

**Step 4** – When all the required documentation is received and verified by the ARCB and the testing fee is paid, you will receive the Hand Study Outline. Read it thoroughly to understand what the exam will cover.

The testing fee is \$150. The entire amount is due at the time of application. If you do not take the exam on the scheduled date and provide at least 24 hours advance notice to the ARCB office, your fee may be refunded less a \$50.00 processing fee or may be applied to a future exam date within two (2) years. If you fail to take the scheduled exam and do not provide advance notice the exam fee is forfeited.

**Step 5** – Prepare for the exam; the Hand Study Outline will define what you need to know and help you study for the exam. It provides a bibliography and outline of what is included on the written exam. Become familiar with the ARCB hand reflexology chart. You will be tested on the ARCB chart.

**Step 6** – Take the 150 question written exam and practical portion of the test.

**Step 7** – Make copies of the required ARCB documentation forms to complete your 20 documentations by seeing 10 clients twice each. You will have up to 6 months following the exam to complete them.

**Step 8** – You will receive notification of your test results through the mail within 4-6 weeks after the test. You must retake a failed written or practical portion of the exam within two (2) years and pay a \$75 re-testing fee. If failure involves the documentations, they must be resubmitted along with a \$75 re-submission fee.

Upon completing and passing all phases of the exam, ARCB will send you your Hand Certification Certificate and lapel pin.

Congratulations!

## Annual Fee & Continuing Education

Maintaining your hand reflexology certification status requires complying with the ARCB CE requirement and remaining current with the annual certification fee.

### TESTING DATES FOR 2012

May 12	Salem, MA
May 26	Cumberland, RI
June 9	New York, NY
June 23	Buffalo, NY
July 14	Denver, CO
July 14	Minneapolis, MN
July 28	Anchorage, AK
August 18	Phoenix, AZ
August 25	Atlanta, GA
September 8	Rockford, IL
September 15	Los Angeles, CA
September 22	Columbus, OH
October 13	Manchester, NH
October 13	New York, NY
October 20	Baltimore, MD
November 10	Seattle, WA

Dates & locations are subject to change. Contact the office for the latest information.



**American Reflexology  
Certification Board**

**Hand Certification**

**An Investment in Your Future**

*Since 1991 setting the highest testing standards  
to which professional reflexologists aspire*

The results of the 2007 job analysis survey sent to ARCB certificants indicated 52% of the respondents work on the hands. From the 2008 ARCB School Survey it was determined the majority of school respondents offer a combined (foot/hand or foot/hand/ear) program with a range of 5 to 60 hours dedicated to hand reflexology. To keep pace with changes in the field ARCB is now offering professionals the opportunity to become certified in hand reflexology.

## Hand Reflexology Testing Prerequisites

*There are three requirements:*

1. You must be ARCB certified in foot reflexology before you can take the exam for hand reflexology certification.
2. Have completed a “hands-on” reflexology course involving a minimum of 30 hours of instruction in hand reflexology; and
3. Complete and document 20 hand sessions.

## Educational Guidelines

To accommodate a broader range of schools and students ARCB feels it is important initially to require a smaller number of in-class hours. In addition, a smaller number of hand reflexology hours are required because general anatomy & physiology has already been addressed and tested in the ARCB Foot exam.

As a guideline percentage of curriculum hours of the required 30 hours on hand instruction\* should include:

•65% (19.5 hours) hand reflexology: definition, scope of practice, history, theory, guidelines, reflex chart, areas of emphasis, hands-on techniques and documentations

•35% (10.5 hours) Anatomy and physiology of the hand: identification of all tissue, movement, basic anatomical terminology, pathology

\* Hours/percentages designated are used during the development of a curriculum. Usually in the delivery of a course of study they are integrated in the overall program and may be difficult to separate exactly as shown.

*How can I find schools/teachers that provide 30 hours (or more) of in-class hand reflexology?*

The ARCB web site will be updated as teachers/schools provide us information about their hand program or component of combined program.

*What if the school/teacher program I completed prior to my ARCB certification did not offer at least 30 hours of instruction in hand reflexology?*

You will need to provide the ARCB proof of completion of a 30 hour hand reflexology class. Therefore you may need to take an additional course in hand reflexology to make up the required number of hours.

*Can the combined program that offered 110 in-class hours be applied to the requirement for my foot reflexology certification?*

Hours dedicated to hand reflexology included in your foot certification may also be applied to the in-class hour requirement for hand certification. This may be considered “double-dipping”. However, it will be permitted for an initial period in order to allow teachers to adjust their programs, accommodate ARCB certificants who meet the minimum criteria from past courses and allow ARCB to assess the initial results with teachers and hand certificants.

*Can I take the foot certification exam and the hand certification exam on the same weekend?*

No, you must receive your ARCB foot certification first.

*Will the ARCB hand certification change or impact the Continuing Education (CE) requirement?*

No. The current CE requirement will remain the same – 12

CE Units required in 24 months on a subject(s) that contribute to the personal and/or professional growth of the practitioner. At this time there is no plan to require CEs specific to hand training.

## Application Process

The process is similar to that for the foot exam.

**Step 1** – Locate a reflexology teacher/school that teaches hand reflexology. The ARCB website identifies some schools that provide hand reflexology training; however you may need to contact programs to determine if they offer hand reflexology and the number of hours dedicated to hand reflexology. Verify with the teacher/school that all educational components required to take the exam are covered. The required components are identified on the ARCB website.

**Step 2** – Complete the course or required number of hours. If you already have some hand reflexology hours and are supplementing them to satisfy the ARCB instructional requirement it is your responsibility to ensure that your education meets the testing prerequisites.

**Step 3** – Go to the ARCB web site and download the **ARCB Hand Reflexology Application and School Verification Form**. Complete the **Authorization to Release Education Records** form and send it along with the School Verification Form to your teacher(s) to complete and submit to ARCB. Complete and sign the ARCB Hand Certification Application. Indicate the date and location where you want to take the exam. Mail, fax or scan and email the application along with the required testing fee and documentation of completion of hand reflexology training to ARCB.

To allow sufficient time for review of the study material, we strongly recommend that applications are submitted 60 days prior to the test date.