Application for ARC™ Reregistration through Continuing Education

Directions: To reregister through continuing education, the candidate must document 100 Contact Hours of (CH) of continuing education **related to aromatherapy practice** and it must be submitted for consideration. All CH must have been completed within the five years prior to the candidate's registration renewal date and may be accumulated in any combination of continuing education programs.

100 CH are equal to 100 actual hours made up from a continuing education offering provided by any approved educational body or organization, or by a NAHA or AIA approved school or educator. Training in Raindrop Therapy is not considered as it is not approved as a safe administration method by ARC™.

The offerings can include:

- Aromatherapy related workshops or seminars
- five CH for a two-page Aromatherapy related article to be published in our Newsletter
- Aromatherapy professional development offerings
- Distance-education courses with a focus on aromatherapy
- Aromatherapy state or national conferences
- NAHA or AIA approved aromatherapy academic courses
- The preparation and one presentation of a professional education topic relevant to aromatherapy
- An original article written by the candidate and published in a professional journal related to aromatherapy

Also the following ARC™ test development activities can count towards continuing education:

- participation in a one-day ARC™ item review session = 8 CH
- submission of 10 multiple-choice test questions submitted to PTC = 5 CH

To participate in an item review session or submit question please contact
Prior to submitting questions you are required to read (ADD the Name Here) available here
Questions must be verified with two references located in the textbooks listed in the Candidate Handbook.

If the continuing education is listed by credits, each individual academic credit will be considered as ten (10) CH and may be at undergraduate or graduate level.

All RAs are responsible for maintaining continuing education records used for this Application. All Applications are subject to audit and may be randomly selected for verification of the information provided. Candidates whose Applications are selected for audit will be notified on receipt of Application and will be requested to document all entries.

CONTINUING EDUCATION PROGRAMS (These may include aromatherapy related workshops, seminars, professional development offerings, distance education courses, state or national conferences, academic courses, and test development activities completed within five years. Candidates must have written documentation of the number of completed contact hours. List programs/activities in date order, beginning with the most recent. Print or type all information.)

Mo/Yr of Program	Program, Course, Activity Title or Description	Program Code *	Provider/ Sponsor	Contact Hours

*Program Code: W=Workshop/Seminar C=State/National Conference D=Distance Education T=Test Development Activity A=Academic O=Other

ENTER TOTAL NUMBER OF CONTACT HOURS :_____

List additional programs on separate sheet of paper, if needed, for 100 hours. Enclose with but do not staple to Application.

CANDIDATE AFFIRMATION/AUTHORIZATION

I affirm that all statements given on this Application are true and correct to the best of my knowledge and that the ARC™ is hereby authorized to contact any organization or individual listed hereon to verify my continuing education history.

Signature of RA: _____ Date: _____

NAME: _____ ADDRESS: _____ Phone: _____

****APPLICATION CHECK LIST****

____ Pages 1 and 2; completed and signed
____ Page 3, completed and signed
____ Candidate Consent Form: Read and Signed
____ Appropriate Fee enclosed:$325