

# ARC™ Registration Examination in Aromatherapy

*Handbook for Candidates*

2018 Testing Periods

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Application Deadline: March 1, 2018  
Testing Begins: Saturday, April 14, 2018  
Testing Ends: Saturday, April 28, 2018

Application Deadline: September 4, 2018  
Testing Begins: Saturday, October 13, 2018  
Testing Ends: Saturday, October 27, 2018

**ARC™**  
*Aromatherapy Registration Council*



PROFESSIONAL TESTING CORPORATION® 1350 BROADWAY • 17th FLOOR • NEW YORK, NY 10018

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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](mailto:ptcny@ptcny.com) or Aromatherapy Registration Council™, 5005 SW Macadam Avenue, Portland, Oregon, USA 97239, Phone: (503) 244-0726, Fax: (503) 244-0727, Email: [contact@aromatherapycouncil.org](mailto:contact@aromatherapycouncil.org).

### **NAME AND ADDRESS CHANGES**

To ensure that official communications and other important items such as certificates, newsletters, and re-registration 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™

5005 SW Macadam Avenue, Portland, Oregon, USA 97239

Phone: (503) 244-0726, Fax: (503) 244-0727

E-mail: [contact@aromatherapycouncil.org](mailto:contact@aromatherapycouncil.org)

[info@aromatherapycouncil.org](mailto:info@aromatherapycouncil.org)

Website: <http://www.aromatherapycouncil.org>

### **ELIGIBILITY REQUIREMENTS FOR THE ARC™ REGISTRATION EXAMINATION**

1. Successful completion of a minimum of a 200-hour Level II or III program in aromatherapy from a college or school that is in compliance with the current National Association for Holistic Aromatherapy (NAHA) **AND** 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. Hold current membership in either NAHA or AIA (provide proof of membership with Application)
3. Agreement to adhere to the ARC™ Disciplinary Policy
4. Completion and filing of the Candidate Consent Form
5. Completion and filing of the Application for ARC™ Registration Examination in Aromatherapy
6. 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](http://www.ptcny.com), [ptcny@ptcny.com](mailto:ptcny@ptcny.com). Questions concerning the Registration Examination should be referred to PTC. Additional Handbooks for Candidates and Applications for the Registration Examination are can be downloaded at [www.ptcny.com/clients/ARC/ARC.html](http://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.

The Registration Examination also is available as a paper-and-pencil test in Japanese and Korean during the same testing periods as the computerized test in English. On the application, please indicate the language in which you wish to take the Registration Examination.

Send completed Application, documentation and fee (see below) to:

ARC™ REGISTRATION EXAMINATION  
PROFESSIONAL TESTING CORPORATION  
1350 BROADWAY, 17<sup>TH</sup> FLOOR  
NEW YORK, NY 10018

**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 in Aromatherapy: ..... \$325.00

Make check or money order payable to: **PROFESSIONAL TESTING CORPORATION.**

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](http://www.ptcny.com/cbt/sites.htm) or call PSI at (800) 733-9267. 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 a Scheduling Authorization from PTC via email from [notices@ptcny.com](mailto:notices@ptcny.com).

### **ONLINE TESTING SOFTWARE TUTORIAL**

A Testing Software Tutorial can be viewed online by visiting <https://candidate.psiexams.com/tutorial.jsp>. This online Testing Software Tutorial 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 sent a notice from PTC confirming receipt of payment and acceptance of application. Within six weeks prior to the first day of the testing period, you will be sent a Scheduling Authorization via email from [notices@ptcny.com](mailto:notices@ptcny.com). Please ensure you enter your correct email address on the application and add the 'ptcny.com' domain to your email safe list. If you do not receive a Scheduling Authorization at least three weeks before the beginning of the testing period, contact the Professional Testing Corporation at (212) 356-0660.

The Scheduling Authorization will indicate how 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 Scheduling Authorization in order to maximize your chance of testing at your preferred location and on your preferred date.

**You MUST present your current driver's license, passport, or U.S. military ID at the test center. Temporary, paper driver's licenses are not accepted. The name on your Scheduling Authorization must exactly match the name on your photo I.D.** PTC also recommends you bring a paper copy of your Scheduling Authorization and your PSI appointment confirmation with you to the testing center.

After you make your test appointment, PSI will send you a confirmation email with the date, time and location of your exam. Please check this confirmation carefully for the correct date, time and location. Contact PSI at (800) 733-9267 if you do not receive this email confirmation or if there is a mistake with your appointment.

- **It is your responsibility as the candidate to call PSI to schedule the examination appointment.**
- **It is highly recommended that you 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.**

## ***INTERNATIONAL TESTING***

Candidates outside of the United States and Canada must complete and submit the Request for Special Testing Center Form found on the [www.ptcny.com](http://www.ptcny.com) homepage. This form must be uploaded to your application no later than 8 weeks prior to the start of the chosen testing period. Fees for testing at an international computer test center (outside of the United States and Canada) are \$100.00 in addition to the examination fee.

## ***SPECIAL NEEDS***

ARC and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered by the ADA. Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from [www.ptcny.com](http://www.ptcny.com) or by calling PTC at (212) 356-0660. This Form must be uploaded with the online application at least EIGHT weeks before the testing period begins. Please use this Form if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the testing center.

**Only those requests made and received on the official Request for Special Needs Accommodations Form (found at [www.ptcny.com](http://www.ptcny.com)) will be reviewed. Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form.**

Information supplied on the Request for Special Accommodations Form will only be used to determine the need for special accommodations and will be kept confidential

## ***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) 733-9267 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment. PSI does not have the authority to authorize refunds or transfers to another testing period.

## ***RULES FOR THE EXAMINATION***

1. All Electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; wearable technology such as smart watches; MP3 players such as iPods; pagers, cameras and voice recorders are not permitted to be used and cannot be taken in the examination room.
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.
14. Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom
15. Bulky clothing, such as sweatshirts (hoodies), jackets, coats and hats, except hats worn for religious reasons, may not be worn while taking the examination.
16. All watches and "Fitbit" type devices cannot be worn during the examination. It is suggested that these items are not brought to the test center.

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™ that are recognized for a maximum period of five (5) years from the date of issue. To maintain registration, candidates have the option to retake and pass the then current Registration Examination or to meet continuing education requirements as outlined at that time. 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](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](http://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](http://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 starting on page 9.
- 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. Administration .....	35%
IV. Professional Issues.....	15%

**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.

Husnu, B. & Gerhard, B. (2015). *Handbook of Essential Oils Science, Technology, and Applications* (2nd Ed.). Boca Raton, FL: CRC Press. ISBN: 9781466590465

Battaglia, S. (2003). *The Complete Guide to Aromatherapy* (2nd ed.). Brisbane, Australia: International Centre of Holistic Aromatherapy. ISBN: 9780646428963

Bowles, J.E. (2004). *Chemistry of Aromatherapeutic Oils* (3rd ed.). Australia: Allen & Unwin. ISBN: 9781741140514

Buckle, J. (2015). *Clinical Aromatherapy: Essential Oils in Healthcare* (3rd ed.). London: Churchill Livingstone. ISBN: 9780702054402

Clarke, S. (2008). *Essential Chemistry for Aromatherapy* (2nd ed.). Edinburgh, UK: Churchill Livingstone. ISBN: 9780443104039

Kusmirek, J. (2002). *Liquid Sunshine: Vegetable Oils for Aromatherapy*. Somerset, England: Floramicus Publishers. ISBN: 9780954329501

Lis-Balchin, M. (2006). *Aromatherapy Science: A Guide for Healthcare Professionals*. London: Pharmaceutical Press. ISBN: 9780853695783

Marie, D. (2000). *Making Aromatherapy Creams & Lotions: 101 Natural Formulas to Revitalize & Nourish Your Skin*. North Adams, MA: Storey Books: ISBN: 9781580172417

Price, S. & Price, L. (2012). *Aromatherapy for Health Professionals* (4th ed.). New York, NY: Churchill Livingstone. ISBN: 9780702035647

Rose, J. (1999). *375 Essential Oils and Hydrosols*. Berkeley, CA: Frog Ltd. ISBN: 9781883319892



Schnaubelt, K. (1998). *Advanced Aromatherapy: The Science of Essential Oil Therapy*. Rochester, VT: Inner Traditions International. ISBN: 9780892817436

Schnaubelt, K. (1999). *Medical Aromatherapy: Healing with Essential Oils*. Berkeley, CA: Frog Books. ISBN: 9781883319694

Tisserand, R., Young, R. (2014). *Essential Oil Safety: A Guide for Health Care Professionals*, 2nd Edition. New York, NY: Churchill Livingstone. ISBN: 9780443062414

Patton, K., & Thibodeau, G. (2015). *Structure and Function of the Body* (15th ed.). St. Louis, MO: Mosby/Elsevier. ISBN# 9780323341127

Valnet, J. (1982). *The Practice of Aromatherapy*. Rochester, VT: Healing Arts Press. ISBN: 9780852071434

## 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).

## APPENDIX B

### **ARC™ DISCIPLINARY POLICY**

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 comment and inquiry from aromatherapists and the public.

Please note: All references to "days" in this Disciplinary Procedure and other ARC standards, policies, and procedures refer to calendar days. Any communication required by ARC must be in writing and sent to ARC by certified mail (return receipt requested) or by delivery service.

#### **I. ELIGIBILITY FOR REGISTRATION**

The initial determination of an individual's eligibility for registration as a Registered Aromatherapist will be made by the ARC Executive Director (in consultation with the ARC President). A decision by the Executive Director to deny eligibility may be appealed under section V.3, below. Any such appeal shall be limited to written briefs; an oral hearing will not be permitted.

As a condition of eligibility for and continued registration as a Registered Aromatherapist, each applicant/candidate/registrant agrees to comply with the following:

##### **1. Complete Application**

Each applicant must truthfully complete and sign an Application in the form provided by ARC, pay the required fee(s), enclose transcripts and/or syllabi with the Application, and provide additional information upon request by ARC.

##### **2. Misrepresentation Prohibited**

No applicant/candidate/registrant shall make any inaccurate, untrue, or misleading statements concerning their Application or registration status, and the individual shall take all steps reasonably necessary to immediately correct any such false information.

##### **3. Compliance with ARC Standards, Policies, and Procedures.**

In order to be and remain eligible for registration, an individual must be in compliance with this Disciplinary Policy as well as all other ARC standards, policies and procedures and ARC may deny, revoke, or otherwise limit an individual's registration for non-compliance. The responsibility to prove eligibility or compliance rests with the individual. ARC may request additional information regarding eligibility or compliance at any time. By submitting an Application or maintaining registration, each individual agrees to provide ARC with

confirmation of compliance with ARC's standards, policies, and procedures upon request by ARC.

#### **4. Civil & Criminal Actions**

Within ninety (90) days of its occurrence, an applicant/candidate/registrant must notify ARC of any inquiry, indictment, or charge pending against her/him before a state or federal regulatory agency, professional organization, or judicial body, directly relating to public health or aromatherapy, or any matter described in Section III. 1-12. The applicant/candidate/registrant shall also notify ARC of any developments related to the matter within ninety (90) days of their occurrence, including but not limited to providing documentation of the matter's resolution.

#### **5. Criminal Convictions**

An applicant/candidate/registrant convicted of a felony directly related to public health or aromatherapy shall be ineligible to apply for registration for a period of ten (10) years from the exhaustion of appeals or final release from confinement (if any), whichever is later. Convictions of this nature include but are not limited to felonies involving rape, sexual abuse, actual or threatened use of a weapon or violence, and prohibited sale, distribution, or possession of a controlled substance. An applicant who is incarcerated, or for whom incarceration is pending, on the Application deadline date shall be ineligible for registration until eligibility is reinstated as provided in section J, below.

#### **6. Property of ARC**

The names "Registered Aromatherapist", "RA", "Aromatherapy Registration Council", "ARC" and related logos, the Examination and all related materials, certificates, and other items produced or provided by ARC are all the exclusive property of ARC. These items may not be used in any way except as permitted by the ARC Policy on Use of Registration Marks or otherwise authorized by ARC in advance and in writing. An applicant/candidate/registrant shall immediately stop and correct at the individual's expense any inaccurate, false, outdated, or otherwise unauthorized use of any ARC property.

ARC, in its sole and absolute discretion, will determine whether any use of its property is inconsistent with this Disciplinary 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 described below.

Upon the expiration, suspension, or revocation of an individual's registration as a Registered Aromatherapist, the individual shall no longer use ARC's property in any manner and must immediately stop all use of ARC's property (including no distribution of materials already prepared). Each applicant/candidate/registrant agrees that ARC shall be entitled to obtain all relief permitted by law in the event he/she fails to comply.

## **7. Required Notifications to ARC**

Every applicant/candidate/registrant must notify ARC within ninety (90) days of any change in name, address, or telephone number. ARC must also be notified, in writing, of any event or development affecting eligibility for registration, including but not limited to any criminal conviction or disciplinary action taken by a governmental agency or other professional organization.

## **II. SCORE REPORTS**

ARC is committed to reporting only valid Examination scores. Should misconduct or other circumstances beyond a candidate's control occur and cause ARC to question a score's validity, ARC will investigate further and requires that all applicants/candidates/registrants cooperate. In its sole discretion, ARC reserves the right to cancel any Examination score if there is a reasonable basis to doubt its validity, and may (i) offer the affected candidate an opportunity to take the Registration Examination again at no additional fee or (ii) proceed as described below.

## **III. APPLICATION AND REGISTRATION STANDARDS**

ARC, in its sole discretion, may deny, suspend, or revoke registration, or take other appropriate corrective action with regard to an applicant/candidate/registrant in the event of:

1. Ineligibility for ARC registration;
2. Irregularity in connection with any Examination administration;
3. Failure to pay fees as required by ARC;
4. Unauthorized possession of, use of, or access to the Examination and related materials, the names "Registered Aromatherapist", "RA", "Aromatherapy Registration Council", "ARC" and related logos, certificates, and any other ARC documents and materials;
5. False or misleading statements, fraud, deceit, or failure to provide any information requested by ARC;
6. Failure to provide timely updated information to ARC;
7. Misrepresentation of Registered Aromatherapist registration status;
8. Habitual use of alcohol or any drug or substance, or any physical or mental condition, which impairs competent and objective professional performance;
9. Gross or repeated negligence in professional work, including but not limited to teaching or practicing unsafe professional practice. ARC defines unsafe professional practice to include but not be limited to practicing or teaching unsafe essential oil administration, such as used in "raindrop therapy" or "raindrop technique" or "aroma touch" and any other therapies similar to "raindrop therapy" "raindrop technique" or "aroma touch", involving the use of neat essential oils on the skin.
10. Limitation or sanction, whether voluntary or involuntary, by a governmental regulatory board or professional organization relating to public health or the specialty of aromatherapy;

11. The conviction of, plea of guilty, or plea of nolo contendere to a felony or misdemeanor related to public health or aromatherapy. This includes but is not limited to a felony involving rape, sexual abuse, actual or threatened use of a weapon or violence, and the prohibited sale, distribution, or use of a controlled substance; or
12. Other violation of an ARC standard, policy, or procedure as set forth in the ARC Handbook for Candidates or other material provided to applicants/candidates/registrants (and as amended from time to time by ARC).

ARC reserves the right to publish the names of Registered Aromatherapists who have had their registration revoked.

#### **IV. DISCIPLINARY COMMITTEE**

A Disciplinary Committee shall be elected by the ARC Board of Directors to investigate alleged violations of this Disciplinary Policy or any other ARC standard, policy or procedure. The Disciplinary Committee shall be composed of at least two members of the ARC Board of Directors. A member of the Disciplinary Committee shall not serve on any matter in which her/his objectivity and impartiality might reasonably be questioned or which presents an actual or apparent conflict of interest. If two ARC Board members are not available to serve on a Disciplinary Committee, then the President of ARC shall designate one or two Registered Aromatherapists to participate on the Disciplinary Committee, such that at all times it shall have two members.

#### **V. REVIEW AND APPEAL PROCEDURES**

##### **1. Submission and Initial Review of Allegations**

- a. Persons concerned with a possible violation of this Disciplinary Policy or any other ARC standard, policy, or procedure, or a wrongful determination of ineligibility by the ARC Executive Director, are encouraged to submit a complaint to ARC. The complaint must be in writing, signed and dated, and identify the person(s) involved and the surrounding circumstances in as much detail as possible. The complaint should also include the name, address, and telephone number of the person making the complaint and any other individual(s) who may have information regarding the alleged violation.
- b. Alleged violations must be sent to the ARC Executive Director for forwarding to the ARC President for initial review. Supplementation relating to the content or form of the complaint may be requested by either the Executive Director or the President, including but not limited to a written testimonial from the individual who is the subject of the complaint (the Subject).
- c. The President, in consultation with legal counsel, shall make a determination regarding the allegations.
- d. If the President determines that the allegations against the Subject are frivolous or fail to state a violation of ARC's rules, no further action shall be taken. The President will inform the ARC Board of Directors, Executive Director, and the Subject (if known).
- e. If the President determines that good cause may exist to deny eligibility or question compliance with ARC's rules, the President shall forward the matter to the

Disciplinary Committee for investigation.

## **2. Investigation Procedures of the Disciplinary Committee**

- a. The Disciplinary Committee shall investigate the allegations after receipt from the President.
- b. If the Committee determines that the facts are inadequate to sustain the allegations against the Subject and a finding of a violation of ARC's rules, no further action shall be taken. The Committee will inform the ARC Board of Directors, President, Executive Director, and the complainant (if known).
- c. If the Committee determines that good cause exists to question whether eligibility was improperly denied or ARC's rules were violated, the Committee shall transmit a written statement of allegations to the Subject by certified mail (return receipt requested). This statement shall set forth:
  - i. the applicable rule;
  - ii. the alleged facts constituting the violation of the rule or determination of ineligibility;
  - iii. for allegations not related to a denial of eligibility, the right of the Subject to contest the matter in writing or request a telephonic hearing at which to dispute the allegations, with the Subject bearing her/his own expenses for the hearing;
  - iv. that the Subject shall have thirty (30) days after receipt of the statement to notify the ARC President and the Committee, in writing, that he/she disputes the allegations and/or, has comments on available sanctions;
  - v. that, in the event of a telephonic hearing, the Subject shall express his or her reasons for believing action should not be taken, and shall produce any evidence he or she desires on her/his behalf;
  - vi. the Subject's failure to respond may result in sanctions, including revocation of registration;
  - vii. that a finding by the Disciplinary Committee of the allegations against the Subject to be truthful may result in sanctions including revocation and publication of that revocation; and
  - viii. that if the Subject does not dispute the allegations or request a review or hearing, the Subject thereby agrees that the Disciplinary Committee may render a decision on the evidence before it and apply available sanctions (as set out below in VI(a-f)).
- d. If the Subject disputes the allegations or available sanctions or requests a telephonic hearing, the Disciplinary Committee may offer the Subject the opportunity to accept an identified sanction in lieu of proceeding with the requested telephonic hearing. Such an offer shall be provided in writing. The Subject may ask the Disciplinary Committee to modify its offer, and the Committee may do so in its sole discretion. If the Subject is unwilling to accept the committee's offer, the Disciplinary Committee shall designate one of its members to present the allegations and any substantiating evidence, and otherwise present the matter during any hearing before the Disciplinary Committee.

### **3. Hearing Procedures of the Disciplinary Committee**

- a. In matters related to a denial of eligibility by the ARC Executive Director, the Disciplinary Committee shall render a decision within thirty (30) days following receipt of the matter. This decision shall be based on the written record below without an oral hearing, although written briefs may be submitted by the Subject and the Disciplinary Committee.
- b. In all other cases, after receiving the statement of allegations and response, the Disciplinary Hearing Committee shall:
  - i. Prepare a response to the written response to the allegations with a decision that contains its findings and any sanctions applied; or
  - ii. schedule a time and date for a telephonic hearing, allowing for an adequate period of time for preparation by both sides; and
  - iii. send a Notice of Hearing to the Subject by certified mail (return receipt requested) stating the time of the hearing. The Subject may request a change of date of the hearing for good cause, which may be granted by the Disciplinary Committee in its sole discretion. Failure to respond to the Notice of Hearing shall permit the Disciplinary Committee to administer any sanction that it considers appropriate. In a telephonic hearing, both ARC and the applicant/candidate/registrant shall be given an equal opportunity to be heard, and the hearing shall last for the time period designated by ARC in advance of the hearing (no more than one hour no less than 15 minutes).
- c. Formal rules of evidence shall not apply. Either side may submit relevant evidence.
- d. The Disciplinary Committee shall determine all matters relating to the hearing.
- e. Resolution of disputed questions shall be determined by the Disciplinary Committee.
- f. In all written reviews and telephonic hearings before the Disciplinary Committee:
  - i. The Disciplinary Committee, in its sole discretion, will make a determination.
  - ii. Whenever mental or physical disability is alleged, the Subject may be required to undergo a physical or mental examination at her/his expense. The report of such an examination shall become part of the evidence the Disciplinary Committee considers.
  - iii. The Disciplinary Committee shall issue a written decision following the review or hearing. It shall be promptly mailed to the Subject by certified mail (return receipt requested). The Committee will also inform the ARC Board of Directors and Executive Director.
  - iv. The decision of the Disciplinary Committee will be final and binding, unless a written appeal is not received by the ARC Executive Director within ten (10) days following the date the decision of the Disciplinary Committee was mailed.



#### **4. Appeal Procedures**

- a. If the decision rendered by the Disciplinary Committee finds that the allegations are not established, no further action on the matter shall be taken.
- b. If the decision rendered by the Disciplinary Committee is not favorable to the Subject, he/she may appeal the decision to the ARC Board of Directors by submitting a written appeal request within ten (10) days following the date the decision of the Disciplinary Committee was mailed. The Disciplinary Committee may file a written response to the request of the Subject.
- c. The Board of Directors by majority vote of those Directors present and voting shall render a decision within thirty (30) days following receipt of the appeal request. This decision shall be based on the written record. The Board of Directors may choose, in its sole discretion, to conduct a de novo review of the Disciplinary Committee decision.
- d. The decision of the ARC Board of Directors shall be rendered in writing. The decision shall contain its findings and any sanctions applied (as set forth below in Section VI (1-6)). The Board's decision shall be final. The decision shall be mailed to the Subject by certified mail (return receipt requested).

#### **VI. SANCTIONS**

The sanction for violation of any ARC rule may include one or more of the following:

- a. Denial or suspension of eligibility;
- b. Revocation of registration;
- c. Non-renewal of registration;
- d. Reprimand;
- e. Suspension of registration; or
- f. Other corrective action.

**ARC reserves the right to publish RA's names that have had their registration revoked.**

#### **VII. SUMMARY PROCEDURE**

Whenever the ARC President determines that there is cause to believe that a threat of immediate and irreparable injury to the public exists, the President shall forward the allegations to the ARC Board of Directors. The Board shall review the matter immediately and provide telephonic or other expedited notice and review procedures to the subject Registered Aromatherapist. Following such notice and opportunity by the Registered Aromatherapist to be heard, if the Board determines that a threat of immediate and irreparable injury to the public exists, registration may be revoked. An Aromatherapist who wishes to reinstate his or her revoked registration may do so by submitting a written statement to ARC that shall include the following:

I, (insert name of applicant), hereby assert that I am aware of ARC's Disciplinary Policy and Statement of Policy Against Raindrop Therapy/ Raindrop Technique/ Aroma Touch and hereby agree that in order to reinstate my status as a Registered Aromatherapist, I will not engage in or teach, now or in the future, anything that conflicts with those policies, including but not limited to any gross or repeated negligence in professional work and any unsafe professional practice (which is defined by ARC to include but not be limited to the practice of Raindrop Therapy/ Raindrop Technique/ Aroma Touch).

ARC, in its discretion, may then reinstate a revoked registration if it is proved to its satisfaction that the aromatherapist unknowingly violated ARC policies.

#### **VIII. RELEASE OF INFORMATION**

Each applicant/candidate/registrant agrees that ARC and its officers, directors, committee members, panel members, employees, lawyers, and agents may communicate any and all information relating to her/his registration status and Application and review thereof (including but not limited to the pendency or outcome of any disciplinary proceedings) to state and federal authorities, licensing boards, employers, other registrants, and the public upon request.

#### **IX. WAIVER**

Each applicant/candidate/registrant releases, discharges, and exonerates ARC, its officers, directors, committee members, panel members, employees, and agents, and any other persons from any and all liability arising out of or in connection with any action taken pursuant to this Disciplinary Policy or other ARC standards, policies, and procedures, including but not limited to liability arising out of (i) the furnishing or inspection of documents, records, and other information, and (ii) any investigation and review of an Application or registration made by ARC.

#### **X. RECONSIDERATION OF ELIGIBILITY AND REINSTATEMENT OF REGISTRATION**

If eligibility or registration is denied or revoked, eligibility or registration may be reconsidered on the following basis:

- a. In the event of a felony conviction directly related to public health or aromatherapy no earlier than three (3) years from the exhaustion of appeals or release from confinement, whichever is later;
- b. In any other event, no earlier than three (3) years from the final decision of ineligibility or revocation.

In addition to other facts required by ARC, such an individual must fully set forth the circumstances of the decision denying eligibility or revoking registration, as well as all relevant facts and circumstances since the decision relevant to the Application. When eligibility has been denied because of felony conviction, the individual bears the burden of demonstrating that the individual has been rehabilitated and does not pose a danger to others. Such evidence shall be submitted to the ARC Executive Director, who shall determine whether the evidence meets this burden in the Executive Director's discretion. Unless and until clear and convincing evidence is submitted, the individual will remain ineligible for reinstatement. The decision of the Executive Director may be appealed as provided in section V.4, above.

## APPENDIX C

### **STATEMENT OF POLICY AGAINST RAINDROP THERAPY**

The Aromatherapy Registration Council (ARC) hereby formally clarifies its prohibition on the use or the teaching of "Raindrop Therapy, Raindrop Technique" or "Aroma Touch" and any other therapies similar to "Raindrop Therapy, Raindrop Technique" or "Aroma Touch" that involve the use of neat essential oils on the skin by its Registered Aromatherapists.<sup>1</sup> In its discretion, the Aromatherapy Registration Council may revoke without notice the registration of any aromatherapist whom it determines by credible evidence is engaging in the practice or teaching of Raindrop Therapy, in order to protect the public health. It may publish a list of aromatherapists with revoked registrations.

**Definition of Raindrop Therapy (also known as all of the therapies outlined above):** For the purposes of this Statement, "Raindrop Therapy" is defined as the topical application of specific "undiluted" essential oils on the skin. For the purposes of this Statement, an essential oil shall be deemed "undiluted" if an essential oil is administered topically to an adult or child and has more concentration of essential oil than 2% or the proper dilution ratio generally accepted as safe for that oil.

**Concerns regarding Public Health:** ARC believes that Raindrop Therapy poses risks to the public health. Raindrop Therapy techniques are typically practiced as a one-size-fits-all technique, and may not be suitable for people with compromised liver or kidney function, those with heart disease, those on blood thinning medication, those with allergies to aspirin, and other disorders. Topical application of undiluted oils has a high risk of creating adverse skin reactions. ARC also believes that there is no published, research-validated clinical evidence to support any claim that Raindrop Therapy is able to assist in correcting spinal curvatures caused by scoliosis or to align electric and structural elements of the body, and that, therefore, claims made in this regard or the application of Raindrop Therapy for these purposes is detrimental to the public health. ARC believes that aromatherapy should only complement, not substitute for, conventional medicine.

**Further Readings Regarding the Dangers of Raindrop Therapy** (linked with permission):

<https://www.naturesgift.com/aromatherapy-information/essential-oil-safety/rdt/>

<http://www.alliance-aromatherapists.org/aromatherapy/aromatherapy-safety/#raindrop>

<http://www.alliance-aromatherapists.org/wp-content/uploads/2012/08/White-Paper-on-RDT.pdf>



**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 Against Raindrop Therapy. I agree to uphold the mission of ARC "of promoting and teaching the safe delivery and effective practice of aromatherapy, with the ultimate purpose of protecting public health and safety" and have read and agree to abide by the Disciplinary Policy, the Policy on Use of Registration Marks, and the Statement of Policy Against Raindrop Therapy in their entirety. 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 that ARC reserves the right to publish the names of Registered Aromatherapists who have had their registration revoked.

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;
  3. share any information about my Examination Application, Examination, registration status, and disciplinary history (if any), with state and federal agencies, employers, and others; and
  4. publish my name if my registration becomes revoked.

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 agree to uphold the mission of ARC "of promoting and teaching the safe delivery and effective practice of aromatherapy, with the ultimate purpose of protecting public health and safety and have read and agree to abide by the Disciplinary Policy in its entirety."

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

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.

\_\_\_\_\_ Date: \_\_\_\_\_

Signature

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?	

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.

PTC15022

# Application for ARC™ Registration Examination in Aromatherapy



Please read the directions in the Handbook for Candidates carefully before completing this Application.

**MARKING INSTRUCTIONS:** This form will be scanned by computer, so please make your marks heavy and dark, filling the circles completely. Please print uppercase letters and avoid contact with the edge of the box. See example provided.

A	B	C	D	E	F	1	2	3	4	5	6
---	---	---	---	---	---	---	---	---	---	---	---

### Candidate Information

Please enter your Name exactly as it appears on your current Government-Issued Photo I.D.

Mr.	First Name															Middle Initial	
Mrs.																	
Ms.																	
Dr.																	
Last Name																Suffix (Jr., Sr., etc.)	
Home Address - Number and Street																Apartment Number	
City											State/Province	Zip/Postal Code					
Country																	
Email Address (Please enter only ONE email address. Use two lines if your email address does not fit in one line.)																	
Daytime Phone																	
		-															

### Eligibility and Background Information

### Testing Period

Spring  Fall

Darken only one choice for each question unless otherwise directed.

#### A. PERCENT OF WORKING TIME CURRENTLY SPENT IN AROMATHERAPY:

- Less than 25%       51 to 75%  
 26 to 50%         More than 75%

#### B. PRACTICAL EXPERIENCE IN AROMATHERAPY:

- Less than one year    2 years       6 to 10 years  
 One year               3 to 5 years    More than 10 years

#### C. PRACTICE SETTING: (Darken all that apply.)

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Self-employed         | <input type="checkbox"/> Industry    |
| <input type="checkbox"/> Hospital/Clinic       | <input type="checkbox"/> Government  |
| <input type="checkbox"/> Research Institute    | <input type="checkbox"/> Association |
| <input type="checkbox"/> Education             | <input type="checkbox"/> Other       |
| <input type="checkbox"/> Retailers/Wholesalers | _____                                |

#### D. AROMATHERAPY TRAINING: (Darken all that apply.)

- 200 hours of level 2 program (REQUIRED)  
 Workshops or seminars       Advanced continuing education  
 On-the-job training         Other

#### E. HIGHEST ACADEMIC LEVEL ATTAINED:

- |  |   |
|--|---|
| <input type="radio"/> High School Graduate | <input type="radio"/> Bachelor's Degree |
| <input type="radio"/> Some College         | <input type="radio"/> Master's Degree   |
| <input type="radio"/> Associate Degree     | <input type="radio"/> Doctoral Degree   |
| <input type="radio"/> Diploma in Nursing   | <input type="radio"/> Other             |

#### F. PROFESSIONAL BACKGROUND: (Darken all that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> Massage Therapist          | <input type="checkbox"/> Pharmacist             |
| <input type="checkbox"/> Registered Nurse           | <input type="checkbox"/> Physician              |
| <input type="checkbox"/> Esthetician                | <input type="checkbox"/> Chiropractor           |
| <input type="checkbox"/> Naturopathic Medicine      | <input type="checkbox"/> Acupuncturist          |
| <input type="checkbox"/> Practical/Vocational Nurse | <input type="checkbox"/> Complementary Medicine |
| <input type="checkbox"/> Veterinarian               | <input type="checkbox"/> Other                  |
- \_\_\_\_\_

#### G. HAVE YOU TAKEN THIS EXAMINATION BEFORE?

- No     Yes

If yes, indicate month, year, and name under which the examination was taken.

Date (month/year): \_\_\_\_\_

Name: \_\_\_\_\_

(Complete Page 2)



*Eligibility and Background Information*

<p><b>H. HAVE YOU EVER BEEN CERTIFIED (CURRENTLY OR LAPSED) AS A CERTIFIED AROMATHERAPIST BY ARC™ ?</b></p> <p><input type="radio"/> Never certified</p> <p><input type="radio"/> Currently certified; applying for recertification</p> <p><i>Indicate Most Recent Certificate Number (Enter Numbers Only)</i></p> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 200px;"> <tr> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> </tr> </table> <b>(R)</b> <p>Month/Year current certification lapses: ____ / ____</p> <p><input type="radio"/> Previously certified but certification lapsed; applying for recertification</p> <p>Month/Year certification lapsed: ____ / ____</p>											<p><b>I. ARE YOU A MEMBER OF NAHA?</b></p> <p><input type="radio"/> No   <input type="radio"/> Yes</p> <p><b>J. ARE YOU A MEMBER OF ALLIANCE OF INTERNATIONAL AROMATHERAPISTS (AIA)?</b></p> <p><input type="radio"/> No   <input type="radio"/> Yes</p> <p><b>K. WHAT LANGUAGE DO YOU REQUIRE TO TAKE THE TEST IN?</b></p> <p><input type="radio"/> English (Computerized)</p> <p><input type="radio"/> Japanese (Paper and Pencil)</p> <p><input type="radio"/> Korean (Paper and Pencil)</p>

*Optional Information*

Note: Information related to race, age, and gender is optional and is requested only to assist in complying with general guidelines pertaining to equal opportunity. Such data will be used only in statistical summaries and in no way will affect your test results.

<p><b>Race:</b></p> <p><input type="radio"/> African American   <input type="radio"/> Native American</p> <p><input type="radio"/> Asian   <input type="radio"/> White</p> <p><input type="radio"/> Hispanic   <input type="radio"/> Other</p>	<p><b>Age Range:</b></p> <p><input type="radio"/> Under 25   <input type="radio"/> 40 to 49</p> <p><input type="radio"/> 25 to 29   <input type="radio"/> 50 to 59</p> <p><input type="radio"/> 30 to 39   <input type="radio"/> 60+</p>	<p><b>Gender:</b></p> <p><input type="radio"/> Male</p> <p><input type="radio"/> Female</p>
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*Candidate Signature*

**COMPLETE ENTIRE APPLICATION BEFORE SIGNING BELOW.**

I have read the Handbook for Candidates and understand that I am responsible for knowing its contents. I certify that the information given in this application is in accordance with Handbook instructions and is accurate, correct, and complete. I also agree to adhere to the ARC™ Disciplinary Policy.

**CANDIDATE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<p><b>CREDIT CARD PAYMENT</b>   <i>If you want to charge your application fee on your credit card provide all of the following information.</i></p> <p>Name (as it appears on your card): _____</p> <p>Address (as it appears on your statement): _____</p> <p>Charge my credit card for the total fee of: \$   <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> </tr> </table></p> <p>Expiration date (month/year):   <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> </tr> </table> / <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> </tr> </table></p> <p>Card type:   <input type="radio"/> Visa   <input type="radio"/> MasterCard   <input type="radio"/> American Express</p> <p>Card Number:   <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td> </tr> </table></p> <p>SIGNATURE: _____</p>																																		

<p><b>FOR OFFICE USE ONLY</b></p> <p style="text-align: right;">0490</p> <p>Date</p>  <p>Fee: <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> </tr> </table></p> <p><input type="checkbox"/> CC   <input type="checkbox"/> Check</p> <p style="text-align: right;"><table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> <td style="width: 30px;"> </td> </tr> </table></p>										

