

**Time to Enroll for the Nashville Academy of Reflexology's
Professional Reflexology Certification Program
EVENING SCHEDULE CLASS -- 2021**

Nashville Academy of Reflexology's 200-hour Professional Reflexology Certification class on the Evening Schedule will begin February 16th and conclude on October 19th 2021. To enroll in this class, you need to get started right away. You can complete the full 200-hour program going to class just two evenings each week for 8 months time.

Steps to Enroll:

- Once you have read the enclosed information, you should also go to the website (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 not up on the website at this time as we are changing our server for that service. Call me to let me know you plan to enroll to ensure your spot.
- 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.
- **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. 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 no later than January 15, 2021**. Enrollment deposit of \$500 normally due at the time of signing.
- The balance of \$2800 will be due before or on the first day of class (Feb. 16). 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 not currently certified in CPR and First Aid**, you will need to plan to attend that class on Monday evening, February 15, 2021, 6-10p. **This is NOT part of our 200-hour program, so you will need to pay \$65 directly to the instructor on that date**. **If you are currently CPR certified**, you will just need to 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
615-934-1034