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## Instructor Applicant Agreement

Dear Instructor Applicant:

In order to process your application please review this document and agreements. This document outlines all current expectations between RAC and the applicant. Should there be any questions, please contact us for assistance. A signature is necessary to show compliance to them before your application can be screened or approved for Training.

The instructor applicant agrees to:

1. Be a member in good standing who is abiding by all the provisions of the By-laws; Member Code of Ethics, and Code of Conduct.
2. Make a commitment for a period of two years to train and instruct only for RAC and no other organization.
3. Understand that the RAC revises all its education and administrative procedures, criteria and curriculum from time to time and that these revisions may affect the process at any given time. If the applicant has made an application in the past that was not completed within the period listed within this document, they are advised to verify that they have the most current documentation for this process before commencing with it.
4. Complete all the current 'Instructor Training Applicant Criteria' including the following :

- *All applicants must be knowledgeable on the most current and up-to-date RAC Training Manual that they will be expected to teach from and therefore will be required to audit the in-class portion of a full reflexology certification course they are applying for before proceeding forward with instructor training if not. Completion of any other relevant material pertaining to that course (i.e. workbook for foot program. Exams and case studies do not need to be performed) will be required.*

\*Please note that if at any time during the application and training process it is found that this has not been completed and is necessary, the applicant will be required to complete this.

- *'Upon completion of the program the applicant will be required to apprentice with a Trainer through a full Reflexology Certification course within six months of their program and before a contract is awarded...'*
5. Comply with all processes of the application procedure, understand that the applicant will be evaluated throughout on how well they comply with, and perform the process including the training program. All evaluations will be used to determine qualification of applicant to proceed with Training and Certification. The applicant agrees to allow time as required to complete the process. At no time may the process be modified by the applicant for personal needs including monetary or time-lines or expect RAC to modify the process for any reason. The applicant may make requests to the Director of Education in writing to be reviewed and subject to approval.
  6. That all application and interview recommendations or directives issued by the Director of Education or Teacher Panel are necessary to complete prior to approval to proceed with training.

7. Follow proper lines of communication and grievance process. All concerns and/or grievances regarding the process will be **in writing to the Director of Education**. No Teacher, Trainer or other persons may be engaged for this purpose. All grievances will follow current policy in place. If the decision made by the Director of Education or Teacher Panel is in question, it may be appealed in the form of a grievance to the Teacher Committee. The grievance procedure is not subject to a challenge and so the decision of the teacher Committee is final.
8. All questions or verbal concerns during or about the process and/or regarding the process are directed to the Director of Education or Teacher Panel at all times.

*Note: For 7 & 8 Automatic suspension of the application process will take affect if the applicant is seen to be acting outside of these requirements.*

9. Have a signed instructor contract with RAC before scheduling any classes or making verbal arrangements to instruct a RAC course for any persons or organizations.
10. To have completed the application process and the training course within 4 months of application.
11. Understand that the following will apply once contracted to instruct for the Association:
  - All instructors must have a current signed contract with the Association and comply with all responsibilities, guidelines, protocols, policies, code of ethics and conduct attached to that contract. If no contract exists between the instructor and the Association the instructor may teach no further RAC courses until the situation has been clarified, and written authorization has been given by the Association.
  - All instructors must have a current 'Public Search PRC' printout from their local RCMP or municipal police station on file at the office and be bondable (RAC must have access to the latter upon request) in the country in which they instruct. The PRC is to be current for each 2 year renewable contract period.
  - Instructors agree to instruct at least two courses per year.
  - Instructors abide by the current and approved RAC curriculum and methodology without modifying or deleting any part.
  - Instructors may instruct only for the Association while under an instructor contract.
  - The RAC office will handle the registrations for all courses. Teachers will advertise and promote their courses on their own and through the webpage by contacting the RAC head office. Teachers are required to contact the RAC office with their course information and dates at least **one month** prior to their course start dates. Teachers are required to send to the office the invoice form.
  - All Instructors agree to submit to a regular performance appraisal of their teaching and to the changes required to meet all standards and guidelines set by the Association.
  - Instructors are responsible for their upgrading according to the instructor's contract and Association guidelines.
  - Abide by/be responsible to all current RAC approved instructor and administrative responsibilities.
  - Instructors may not use RAC curriculum for any other purpose except for RAC certification purposes respecting all RAC copyright. This will apply following the resignation of an instructor or non-renewal of a contract for an instructor.
  - Instructors who do not fulfill the terms of their contract or have not been under contract in excess of 2 years and who wish to renew their contract will be considered for a continuing professional development review, at the current cost and within 2 months of contract application.
  - Agree to an initial probationary period (if applicable).
  - Provide written notice of resignation if wishing to terminate the contract.

12. Comply with the above agreements or withdraw the application. A letter of withdrawal and the reason for it must be provided to the Director of Education. Upon receipt and subject to review, the office will be notified and any fees owing will be returned less administrative fees, which are non-refundable. These are subject to current administrative and refund policies. Future training will require and additional application process, approval and completion of any current criteria and procedures at the time of re-application.
13. Agree that the Association may terminate this agreement and application process at any time if the applicant is found to be in conflict with the By-Laws, Policy and Procedures, Code of Ethics, Code of Conduct or in criminal investigation in the courts of the Country of residence, as may be in effect for the duration of the application process, training and instructor contract.
14. Agree that if any conditions of this agreement document have not been adhered to by the instructor applicant, and if attempts in writing by either the instructor applicant or the Association to remedy the situation have been unsuccessful within a reasonable time period the Association may terminate the application process.

Please make two copies, one for your file and return one to the Reflexology Association of Canada, along with your Application form and instructor applicant Criteria. Please do not return by e-mail.

I understand and agree to abide by the mandatory conditions and requirements of this agreement document:

Signed and Accepted by:            Name of Instructor Applicant: \_\_\_\_\_

Dated: \_\_\_\_\_            Signature of Instructor Applicant: \_\_\_\_\_

**The Reflexology Association of Canada**