

**ARC™ REGISTRATION
EXAMINATION
IN
AROMATHERAPY**

Handbook for Candidates

2012-2013 Testing Periods

Application Deadline: March 1, 2012
Testing Begins: Saturday, April 7, 2012
Testing Ends: Saturday, April 21, 2012

Application Deadline: September 1, 2012
Testing Begins: Saturday, October 6, 2012
Testing Ends: Saturday, October 20, 2012

Application Deadline: March 1, 2013
Testing Begins: Saturday, April 6, 2013
Testing Ends: Saturday, April 20, 2013

Application Deadline: September 1, 2013
Testing Begins: Saturday, October 5, 2013
Testing Ends: Saturday, October 19, 2013

ARC™
Aromatherapy Registration Council

PTC
PROFESSIONAL TESTING CORPORATION
1350 BROADWAY • 17th FLOOR
New York, NY 10018
(212) 356-0660
WWW.PTCNY.COM

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ELIGIBILITY AND ADMINISTRATIVE PROCEDURES

MISSION

The Aromatherapy Registration Council™ (ARC™) has developed and administers the Registered Aromatherapist™ registration program as a means to fulfill its mission of promoting the safe delivery and effective practice of aromatherapy, with the ultimate purpose of protecting public health and safety. The ARC™ Registration Examination in Aromatherapy assesses the knowledge and skills of entry-level aromatherapists in order to encourage a high level of competence among aromatherapy practitioners. Registration in aromatherapy is highly valued and provides formal recognition of a high level of knowledge in the field.

NON-DISCRIMINATION

ARC™ is committed to adhering to the legal and moral principles of fairness and due process throughout its registration program and endorses the principles of equal opportunity. ARC™ will not discriminate among candidates to the Registered Aromatherapist program based on race, religion, sex, national or ethnic origin, marital status, veteran status, age, disability, sexual preference, or gender identity. ARC™ endeavors to administer its registration program in accordance with standards established by the National Council on Measurement in Education, the American Educational Research Association, the American Psychological Association, and the US Equal Employment Opportunity Commission, and with full consideration of the Civil Rights Act of 1964 and the Americans with Disabilities Act.

REGISTRATION IS NOT A GUARANTEE

Needless to say, no registration can attest to the on-going performance or complete adherence to safety standards of registrants. Therefore, ARC™ cannot and does not represent, warrant, or guarantee the quality of any Registered Aromatherapist's performance. However, ARC™ welcomes input about its standards and its candidates. Comments and concerns should be submitted by contacting the Aromatherapy Registration Examination, Professional Testing Corporation (PTC), 1350 Broadway-17th Floor, New York, New York, 10018, (212) 356-0660, ptcny@ptcny.com or Aromatherapy Registration Council™, 5940 SW Hood Ave, Portland, Oregon, USA 97239, Phone: (503) 244-0726, Fax: (503) 244-0727, Email:contact@aromatherapycouncil.org.

NAME AND ADDRESS CHANGES

To ensure that official communications and other important items such as certificates, newsletters, and reregistration guidelines will be received, it is vital that candidates go to the ARC™ website at <http://www.aromatherapycouncil.org> to update any change of address or other contact information.

CONTACTING ARC

ARC™ may be contacted at:

Aromatherapy Registration Council™
5940 SW Hood Ave, Portland, Oregon, USA 97239
Phone: (503) 244-0726, Fax: (503) 244-0727
E-mail: contact@aromatherapycouncil.org
info@aromatherapycouncil.org
Website: <http://www.aromatherapycouncil.org>

ELIGIBILITY REQUIREMENTS FOR THE ARC™ REGISTRATION EXAMINATION

1. Completion of a minimum of 200 hours of a Level 2 program in aromatherapy from a college or school that is in compliance with the current National Association for Holistic Aromatherapy (NAHA) or Alliance of International Aromatherapists (AIA) Educational Guidelines or evidence of equivalent training (**transcripts and/or syllabi must be enclosed with Application**). A determination of equivalency shall be made by the ARC™ Board in its sole reasonable discretion.
2. Agreement to adhere to the ARC™ Disciplinary Policy.
3. Completion and filing of the Candidate Consent Form.
4. Completion and filing of Application for ARC™ Registration Examination in Aromatherapy.
5. Payment of required fees.

APPLICATION PROCEDURE

The Registration Examination is administered for ARC™ by the Professional Testing Corporation (PTC), 1350 Broadway – 17th Floor, New York, New York 10018, (212) 356-0660, www.ptcny.com, ptcny@ptcny.com. Questions concerning the Registration Examination should be referred to PTC. Additional Handbooks for Candidates and Applications for the Registration Examination are available by mail from the Professional Testing Corporation or they can be downloaded at www.ptcny.com/clients/ARC/ARC.html.

Candidates must carefully read and follow the directions on the Application and in this Handbook. A signed copy of the Consent Form (enclosed with the Application) and appropriate school transcript or other supporting documents must accompany the Application. **Only complete Applications will be processed.** **NOTE: The name you enter on your Application must match exactly the name shown on your current government-issued photo ID such as driver's license or passport.**

FEES

Application fee for the ARC™ Registration Examination Aromatherapy.....\$325.00

Make check or money order payable to: **ARC™ REGISTRATION EXAMINATION**. DO NOT SEND CASH. Visa, MasterCard, and American Express are also accepted. Complete the Credit Card Payment section on the Application.

REFUNDS

There will be no refund of fees. Fees will not be transferred from one testing period to another.

EXAMINATION ADMINISTRATION

The ARC™ Registration Examination in Aromatherapy is administered during an established two-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI. PSI has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-serve basis. To find a testing center near you, visit www.ptcny.com/cbt/sites.htm or call PSI at (800) 211-2754. Please note: Hours and days of availability vary at different centers. **You will not be able to schedule your examination appointment until you have received an Eligibility Notice from PTC.**

ONLINE TESTING SOFTWARE DEMO

A Testing Software Demo can be viewed online by visiting <http://www.ptcny.com/cbt/demo.htm>. This online Testing Software Demo can give you an idea about the features of the testing software.

SCHEDULING YOUR EXAMINATION APPOINTMENT

Once your Application has been received and processed and your eligibility verified, you will be mailed an Eligibility Notice within six (6) weeks preceding the start of the testing period. **The Eligibility Notice plus your current, government-issued photo identification must be presented in order to gain admission to the testing center.** If you do not receive an Eligibility Notice at least three weeks before the beginning of the testing period, contact the Professional Testing Corporation by telephone at (212) 356-0660.

The Eligibility Notice will indicate where to call to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Eligibility Notice in order to maximize your chance of testing at your preferred location and on your preferred date.

It is the candidate's responsibility to call PSI to schedule the exam appointment. It is highly recommended that each candidate become familiar with the testing site. Arrival at the testing site at the appointed time is the responsibility of the candidate. Please plan for weather, traffic, parking, and any security requirements that are specific to the testing location. Late arrival may prevent you from testing.

SPECIAL NEEDS

Special testing arrangements may be made for individuals with special needs. Submit the Application, examination fee, and a completed and signed Request for Special Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660. Requests for individuals with special testing needs must be received at least EIGHT weeks before the testing period begins. Please notify PTC at least two weeks prior to your test appointment if you need to bring a service dog, medicine, food, or beverages necessary for a medical condition with you to the test center.

CHANGING YOUR EXAMINATION APPOINTMENT

If you need to cancel your examination appointment or reschedule to a different date within the two-week testing period, you must contact PSI at (800) 211-2754 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment.

RULES FOR THE EXAMINATION

1. No electronic devices, including but not limited to cellular phones, pagers, Blackberries, Bluetooth devices, cameras, voice recording devices, MP3 players (i.e., iPod, iTouch) etc. may be operative during the examination.
2. No books, computers, or reference materials may be taken into the examination room.
3. Simple, nonprogrammable calculators are permitted with the exception of calculators as part of cellular phones, Blackberries, etc. A calculator is also available on screen if needed.
4. No questions concerning content of the examination may be asked during the examination session. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.
5. No smoking, drinking, or eating is permitted in the testing site.
6. No moving about the room or other behavior distracting to other candidates is permitted in the testing site.
7. Only one (1) candidate at a time will be permitted to leave the testing site for restroom or emergency purposes.
8. Except with the Examiners, no talking or other communication is permitted during testing.
9. Candidates must not copy Registration Examination materials, copy others' work, provide answers to other candidates, use materials not allowed in the testing site, or in any way cheat on the Registration Examination.
10. No test materials, documents, or memoranda of any sort are to be taken from the examination room.
11. Candidates may take up to four (4) hours to complete the Examination.
12. Candidates should take their time reading the questions. If there is a problem with a question, skip it and come back to it later.
13. Make an educated guess rather than leave an answer blank. Credit will be given for all correct answers.

Violation of these rules may result in a candidate's Registration Examination being invalidated, the candidate's removal from the testing center, or other sanction(s) as provided in the ARC™ Disciplinary Policy.

QUESTIONS REGARDING THE EXAMINATION

For information on the subject matter covered by the Registration Examination, please see Content of Examination, Sample Examination Questions, and Recommended References.

Examiners cannot answer questions regarding the Registration Examination. If a candidate believes that a question is unclear, wrong, or otherwise problematic, he/she may notify ARC™ by submitting a comment form at the time of the Registration Examination or by sending a written complaint within seven (7) days after the Registration Examination to:

ARC™ Registration Examination
Professional Testing Corporation
1350 Broadway – 17th Floor
New York, New York 10018

ARC™ will NOT consider comments postmarked after this deadline. Candidates should include as much detail and relevant information as possible. ARC™ will review all comments within fourteen (14) business days of receipt and respond in writing.

Comments regarding Registration Examination validity will be reviewed by ARC™ upon referral by testing company staff. The potential changes resulting from this review are generally limited to amending or eliminating the question.

Complaints based on Registration Examination administration practices or other circumstances not related to examination validity will be reviewed and investigated by the ARC™ Board of Directors. If the ARC™ Board of Directors determines that the complaint is frivolous or fails to state a violation of ARC™'s rules, no further action will be taken. If the ARC™ Board of Directors finds that good cause may exist to question compliance with ARC™ rules, ARC™ will investigate further in accordance with the ARC™ Disciplinary Policy.

Whether a change is necessary will be determined by ARC™ based upon the nature and severity of the situation. The potential recourse available to affected candidates is limited to a waiver or reduction of fees; **A PASSING SCORE IS REQUIRED FOR REGISTRATION IN ALL INSTANCES.** For security reasons, Registration Examination materials (including but not limited to scored answer sheets and test booklets) are not open to public inspection or subsequent review by the candidate.

If a candidate disagrees with ARC™'s response, he/she may appeal the decision to the ARC™ Board of Directors. However, the Board of Directors will only consider the appeal if the candidate provides an explanation of why the ARC™ Board of Directors' original decision was arbitrary or capricious. Any such appeal shall be limited to written briefs. The decision of the ARC™ Board of Directors shall be final.

AFTER THE REGISTRATION EXAMINATION

SCORING & REPORT OF RESULTS

All Registration Examinations are graded by computer and are double-checked for accuracy. Credit is given for all correct answers. Candidates will be notified in writing within approximately six (6) weeks of their Registration Examination results. Scores on the major areas of the Registration Examination and on the total examination will be reported. Questions regarding score reports must be submitted in writing to PTC, including the candidate's name and address, and the date and location of the Registration Examination.

Candidates who have achieved a passing score on the ARC™ Registration Examination in Aromatherapy will be eligible to use the "RA" credential and will receive certificates from ARC™. Use of the credential is subject to ARC™'s Policy on Use of Registration Marks, found in Appendix A.

RESCORING

Should a candidate fail the Registration Examination, he/she may request a manual re-check and verification of test scores within six (6) weeks after receiving the score report. Re-scoring requests must identify the candidate by name and Examination number and be submitted in writing to:

ARC™ Registration Examination
Professional Testing Corporation
1350 Broadway – 17th Floor
New York, New York 10018

RE-TAKING THE EXAMINATION

The ARC™ Registration Examination in Aromatherapy may be taken a maximum of one (1) time in one (1) calendar year.

CONFIDENTIALITY

The ARC™ will release the individual Examination scores ONLY to the individual candidate.

VERIFICATION OF REGISTRATION

When a candidate passes the Registration Examination and is granted registration as a Registered Aromatherapist, ARC™ will verify the individual's registration status upon request by employers, governmental agencies, and the public. Telephone and electronic mail responses are free; written verification requires payment of a \$10 administrative fee at the time of request. ARC™ will only release registration status, the date registration was awarded, and disciplinary actions, if any, taken by ARC™. A database of ARC™ Registered Aromatherapists is maintained by ARC™ and may be reported in its publications and/or website. The database of Registered Aromatherapists can be viewed at http://aromatherapycouncil.org/?page_id=88. Each Registered Aromatherapist is responsible for ensuring that his/her information on the Register is correct and up to date. Go to www.aromatherapycouncil.org; under the Register tab, click on Update Info.

CONTINUING REGISTRATION AND REREGISTRATION

In order to be and remain eligible for registration, an individual must be in compliance with the ARC™ Disciplinary Policy as well as all other ARC™ standards, policies, and procedures. Registration is recognized for a maximum period of five (5) years. To maintain registration candidates have the option to retake and pass the then-current Registration Examination or to meet continuing education requirements. Please refer to the PTC and ARC websites for the continuing education requirements and the complete Guidelines for Reregistration at www.ptcny.com.

CONTENT OF EXAMINATION

1. The ARC™ Registration Examination in Aromatherapy is a computer-based examination composed of a maximum of 250 multiple-choice, objective questions with a total testing time of four (4) hours.
2. The content for the examination is described in the Content Outline on page 8.
3. The questions for the examination are obtained from individuals with expertise in aromatherapy and educators and colleges specializing in aromatherapy. All questions are reviewed for construction, accuracy, and appropriateness by the ARC™ and other experts in the field of aromatherapy.
4. The ARC™, with the advice and assistance of the Professional Testing Corporation, prepares the examination.
5. The content of the ARC™ Registration Examination in Aromatherapy will be weighted in approximately the following manner:
 - I. Basic Concepts of Aromatherapy.....20%
 - II. Scientific Principles.....30%
 - III. Administration35%
 - IV. Professional Issues15%

CONTENT OUTLINE

- I. Basic Concepts of Aromatherapy
 - A. Aromatherapy Background
 - B. Essential Oils
 - 1. Sources
 - 2. Grades
 - C. Client Assessment
 - 1. Techniques
 - a. Observation
 - b. Interviewing
 - c. Evaluation
 - 2. Current Condition
 - 3. Client History
 - 4. Medication History
 - a. Prescription
 - b. Nonprescription
 - 5. Life Style
 - a. Nutrition
 - b. Exercise
 - c. Elimination
 - d. Emotional Status
 - e. Smoking
 - f. Alcohol Use
 - g. Other
 - D. Contraindications
 - 1. Client Conditions
 - 2. Specific Oils
- II. Scientific Principles
 - A. Botany
 - 1. Taxonomy
 - 2. Families
 - 3. Genus
 - 4. Species
 - 5. Chemotypes
 - B. Extraction
 - 1. Distillation
 - a. Hydrosols
 - b. Other
 - 2. Solvent
 - a. Concretes
 - b. Absolutes
 - c. Florasols
 - 3. Carbon Dioxide
 - 4. Expression
 - C. Chemistry
 - 1. Atoms/Molecules
 - 2. Hydrocarbons
 - a. Monoterpenes
 - b. Diterpenes
 - c. Sesquiterpenes
 - 3. Alcohols
 - 4. Phenols
 - 5. Esters
 - 6. Ketones
 - 7. Acids
 - 8. Aldehydes
 - 9. Coumarins
 - 10. Other
 - D. Anatomy and Physiology Systems
 - 1. Olfactory
 - 2. Nervous
 - 3. Respiratory
 - 4. Integumentary
 - 5. Endocrine
 - 6. Circulatory
 - 7. Digestive
 - 8. Lymphatic
 - 9. Musculoskeletal
 - 10. Immune
 - 11. Genitourinary
 - 12. Other
- III. Administration
 - A. Therapeutics
 - 1. Pharmacologic Properties
 - 2. Actions
 - 3. Materia Medica
 - B. Safety
 - 1. Skin Testing
 - 2. Standard Precautions
 - 3. Emergency Issues
 - a. Overdose
 - b. Allergic Reactions
 - c. Photosensitivity
 - d. Toxic Reactions
 - e. Other
 - C. Delivery Methods
 - 1. Topical Applications
 - a. Purposes
 - b. Techniques
 - 1. Baths
 - 2. Compresses
 - 3. Massages
 - 4. Other
 - c. Contraindications
 - 1. Client Condition
 - 2. Oil Toxicity
 - 2. Inhalation
 - a. Purposes
 - b. Techniques
 - 1. Diffusion
 - 2. Steam
 - 3. Direct
 - 4. Manual
 - 5. Other
 - c. Contraindications
 - 1. Client Condition
 - 2. Oil Toxicity
 - 3. Oral Ingestion
 - a. Purposes
 - b. Contraindications
 - 1. Client Condition
 - 2. Oil Toxicity
 - D. Blending
 - 1. Basic Concepts
 - a. Volatility
 - b. Notes
 - 2. Procedures
 - a. Equipment
 - b. Storage
 - 1. Temperature
 - 2. Light
 - 3. Air
 - 3. Dilution Ratios
 - 4. Carrier Oils
- IV. Professional Issues
 - A. Documentation
 - 1. Consent Forms
 - 2. Client Records
 - 3. Other
 - B. Referrals
 - C. Follow-up
 - D. Quality Control
 - 1. Standards
 - 2. Purity
 - 3. Adulteration
 - 4. Testing
 - E. Compliance
 - 1. Local/State/Province /Federal Regulations
 - 2. Labeling
 - F. Ethical Concerns

SAMPLE EXAMINATION QUESTIONS

ARC™ prepared the following questions to familiarize candidates with the types of questions to expect on the Registration Examination. However, the scope of these questions does not necessarily reflect the difficulty or subject matter of the Registration Examination as a whole.

1. Ylang Ylang is essential oil extracted from which of the following parts of a plant?
 1. Roots
 2. Leaves
 3. Flowers
 4. Seeds
2. Which of the following essential oils is phototoxic?
 1. *Citrus bergamia*
 2. *Rosa damascena*
 3. *Salvia officinalis*
 4. *Rosmarinus officinalis*
3. Which of the following essential oils may produce photosensitivity?
 1. *Boswellia carterii*
 2. *Citrus bergamia*
 3. *Canarium luzonicum*
 4. *Lavandula angustifolia*
4. As part of the assessment process, which of the following is MOST important to include?
 1. Client's height
 2. Subjective data
 3. Client's social support system
 4. Complete health history
5. What extraction method is used to produce rose otto essential oil?
 1. Distillation
 2. Enfleurage
 3. Cold press
 4. Solvent extraction

CORRECT ANSWERS TO SAMPLE QUESTIONS:

1. 3 2. 1 3. 2 4. 4 5. 1

RECOMMENDED REFERENCES

The following list of references may be of some help in preparing for the examination. This list does not attempt to include all acceptable references nor is it suggested that the ARC™ Registration Examination in Aromatherapy is necessarily based on these references. Their content, while representative of the type of knowledge and skills tested on the Registration Examination, does not necessarily mirror the content of the Registration Examination. ARC™ has not assisted in the development and/or publication of these materials and does not endorse or recommend a particular study course or method. ARC™ suggests these references as a study tool only.

Baser, K. Husnu Can (Editor), Buchbauer, Gerhard (Editor) (2009). Handbook of Essential Oils: Science, Technology and Applications. CRC Press. ISBN 1420063154

Battaglia, S. (2003). The Complete Guide to Aromatherapy, 2nd ed. The Perfect Potion. Pty Ltd. ISBN 9780646428963

Bowles, E.J. (2003). Chemistry of Aromatherapeutic Oils, 3rd ed. Allen & Unwin Publishers. ISBN 978-1741140514

Buckle, Jane (2003). Clinical Aromatherapy Essential Oils in Practice, 2nd Ed. Churchill Livingstone ISBN 0443072361

Clarke, S. (2002). Essential Chemistry for Safe Aromatherapy. Churchill Livingstone. ISBN 0443064857

Cooksley, V. (2002). Aromatherapy: Soothing Remedies to Restore, Rejuvenate, and Heal. New York: Prentice Hall Press. ISBN 073520361X

Kusmirek, J. (2002). Liquid Sunshine: Vegetable Oils for Aromatherapy. Somerset, England: Floramicus Publishers. ISBN 0954329503

Lis-Balchin, Maria (2006). Aromatherapy Science. A Guide for Healthcare Professionals. London. Pharmaceutical Press. ISBN 0-85369-578-4

Marie, Donna. (2000). Making Aromatherapy Creams & Lotions: 101 Natural Formulas to Revitalize & Nourish Your Skin. Storey Books: ISBN 1-58017-241-5

Penoel, D. (1998). Natural Home Health Care Using Essential Oils. Essential Science Publishing. ISBN 2-909531-02-3

Price, S. and Price, L. (2007). Aromatherapy for Health Professionals, 3rd ed. New York: Churchill Livingstone. ISBN - 0443101345

Rose, J. (1999). 375 Essential Oils and Hydrosols. Berkeley: Frog Ltd. ISBN 1-883319897

Salvesen, C. (1990). Aromatherapy for Natural Health and Beauty. South Africa: Salvesen Publishers. ISBN 978-0620266994

Schnaubelt K. (1998). Advanced Aromatherapy: The Science of Essential Oil Therapy. Rochester, VT: Inner Traditions International. ISBN 0-89281-743-7

Schnaubelt, K. (1990). Medical Aromatherapy: Healing with Essential Oils. Frog Ltd. ISBN 1-883319-69-2

Tisserand, R. and Balacs, T. (1995). Essential Oil Safety: A Guide for Health Care Professionals. New York: Churchill Livingstone. ISBN 0443052603

Thibodeau and Patton. (2008). Structure and Function of the Body, 13th ed. Mosby, Inc. ISBN 980323049665

Valnet, J. (1982). The Practice of Aromatherapy. Rochester, VT: Healing Arts Press. ISBN 978-0892813988

Wayman, Marion. (1999). Aromatherapy: A Practical Guide. Astrolog Pub House. ISBN 965494052-3

Williams, D.G. (1997). The Chemistry of Essential Oils: An Introduction for Aromatherapists, Beauticians, Retailers and Students. England: Micelle Press. ISBN 187022612X

Wilson, Roberta (2002). Aromatherapy: Essential Oils for Vibrant Health. Avery Pub Group ISBN 1583331301

APPENDIX A

ARC™ POLICY ON USE OF REGISTRATION MARKS

Upon successful completion of the ARC™ Registration Examination in Aromatherapy, candidates will be awarded a certificate showing the title "Registered Aromatherapist". The trademarks "Registered Aromatherapist", "RA", "Aromatherapy Registration Council", and "ARC™" are the exclusive property of ARC™ and ARC™ has the sole right to control the use of these marks. However, with continued registration and compliance with ARC™'s standards, policies, and procedures (as ARC™ may amend them from time to time), ARC™ will permit a registrant to:

- display the ARC™ certificate of registration;
- identify her/himself as a "Registered Aromatherapist";
- use the marks on business cards and letterhead; and
- use the marks in yellow page advertisements and on the internet for services as a Registered Aromatherapist.

Candidates shall not use ARC™'s marks in any other way unless approved in advance and in writing by ARC™. A registrant interested in a use not listed above, such as on advertising or promotional materials, must submit a copy of the proposed use to ARC™ for its review.

Registrants will be issued a certificate documenting their status as a Registered Aromatherapist, which is valid for five (5) years. These certificates must not be reproduced, altered, or used to misrepresent the information contained on the original document.

ARC™ may ask registrants to submit for its review samples of stationary, business cards, or other materials on which ARC™'s marks appear. ARC™, in its sole discretion, will determine whether any use of its marks is inconsistent with this Policy or ARC™'s other standards, policies, and procedures. Failure to comply with this Policy may result in revocation of registration or other sanction as provided in the ARC™ Disciplinary Policy.

Upon the expiration, suspension, or revocation of an individual's registration as a Registered Aromatherapist, the individual shall no longer have the right to use ARC™'s marks in any manner and must immediately stop all use of ARC™'s marks (including no distribution of materials already prepared).

ARC™ DISCIPLINARY POLICY

SUMMARY:

The Aromatherapy Registration Council™ (ARC™) has developed and administers the Registered Aromatherapist registration program as a means to fulfill its mission of promoting the safe delivery and effective practice of aromatherapy, with the ultimate purpose of protecting public health and safety. ARC™ adopted this Disciplinary Policy to articulate standards of conduct required for eligibility for registration and continued registration as a Registered Aromatherapist. ARC™ welcomes comments and inquiry from aromatherapists and the public.

To be eligible for and maintain registration, an individual must continuously comply with the ARC™ Disciplinary Policy as well as all of ARC™'s other standards, policies, and procedures. Actions which constitute a violation of ARC™'s Disciplinary Policy include but are not limited to: cheating on an examination, failing to pay fees or submit requested information, providing false information, misrepresenting registration status, abusing alcohol or drugs, misusing ARC™ property, and being subject to any regulatory, criminal, or civil action related to public health and safety.

ARC™ expects any person concerned with a possible violation of the ARC™ Disciplinary Policy to notify ARC™. Alleged violations are first referred to the ARC™ President and then on to ARC™'s Disciplinary Review Committee if further investigation is warranted. If good cause is found to further pursue the alleged violation, a hearing will be held before the ARC™ Disciplinary Hearing Committee. The subject individual will have the opportunity to defend him/herself against the allegations and may be represented by legal counsel. The Hearing Committee will determine the appropriate sanctions to be imposed, if any; ARC™ may deny, revoke, or otherwise act upon an individual's registration. The individual may appeal an unfavorable decision to ARC™'s Board of Directors, whose decision will be final. If eligibility or registration is denied or revoked, an individual cannot be reconsidered for a period of at least three years. In the event that an alleged violation constitutes an imminent threat to the public, this procedure may be accelerated.

By submitting an application or holding a registration from ARC™, each candidate: (i) consents to the release of information concerning her/his application and registration, including any disciplinary actions; and (ii) releases ARC™ from any liability for doing so.

The above is/does not constitute a complete statement of the ARC™ Disciplinary Policy and should not be relied upon as the basis for any claim. The full ARC™ Disciplinary Policy is available on the ARC™ website at <http://www.aromatherapycouncil.org/>



ARC™ Registration Examination in Aromatherapy

CANDIDATE CONSENT FORM

I, _____ (print name), certify that all the information contained in my Application for the ARC™ Registration Examination in Aromatherapy is true and accurate to the best of my knowledge and I seek admission to take the Examination only for the purpose of seeking registration as a Registered Aromatherapist, and for no other purpose.

I have read and agree to abide by ARC™'s policies and procedures, including but not limited to the Disciplinary Policy, Policy on Use of Registration Marks, and the Statement of Policy on Unsafe Professional Practices. I will read and keep up-to-date with these rules. I agree that I bear the burden of demonstrating and maintaining compliance during the application review period and for the duration of registration (if granted). I agree that ARC™ may take action regarding my application, examination, or registration in accordance with its Disciplinary Policy, and that the penalties for violation of an ARC™ rule include (but are not limited to) denial, revocation, or limitation of my registration.

I agree to promptly notify Aromatherapy Registration Council ("ARC™") of any change in my name, address, telephone number, or e-mail address. I also agree to notify ARC™ (1) if a governmental agency or other professional organization initiates an action against me or (2) if I am convicted of a crime related to aromatherapy or public health.

I authorize ARC™ (including its officers, directors, committee members, panel members, employees, and agents) to

1. review my Examination Application;
2. determine that I am or am not eligible for registration; and
3. share any information about my Examination Application, Examination, registration status, and disciplinary history (if any), with state and federal agencies, employers, and others.

Except for claims based on ARC™'s gross negligence or lack of good faith, I also agree to indemnify ARC™ (and its officers, directors, committee members, panel members, employees, and agents), hold it harmless from, and reimburse it for any and all legal costs and other expenses which ARC™ may incur because of any violation by me of ARC™'s rules or because of an action taken by ARC™ related to my Examination Application, Examination, and/or registration as permitted by ARC™'s rules. I agree to fully cooperate as requested by ARC™ in any review of my Examination Application, Examination, and/or registration.

I agree to follow ARC™'s testing center rules, including but not limited to the following:

1. ARC™ may refuse to admit me to the testing site if I do not have proper photo ID or an admission ticket, or if administration has begun;
2. The examiners at my test site may take any reasonable actions necessary to properly administer the test and keep the testing site secure;
3. The examiners may relocate me before or during the Registration Examination if necessary;
4. I will not communicate with other examinees in any way;
5. I will not take any Registration Examination materials from the test site;
6. I will not copy any Registration Examination materials; and
7. I will not give Registration Examination questions or answers to others.

I understand that ARC™ will only review the Registration Examination materials in order to determine an accurate score; I agree that ARC™ is not required to make any other kind of review and I waive all further claims of examination review.

If I pass the Examination, I agree that ARC™ may:

1. share my name and the fact that I have become certified as a Registered Aromatherapist to newspapers and other publications;
2. share my name and address in a listing of Registered Aromatherapists to individuals and/or organizations interested in aromatherapy; and
3. post my name, employment information, and e-mail address in an online database.

If I become and wish to remain certified as a Registered Aromatherapist, I understand and agree that I must comply with all ARC™ rules at all times and retake and pass the Examination at least one time every five (5) years, or meet the continuing education requirements as set forth by ARC™.

I have read and understand this Consent Form and agree to abide by its terms.

Signed:

Signature

Date: _____

Should I be granted registration as a Registered Aromatherapist, I agree that ARC™ may share my name, employment information, and address as part of ARC™'s mailing list.

Signature

Date: _____

All applicants must answer the following:

YES	NO	Have you ever been convicted of, pled guilty to, or pled nolo contendere to a felony or misdemeanor related to aromatherapy or public health?
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If yes, you must send a letter of explanation by mail or fax to ARC™. The ARC™ must review this information before your Application will be processed.

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