

**Steps to Enroll for the Nashville Academy of Reflexology's  
Professional Reflexology Certification Program  
EVENING SCHEDULE CLASS -- April 18 – October 25, 2022**

**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 that gives you more thorough information about the program.
- **Complete the application form on the website**. The application form can be accessed with the Career and Application button on the navigation bar. The **\$50 non-refundable application fee** may be paid on PayPal or using Venmo with the QR code on the Application Payment button underneath the Application button. If you prefer to mail in a check for the Application Fee, you can use the Post Office Box 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. This test assures that you can succeed at our program. **There is a \$60 charge for the administration of the test**.
- **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 the enrollment deadline, one month before classes begin. **The enrollment deposit of \$800 is due at the time of signing. The enrollment deadline for the Evening Schedule class is April 4, 2022.**
- **The balance of \$3325 will be due before or on the first day of class**. However, 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. If you are interested in **possible scholarships or using VA educational benefits**, contact me immediately as it takes time to do these.
- **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**