



Certified Reflexologist

APPLICATION PROCESS & CHECK LIST

Step 1: Print the materials and Apply.

Mail your application to:

FVSM

P.O. Box 615

Neenah, WI 54957-0615

FVSM will email you when we receive your materials to schedule an interview. After the interview you will be notified of acceptance into the program or if there are additional steps that may need to be taken to be accepted.

- Application
- Essay
- Application fee (\$50 non refundable)
- 2 Letters of Recommendation

Step 2: Once you are accepted into the Reflexology program, the next step is for you to fill out the enrollment form and send it along with your tuition.

You will also need to complete an Adult CPR-AED, 1st Aid class. Ideally this is completed before you start. It is required by November 1.

- Enrollment form
- Tuition \$750 Please note – tuition is non-refundable.
- First Aid, Adult CPR-AED Class

Step 3: Purchase your books and supplies and get ready to begin.

- Textbook
- Notebook & pen
- Highlighters & Colored Pencils
- 3 Sets of Twin sized sheets, 3 large blankets, 3 hand towels
- Professional clothes to wear to class
- I will practice reflexology on myself 4 times a week every week during the duration of the training.

Step 4: Prepare for Orientation and the First day of class

- Complete the Free Medical Terminology Class online – this link will be emailed to you in your acceptance letter
- Complete the First day assignment that will be emailed to you one month before the program begins

Step 5: Enjoy the journey of becoming a Certified Reflexologist and Complete all assignments to Graduate in December

Reflexologist Application

Please type or print clearly

General Information:

E-mail address: _____

Social Security Number _____ - _____ - _____

Date of Birth ____ / ____ / ____ Male Female

Address _____ City _____
_____ State _____ Zip _____

Home phone () _____ - _____ Work phone () _____

Cell Phone _____

Occupation: _____ Place of employment _____

Work address _____

Emergency phone numbers (day & night) _____

In case of emergency contact: _____ Relationship _____

Previous Fitness/Exercise and Related Education:

List and describe briefly. Use a separate sheet if necessary.

Educational Background:

(Please state your name on school record, if different) _____

Name _____ City/State _____ Dates Attended _____

Degree High School _____

Degree College _____

Tech/Vocational _____

Other Professional Courses _____

Health Status:

Allergies (to medication, foods, nuts, oils, latex, other) _____

Special medications needed: insulin, inhaler etc _____

Include a 1 page typed summary of your Reflexology Experience and then desired goals from taking this Reflexology program. Tell us about why you are interested in Reflexology and introduce yourself with this summary.

Signed: _____ Date _____

Office Use Only

Date App Rec'd
App Fee Cash/Ck
Essay Enclosed
2 Letters of Rec
Date of Interview
Actp Ltr Emailed
Date Dep Rec'd
Deposit Amt
Dep Paid Cash/Ck
Dep Rec'd emailed
PAF
CPR-AED/1st Aid

Be sure to mail your application to:

FVSM P.O. Box 615 Neenah, WI 54957-0615



Reflexology Enrollment Form

**Enrollment Form Return this form with your Tuition to:
Fox Valley School of Massage
P.O. Box 615.
Neenah, WI. 54957-0615**

Print this form, complete it and mail in your tuition to the Post Office Box.

Tuition of \$750.00 paid to secure spot in class.

By signing below you are agreeing to provide payment.

Signature: _____

Date: _____

Name: _____

Email: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Zip Code: _____

Tuition Deposit: \$ _____ Paid: Cash or Check _____

Please initial:

- _____ I have read the application process and checklist and understand the process
- _____ I understand that attendance is required for every class to graduate
- _____ I will complete the free medical terminology class online before September 1. I understand this link will be emailed to me with my acceptance letter.
- _____ I understand that I will buy my book & supplies for this program.
- _____ I will complete the first day assignment and bring it with me to orientation. I understand the first day assignment will be emailed to me one month before class begins.

Be sure to mail your application to:

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