and business preparation for beginning a new career.

Nashville Academy of Reflexology (NAR) offers a comprehensive **200-hour certification program** to prepare the aspiring student to become a qualified professional in the health field of Reflexology. We believe preparation for a hands-on profession is best learned by hands-on instruction. For this reason, the curriculum of this certification program consists of 125 hours of hands-on instruction and training in the classroom and 75 hours of intern clinic experience and supervised practicum with the instructors. We are committed to providing students expert guidance and counseling as they navigate their way through their education and career opportunities with our caring, experienced staff.

Subjects you will study include Reflexology History, Western Theory and Technique based on Zones and Body System Reflex Points, Supervised Clinic for Practicum, Anatomy, Physiology, & Pathology, Foot Care, Hygiene, Law and Ethics, Self-Care, Business Practices & Marketing.

Upon satisfactory completion of the full course of study, practicum, evaluations and exams, the graduate will be awarded a certificate from Nashville Academy of Reflexology certifying that he/she has satisfactorily completed written and practical exams and met all the requirements for the Nashville Academy of Reflexology Certification Program, a 200-hour program in the health profession of foot and hand reflexology. A graduate of Nashville Academy of Reflexology will be qualified to apply with the State of Tennessee Reflexology Practitioners Registry to become a Registered Certified Reflexologist (RCR).

Nashville Academy of Reflexology holds to the values and professional standards set forth by the American Reflexology Certification Board (ARCB), an independent national certification board recognizing highly qualified reflexologists. The student completing our program will be trained in both the skills and knowledge necessary to prepare for taking the ARCB exam. Although this exam is not required by the State of Tennessee, it sets our educational standards for the student who wishes to attain this benchmark of excellence.

This is an exciting time for complementary, alternative, and integrative health in the United States. Awareness is growing among the general populace and people are seeking out natural therapies. Reflexology can serve as an entry point for people beginning to balance their health and a maintenance plan for continuing wellness. Reflexology plays an important role in a holistic program and interfaces well with other health modalities. Whether you take this profession into nursing, care giving, spas, wellness centers, clinics, doctor's offices, health clubs, or into private practice, you will enrich and help the lives of many.

We are honored you are considering our school and look forward to working with you in the near future.

Respectfully,

Gail (Gaia) Tossing, RCR, LMT, Owner

Carol Ann Baily, Ed.D., Director

LOCATION AND FACILITIES

Nashville Academy of Reflexology's classroom facility is located at The Learning Center in the Trousdale Business Center at 4825 Trousdale Drive, Suite 216 in Nashville TN (37220). Taking the Harding Place East exit off I -65, students will turn right on Trousdale Drive (at the CVS) and then travel approximately 3 blocks south, turning right into the Trousdale Business Center. It features an open up-to-date classroom fully equipped with a large screen and projector for power point presentations, white board, classroom tables and chairs, reflexology practice equipment, charts, and teaching materials in sufficient supply to serve the student's needs.

NAR's office space is located at "The Pines" townhouse, located at 4786 Trousdale Drive, just a block north of the classroom location, across from the Mapco on Trousdale and the fire station on Briarwood. Appointments must be made in advance to meet the director at the office location.

PURPOSE AND OBJECTIVES

The purpose of Nashville Academy of Reflexology is to develop and certify highly qualified professionals in the art and science of reflexology.

Nashville Academy of Reflexology is dedicated to the following objectives:

- Provide an education for each student that meets, or exceeds, the highest state and national standards in the profession of Reflexology.
- Provide instructors who are highly qualified and experienced in their field of instruction with proven success rates in all aspects of teaching and relating the curriculum material to students.
- Provide an inspiring learning atmosphere that recognizes the individual needs of the student.
- Present a holistic approach to the art of reflexology and perceptive caring touch, balanced with a solid foundation of knowledge in the science of the body and its interconnected parts.
- Promote a greater awareness of the benefits of reflexology and respect for the profession in the community.
- Uphold and model the rules, standards, and code of ethics established by the Tennessee Reflexology Registry and the American Reflexology Certification Board.

REFLEXOLOGY AS A PROFESSION

Reflexology is a holistic art and science that has been practiced as a health enhancing modality in different forms all over the world since antiquity. Reflexology is now recognized as a career in the natural health field that offers a non-invasive, integrative healing alternative and is at the forefront of alternative therapies.

Reflexology is based on the principle that there are reflex points in the hands and feet that relate to all the organs and parts of the body. Specific stimulation with pressure on these points is used to help the body maintain homeostasis, improve circulation, and relieve stress. In order to effectively access these reflex points, the practice of Reflexology involves using finger and thumb techniques that are unique to its field and are different than foot or hand massage. In Western culture, reflexologists use the zonal theory to look at the body holistically. Ten longitudinal zones that start with the head and end in the tips of the fingers and toes are a guide to a map of the body mirrored onto the feet and hands. When areas of the feet or hands are tender, trained Reflexologists apply their skills to work out this tenderness and stimulate nerve impulses, thereby helping the whole body to normalize. A Professional Reflexologist never diagnoses or prescribes, but uses the reflexology techniques to complement other health and wellness care clients are doing for themselves. Reflexology can also be used as a way to keep the body systems tuned up and operating at their peak performance, and relieving stress that can be a precursor to disease.

As a health practice, Reflexology is continuing to grow and gain popularity in the United States, earning its place as an effective alternative modality. Many states have instituted a professional registry with certification requirements and rules in response to the public's interest in receiving quality reflexology. The state of Tennessee now requires completion of an approved reflexology certification program of a minimum of 200 hours to become a Registered Certified Reflexologist. The American Commission for Accreditation of Reflexology Education and Training (ACARET) has now set the national standard for professional reflexology training at a minimum of 300 hours. The American Reflexology Certification Board (ARCB) offers national certification to candidates who meet requirements for education, hands-on practice and who pass a certification exam. To practice as a reflexologist in another state, you should check with that state's Department of Health Related Boards for their rules and regulations. Some states regulate reflexology and some do not. The Reflexology Association of America (RAA) provides a summary of state laws.

There are many varied opportunities to work in the field of Reflexology part or full time. You may choose to operate a private practice in your home or office, travel to clients' homes, work in health clubs, chiropractors' or doctors' offices, salons or spas, senior centers, or onsite at businesses. Upon completion of the NAR Professional Reflexology Certification Program, students will be prepared to be employed as Reflexologists.

You can expect reflexology salaries to correspond closely to massage therapist salaries in the area where you plan to practice. Of course, the field offers a lot of scheduling flexibility, and the number of hours you work per week will impact your income. Salaries will also vary based on your geographic location, employer type and experience level.

According to the current U.S. Bureau of Labor Statistics Occupational Outlook Handbook, the median national annual salary for massage therapists is \$39,860. Actual salaries may vary greatly based on specialization within the field, location, years of experience and a variety of other factors.

COMMUNITY OUTREACH AND STUDENT CLINIC

A total of 75 hours of clinic procedures and supervised practicum are required within the 200-hour certification program. Nashville Academy of Reflexology will set hours for students to practice their reflexology skills supervised by the instructor in the Student Clinic, which will be open to the general public. Students will also participate in community outreach service projects as part of their practicum requirement which may include, but is not limited to, reflexology for health fairs, nursing homes, hospitals, senior centers, etc. Hours for supervised practicum will be set up at the Nashville Academy of Reflexology will be posted on the website. Hours in community outreach will be arranged by the school to be performed by the students and supervised by the instructor at health fairs, senior centers and other events. Student practicum hours will be supervised by an instructor and/or a licensed health professional and will be documented by students for evaluation by the reflexology instructor.

Documentation of the supervised practicum hours performed in the Student Clinic and during Community Outreach events must be turned into the instructor and evaluated for a grade in the supervised practicum requirement. The student will receive no monetary compensation for these hours that are considered part of the certification process and service to the community.

ADMISSIONS POLICIES AND PROCEDURES

APPLICATION

- Students applying for admissions to NAR must be at least 18 years of age.
- Applicants must submit the application available on the website at least one month before the enrollment date. Any late enrollments will be considered on a case by case basis. In addition to the application form, applicants must also submit:
 - An official transcript from High School or GED program, colleges and/or vocational schools attended; **or** a passing score on the ATB test administered at the school.
 - Two (2) letters of recommendation from other than family, including at least one from a person who knows the applicant in a professional capacity
 - A recent photograph
 - The \$50 non-refundable Application Fee may be paid via PayPal to Nashville Academy of Reflexology online or a check made payable to Nashville Academy of Reflexology can be mailed to PO Box 40193, Nashville, TN 37204.

ABILITY TO BENEFIT TEST

Any applicants who cannot provide an official High School or GED transcript will take the ATB test that NAR has created to determine if they are ready to succeed in this professional reflexology certification program. This 25-point ATB test includes 6 sections. Each section evaluates different factors that will help us ascertain an applicant's ability to benefit in various classes and activities at our school. Applicants must have 18 points to pass the test, but a minimum of 3 points is required for each section. Applicants may retake the entire test or one or more sections up to three times. The fee for the ATB test is \$60. Retake fee is \$15 per section or \$40 for three or more sections or the entire test.

ADMISSION DECISIONS

Nashville Academy of Reflexology will make admission decisions based upon the academic aptitude, professional desire, and potential to succeed in the field of reflexology that could be provided the student through the NAR Professional Reflexology Certification program.

THE ENROLLMENT AGREEMENT

Once students are admitted to the Professional Reflexology Certification program at Nashville Academy of Reflexology, they will complete a Pre-Enrollment Checklist. Then they will sign the Enrollment Agreement. The Enrollment Agreement is an official document that states that the students have been informed of the policies of the Nashville Academy of Reflexology and that the students agree to abide by the policies of the institution and to pay the tuition for the Professional Reflexology Certification program in which they are enrolling. **At the time the Enrollment Agreement is signed, we require a tuition deposit of a minimum of \$500.**

ACCEPTING TRANSFER CREDITS

Nashville Academy of Reflexology may accept credit for Anatomy, Physiology, & Pathology and/or Business & Marketing. NAR reserves the right to test applicants in Anatomy, Physiology, & Pathology before granting credit for the course if it has been longer than 10 years or if there is any question about the reliability of that institution. Students must provide the following so NAR can evaluate the credits:

- An official transcript of the courses taken by the student from a licensed and approved school or military training.
- Syllabi, textbooks, or other supporting evidence of the content of the courses listed on the transcripts.
- Transcripts must indicate that the student has met or exceeded the number of contact hours required for each of these classes in the Professional Reflexology Certification program.

DISCLOSURE OF THE TRANSFERABILITY OF CREDITS

Nashville Academy of Reflexology is a special purpose institution designed to prepare students for certification in reflexology. This purpose does not include preparing students for further college study. NAR credits earned at the Nashville Academy of Reflexology, LLC, may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by the Nashville Academy of Reflexology, LLC.

You should obtain confirmation that the Nashville Academy of Reflexology, LLC will accept any credits you have earned at another educational institution before you execute the enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Nashville Academy of Reflexology, LLC to determine if such institutions will accept the credits earned at the Nashville Academy of Reflexology, LLC prior to executing the enrollment agreement.

The ability to transfer credits from the Nashville Academy of Reflexology, LLC to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at the Nashville Academy of Reflexology, LLC, when you enroll at another educational institution.

TUITION COST

The tuition for the 200-hour Professional Reflexology Certification program is \$15.00 per contact hour for 200 hours or \$3000. In addition to the tuition, there is also a non-refundable textbook and materials fee of \$300, for a total cost of \$3300. The Textbook and Materials fee includes textbooks, DVD materials, handouts, liability insurance for students, and t-shirt to wear for clinic. No equipment purchase is required for this program.

Cost of NAR's Professional Reflexology Certification Program	
Tuition for the 200-hour Certification program	\$ 3000
Non – Refundable Textbook and Materials Fee	\$ 300
TOTAL COST OF PROGRAM for tuition, textbooks, and materials:	\$ 3300

PAYMENT OF FEES

All tuition must be paid prior to starting classes.

If a student has a hardship, the tuition for the **Evening Schedule** can be divided into six monthly payments. **The initial \$500 will have been paid upon enrollment.** The balance of \$2800 must be paid in 6 payments. A 10% payment plan will be added to the amount owed after the first day of class, so if you can pay more up front, you can lower your monthly payments. If you are enrolling in the **Weekend Schedule**, you can divide the remaining balance into as many as 10 payments, for the lowest monthly payment plan for NAR's reflexology certification program.

You should talk to the Director about your need for a payment plan so the paperwork for it can be completed at the time of enrollment.

The Nashville Academy of Reflexology has been approved for Veterans Training. If you are eligible for Veterans Educational Benefits, the Director will work with you to obtain this funding. NAR permits students seeking VA educational benefits to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates: 1. The date on which payment from VA is made to the institution. 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. • NAR will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

If you are eligible for **Vocational Rehabilitation** educational funding, contact your local Vocational Rehabilitation office to apply for funding. **These programs take time to secure, so please begin early to request funding from them.**

REFUND AND CANCELLATION POLICY

REFUND POLICY

- If a student cancels the enrollment agreement on or before the first day of classes or fails to begin classes, the refund shall equal the sum of all amounts paid by or on behalf of the student for the program, less a cancellation fee of one hundred dollars (\$100);
- If, after classes have commenced and before the end of 20 contact hours, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of the total tuition paid by or on behalf of the student for the program, less a cancellation fee of one hundred dollars (\$100);
- If, after 20 contact hours, but prior to the end of 50 contact hours, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of the total tuition paid by or on behalf of the student for the program, less a cancellation fee of one hundred dollars (\$100);
- If a student withdraws, drops out, is expelled, or otherwise fails to attend classes following 50 contact hours, the student is obligated for one hundred percent (100%) of the entire tuition, fees, and other charges and will receive no refund.
- In the case of prolonged illness, accident, death in the family, or other extenuating circumstances that make it impractical to complete the program, the student and NAR will negotiate a reasonable settlement. For the purpose of computing refunds, the last date of actual attendance by the student will be considered as the termination date unless earlier written notification is received.
- Once a student has begun classes and received the textbooks, handouts, flash drives, and other materials, the \$ 300 textbook and materials fee is non-refundable.
- Refunds are made directly to the student or to the party paying on behalf of the student within thirty (30) business days from the official date of notification of withdrawal.
- When computing refunds, the date of withdrawal shall be one of the following:
 1. The date on the expulsion notice if the student is expelled from NAR; or
 2. The date the institution received a written notice (including a signed drop form) of withdrawal from the student; or
 3. When no written notice of withdrawal has been given, NAR shall use the last day of attendance as the date of withdrawal; or
 4. When a student fails to return from an approved Leave of Absence.

ADULT FIRST AID/CPR

Students must be currently certified in First Aid/CPR before beginning the supervised practicum clinics. If students already have First Aid/CPR certification from the American Red Cross, American Heart Association, or other TN state-approved class, they must provide proof of their certification from an approved instructor before beginning the clinical hours and supervised practicum.

For the convenience of our students, NAR provides 4 hours within our teaching schedule and a Red Cross certified instructor for those students who need to take the First Aid/CPR class. **The students taking that course must pay \$65 directly to the instructor. This course is not included in the tuition because it is not a part of our 200-hour reflexology certification program.**

PROFESSIONAL REFLEXOLOGY CERTIFICATION PROGRAM

ORIENTATION -- 2 hours

NAR provides an orientation to the school, its policies, and services.

101 Basic Reflexology – 63 hours

Lecture/Demonstration 30 hours, Lab 33 hours

This course provides in-depth study of reflexology, its history and theory, zones and the body reflex areas as mapped onto the feet and hands. Different schools of thought on reflexology are discussed from a holistic viewpoint within the scope of practice of a certified reflexologist. Included in this course are sensory palpitation and assessment of the feet and hands for deposits and signs of stress, reflexology application terms, the anatomy systems as reflected in zones on the feet and hands, reflexology techniques, foot and hand problems and care, effects and benefits of reflexology, understanding stress and relaxation responses, indications and contraindications for applying reflexology, hygiene, use of ergonomic reflexology equipment and supplies, body mechanics, self-care for the practitioner, and preparation to perform practicums. Students are taught to use client intake forms and document sessions in detail with clinical charts. Different lengths of reflexology session routines are learned for both hands and feet. Reflexology sessions appropriate for healthcare offices and for salons or spas are identified and differentiated. Students complete a comprehensive written exam and skill assessment exam.

102 Anatomy, Physiology & Pathology – 48 hours

Lecture 48 hours

This course provides aspiring reflexologists what they need to know about human physiology, anatomy, and the systems, functions, and common dysfunctions or pathologies of the human body, in order to practice knowledgeably, safely, and professionally within their scope of practice. The course lays a foundation in correlating the body systems and functions with an understanding of the reflexology charts and zones for the feet and hands. In-depth study will be given to anatomy of the foot and hand, lower leg and forearm, its structures and functionalities, anatomical foot/hand terminology, and pathologies related to the lower extremities of the body.

103 Tennessee Reflexology Law & Ethics – 3 hours

Lecture/Discussion 3 hours

This course presents the Laws and Regulations pertaining to the legal practice of Reflexology in the State of Tennessee. Students will also discuss the national standards for ethics set forth by the Reflexology Association of America and the American Reflexology Certification Board. A review of the application process for becoming a Registered Reflexologist in Tennessee will be done and a comparison of regulations in other states will be examined.

104 Clinic Procedures & Supervised Practicum – 75 hours

Students gain hands-on experience in a clinic setting with supervision by instructors and licensed or registered health professionals. Students are guided in taking appointments, greeting the public, making client notes, and applying appropriate reflexology for the general public who visit the clinic for reflexology sessions and also at community outreach events. Students participate in community outreach service projects, supervised by instructors, as part of their practicum requirement, which may include, but is not limited to, reflexology for health fairs, nursing homes, hospitals, senior centers, etc. The students' documentations of all supervised practicum hours are turned in to Nashville Academy of Reflexology for evaluation. Students receive no monetary compensation for these logged practicums as these hours are considered part of their required training for certification.

105 Business Practices & Marketing – 9 hours

Lecture 9 hours

The purpose of the course is to prepare the student for success after graduation. This course will cover good business practices, communications, planning, and guidance on setting up and operating a reflexology practice in many different models, whether working as a business owner, independent subcontractor, or employee. Marketing strategies will be explored including print advertising and internet.

SCHEDULE OF CLASSES

Daytime Schedule -- FASTRAC

On the FASTRAC Schedule which operates in daytime hours, the 200-hour Certification program can be completed in just 10 weeks. At this time, we do not intend to run a class on this schedule in 2020. If this is your preferred schedule, you should contact the Director at 615-934-1034 to discuss the possible future scheduling of a class on the FASTRAC schedule.

Weekend Schedule

Students who work full-time during the week and those who need to travel to Nashville for this program may prefer the Weekend Schedule. **Classes meet one weekend each month for 14 months.** For the detailed calendar for this schedule, go to the Calendar on the website or page 17 of this Catalog.

Saturday – 9 a.m.– 5:30 p.m.

Sunday -- 9 a.m.– 5:30 p.m.

Evening Schedule

NAR will offer a class on the Evening Schedule for 2020. **This class will meet Monday and Tuesday evenings from 6:00 – 10:00 pm.** On this schedule, even with breaks, the 200-hour reflexology certification program can be completed in approximately six months. Consult the details calendar for this schedule on the website or on pages 18 and 19 of this catalog.

SCHOOL POLICIES

ATTENDANCE POLICY

Students are expected to be present at scheduled class times as outlined in the Calendar. Students may also be requested to help the instructor put away the tables and chairs after the class. Classroom attendance is required for the 125 hours of classroom instruction. Students must also take the 4-hour First Aid/CPR class unless they are already certified and provide documentation of that certification. In addition, students must also complete 75 hours of Clinic Procedures, Supervised Practicum. & Case Studies.

Students should request an excused absence for illness, other personal issues, etc. Unexcused absences will count against students in the participation portion of the grade for each course. Students who miss more than 20 hours of classes may be dismissed for unsatisfactory attendance unless the Director approves the extenuating circumstances. Students will be expected to make up the work missed by the next class.

If a student has been expelled for lack of attendance, that student may be readmitted only after meeting with the Director and providing an explanation of the reasons for missing classes.

TARDINESS POLICY

Tardiness poses a problem for all the students and teachers because the class either cannot begin on time or the tardy student misses out on important class time. Tardiness for clinic and practicum events also is difficult because students have clients who have made appointments for a reflexology session. Therefore, time of tardiness will also contribute to the hours of absence and will count against the participation portion of the course grade. If unexcused tardiness should total more than 20 hours, students may be dismissed for unsatisfactory attendance unless the Director approves the extenuating circumstances.

COMMUNICATION POLICY

NAR expects that students will remain in communication via email, text messaging, and voicemail at all times during the program. Changes in the schedule due to weather or other situations or even reminders of deadlines are best communicated via email, text message or phone. Students should check these devices frequently so they do not miss important messages. Students must be able to receive communication by phone. Students should make sure that their phone can receive messages at all times. When the voicemail box is full, no one can leave a message.

PROGRESS REPORTS

Nashville Academy of Reflexology will provide written progress reports for each course at the end of each course after the completion of written exams and practical demonstration of skills.

SATISFACTORY PROGRESS

Students must have a 2.0 GPA for both the classroom instruction and the supervised practicum and must have submitted the documentation for successful completion of the Adult CPR/First Aid Course prior to the first practicum experiences.

ACADEMIC PROBATION

Students may be placed on Academic Probation if their grades for one class or a combination of classes fall below a C average (2.0 GPA). A student placed on academic probation will be notified in writing and required to meet with the Director about the probation. A copy of the notification letter and the meeting notes will be placed in the student's permanent file. A student may re-take the exams and have the probation lifted if they successfully improve the grade.

GRADUATION REQUIREMENTS

Students must complete all 125 hours of classroom instruction and laboratory experiences, plus provide documentation of First Aid/CPR certification or complete the 4-hour course, pass all final exams, pay all tuition in full, and comply with all school policies. In addition, students must complete 75 hours of clinic procedures and supervised practicum as described in the course description and submit the documentation of those 75 hours of practicum to receive the Certificate of Completion.

CODE OF CONDUCT

NAR expects students to behave in the mature and professional manner that they will need in their career in Reflexology. If students become disruptive in class or misuse email or other communications during the program, they may be subject to suspension or expulsion from the program.

NAR expects students to maintain their studies at their current class level.

NAR expects that students shall not attend classes under the influence of alcohol or any illegal substances.

NAR expects that students shall not commit academic misconduct such as cheating, falsification of time records and/or misrepresentation of required homework assignments.

Failure to adhere to the Code of Conduct above may constitute grounds of suspension or expulsion.

Reinstatement following expulsion will be at the discretion of the Director, following a private meeting with the student.

SCHOOL SERVICES

STUDENT ADVISING

The faculty and the Director of Nashville Academy of Reflexology are available to advise students upon request. Although staff members will offer counseling of a general nature, if they feel that a student requires more in-depth counseling of a personal nature, they will refer students to services in the community.

PLACEMENT ASSISTANCE

Nashville Academy of Reflexology will provide recommendations and assist students in finding positions, but does not guarantee placement in jobs following graduation. NAR will maintain a job information file that graduates may have access to any time during their career.

STUDENT RECORDS

Nashville Academy of Reflexology will maintain all student records permanently on file. Any student wishing to see his/her personal records may request a time with the Director. Any person wishing a copy of his/her record must notify the school in writing and pay a \$1 charge per page copied. All student records are confidential and safeguarded to protect the privacy of the personal information.

STUDENT GRIEVANCE POLICY

Any student who has a grievance or complaint about a staff member or a fellow student may report the problem in person or in writing to the Director of Nashville Academy of Reflexology, Dr. Carol Ann Baily, 615-934-1034, PO Box 40193, Nashville, TN 37204. The student may appeal this decision at a meeting with the Owner and Principal Instructor, Gaia Tossing. If the complaint is not settled at the institutional level, the student may contact the Postsecondary division of the Tennessee Higher Education Commission at the address and phone number below.

Any person claiming damage or loss as a result of any act or practice by this institution that is in violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the

Tennessee Higher Education Commission
Division of Postsecondary State Authorization
404 James Robertson Parkway
Nashville, TN 37243-0830
telephone: (615) 741-5293.

NASHVILLE ACADEMY OF REFLEXOLOGY
Professional Reflexology Certification Program, 200-hours^[SEP]
THIRD WEEKEND SCHEDULE (second weekends Dec. '19, and June '20)
2019 – 2020 CALENDAR

	Time of Class	Hours
AUGUST 2019		
Sat. – August 17	10:00 a – 5:30 p	6.5
Sun. –August 18	9:00 a – 12 p	3
	1:00 – 5:00	CPR/FA
SEPTEMBER		
Sat. – September 21	9:00 a – 5:30 p	7.5
Sun. –September 22	9:00 a – 5:30 p	7.5
OCTOBER		
Sat. – October 19	9:00 a – 5:30 p	7.5
Sun. –October 20	9:00 a – 5:30 p	7.5
NOVEMBER		
Sat. – November 16	9:00 a – 5:30 p	7.5
Sun. –November 17	9:00 a – 4:00 p	3 3 C
DECEMBER		
Sat. – December 14	9:00 a – 5:30 p	7.5
Sun. –December 15	9:00 a – 5:30 p	3 4.5 C
JANUARY 2020		
Sat. – January 18	9:00 a – 5:30 p	3 4.5 C
Sun. –January 19	9:00 a – 5:30 p	3 4.5 C
FEBRUARY		
Sat. – February 15	9:00 a – 5:30 p	3 4.5 C
Sun. –February 16	9:00 a – 5:30 p	3 4.5 C
MARCH		
Sat. – March 21	9:00 a – 5:30 p	3 4.5 C
Sun. –March 22	9:00 a – 5:30 p	3 4.5 C
APRIL		
Sat. - April 18	9:00 a – 5:30 p	3 4.5 C
Sun. –April 19	9:00 a – 5:30 p	3 4.5 C
MAY		
Sat. - May 16	9:00 a – 5:30 p	3 4.5 C
Sun. – May 17	9:00 a – 5:30 p	3 4.5 C
JUNE		
Sat. June 13	9:00 a – 5:30 p	3 4.5 C
Sun. June 14	9:00 a – 5:30 p	3 4.5 C
JULY		
Sat. July 18	9:00 a – 5:30 p	3 4.5 C
Sun. July 19	9:00 a – 5:30 p	3 4.5 C
AUGUST		
Sat. – August 15	9:00 a – 5:30 p	3 4.5 C
Sun. –August 16	9:00 a – 4:00 p	6
SEPTEMBER		
Sat. – September 19	9:00 a – 5:30 p	7.5
Sun. – September 20	9:00 a – 5:30 p	6
Orientation		2
(CPR (if needed))		(4)
Classroom		123
Clinic Hours		75
TOTAL HOURS		200

NASHVILLE ACADEMY OF REFLEXOLOGY

Professional Reflexology Certification Program – PROPOSED DELAYED EVENING CALENDAR-- Summer/Fall 2020

	Time of Class	Hours
MAY 2020		
T - May 26	6:00 - 10:00 p	4
JUNE		
M - June 1	6:00 - 10:00 p	4
T - June 2	6:00 - 10:00 p	4
M - June 8	6:00 - 10:00 p	4
T - June 9	6:00 - 10:00 p	4
M - June 15	6:00 - 10:00 p	4
T - June 16	6:00 - 10:00 p	4
M - June 22	6:00 - 10:00 p	4
T - June 23	6:00 - 10:00 p	4
M - June 29	6:00 - 10:00 p	4
T - June 30	6:00 - 10:00 p	4
JULY		
M - July 6	6:00 - 9:00 p	3
T - July 7	6:00 - 9:00 p	3
M - July 13	6:00 - 10:00 p	4
T - July 14	6:00 - 10:00 p	4
M - July 20	6:00 - 10:00 p	4
T - July 21	6:00 - 10:00 p	4
M - July 27	6:00 - 10:00 p	4
T - July 28	6:00 - 10:00 p	4
AUGUST		
M - August 3	6:00 - 9:00 p	3
T - August 4	6:00 - 10:00 p	4
M - August 10	6:00 - 9:00 p	3
T - August 11	6:00 - 10:00 p	4
M - August 17	6:00 - 9:00 p	3
T - August 18	6:00 - 10:00 p	4
M - August 24	6:00 - 10:00 p	4
T - August 25	6:00 - 10:00 p	4
M - August 31 CPR, if needed	6:00 - 10:00 p	4

SEPTEMBER 2020		
T - September 1	6:00 - 10:00 p	4
M - September 7 --Labor Day		
T - September 8	6:00 - 10:00 p	4 C
M - September 14	6:00 - 10:00 p	4
T - September 15	6:00 - 10:00 p	4 C
M - September 21	6:00 - 10:00 p	4
T - September 22	6:00 - 10:00 p	4 C
M - September 28	6:00 - 10:00 p	4
T - September 29	6:00 - 10:00 p	4 C
OCTOBER		
M - October 5	6:00 - 9:00 p	3
T - October 6	6:00 - 10:00 p	4 C
M - October 12	6:00 - 9:00 p	3
T - October 13	6:00 - 10:00 p	4 C
M - October 19	6:00 - 10:00 p	4 C
T - October 20	6:00 - 10:00 p	4 C
M - October 26	6:00 - 10:00 p	4 C
T - October 27	6:00 - 10:00 p	4 C
NOVEMBER		
M - November 2	6:00 - 10:00 p	4 C
T - November 3	6:00 - 10:00 p	4 C
M - November 9	6:00 - 10:00 p	4 C
T - November 10	6:00 - 10:00 p	4 C
M - November 16	6:00 - 10:00 p	4 C
T - November 17	6:00 - 10:00 p	4 C
M - November 23	6:00 - 10:00 p	4 C
T - November 24	6:00 - 10:00 p	4 C
M - November 30 -- Certificates	6:00 - 10:00 p	3 C 1 G
TOTAL HOURS		
CPR, if needed		(4)
Orientation		2
Classroom		123
Clinic Hours		75
TOTAL PROGRAM HOURS NEEDED FOR CERTIFICATE		200