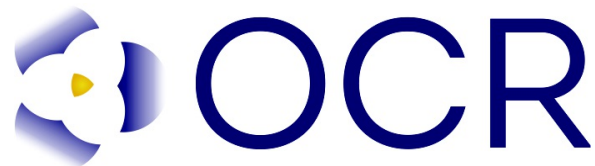


*Ontario College of Reflexology*



# **Challenge Examination Program**

- for Reflexologists Certified by Other Schools of Reflexology -

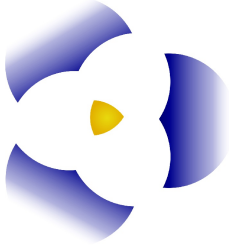
**Ontario College of Reflexology**

783 Airport Rd  
North Bay, ON  
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(705) 647-5354 or 1-888-OCR-FEET (1-888-627-3338)

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E30 - 0323

## Challenge Examination Program

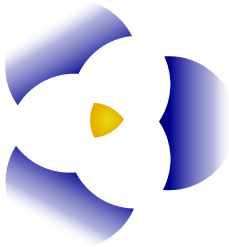
- available to Reflexologists certified by other schools -

This independent study program is available to Certified Reflexologists from other schools of reflexology who wish to become certified by OCR in the Level I Foot Reflexology Certificate program through the successful completion of the college's written and practical challenge examinations.

- **Challenge Examination fee** - \$350.00 Cdn.(does not include membership). Payment accepted will be: Certified cheque, money order, cash or credit card **only**. No personal cheques will be accepted.
- OCR N101 Foot Reflexology comprehensive textbook available at extra cost, with chapter summaries and chapter tests, and a certificate issued upon successful completion of the examinations. Exam fees not included.
- **Time to complete all examinations - 6 months.**
- **Written examination** (max. 3 ½ hrs) - based on the N101 Foot Reflexology textbook/foot chart.
- **Practical examination** (approx. 1-hr) - based on the N101 Foot Reflexology Foot Procedure. The techniques are similar to that used by other schools of reflexology, but the practical routine starts at the heel, working upward to the toes. This has been found to be very beneficial in a wide variety of ways. A sample of the *Reflexology Health Record* and the *Reflexology Session Record* is required to be submitted at the time of the practical examination.
- **Passing grade** - minimum average of **80%** of both written and practical examinations.
- **Certified Foot Reflexologist** upon successful completion of the challenge examinations.
- **Who is eligible?** - The applicant must be certified by a school of reflexology that meet the college's minimum standards. The student may apply by enclosing a copy of the certificate, course curriculum outline and examination results that meet the following minimum standards:
  - minimum 30-hours classroom instruction which includes Anatomy & Physiology
  - minimum 50-hours practicum (at least 50 documented practical reflexology sessions)
  - written examination
  - practical examination.
- **Refund Policy:** None after the application has been accepted by the college. In the event that an application is declined by the college, an 85% refund (less 15% administrative fee) will be issued.
- **Membership fee** (optional) - Associate level or OCR Certified (when completed program) with Referral Listing option: \$75.00 Cdn.

Other applicable forms:

- Challenge Exam Application Form (E31)
- Challenge Examinations Instructions for Certified Reflexologists (E32)
- Guideline to the Practical Examination by Video (E26A)
- Membership Application Form (M01)



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## Challenge Examination Application Form

for Reflexologists certified by other schools

E31 - 0323

Name:		<p><b>The undersigned hereby acknowledges and accepts full responsibility for payment of this application and any additional costs including collection agency costs should my payment not be accepted by my financial institution for any reason. I have read and accepted the terms of the <i>Refund Policy</i>.</b></p> <p>Date: _____</p> <p>Signature: _____</p>
Address:		
City:		
Prov/State:		
P.C./Zip:		
Country:		
Res. Tel.#:		
Bus. Tel.#:		
Fax #:		
Email:		

**Enclosed:** \* Price in \$Cdn & subject to change without notice

Copy of certificate by a school of Reflexology that meet OCR's minimum standards and/or supporting documentation.

Challenge Examination fee\* of \$350.00 Cdn.

**Payment:** \* Credit card payments will be made in Cdn. funds.

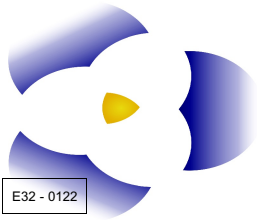
**Certified Cheque** / Money Order      Amount Paid: \$ \_\_\_\_\_ Cdn. Funds

Cash

VISA\*      Acct.#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

MasterCard\*      Signature \_\_\_\_\_ Name on Card: \_\_\_\_\_

Office Use Only	Date Received	Amt. Paid	How Paid	Student. #	Rec. #	Membership?	Date Sent



# Ontario College of Reflexology

## Challenge Examinations Instructions For Certified Reflexologists

### Proctored Written Examination Guidelines

You may pick a professional proctor if it meets the *Acceptable Proctors requirements* as shown below. Exams may not be administered in a private residence; only in a professional proctored environment. Please submit your proctor choice to the college for approval.

#### Acceptable Proctors

- Official testing center at a college/university
- Certified librarians at a library, college/university, or school
- College/university administrators, instructors, or academic advisors
- Learning/tutoring centers
- Educational officers of a military installation or correctional facility

All proctors must have a verifiable professional email address and monitor the student during the exam. All proctors must be approved by this college. Proctors may charge fees for their services. Any fees incurred are the student's responsibility.

#### Unacceptable Proctors

- Relatives or spouses/partners/significant others
- Friends and/or roommates of the student or student's family
- Co-workers, supervisors or business associates
- Peers or students
- Anyone who does not have a verifiable, professional email address (Gmail, Hotmail, Yahoo, etc. are unacceptable)
- Anyone who cannot monitor the student during the exam (note that many libraries have difficulty with this requirement)

**This list is not all inclusive and this college may deny any proctor that appears unacceptable.**

Once a proctor has been approved, we will mail a sealed envelope containing the written examination and instructions to the proctor. You may arrange for an examination date suitable with your proctor. During the examination period, no books or charts are allowed (exceptions to this rule are dictionaries and language translation dictionaries) and only writing tools are permitted (such as pens, pencils, erasers, etc.). You will be allowed up to **3 1/2 hours** to complete your written examination.

The proctor must be approved by the college prior to the exam and meets the requirements as shown above.

- The student is permitted to bring writing tools (such as pens, pencils, rulers and erasers.)
- **Books are not allowed** except for dictionaries (medical not permitted) and language translation textbooks.
- Cell phones and other electronic devices must be turned off and put away.
- The proctor will receive a package containing instructions and a sealed envelope containing the written examination (do not open until time of exam).
- The proctor may arrange a suitable date (within **two weeks** after receipt of the examination) and location with the student for the examination. The location shall be such that the student will have at least several hours of quiet time (no distractions - such as children playing, music, etc.) and that there is no access to information on reflexology such as a wall poster containing foot reflexology points.
- At the time of the examination, the proctor shall open the sealed envelope containing the examination and give it to the student. The proctor shall monitor the student at all times to ensure that the student did not have access to any information on reflexology. Washroom breaks are permitted upon request by the student. Proctors are **not permitted** to answer any questions except for language translations where the student's primary language is not English. You have a maximum of 3 and 1/2 hours to complete the examination. Once the student has finished the examination or the maximum time limit has been reached, the proctor shall immediately seal the written examination in the return envelope provided by the student along with a signed declaration by the proctor. The student shall not have access to the written examination again when it is completed.
- The sealed envelope containing the completed written examination will be returned to OCR by the proctor within **five (5) business days** by traceable mail. The return envelope must be sent by traceable mail (Canada Post ExpressPost envelope or equiv.) and is provided by the student or at the student's cost.

**Failure to return the completed examination within the time limit will void the examination.**

**Any contravention to the above will result in a failure mark assigned to the student without recourse.**

**Note: You have six (6) months to complete all examinations.**



E26A-0419

## Guideline to the Practical Examination By Video

**Do not attempt the practical examination by video unless you have a firm knowledge of the foot routine. This is a practical examination and you should be prepared to perform the foot routine as a professional and as though this was a “live” practical examination.**

**The following format is required to be followed when video taping your practical examination - marks will be deducted when the work is not clear enough to be seen:**

1. Start of the video tape: The student acknowledges the washing of hands, “*I have washed my hands before starting.*”
2. The student introduces self and the volunteer client.
3. The student takes the volunteer client’s health record (volunteer client’s health record sheet is to be filled out before the start of the video tape - do not video tape while the volunteer client is filling in the health record sheet but it is expected that the review of the volunteer client’s health record sheet by the student is video taped.)
4. The student examines the volunteer client’s feet for foot problems (explain what they are doing).
5. The student talks his/her way through the entire session.
6. The student performs warm-ups - explains.
7. The student explains what is being done. For example, - the *Relative to Solar Plexus Reflex* (is located in the center of the diaphragm reflex) is worked to remove stress - then show where it is and how to work it. The pituitary gland reflex is then worked (show how to find it), then how to work it.
8. The student continues with the spine reflex with the full explanation of what he or she is doing.
9. The student then continues through the routine from the back of the foot forward, explaining each reflex, how to find it and how to work it.
10. After completion of the right foot, then the left foot is started, explaining each move throughout the routine.
11. After completion of both feet, the student applies olive oil (optional) to the volunteer client’s feet and excess oil is then wiped off the feet.
12. The *Solar Plexus Push Technique* (optional) is applied to both feet.
13. The student then feathers touches both feet (sides, back and sole).
14. The student dismisses the volunteer client with thanks.
15. The student acknowledges to wash hands, “*I am going to wash my hands now.*”
16. End of video tape.

### Notes:

- **Be sure that your name and student number is marked clearly on the video tape.**
- Be sure that your Reflexology Health and Session Records are enclosed.
- While video taping, ensure that there is a clear view of the student’s hands at all times (avoid obstructions such as elbows, etc.). The examiner marking your video tape must be able to see the student’s work at all times, otherwise marks will be deducted. A volunteer may be required to move the video camera to provide an unobstructed view and as well as a clear view of the reflexes worked.
- Ensure that the audio is clear at all times so that the examiner will be able to hear the student’s explanations. **Avoid background noises such as voices, dog barking, radios, etc.**