



NAR

NASHVILLE ACADEMY OF REFLEXOLOGY, LLC

2017-18 Catalog

NASHVILLE ACADEMY OF REFLEXOLOGY, LLC

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Catalog Number 2017-18-3-17

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

Jan Schim, LMT

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

Tess Fries, RCR

- Registered Certified Reflexologist
- Master Herbalist; Certified Nutritional Herbalist; Medical Assistant
- Operating a health coaching business since 1993

Linda Nunn, LMT

- Licensed Massage Therapist; Certified Chiropractic Therapist
- Senior Instructor, 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 <http://tn.gov/thec> and click on the Authorized Institutions Data Button.
- Nashville Academy of Reflexology has been approved for Veterans Training as well as WIA Funds and Vocational Rehabilitation in Tennessee.

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
2017-18 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 honed 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 **320-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 220 hours of hands-on instruction and training in the classroom and 100 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 and Physiology, Pathology, Foot Care, Hygiene, Law and Ethics, Self-Care, Introduction to Complementary and Alternative Health, Business Practices, Subtle Energy Systems, Meridians, and Theories and Principles of Adjunct Modalities including Hydrotherapy and Aromatherapy.

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 320-hour program in the health profession of foot and hand reflexology. A graduate of Nashville Academy of Reflexology will be qualified to register with the State of Tennessee as 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 320-hour 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, Owner

Carol Ann Bailey, Director

LOCATION AND FACILITIES

Nashville Academy of Reflexology is located in the southern part of Nashville, just off I-65 at the Harding Place exit. The facility is approximately one-half mile from the I-65 Harding Place East exit, then, just south on Trousdale Drive. The Academy occupies a modern suite in the Trousdale Business Center. It features an open classroom, a private clinic room, the director's office, plus a kitchen space. The up-to-date classroom is fully equipped with a large screen and projector for power point presentations, white board, classroom tables and chairs, reflexology practice equipment, charts, a library, and teaching materials in sufficient supply to serve the student's needs.

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 Professional Reflexology Certification Program, students will be prepared to be employed as Reflexologists. Based on a local survey conducted by Nashville Academy of Reflexology, LLC in 2013, reflexologists can earn an annual entry-level salary for full-time work between \$25,000 and \$35,000. ARCB has published a composite profile of an average reflexologists' career. Based on their 2007 National Job Analysis Survey results, a typical reflexologist works part time, sees 10 or fewer clients per week, charges \$60 per session, earns \$21,000 per year, and is "very" to "extremely" satisfied with his/her involvement in the field of Reflexology.

(www.arcb.net/cms/?page_id+316)

COMMUNITY OUTREACH AND STUDENT CLINIC

A total of 100 hours of clinic procedures and supervised practicum are required within the 320-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 following to NAR to complete the application at least one month before the enrollment date. Any late enrollments will be considered on a case by case basis.
 - 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 reference from other than family, including at least one from a person who knows the applicant in a professional capacity
 - A recent photograph
 - A check made payable to Nashville Academy of Reflexology for \$50 for the non-refundable Application Fee.

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 this 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 Professional Reflexology Certification program.

THE ENROLLMENT AGREEMENT

Once students are admitted to the Professional Reflexology Certification program at Nashville Academy of Reflexology, they will sign 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 \$300.**

PAYMENT OF FEES

All tuition must be paid prior to starting classes. For hardship cases, the Director may arrange an alternative payment schedule that will include a payment plan fee of 10% of the remaining balance due on the first day of class. For example, if a student pays the tuition deposit of \$500 when signing the enrollment agreement and then pays \$500 prior to the first day of class, the balance due would be \$2,500, so the payment fee of 10% of the remaining balance (\$250) will be added to that amount. That total remaining that is due will be divided into monthly payments. **All payments must be paid in full at least by one month prior to the end of the program. If any of the planned payments is more than 30 days late, a \$30 late payment plan fee will be assessed.**

ACCEPTING TRANSFER CREDITS

Nashville Academy of Reflexology may accept credit for Anatomy, Physiology, & Pathology and/or Business Practices, Law, & Ethics. 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, if you enroll at another educational institution.

You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of the Nashville Academy of Reflexology, LLC and of any other educational institutions where you may in the future want to transfer the credits earned at the Nashville Academy of Reflexology, LLC before you execute the enrollment contract or agreement.

TUITION COST

The tuition for the 320-hour Professional Reflexology Certification program is \$10.00 per contact hour for 320 hours or \$3200. In addition to the tuition, there is also a non-refundable textbook and materials fee of \$300, for a total cost of \$3500. 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.

Students must be currently certified in First Aid/CPR. They must provide documentation of their certification in First Aid/CPR to NAR to meet this requirement prior to beginning the supervised practicum experiences. For the convenience of our students, NAR provides 4 hours in the 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.**

Unless special arrangements are made with the Director, all tuition must be paid prior to starting classes and receiving materials. For hardship cases, the Director may arrange an alternative payment schedule that will include a 10% payment plan fee on any unpaid balance as of the first day of class.

| Cost of NAR's Professional Reflexology Certification Program | |
|---|----------------|
| Tuition for the 320-hour Certification program | \$ 3200 |
| Non – Refundable Textbook and Materials Fee | \$ 300 |
| TOTAL COST OF PROGRAM for tuition, textbooks, and materials: | \$ 3500 |

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.

The Nashville Academy of Reflexology has also been approved for **WIA funding** in Tennessee, however, your particular county may have restrictions on the occupational training that they support. Contact your local Career Advancement Center to request WIA funding. 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 30 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 30 contact hours, but prior to the end of 75 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 75 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, dvds 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.

PROFESSIONAL REFLEXOLOGY CERTIFICATION PROGRAM

ORIENTATION, THINKING SKILLS, & IDEA MAPPING -- 6 hours

NAR provides not only an orientation to the school, its policies and services, but also a review of Thinking Skills that students find useful when they begin a new educational program. In addition, we introduce students to Idea Mapping, a visual thinking and memory technique that will help them learn and retain the new material.

ADULT FIRST AID/CPR – 4 hours – (American Red Cross, American Heart Association or other TN state-approved class)

If students already have the First Aid/CPR certification, they must provide proof of their certification before beginning the clinical hours and supervised practicum. NAR will provide students an opportunity to take this course from an approved provider during the first few weeks of the program. **This course is not included in the tuition. We arrange with a certified Red Cross instructor to teach this class.** Students who need to take the First Aid/CPR course will pay a fee of \$60 directly to the instructor.

CORE SUBJECTS

101 Reflexology 1 - 50 hours

Lecture/ Demonstration 24 hours, Lab 26 hours

This course provides in-depth study of reflexology, its history and theory, zones, and the body reflexes mapped onto the feet. Different schools of thought on reflexology are discussed from a holistic viewpoint within the scope of practice. Included in this course are sensory palpitation and assessment of the foot, reflexology application terms, the various anatomy systems as reflected in zones on the feet, reflexology techniques, foot problems and care, effects and benefits of reflexology, understanding stress and relaxation responses, indications and contraindications for reflexology, hygiene, reflexology equipment and supplies, body mechanics, self-care for the practitioner, use of client forms, and preparation to perform practicums. A general routine will be learned for both the feet and the hands.

102 Anatomy, Physiology, & Pathology – 50 hours

Lecture 50 hours

This class teaches future reflexologists what they need to know about human physiology, anatomy and the systems, functions, and common dysfunctions and pathologies of the human body in order to practice knowledgeably and professionally. This course of study is a foundation for the student in correlating the systems and functions of the body with their understanding of the reflexology charts and zones. In depth study will be given to anatomy of the foot and hand, its structure and functionality, anatomical foot/hand terminology, and pathologies of the foot.

201 Reflexology 2 – 58 hours

Lecture 28 hours, Lab 30

The focus of Reflexology 2 is more extensive and advanced study and practice of reflexology from both Western and Eastern traditions including meridians. Vita Flex, a Tibetan form of reflexology will be learned as well as a very gentle form of the Chinese Yin Tui Na holding techniques. The student will become sensitized to subtle energy systems, craniosacral reflexes, emotional points, and neuroendocrine centers that may be addressed with reflex techniques. Expanding on basic reflexology skills learned in Reflexology 1, students will

explore scientific styles of reflexology and learn how to link multiple reflexes. Clinical reflexology for health care offices and general reflexology for salons and spas will be differentiated. Students and instructor will discuss clinical case studies and reflexology research. Students will learn how to design a session protocol based on a client's needs using main reflexes, related reflexes, and multiple techniques.

RELATED SUBJECTS

202 Business Practices, Law, & Ethics – 20 hours

Lecture 20 hours

Good business practices, ethics, communications, guidance on setting up and operating a reflexology practice, and tips on effective marketing strategies will be discussed. This course includes site visits to locations where reflexologists practice. The Laws pertaining to reflexologists in the State of Tennessee will be reviewed, as well as the national standards set by the American Reflexology Certification Board.

203 Complementary and Alternative Health – 12 hours

Lecture 12 hours

This class will expose students to different approaches to complementary alternative medicine and holistic wellness practices for the body-mind-emotions. Various methods to maintain optimal wellness and balanced living will be explored. Different fields such as Massage, Chiropractic, CranioSacral, Acupuncture, Nutrition, Integrative Medicine, Podiatry, Psychology, Reiki, Physical Therapy, and Fitness will be identified to enrich and augment the student's awareness and understanding of how a reflexologist may interface with other health professionals. Guest speakers from different health related fields will share their insights and knowledge.

204 Adjunct Modalities – 24 hours

Lecture/Demonstration 12 hours, Lab 12 hours

This class presents an introduction to various adjunct modalities that can complement a reflexology practice, including aromatherapy, aromatic hydrotherapy, light and sound. Students will study basic essential oil chemistry, active properties of compounds found in essential oils, blending, and safe application techniques. Student will gain knowledge of proper ways to incorporate heat and cold water hydrotherapy combined with aromatics, as well as the use of warming or cooling stones. Students will also explore the effects of vibrational sound, light and color for the healing environment.

300 Clinic Procedures, Supervised Practicum, & Case Studies – 100 hours

Students gain hands-on experience in a clinic setting with instructor supervision and guidance; taking appointments, greeting the public, making client notes, and applying appropriate reflexology for the general public who visit the NAR Student Clinic for reflexology sessions and the community outreach events to be arranged. A total of 100 hours of clinic procedures and supervised practicum are required within the 320-hour certification program.

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 in community outreach will be supervised by an instructor and/or a licensed health professional and will be documented by students for evaluation by the reflexology instructor. The 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.

SCHEDULE OF CLASSES

Daytime Schedule -- FASTRAC

Students who prefer to attend classes during the daytime can enroll on the Fastrac Schedule:

Tuesdays, Wednesdays, and Thursdays-- 9:00 a.m. – 5:00 p.m.

On the Daytime Schedule, the 320-hour Certification program can be completed in approximately 5 months. For the specific calendar for the next Fastrac Schedule session, go to pages 18-19 of this catalog or consult the calendar section of our website.

Evening Schedule

On the Evening Schedule, classes meet from 5:30 – 9:30 three evenings per week on Tuesdays, Wednesdays, and Thursdays. The 320-hour Certification program can be completed in just under 8 months.

For the specific calendar for the next Evening Schedule session, go to page 20 of this catalog or consult the calendar section of our website.

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 only one weekend each month, either the first weekend or the third weekend, except for occasional variances to avoid holiday weekends. For the specific calendar for the next Weekend Schedule session, please see page 21 of this catalog or consult the calendar section of our website. During the Weekend Schedule, classes total 18 contact hours each weekend with one hour breaks for both lunch and dinner on Saturday and one hour break for lunch on Saturday.

Saturday – 9:00 a.m.– 9:00 p.m.

Sunday -- 9:00 a.m.– 6:00 p.m.

On the Weekend Schedule, the 320-hour Certification program can be completed in 19 months.

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 220 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 100 hours of Clinic Procedures, Supervised Practicum. & Case Studies.

Students should request an excused absence for illness, etc. Unexcused absences will count against students in the participation portion of the grade for each course. Students who miss more than eight hours of classes per term will 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 eight hours per term, students will 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 session after the completion of written exams and practical demonstration of skills.

SATISFACTORY PROGRESS

Students must have a 2.0 GPA for the 100 hours of classroom instruction and 30 hours of supervised practicum completed during the First Term and must have submitted the documentation for successful completion of the Adult CPR/First Aid Course prior to the first practicum experiences. If a student has failed to meet this satisfactory progress, he/she will be suspended until retaking the course that was failed. A student may be readmitted to the Second Term once the GPA has been raised to 2.0.

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 First Session exams by the end of the second week of the Second Term and have the probation lifted if they successfully improve the grade.

GRADUATION REQUIREMENTS

Students must complete all 220 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 100 hours of clinic procedures and supervised practicum as described in the course description and submit the documentation of those 100 hours of practicum and case studies by the end of the Second Term 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 verbally or in writing to the Director of Nashville Academy of Reflexology, Dr. Carol Ann Baily, 615-934-1034 4825 Trousdale Dr. Suite 222, Nashville, TN 37220. 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
Reflexology Certification Program – FASTRAC SCHEDULE

2017 CALENDAR – Spring-Summer Session

| FIRST TERM | | |
|------------------------------|----------------------|--------------|
| | Time of Class | Hours |
| APRIL | | |
| T - April 11 | 9a – 5 p | 7 |
| W – April 12 | 9a – 5 p | 7 |
| R – April 13 | 9a – 5 p | 7 |
| T – April 18 | 9a – 5 p | 7 |
| W – April 19 | 9a – 5 p | 7 |
| R – April 20 | 9a – 5 p | 7 |
| T – April 25 | 9a – 5 p | 7 |
| W – April 26 | 9a – 5 p | 7 |
| R – April 27 | 9a – 5 p | 7 |
| MAY | | |
| T – May 2 | 9a – 5 p | 3 4 C |
| W – May 3 | 9a – 5 p | 7 |
| R – May 4 | 9a – 5 p | 3 4 C |
| T – May 9 | 9a – 5 p | 3 4 C |
| W – May 10 | 9a – 4 p | 6 |
| R – May 11 | 9a – 5 p | 3 4 C |
| T – May 16 | 9a – 5 p | 3 4 C |
| W – May 17 | 9a – 4 p | 6 |
| R – May 18 | 9a – 5 p | 3 4 C |
| T – May 23 | 9a – 5 p | 3 4 C |
| W – May 24 | 9a – 1 p | 4 |
| R – May 25 | 9a – 5 p | 3 4 C |
| Mid-Term Break | | |
| Total Hours Session 1 | | |
| Orientation/Idea Mapping | | 6 |
| CPR | | 4 |
| Classroom | | 100 |
| Possible Clinic Hours | | 32 |

| SECOND TERM | | |
|-------------------------------|----------|------------|
| | | |
| JUNE | | |
| T – June 6 | 9a – 5 p | 3 4 C |
| W – June 7 | 9a – 5 p | 7 |
| R – June 8 | 9a – 5 p | 3 4 C |
| T – June 13 | 9a – 5 p | 3 4 C |
| W – June 14 | 9a – 5 p | 7 |
| R – June 15 | 9a – 5 p | 3 4 C |
| T – June 20 | 9a – 5 p | 3 4 C |
| W – June 21 | 9a – 5 p | 7 |
| R – June 22 | 9a – 5 p | 3 4 C |
| T – June 27 | 9a – 5 p | 3 4 C |
| W – June 28 | 9a – 5 p | 7 |
| R – June 29 | 9a – 5 p | 3 4 C |
| JULY | | |
| July 4-6 Holiday Break | | |
| T – July 11 | 9a – 5 p | 3 4 C |
| W – July 12 | 9a – 5 p | 7 |
| R – July 13 | 9a – 5 p | 3 4 C |
| T – July 18 | 9a – 5 p | 3 4 C |
| W – July 19 | 9a – 5 p | 7 |
| R – July 20 | 9a – 5 p | 3 4 C |
| T – July 25 | 9a – 5 p | 3 4 C |
| W – July 26 | 9a – 5 p | 7 |
| R – July 27 | 9a – 5 p | 3 4 C |
| AUGUST | | |
| T – August 1 | 9a – 5 p | 3 4 C |
| W – August 2 | 9a – 5 p | 7 |
| R – August 3 | 9a – 5 p | 3 4 C |
| T – August 8 | 9a – 5 p | 3 4 C |
| W – August 9 | 9a – 5 p | 3 4 C |
| R – August 10 | 9a – 1 p | 4 |
| Total Hours Session II | | |
| Classroom | | 114 |
| Possible Clinic Hours | | 72 |
| TOTAL HOURS | | 320 |

NASHVILLE ACADEMY OF REFLEXOLOGY
Reflexology Certification Program – FASTRAC SCHEDULE
2017 CALENDAR – SUMMMER-FALL SESSION

| FIRST TERM | | |
|---------------------------------|----------------------|--------------|
| | Time of Class | Hours |
| AUGUST 2017 | | |
| T – August 15 | 9a – 5 p | 7 |
| W – August 16 | 9a – 5 p | 7 |
| R – August 17 | 9a – 5 p | 7 |
| T - August 22 | 9a – 5 p | 7 |
| W – August 23 | 9a – 5 p | 7 |
| R – August 24 | 9a – 5 p | 7 |
| T – August 29 | 9a – 5 p | 7 |
| W – August 30 | 9a – 5 p | 7 |
| R – August 31 | 9a – 5 p | 7 |
| SEPTEMBER | | |
| T – Sept. 5 | 9a – 5 p | 3 4 C |
| W – Sept. 6 | 9a – 5 p | 7 |
| R – Sept. 7 | 9a – 5 p | 3 4 C |
| T – Sept. 12 | 9a – 5 p | 3 4 C |
| W – Sept. 13 | 9a – 4 p | 6 |
| R – Sept. 14 | 9a – 5 p | 3 4 C |
| T - Sept. 19 | 9a – 5 p | 3 4 C |
| W – Sept. 20 | 9a – 4 p | 6 |
| R – Sept. 21 | 9a – 5 p | 3 4 C |
| T – Sept. 26 | 9a – 5 p | 3 4 C |
| W – Sept. 27 | 9a – 1 p | 4 |
| R – Sept. 28 | 9a – 5 p | 3 4 C |
| Mid-Term Break | | |
| Total Hours Session 1 | | |
| Orientation/Idea Mapping | | 6 |
| CPR (if needed) | | 4 |
| Classroom | | 100 |
| Clinic Hours | | 32 |

| SECOND TERM | | |
|-------------------------------|------------------|--------------|
| | | |
| OCTOBER | | |
| T – October 10 | 9a – 5 p | 3 4 C |
| W – October 11 | 9a – 5 p | 7 |
| R – October 12 | 9a – 5 p | 3 4 C |
| T – October 17 | 9a – 5 p | 3 4 C |
| W – October 18 | 9a – 5 p | 7 |
| R – October 19 | 9a – 5 p | 3 4 C |
| T – October 24 | 9a – 5 p | 3 4 C |
| W – October 25 | 9a – 5 p | 7 |
| R – October 26 | 9a – 5 p | 3 4 C |
| T – October 31 | 9a – 5 p | 3 4 C |
| NOVEMBER | | |
| W – November 1 | 9a – 5 p | 7 |
| R – November 2 | 9a – 5 p | 3 4 C |
| T – November 7 | 9a – 5 p | 3 4 C |
| W – November 8 | 9a – 5 p | 7 |
| R – November 9 | 9a – 5 p | 3 4 C |
| T – November 14 | 9a – 5 p | 3 4 C |
| W – November 15 | 9a – 5 p | 7 |
| R – November 16 | 9a – 5 p | 3 4 C |
| Holiday Break | | |
| T – November 28 | 9a – 5 p | 3 4 C |
| W – November 29 | 9a – 5 p | 7 |
| R – November 30 | 9a – 5 p | 3 4 C |
| DECEMBER | | |
| T – December 5 | 9a – 5 p | 3 4 C |
| W – December 6 | 9a – 5 p | 7 |
| R – December 7 | 9a – 5 p | 3 4 C |
| T – December 12 | 9a – 5 p | 3 4 C |
| W – December 13 | 9a – 1 p | 4 |
| R – December 14 | 9a – 12 p | 3 |
| Total Hours Session II | | |
| Classroom | | 114 |
| Clinic Hours | | 68 |
| TOTAL HOURS | | |
| Classroom | | 320 |
| Clinic | | 100 |

NASHVILLE ACADEMY OF REFLEXOLOGY

Professional Reflexology Certification Program FIRST WEEKEND SCHEDULE – 320 hours 2017 - 2018 CALENDAR

| FIRST TERM | | |
|-------------------------------|----------------------|--------------|
| | Time of Class | Hours |
| MAY 2017 | | |
| Sat. – May 6 | 12:00 p – 9:00 p | 8 |
| Sun. – May 7 | 9:00 a – 6:00 p | 8 |
| JUNE | | |
| Sat. June 3 | 9:00 a – 9:00 p | 10 |
| Sun. June 4 | 9:00 a – 6:00 p | 8 |
| JULY | | |
| Sat. – July 8 | 9:00 a – 9:00 p | 10 |
| Sun. – July 9 | 9:00 a – 6:00 p | 8 |
| AUGUST | | |
| Sat. – August 5 | 9:00 a – 9:00 p | 10 |
| Sun. – August 6 | 9:00 a – 6:00 p | 8 |
| SEPTEMBER | | |
| Sat. – September 9 | 9:00 a – 9:00 p | 6 4 C |
| Sun. – September 10 | 9:00 a – 6:00 p | 4 4 C |
| OCTOBER | | |
| Sat. – October 7 | 9:00 a – 9:00 p | 6 4 C |
| Sun. – October 8 | 9:00 a – 6:00 p | 4 4 C |
| NOVEMBER | | |
| Sat. – November 4 | 9:00 a – 9:00 p | 6 4 C |
| Sun. – November 5 | 9:00 a – 6:00 p | 4 4 C |
| DECEMBER | | |
| Sat. – December 2 | 9:00 a – 9:00 p | 6 4 C |
| Sun. – December 3 | 9:00 a – 6:00 p | 4 4 C |
| TOTAL HOURS First Term | | |
| Orientation | | 6 |
| First Aid//CPR | | 4 |
| Classroom | | 100 |
| Possible Clinic Hours | | 32 |

| SECOND TERM | | |
|-----------------------|-----------------|-------|
| | | |
| JANUARY 2018 | | |
| Sat. – January 6 | 9:00 a – 9:00 p | 6 4 C |
| Sun. – January 7 | 9:00 a – 6:00 p | 4 4 C |
| FEBRUARY | | |
| Sat. – February 3 | 9:00 a – 9:00 p | 6 4 C |
| Sun. – February 4 | 9:00 a – 6:00 p | 4 4 C |
| MARCH | | |
| Sat. – March 3 | 9:00 a – 9:00 p | 6 4 C |
| Sun. – March 4 | 9:00 a – 6:00 p | 4 4 C |
| APRIL | | |
| Sat. – April 7 | 9:00 a – 9:00 p | 6 4 C |
| Sun. – April 8 | 9:00 a – 6:00 p | 4 4 C |
| MAY | | |
| Sat. – May 5 | 9:00 a – 9:00 p | 6 4 C |
| Sun. – May 6 | 9:00 a – 6:00 p | 4 4 C |
| JUNE | | |
| Sat. – June 2 | 9:00 a – 9:00 p | 6 4 C |
| Sun. – June 3 | 9:00 a – 6:00 p | 4 4 C |
| JULY | | |
| Sat. - July 7 | 9:00 a – 9:00 p | 6 4 C |
| Sun – July 8 | 9:00 a – 6:00 p | 4 4 C |
| AUGUST | | |
| Sat. – August 4 | 9:00 a – 9:00 p | 6 4 C |
| Sun. – August 5 | 9:00 a – 6:00 p | 4 4 C |
| SEPTEMBER | | |
| Sat. – September 8 | 9:00 a – 9:00 p | 6 4 C |
| Sun. – September 9 | 9:00 a – 6:00 p | 4 4 C |
| OCTOBER | | |
| Sat. – October 6 | 9:00 a – 9:00 p | 6 4 C |
| Sun. – October 7 | 9:00 a – 6:00 p | 4 4 C |
| NOVEMBER | | |
| Sat. – November 3 | 9:00 a – 9:00 p | 6 4 C |
| Sun. – November 4 | 9:00 a – 6:00 p | 8 |
| TOTAL HOURS | | |
| Second Term | | |
| Classroom | | 114 |
| Possible Clinic Hours | | 84 |
| TOTAL HOURS | | 320 |

NASHVILLE ACADEMY OF REFLEXOLOGY

Professional Reflexology Certification Program – EVENING SCHEDULE 2017 – 2018 CALENDAR

| FIRST TERM | | |
|----------------------------|---------------|-------|
| | Time of Class | Hours |
| SEPTEMBER 2017 | | |
| T – Sept. 12 | 5:30 – 9:30 p | 4 |
| W – Sept. 13 | 5:30 – 9:30 p | 4 |
| R – Sept. 14 | 5:30 – 9:30 p | 4 |
| T – Sept. 19 | 5:30 – 9:30 p | 4 |
| W – Sept. 20 | 5:30 – 9:30 p | 4 |
| R – Sept. 21 | 5:30 – 9:30 p | 4 |
| T – Sept. 26 | 5:30 – 9:30 p | 4 |
| W – Sept. 27 | 5:30 – 9:30 p | 4 |
| R – Sept. 28 | 5:30 – 9:30 p | 4 |
| OCTOBER | | |
| T – October 3 | 5:30 – 9:30 p | 4 |
| W – October 4 | 5:30 – 9:30 p | 4 |
| R – October 5 | 5:30 – 9:30 p | 4 |
| T – October 10 | 5:30 – 9:30 p | 4 |
| W – October 11 | 5:30 – 9:30 p | 4 |
| R – October 12 | 5:30 – 9:30 p | 4 |
| T – October 17 | 5:30 – 9:30 p | 4 |
| W – October 18 | 5:30 – 9:30 p | 4 |
| R – October 19 | 5:30 – 9:30 p | 4 |
| T – October 24 | 5:30 – 9:30 p | 4 |
| W – October 25 | 5:30 – 9:30 p | 4 |
| R – October 26 | 5:30 – 9:30 p | 4 |
| T – October 31 – Halloween | | |
| NOVEMBER | | |
| W – November 1 | 5:30 – 9:30 p | 4 |
| R – November 2 | 5:30 – 9:30 p | 4 C |
| T – November 7 | 5:30 – 9:30 p | 4 C |
| W – November 8 | 5:30 – 9:30 p | 4 |
| R – November 9 | 5:30 – 9:30 p | 4 C |
| T – November 14 | 5:30 – 9:30 p | 4 C |
| W – November 15 | 5:30 – 9:30 p | 4 |
| R – November 16 | 5:30 – 9:30 p | 4 C |
| Thanksgiving Break | | |
| T – November 28 | 5:30 – 9:30 p | 4 C |
| W – November 29 | 5:30 – 9:30 p | 4 |
| R – November 30 | 5:30 – 9:30 p | 4 C |
| DECEMBER | | |
| T – December 5 | 5:30 – 9:30 p | 4 C |
| W – December 6 | 5:30 – 9:30 p | 4 |
| R – December 7 | 5:30 – 9:30 p | 4 C |
| T – December 12 | 5:30 – 9:30 p | 3 |
| W – December 13 | 5:30 – 8:30 p | 3 |
| Mid-Term Break | | |
| TOTAL HOURS Term 1 | | |
| Orientation | | 6 |
| CPR | | 4 |
| Classroom | | 100 |
| Possible Clinic Hours | | 36 |

| SECOND TERM | | |
|----------------------------|---------------|-------|
| | Time of Class | Hours |
| JANUARY 2018 | | |
| T – January 9 | 5:30 – 9:30 p | 4 |
| W – January 10 | 5:30 – 9:30 p | 4 |
| R – January 11 | 5:30 – 9:30 p | 4 |
| T – January 16 | 5:30 – 9:30 p | 4 |
| W – January 17 | 5:30 – 9:30 p | 4 |
| R – January 18 | 5:30 – 9:30 p | 4 |
| T – January 23 | 5:30 – 9:30 p | 4 |
| W – January 24 | 5:30 – 9:30 p | 4 |
| R – January 25 | 5:30 – 9:30 p | 4 |
| T – January 30 | 5:30 – 9:30 p | 4 C |
| W – January 31 | 5:30 – 9:30 p | 4 |
| FEBRUARY | | |
| R – February 1 | 5:30 – 9:30 p | 4 C |
| T – February 6 | 5:30 – 9:30 p | 4 C |
| W – February 7 | 5:30 – 9:30 p | 4 |
| R – February 8 | 5:30 – 9:30 p | 4 C |
| T – February 13 | 5:30 – 9:30 p | 4 C |
| W – February 14 | 5:30 – 9:30 p | 4 |
| R – February 15 | 5:30 – 9:30 p | 4 C |
| T – February 20 | 5:30 – 9:30 p | 4 C |
| W – February 21 | 5:30 – 9:30 p | 4 |
| R – February 22 | 5:30 – 9:30 p | 4 C |
| T – February 27 | 5:30 – 9:30 p | 4 C |
| W – February 28 | 5:30 – 9:30 p | 4 |
| MARCH | | |
| R – March 1 | 5:30 – 9:30 p | 4 C |
| T – March 6 | 5:30 – 9:30 p | 4 C |
| W – March 7 | 5:30 – 9:30 p | 4 |
| R – March 8 | 5:30 – 9:30 p | 4 C |
| T – March 13 | 5:30 – 9:30 p | 4 C |
| W – March 14 | 5:30 – 9:30 p | 4 |
| R – March 15 | 5:30 – 9:30 p | 4 C |
| T – March 20 | 5:30 – 9:30 p | 4 C |
| W – March 21 | 5:30 – 9:30 p | 4 |
| R – March 22 | 5:30 – 9:30 p | 4 C |
| Easter Break | | |
| APRIL | | |
| T – April 3 | 5:30 – 9:30 p | 4 C |
| W – April 4 | 5:30 – 9:30 p | 4 |
| R – April 5 | 5:30 – 9:30 p | 4 C |
| T – April 10 | 5:30 – 9:30 p | 4 C |
| W – April 11 | 5:30 – 9:30 p | 4 |
| R – April 12 | 5:30 – 9:30 p | 4 C |
| T – April 17 | 5:30 – 9:30 p | 4 C |
| W – April 18 | 5:30 – 9:30 p | 4 |
| R – April 19 | 5:30 – 9:30 p | 4 |
| T – April 24 | 5:30 – 8:30 p | 3 |
| W – April 25 | 5:30 – 8:30 p | 3 |
| TOTAL HOURS Term 2 | | |
| Classroom | | 110 |
| Possible Clinic Hours | | 84 |
| TOTAL PROGRAM HOURS | | 320 |