

NCBTMB Reflexology Specialty Certificate Exam Outline

History of Reflexology

Participants must demonstrate knowledge of the history of reflexology, who developed it, and its purposes.

Working legally, ethically, and professionally will lengthen a reflexologist's career. A reflexologist must continuously ensure he/she is practicing professionally and ethically.

Ethics and Professionalism

Participants must demonstrate knowledge of Ethics:

- Practice ethical and professional behavior when working with clients.
- Know the Reflexology Code of Ethics.
- Know when it is appropriate to date a client.

Reflexologists must maintain a client's privacy within and outside of the work place. It is illegal to disclose any personal information regarding clients to other therapists, family, or the public. All intake forms, notes, and client information must be kept in a secure location.

Documentation and Privacy

Participants must demonstrate:

- Knowledge of HIPAA laws.
- Proper intake and client noting procedures.
- Assessment skills and documentation of findings.
- Knowledge of information that may be shared, as well as how information can be shared.
 - Understand client consent to proceed with reflexology treatments.
 - Know how to document procedures and findings after a reflexology treatment.
 - Know how to read intake forms and critically think about how to proceed depending on clients' intake form information.

Practicing proper sanitation procedures will minimize the spread of disease and bacteria.

Sanitation

Participants must demonstrate knowledge of sanitation and hygiene, including:

- Know when to change linens.
- Understand proper hand washing before/after a reflexology treatment.
- Know when to wear gloves.
- Understand proper tool cleaning.
- Understand how bacteria, viruses, fungi and parasites are spread from surface to surface.
- Understand why a reflexologist would use no medium, corn starch, or powder rather than lotion or oil when performing a reflexology treatment.

Sanitation
Cont'd

Participants must demonstrate knowledge of and identify indications and contraindications and how to proceed when a client has different forms of:

- Bacteria
- Viruses
- Fungi
- Parasites

Understanding directional and movement terminology is essential when working with any part of the body to describe where one area or organ is, in association with another area, limb or organ. A reflexologist must also understand the movement happening when moving a joint. Understanding directional and movement terms will assist reflexologists in describing and understanding where they are working.

Directional and
Movement Terms

Participants must demonstrate a complete knowledge of the following terms:

- Medial
- Lateral
- Proximal
- Distal
- Superior
- Inferior
- Deep
- Superficial
- Dorsal
- Plantar
- Flexion
 - Plantar flexion
 - Dorsiflexion
- Extension
- Circumduction
- Abduction
- Adduction
- Inversion
- Eversion
- Rotation

Reflexologists press areas of the hand and foot that relate to and affect tissue, organs, joints, and muscles. When pressing reflex points, reflexologists are causing a change in another area. It is important to know which areas are affected (and how) during treatments.

Systems of the
Body

Participants must demonstrate basic knowledge of each system of the body, including:

- Understand the purpose of and what each system of the body does.
- Know organs of each system.
- Know the location of organs and their corresponding reflex point on the foot.
- Understand pathologies of each system.

**Systems of the
Body: The Skeletal
System**

The skeletal system is the support system of the body. A reflexologist must have a fundamental knowledge of bones, bony landmarks, and joints. When pressing a reflex point, the reflexologist may be addressing joint dysfunction in another area.

Participants must demonstrate a fundamental knowledge of bones and joints of the body.

Participants must demonstrate an in-depth knowledge of the location of each bone of the hand and foot:

- Phalanges – 14 in each hand and foot
- Metatarsals – 5 in each foot
- Metacarpals – 5 in each hand
- Tarsals – 7 in each foot
 - Medial cuneiform
 - Intermediate cuneiform
 - Lateral cuneiform
 - Cuboid
 - Navicular
 - Calcaneus
 - Talus
- Carpals – 8 in each hand
 - Scaphoid
 - Lunate
 - Triquetrum
 - Pisiform
 - Trapezium
 - Trapezoid
 - Capitate
 - Hamate

Participants must demonstrate an in-depth knowledge of the location of the tibia, fibula, ulna, radius and bony landmarks associated with:

- Tibia
- Fibula
- Ulna
- Radius
- Medial malleolus
- Lateral malleolus

Participants must demonstrate knowledge of the number of vertebrae in the body and the name of each:

- C-1 – C7
- T1 – T12
- L1 – L5
- Sacrum

Participants will demonstrate knowledge of pathologies, indications, and contraindications when working with the skeletal system.

**Systems of the
Body: The
Muscular System**

The muscular system moves the body. Reflexology does not affect the muscular system as much as many other systems of the body. Specific reflex points can, however, affect different muscle groups associated with the area.

- **Participants must demonstrate knowledge of the diaphragm, what it does and how reflexology can affect it.**
- **Participants must demonstrate knowledge of the number of muscles in the hand and foot.**
- **Participants must demonstrate knowledge of reflex points that correspond with the neck, back, and leg muscles.**
- **Participants must demonstrate knowledge of pathologies, indications and contraindications when working with the muscular system.**

**Systems of the
Body: The
Circulatory System**

The circulatory system includes the heart, veins, arteries, and blood. A reflexologist must understand client health history to ensure there are no contraindications due to heart or blood clot issues.

- **Participants must demonstrate a basic knowledge of the circulatory system.**
- **Participants must demonstrate knowledge of pathologies, indications and contraindications when working with the circulatory system.**

**Systems of the
Body: The
Lymphatic
(Immune) System**

The lymphatic system works with the circulatory system to fight illness and disease. The organs of the lymphatic system include organs, lymphatic glands, and lymphatic vessels.

Participants must demonstrate a basic knowledge of location and function of the organs and glands of the lymphatic system, such as:

- Tonsils
- Thymus
- Spleen
- Lymphatics
- Glands located in the groin

Participants must demonstrate knowledge of pathologies, indications and contraindications when working with the lymphatic system.

**Systems of the
Body: The Nervous
System**

The nervous system is composed of the brain, spinal cord, and peripheral nerves. Nerve endings are found in the hands and feet. Reflexology works with the nerves that affect other areas of the body.

Participants must demonstrate a basic knowledge of the nervous system and which reflex points in the foot are associated with the brain, nerves, and stress.

- Know how many spinal nerves are found in each section of the spine when performing a reflexology session.

Participants must demonstrate knowledge of pathologies, indications, and contraindications when working with the nervous system.

**Systems of the
Body: The
Endocrine System**

The endocrine system contains glands that produce hormones to regulate and restore balance to the body.

Participants must demonstrate a basic knowledge of the endocrine system, glands and their main functions, including:

- Thyroid gland
- Adrenal gland
- Pituitary gland

The Endocrine System Cont'd

- Ovaries
- Testicles
- Parathyroid gland

Participants must demonstrate knowledge of pathologies, indications and contraindications when working with the endocrine system.

The reproductive system contains all the organs of reproduction.

Systems of the Body: The Reproductive System

Participants must demonstrate a basic knowledge of the reproductive system, its organs and their functions, including:

- Ovaries
- Fallopian tubes
- Uterus
- Testes
- Prostate gland

Participants must demonstrate knowledge of pathologies, indications and contraindications when working with the reproductive system.

The digestive system is composed of all the organs that break down food, absorb water and nutrients and get rid of waste products.

Systems of the Body: The Digestive System

Participants must demonstrate knowledge of each organ of the digestive system and tasks each performs, including:

- Stomach
- Liver
- Gall bladder
- Small intestine
 - Duodenum
 - Jejunum
 - Ileum
 - Ileocecal valve
- Large intestine
 - Ascending colon
 - Transverse colon
 - Descending colon
 - Sigmoid colon
- Pancreas
- Esophagus
- Solar plexus
- Spleen

Participants must demonstrate knowledge of pathologies, indications, and contraindications when working with the digestive system.

Systems of the Body: The Respiratory System

The respiratory system is composed of the organs that inhale oxygen into the body in exchange for carbon dioxide exhaled.

The Respiratory System Cont'd

Participants must demonstrate knowledge of the respiratory organs and how the exchange of oxygen for carbon dioxide takes place in the body, including:

- Sinuses
- Lungs
- Bronchial tubes
- Bronchi
- Diaphragm
- Alveoli

Participants must demonstrate knowledge of pathologies, indications and contraindication when working with the respiratory system.

The urinary system regulates water in the body.

Systems of the Body: The Urinary System

Participants must demonstrate basic knowledge of the urinary system and organs, including:

- Bladder
- Ureters
- Kidneys

Participants must demonstrate knowledge of pathologies, indications and contraindications when working with the urinary system.

Reflexology Terminology

The following are key terms all reflexologists must be familiar with and understand:

- Working hand
- Reflex points/area
- Zones
- Shoulder line
- Diaphragm line
- Waist line
- Pelvic line
- Thumb walking
- Finger walking
- Hook and back up
- Spinal twist
- Wringing
- Ankle rotation
- Toe rotation
- Ankle traction

Reflex Points

Reflex points are associated with different organs throughout the body. A reflexologist must know which reflex points to address according to the system or organ they are working with, while understanding indications and contraindications for reflexology.

Participants must demonstrate knowledge of location of each reflex point and how it affects the body:

- Brain
- Neck

Reflex Points
Cont'd

- Head
- Sinus
- Spine
- Ears
- Eyes
- Pineal
- Pituitary
- Throat
- Neck
- Thyroid
- Parathyroid
- Tonsils
- Chest
- Lung
- Shoulder
- Thymus
- Esophagus
- Trachea
- Bronchi
- Diaphragm line
- Diaphragm
- Heart
- Lung
- Spleen
- Solar Plexus
- Stomach
- Back
- Adrenals
- Pancreas
- Gall bladder
- Liver
- Kidneys
- Bladder
- Ureters
- Small intestines
- Duodenum
- Transverse colon
- Ascending colon
- Descending colon
- Sigmoid colon
- Rectus
- Anus
- Sciatic nerve

Reflex Points
Cont'd

Participants must demonstrate knowledge of indications and contraindications when working on all reflex points.

Participants must demonstrate knowledge when working with common foot, ankle and lower leg injuries, including:

- Scars
- Sprains
- Strains
- Arthritis
- Club foot
- Bunions
- Corns
- Spurs
- Callus'
- Abrasions
- Bursitis

To register for your Reflexology Specialty Certificate Exam, please visit
www.ncbtmb.org

You will be required to create an account, or login on www.ncbtmb.org prior to accessing the application.

Once logged in, click on "Specialty Certificates" from the Quick Links menu (left) and select the "Reflexology Specialty Certificate Application"

See next page for resources/recommended reading



Resources and Recommend Textbooks:

[Better Health with Foot Reflexology Revised Edition by Dwight C. Byers](#)

[Feet First: A Guide to Foot Reflexology by Laura Norman](#)

[Original Works of Eunice D. Ingham: Stories the Feet Can Tell Thru Reflexology/Stories the Feet Have Told Thru Reflexology 2nd Edition by Dwight C. Byers and Eunice D Ingham](#)

[The Reflexology Manual: A Photographic Step-by-Step Guide to Treating the Body Through the Feet and Hands by Pauline Wills](#)

[The Reflexology Bible: The Definitive Guide to Pressure Point Healing by Louise Keet](#)

[Trail Guide to the Body Workbook by Andrew Biel](#)