

Steps to Enroll for the Nashville Academy of Reflexology's  
**Professional Reflexology Certification Program**  
**WEEKEND SCHEDULE CLASS – 2022**

Nashville Academy of Reflexology's 200-hour Professional Reflexology Certification class on the Weekend Schedule will begin June 4-5, 2022 and conclude on December 3-4, 2022. You can complete the full 200-hour program going to class two weekends each month for just six and a half months!

**Steps to Enroll:**

- Once you have read the enclosed information, you should also go to the website ([www.reflexschool.com](http://www.reflexschool.com)) and **download the Catalog**. No need to print it out. Just read it on your computer and save it there for future reference. Call me directly if you have any questions after looking over the Catalog.
- **Complete the application form on the website.** The application form is available on the website. You simply click on that link and submit the form. Email me to let me know you have sent in an application to ensure your spot since we can only accommodate 8 students per class. You will also need to pay the **\$50 non-refundable application fee** using PayPal or Venmo on the Application Payment page. If you prefer, you can mail in a check to the PO box address below.
- Request that your **official high school or GED transcript** be sent directly to: Nashville Academy of Reflexology, PO Box 40193, Nashville, TN 37204
- If you cannot provide a high school or GED transcript, you will need to arrange to take our Ability To Benefit Test instead. **Call me to make an appointment to take the test if you need to do so.** This is not a difficult test, just designed to make sure you can read the textbooks and answer questions from the paragraph you will read and that you can take the information from a foot map to a person's foot during the test and perform simple techniques from verbal directions. There is a \$60 cost to pay for the administrator to provide this exam should you need it.
- **Ask two friends or colleagues to write you a letter of recommendation for this program.** They can mail it to the PO Box address above or email it to me directly at [directorNAR@gmail.com](mailto:directorNAR@gmail.com) If via email, make sure they include their full address and contact phone numbers on those emailed letters.
- Make an appointment with me to visit our teaching location and to **sign the enrollment agreement paperwork by May 16, 2022. The enrollment deposit of \$800 is due at the time of signing.**
- **The balance of \$3325 will be due before or on the first day of class (June 4).** **Payment Plan:** If you need a payment plan, we can make those arrangements. There will be a 10% payment plan fee on the balance owed after the first day of class, so it is to your advantage to pay as much as you can afford up front. We will make a Payment Plan Agreement for subsequent payments and collect a payment each month for up to 6 months.
- **We encourage our students to be certified in CPR and First Aid** before the clinical practicum begins. **If you are currently CPR certified or become certified during the program,** you should provide documentation of your CPR certification so that I can put it into your file.

• **QUESTIONS?**

If you want other details you don't find in this email or in the website, please feel free to phone me so I can answer your questions.

**Carol Ann Baily, Ed.D., Director**  
**Nashville Academy of Reflexology**  
**615-934-1034**