

# ARC™ Registration Examination in Aromatherapy



## Candidate Handbook 2024

Application Deadline*	Testing Window
February 2, 2024	March 9 – March 30, 2024
August 7, 2024	September 7 – September 28, 2024

**\*Applications will not be accepted after 11:59 p.m. Eastern on this date**

Administered by:



1350 Broadway, Suite 800 | New York, NY 10018

[www.ptcny.com/contact](http://www.ptcny.com/contact)

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*This Handbook contains necessary information about the Registration Examination in Aromatherapy. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This Handbook is subject to change.*

## CONTACT INFORMATION

<p style="text-align: center;"><b>Professional Testing Corporation (PTC)</b>  <a href="http://www.ptcny.com">www.ptcny.com</a>          (212) 356-0660</p>	<ul style="list-style-type: none"> <li>● Apply for examination</li> <li>● Obtain general application information</li> <li>● Obtain information about testing policies</li> <li>● Transfer to a new testing period</li> <li>● Request test accommodations</li> <li>● Request hand score</li> <li>● Question about score reports</li> <li>● Miscellaneous inquiries</li> </ul>
<p style="text-align: center;"><b>Prometric</b>  <a href="http://www.prometric.com/ARC">www.prometric.com/ARC</a>          (800) 741-0934</p>	<ul style="list-style-type: none"> <li>● Schedule test appointment</li> <li>● Reschedule test appointment (within a testing period)</li> <li>● Cancel test appointment</li> <li>● Find directions to test site</li> <li>● Questions regarding testing sites and Appointments</li> </ul>
<p style="text-align: center;"><b>Aromatherapy Registration Council (ARC™)</b>  <a href="http://www.aromatherapycouncil.org">www.aromatherapycouncil.org</a>  <a href="https://aromatherapycouncil.org/contact/info@aromatherapycouncil.org">https://aromatherapycouncil.org/contact/info@aromatherapycouncil.org</a></p>	<ul style="list-style-type: none"> <li>● General information</li> <li>● Reregistration Information</li> <li>● Name and address changes – please see <a href="https://aromatherapycouncil.org/updating-your-info/">https://aromatherapycouncil.org/updating-your-info/</a></li> </ul>

## ATTENTION CANDIDATES

This Handbook contains necessary information about the ARC™ Registration Examination in Aromatherapy. It is required reading for those applying and taking the examination. All individuals applying for the examination must comply with the policies, procedures, and deadlines in this Handbook and attest to this by signing the Candidate Attestation found on the application. Please retain this Handbook for future reference. This Handbook is subject to change. See [www.ptcny.com](http://www.ptcny.com) for Handbook updates.

**ACCESSING CELL PHONES AND ELECTRONIC DEVICES AT ANY TIME WHILE YOU ARE TAKING THE EXAM IS PROHIBITED. YOU CAN ONLY REMOVE SNACKS, DRINKS, MEDICINE OR PERSONAL HEALTHCARE ITEMS FROM YOUR LOCKER- NO BACKPACKS, BAGS, POCKETBOOKS OR CLOTHING CAN BE REMOVED WHILE YOUR EXAM IS IN SESSION.**

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## MISSION

The Aromatherapy Registration Council™ (ARC™) 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.

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## NON-DISCRIMINATION STATEMENT

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.

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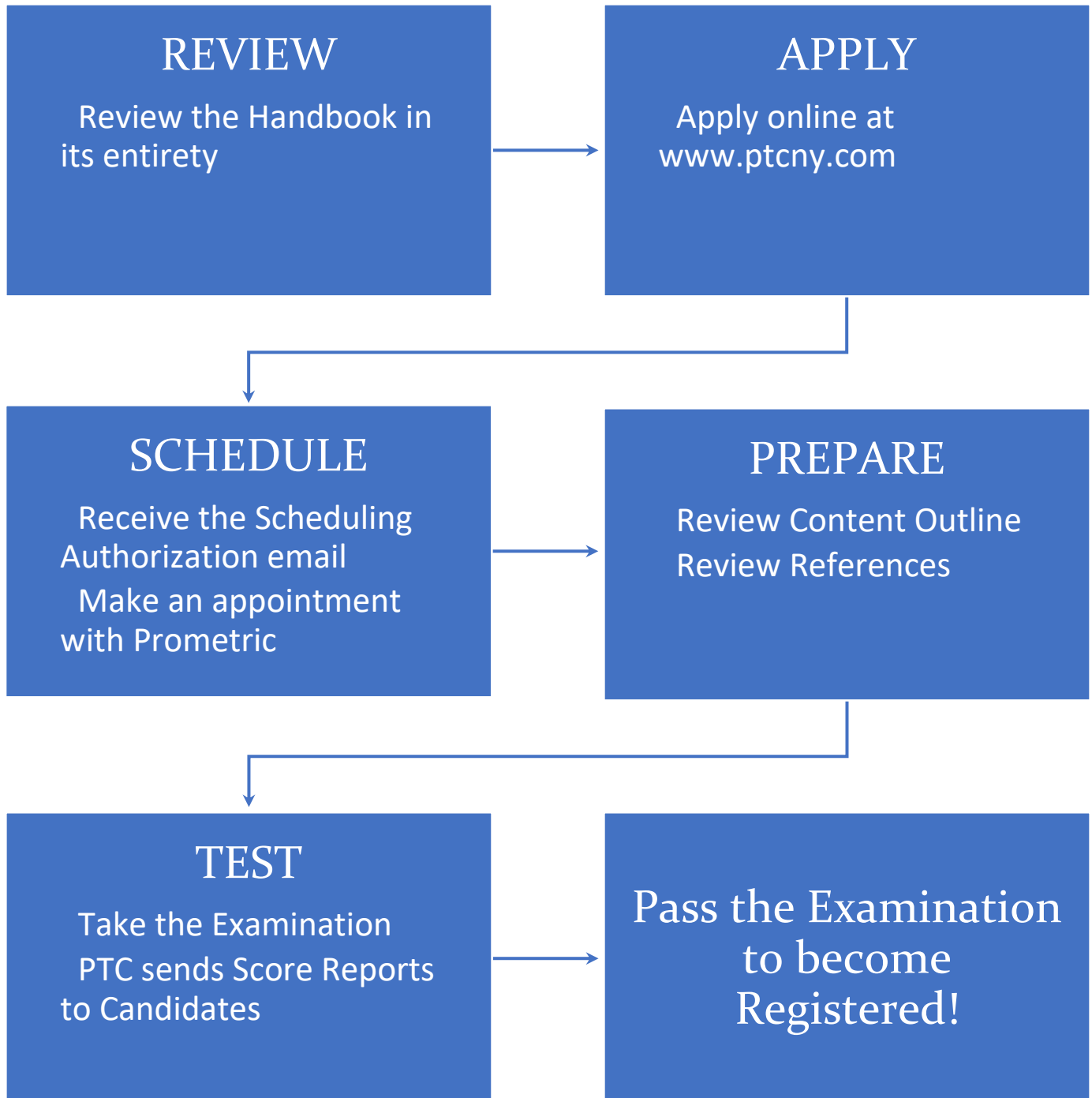
## REGISTRATION IS NOT A GUARANTEE

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), [www.ptcny.com/contact](http://www.ptcny.com/contact) or Aromatherapy Registration Council, 5005 SW Macadam Avenue, Portland, Oregon, USA 97239, Email: [info@aromatherapycouncil.org](mailto:info@aromatherapycouncil.org).

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## THE REGISTRATION PROCESS



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## ELIGIBILITY REQUIREMENTS

1. Education and organizational membership:
  - a. Successful completion of a minimum of a 200-hour Level II course 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 uploaded to your application. A determination of equivalency shall be made by the ARC™ Board in its sole reasonable discretion.
  - b. Current membership in either NAHA or AIA.
2. Agreement to adhere to the ARC™ Disciplinary Policy.
3. Agreement to the online Candidate Consent Form.
4. Completion and submission of the online application for ARC™ Registration Examination in Aromatherapy.
5. Payment of required fees.

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## COMPLETION OF APPLICATION

### ***Step 1 – Fill Out the Application***

- Go to <http://www.ptcny.com/test-sponsors/ARC>
  - View testing periods and application deadlines
  - Fill out the online application completely and upload supporting documentation.
    - Use your first and last name exactly as it appears on your current driver's license, passport, state issued non-driver ID, or military ID.
    - Applications are not complete until all information, documentation, and payment has been provided.
    - When you start a new application, you will be asked to create a PIN number. This PIN will be used if you need to come back to the application to finish it later. Keep the link to the application and your PIN number for later use.

### ***Step 2 – Submit Exam Fee and Application for Review***

PTC will send you an email that says that your payment and application have been received and are being reviewed. Please allow up to 10 business days for review.

### ***Step 3 – Receive Application Status Update***

- After your application is reviewed PTC will update you with another email.
  - **REOPENED FOR MORE DOCUMENTS**
    - This means we are missing the required documentation. Follow the directions in the email.
    - Applications that are incomplete as of 14 days before the start of the testing window will be refunded minus the administration fee (see fees page 12).
  - **REJECTED**
    - This means you are not eligible to take the examination. The reason will be explained in the email.

- Rejected applications will be refunded minus the administration fee (see fees page 12).

- **APPROVED**

- This means your application is approved. You will move on to Step 4.

***Step 4 – Receive Scheduling Authorization and Schedule Testing Appointment***

- Approved candidates will receive an email with their Scheduling Authorization, within 11 weeks before the start of the testing window. Scheduling Authorization emails come from notices@ptcny.com. Do not lose this email.
- If you don't receive your Scheduling Authorization email 3 weeks before the start of your testing window, contact PTC.

The Scheduling Authorization includes important information including:

- Your PTC Candidate ID number.
- Instructions on how to make your examination appointment with Prometric.

**Applicants who are not approved to sit for the examination or whose applications are incomplete 21 days prior to the first day of the testing window will receive a refund of their application fee minus the \$75 administrative fee. Refunds will be processed approximately 30 days after the end of the testing period.**

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## EXAMINATION ADMINISTRATION AND SCHEDULING

The ARC Registration Examination in Aromatherapy is administered during an established three-week testing window daily, excluding holidays, at computer-based testing facilities and via live remote proctoring managed by Prometric.

### Scheduling Examination Appointments

Follow the steps on your Scheduling Authorization to schedule your examination appointment with Prometric.



- Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your Scheduling Authorization.
- **Candidates who wait until the last minute run the risk of missing out on their preferred date, time, and/or testing center. Candidates unable to schedule an appointment will forfeit their fees.**

After you make your test appointment, Prometric will send you a confirmation email with the date, time, and location of your exam. Check this confirmation carefully and contact Prometric at (800) 741-0934 if you do not receive this email confirmation or if there is a mistake with your appointment.

**Note: International candidates may also schedule, reschedule, or cancel an appointment online at <http://www.prometric.com/ARC>.**

### Scheduling a Remotely Proctored Examination Appointment

If you prefer to test via live remote proctoring in your home or another quiet distraction-free location you must provide a:

- Computer
- Camera
- Microphone
- Stable internet connection

**Please see our Live Remote Proctoring FAQs for more info: <https://ptcny.com/remote-proctor-faqs/>**

- It is the candidate's responsibility to be sure their equipment and workspace meet all of the requirements for live remote proctoring.

If a candidate makes an appointment for remote proctoring and is unable to test due to not meeting technical requirements or physical requirements of the workspace, the candidate will forfeit their examination fees and will need to follow the transfer policies in place for their exam. Please see the examination transfer policies on page 11.

**Note: International candidates may also schedule, reschedule, or cancel an appointment online at <http://www.prometric.com/ARC>.**



## Test Center or Live Remote Proctoring: What's the Difference?

	Test Center Exam	Live Remote Proctored Exam
<b>Additional cost</b>	No	No
<b>ADA Accommodations offered</b>	Yes	Yes – Extra time and private room accommodations only
<b>Breaks allowed</b>	Unscheduled breaks are permitted, however the exam timer will continue counting down.	Candidates may take one five-minute break; however, the exam timer will continue counting down. Candidates must go through a security check before returning to their computer.
<b>Equipment needed</b>	None – Computer provided at test center	Candidates provide their own laptop or desktop computer to take the exam. The computer must have a: <ul style="list-style-type: none"> <li>● Webcam</li> <li>● Microphone</li> <li>● Secure, reliable internet</li> </ul> For complete requirements: <a href="http://www.prometric.com/proproctorcandidate">www.prometric.com/proproctorcandidate</a>
<b>Testing space needed</b>	None – testing space provided by the test center	Candidates must test alone at a desk or table in a room with a door and no distractions or interruptions. Other people or pets are not permitted in your testing area.
<b>Check-in procedure</b>	Candidates must show their current Government-issued photo ID; walk through a metal detector or be wanded by staff; and roll up sleeves and turn out pockets for a visual inspection.	Prior to check-in, the candidate's equipment needs to pass a compatibility check.  During check-in, candidates must show their current Government-issued photo ID; perform a 360° scan of the room using their camera; and roll up sleeves and turn out pockets for a visual inspection.
<b>Monitoring</b>	Proctors monitor candidates through video and physical walkthroughs in the testing room.	Remote proctors monitor candidates through video and audio, as well as ProProctor security software.

*This information is provided as a courtesy summary and may not represent full requirements or specifications for in-person testing or live remote proctoring testing. For live remote proctoring FAQs, visit <https://ptcny.com/remoteproctor-faqs/>*

## Rescheduling Examination Appointments within a Testing Period

Candidates can reschedule their examination appointments within the same testing period as long as the request is submitted within the time frame described below. Reschedule within the permitted time frame by calling or going to the Prometric website: [www.prometric.com/ARC](http://www.prometric.com/ARC).

Requests submitted 30 days or more before the original appointment	Yes	None
Requests submitted 5 to 29 days before the original appointment	Yes	Candidates must pay Prometric a rescheduling fee of \$50.
Requests submitted less than 5 days before the original appointment	No	Candidates who do not arrive for their appointment ready to test, will be considered a no-show and all their examination fees will be forfeited. Candidates will need to reapply and pay full examination fees for a future testing period.
Requests to reschedule due to technical difficulties during a live remote proctoring appointment	No	Candidates who have technical difficulties during their live remote proctoring appointment will need to transfer to a new window following the policies in this Handbook.

## Transferring to a New Testing Period

Candidates unable to take the examination during their scheduled testing period may request a **ONE-TIME** transfer to a future testing period. **There is a transfer fee of \$250.00.** After you have transferred once by paying the \$250.00 fee, you will need to pay the full examination fee in order to transfer a second time; so, ***please plan carefully.***

**Please note:** Requests to transfer to a new testing period must be received within 30 days of your originally scheduled testing period.

Candidates wishing to transfer to a new testing period need to follow the steps below.

1. Go to <http://secure.ptcny.com/apply>.
2. Click “Start New Application.”
3. Choose ARC in the first drop-down menu; then choose the new examination period in the second drop down menu and fill out the rest of the information on the page.
4. Fill out the application making sure you answer yes to the question asking if you are transferring.
5. When you have finished the application, click “Submit Transfer Request.”
6. PTC Support will send you an email letting you know your transfer application was approved and that you can log back into your application and pay the one-time \$250.00 transfer fee.

Call 212-356-0660 if you have any questions regarding the transfer process.

If candidates are unable to attend the examination on the date for which they registered and elect not to transfer to another testing period, the application will be closed and all fees will be forfeited. There will be no refund of fees.

The transfer fee is based on costs and is not punitive in nature. The transfer fee must be paid at the time the request is approved.

Note: Transferring your examination only refers to instances when a candidate is unable to take their exam during a testing period for which they have already applied. Candidates who did not pass their examination and are retaking the examination need to pay the full examination Fee.

## Failing to Report for an Examination



If you fail to report for an examination, you will forfeit all fees paid to take the examination. A new completed application form and examination fee are required to reapply for the examination.

## EXAMINATION FEES

Application Fee	US \$370.00	<ul style="list-style-type: none"> <li>• Non-refundable</li> <li>• Non-transferable</li> <li>• Includes testing center fees</li> <li>• Includes non-refundable \$75 administrative fee</li> </ul>
Transfer Fee (Moving to a new testing window; see page 11)	US \$250.00	<ul style="list-style-type: none"> <li>• <b>Applies to candidates who need to move to a new testing period</b></li> <li>• Must submit new application &amp; fee to PTC</li> </ul>
Rescheduling Fee (29-5 days prior to scheduled appointment; see page 10)	US \$50.00	<ul style="list-style-type: none"> <li>• <b>Applies to candidates who need to move their appointment within their current testing period</b></li> <li>• Payable directly to Prometric</li> <li>• Reschedule with Prometric online or over the phone</li> </ul>



- **There will be no refund of fees unless applicants are ineligible for the examination.**
- **Ineligible candidates will be refunded their fees minus an administrative fee.**
- **No refunds will be issued for applying for the incorrect examination or testing period, for failing to make an examination appointment, or for failing to appear at your scheduled appointment.**

**Be advised: Prometric does not have the authority to grant transfers to another testing period or refunds.**

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## TEST ACCOMMODATIONS

ARC and PTC support the intent of and comply with the Americans with Disabilities Act (ADA) and will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, or walking) or a major bodily function (such as neurological, endocrine, or digestive system).

The information you provide, and any documentation regarding your disability and test accommodations, is confidential and is not included in scoring or reporting.

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted.

To request test accommodations, follow these 4 steps:

1. Download the Request for Test Accommodations Form, available from [www.ptcny.com](http://www.ptcny.com) or by calling PTC at (212) 356-0660.
2. Complete Test Accommodations Form with your doctor/healthcare professional.
3. Upload the completed and signed Test Accommodations Form with the online application.
4. Submit fully both the Test Accommodations Form and the application at least 8 weeks prior to the start of your chosen testing period.

### NOTES:

- Only those requests made and received on the official Request for Test Accommodations Form will be reviewed.
- All requests must be made at the time of application. Accommodations cannot be added to an existing examination appointment.
- If you miss the 8-week deadline, you may not be able to test during your chosen testing period and you will be subject to rescheduling or transfer fees.
- Do not go to [www.prometric.com](http://www.prometric.com) or contact Prometric to request test accommodations as they are not authorized to approve accommodations. All requests for test accommodations must be submitted on the PTC Request Form.
- If you need to use your cell phone or another electronic device to monitor a medical condition, such as diabetes, please be sure to include this on Part 1 of the Request for Test Accommodations Form so that we can notify Prometric in advance.
- Only pre-approved test accommodations will be permitted on the day of the examination. Test center personnel are not authorized to make any changes to the test accommodations on the day of the testing session and any such change may result in your examination score being canceled.

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## PREPARING FOR THE EXAMINATION

- Check your driver's license, passport, non-driver state issued ID, or U.S. Military ID.
  - Is it expired?
  - Does the first and last name on your ID match the first and last name on your Scheduling Authorization email?
  - **Proctors at the Prometric testing center will refuse admission to candidates with expired ID, IDs with names that do not match their records, and temporary paper IDs. Candidates will be marked as no-shows and will forfeit their examination fees.**
- Check your PTC Scheduling Authorization email and Prometric Appointment Confirmation email to make sure everything is accurate (i.e., your first and last name, exam name, appointment date, time, and location).
- Make yourself familiar with the location of your test center and parking options, and check the weather and traffic conditions before you leave for the test center. Allow plenty of time as late arrival may prevent you from testing.
- In the event of inclement weather, check the Prometric website for site closures: <https://www.prometric.com/closures>
- Prometric's website provides information on what you can expect on your test day, including a walkthrough of check in and security procedures: <https://www.prometric.com/test-center-security>.
- This Handbook provides the Content Outline for the Examination (see appendix). Use this to help you start studying for the examination.
- Review WHAT TO EXPECT AT THE TESTING CENTER and RULES FOR THE EXAMINATION sections on the following pages before your appointment.

### Testing via Live Remote Proctoring

- Be sure to check your system compatibility BEFORE you schedule and again before your appointment.
- The check-in process is about 30 minutes long and is not factored into your appointment. Be sure to log into ProProctor to start your examination at least 30 minutes prior to your appointment time.
- Candidates may not leave the testing area during the examination except for the allowed 5-minute break after notifying the proctor, and they must go through a security check before returning to their computer. Otherwise, they must stay within camera view at all times.
- **CANDIDATES MUST VERBALLY NOTIFY THE PROCTOR BEFORE LEAVING CAMERA VIEW.** Failure to do so may result in termination of your examination and nullifying scores.
- **No scratch paper is allowed.** Be sure your workspace is clear of any extra items and electronic devices except for your government issued photo ID.
- Read the Live Remote Proctoring FAQs here: <https://ptcny.com/remote-proctor-faqs/>

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## WHAT TO EXPECT AT THE TESTING CENTER

- Candidate Check-In
  - Candidates will be asked to:
    - Present their IDs.
    - Empty and turn out their pockets.
    - Walk through a metal detector or get “wanded”.
  - Eyeglasses, jewelry, and other accessories will be inspected.
    - Jewelry other than wedding and engagement rings is prohibited.
    - Leave these at home or place them in your locker.
  - Religious headwear may be worn into the testing room; however, it is subject to inspection by test center staff.
  - Prometric provides lockers to store purses, backpacks, mobile phones, jackets, food, drinks, and medical supplies.
  - Water in a clear plastic container (no labels) may be brought into the testing room.
  
- During the Exam
  - No breaks are scheduled during the examination.
  - Candidates are only permitted to leave the testing room to use the restroom or access food, drink, or medicine from their assigned locker. The exam timer will NOT be paused.
  - Smoking is prohibited at the testing center.
  - All examinations are monitored and may be recorded in both audio and video format.
  
- Keep in mind:
  - Other exams will be administered at the same time as your examination.
  - You may hear ambient noises such as typing, coughing, or people entering and exiting the testing room that cannot be avoided.
  - Prometric is unable to provide a completely noise-free environment.
  - Headphones may be requested to minimize the impact of ambient noise.
  - Proctors will periodically walk through the testing room as part of their monitoring process.
  - See [Prometric’s website](#) for more information about what to expect on testing day.

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## RULES FOR THE EXAMINATION

Read the information below carefully. You are responsible for adhering to the examination rules while at the testing center.

○ DO NOT BRING

These items are strictly prohibited at the testing center. Leave these items in your car or your assigned locker.

- Cell phones and all other electronic devices
- Watches
- Jackets/coats/bulky clothing such as sweatshirts
- Hats (except hats worn for religious reasons)
- Jewelry, including watches and wearable technology.



- ⇒ You may NOT access the following at any time during your exam or breaks: papers, books, any reference materials; electronic devices including your cell phone. Candidates may access the following items from their locker: snacks, drinks, medicine, or other personal healthcare items.
- ⇒ No questions concerning the content of the examination may be asked during the examination session. Read carefully the directions that are provided on screen at the beginning of the examination session.
- ⇒ You are prohibited from leaving the testing room while your examination is in session, except for going to the restroom. Candidates who do go to their lockers or the restroom will need to repeat the security screening before being permitted to reenter the testing room. **Candidates who leave the center will have their examinations terminated.**
  - Those testing via live remote proctoring may not leave the testing area except during the 5-minute break. **Candidates must verbally alert the proctor before leaving camera view.**
- ⇒ See [Prometric's statement on Test Center Security](#) for more information.

Contact PTC at (212) 356-0660 or [www.ptcny.com/contact](http://www.ptcny.com/contact) with any questions about the examination Rules.

**Irregular or improper behavior that is observed, made apparent by statistical analysis, or uncovered by other means before, during, or after the examination will be considered a violation of these rules and may constitute grounds for invalidation of a candidate's examination. ARC will initiate an investigation and request suitable analyses and appropriate documentation.**



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## TESTING CONDITIONS OR EXAMINATION FEEDBACK

Any candidate who feels that the Examination effort was negatively impacted by the test center conditions should notify the proctor immediately. The situation should also be reported to PTC at [www.ptcny.com/contact](http://www.ptcny.com/contact) within 15 days of the test appointment. Any comments about the test itself should also be reported to PTC at [www.ptcny.com/contact](http://www.ptcny.com/contact) within 15 days of the test appointment.

For information on the subject matter covered by the Registration Examination, please see the CONTENT OF THE EXAMINATION, SAMPLE EXAMINATION QUESTIONS, and RECOMMENDED REFERENCES sections in this Handbook.

Examiners cannot answer questions regarding the Registration Examination. If a candidate believes that a question is unclear, wrong, or otherwise problematic, they 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 by contacting PTC at [www.ptcny.com/contact](http://www.ptcny.com/contact).

ARC will NOT consider comments received 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 the validity of a question on the Registration Examination will be reviewed by ARC upon referral by the 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 the validity of the Examination itself, 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, they 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.

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## 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 by email when their scores are available online. Score reports will be available approximately four (4) weeks after the close of the testing period. This time is necessary to allow for the psychometric review and administration time required to ensure accurate and reliable results. Scores on the major areas of the Registration Examination and on the total Examination will be reported. Score reports will be available online for only 90 days. **Be sure to save a copy of your score report in your permanent files or print a hard copy.**

Candidates who have achieved a passing score on the ARC Registration Examination in Aromatherapy will be eligible to use the Registered Aromatherapist (RA) credential and will receive e-certificates from ARC that are recognized for a maximum period of five (5) years from the date of issue. To maintain registration after the initial five years, 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.

### Scoring Procedure

The passing score for the ARC Examination has been reviewed and approved by ARC and has been determined using a criterion-referenced methodology.

### Requesting a Hand Score

Candidates who fail the Examination may request a hand scoring of their data file. Hand scoring is a manual check of the data file by the testing service to determine if there have been any errors in scoring. Although the probability of such an error is extremely remote, this service is available. Requests for hand scoring must be received by PTC no later than 90 days after the date of the Examination by completing and returning the Handscore Report Request Form at [www.ptcny.com](http://www.ptcny.com) with payment of \$25. Candidates who fail the Examination will not be permitted to see the Examination questions. For reasons of test security, no candidate is allowed to review the Examination or any of its items.

To ensure correct reporting of results, PTC automatically performs hand scores of Examinations of candidates who score within 3 points of passing as a quality control measure. Thus, it is extremely doubtful that any Examination results will change from “fail” to “pass” through hand scoring.

### Confidentiality of Examination Scores

ARC will release the individual test scores ONLY to the individual candidate. Any questions concerning test results should be referred to ARC or PTC.

### Reexamination

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

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## EXAMINATION SECURITY

Candidates seeking admission to take the Examination do so for the purpose of pursuing registration, and for no other purpose. Because of the confidential nature of the Examination, candidates may not make or keep copies, excerpts, or notes of Examination materials, and to not use or divulge information learned from the Examination. The Examination is the exclusive property of ARC and candidates may not use Examination information in any way without the express prior written consent of ARC.

The ARC Registration Examination in Aromatherapy is confidential. Candidates are required to sign a confidentiality agreement prior to the start of the Examination.

Candidates agree to abide by the testing rules in effect at the time of their test appointment. ARC, PTC, and/or Prometric staff may refuse a candidate admission to the Examination if they do not have the proper identification as detailed in the Candidate Handbook. Candidates who do not abide by the testing rules may have their Examination terminated during its administration in order to maintain secure and proper administration and/or their Examination scores may be invalidated.

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## 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 \$20 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 <https://aromatherapycouncil.org/find>. Each Registered Aromatherapist is responsible for ensuring that their information on the Register is correct and up to date. Please see <https://aromatherapycouncil.org/updating-your-info>.

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## 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) [www.ptcny.com/test-sponsors/arc](http://www.ptcny.com/test-sponsors/arc).

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## CONTENT OF THE EXAMINATION

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. The content of the Examination is described in the Content Outline starting below.

The questions for the Examination are obtained from individuals with expertise in aromatherapy and are reviewed for construction, accuracy, and appropriateness by the ARC.

ARC, with the advice and assistance of the Professional Testing Corporation, prepares the examination.

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%

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## 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

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>2. Purity</li> <li>3. Adulteration</li> <li>4. Testing</li> </ul> | <ul style="list-style-type: none"> <li>1. Local/State/Province<br/>/Federal/Country Regulations</li> <li>2. Labeling</li> </ul> |
| <ul style="list-style-type: none"> <li>E. Compliance</li> </ul>  | <ul style="list-style-type: none"> <li>F. Ethical Concerns</li> </ul>   |

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## 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.

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1. Ylang Ylang essential oil is produced from which of the following plant parts?

- 1. Roots
- 2. Leaves
- 3. Flowers
- 4. Seeds

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2. Which of the following essential oils is phototoxic?

- 1. *Citrus bergamia*
- 2. *Rosa damascena*
- 3. *Salvia officinalis*
- 4. *Rosmarinus officinalis*

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3. Which of the following essential oils may produce photosensitivity?

- 1. *Boswellia carterii*
- 2. *Citrus bergamia*
- 3. *Canarium luzonicum*
- 4. *Lavandula angustifolia*

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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

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5. What extraction method is used to produce Rose Otto essential oil?

- 1. Distillation
- 2. Enfleurage
- 3. Cold press
- 4. Solvent extraction

### ANSWERS

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

## RECOMMENDED REFERENCES

The following references may be of some help in preparing for the examination. The list does not attempt to include all acceptable references, nor is it suggested that the ARC Registration Examination in Aromatherapy is based entirely 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.

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Clarke, S. (2008). <i>Essential Chemistry for Aromatherapy</i> (2nd ed.). Edinburgh, UK: Churchill Livingstone. ISBN: 9780443104039
Fioravanti, K (2018) <i>The Art, Science and Business of Aromatherapy: Your Essential Oil &amp; Entrepreneurship Guide</i> (2nd ed.) Selah Press. ISBN-10: 069204647X
Husnu, k., Baser, C., & Buchbauer, G. (2020). <i>Handbook of Essential Oils Science, Technology, and Applications</i> (3rd Ed.). Boca Raton, FL: CRC Press. ISBN: 9780815370963
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Lis-Balchin, M. (2006). <i>Aromatherapy Science: A Guide for Healthcare Professionals</i> . London: Pharmaceutical Press. ISBN: 9780853695783 START HERE
Marie, D. (2000). <i>Making Aromatherapy Creams &amp; Lotions: 101 Natural Formulas to Revitalize &amp; Nourish Your Skin</i> . North Adams, MA: Storey Books: ISBN: 9781580172417
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Rose, J. (1999). <i>375 Essential Oils and Hydrosols</i> . Berkeley, CA: Frog Ltd. ISBN: 9781883319892
Schnaubelt, K. (1999). <i>Medical Aromatherapy: Healing with Essential Oils</i> . Berkeley, CA: Frog Books. ISBN: 9781883319694
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Valnet, J. (1982). <i>The Practice of Aromatherapy</i> . Rochester, VT: Healing Arts Press. ISBN: 9780852071434

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## 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 themselves as a Registered Aromatherapist (RA).
- Use the marks on business cards and letterhead.
- 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).



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## APPENDIX B

### ARC™ DISCIPLINARY POLICY

The Aromatherapy Registration Council (ARC) 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 or 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 them 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 X, 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 sanctions 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 they fail 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 require 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 *AromaTouch* and any other therapies similar to *Raindrop Therapy/Raindrop Technique* or *AromaTouch*, 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.
12. Any 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 their own expense 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 they dispute the allegations and/or have comments on available sanctions.
  - v. That, in the event of a telephonic hearing, the Subject shall express their reasons for believing action should not be taken, and shall produce any evidence they desire on their 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.
  - 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 forth below in Section 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.
  - ii. Schedule a time and date for a telephonic hearing if needed, allowing for an adequate period of time for preparation by both sides.
  - 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 and 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 their 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 request is 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, they 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. a-f). 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.
- 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 their 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/AromaTouch 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/AromaTouch).

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 their 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.

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## APPENDIX C

### STATEMENT OF POLICY AGAINST *RAINDROP THERAPY/RAINDROP TECHNIQUE OR AROMATOUGH*

The Aromatherapy Registration Council (ARC) hereby formally clarifies its prohibition on the use or the teaching of *Raindrop Therapy/Raindrop Technique* or *AromaTouch* and any other therapies similar to *Raindrop Therapy/Raindrop Technique* or *AromaTouch* 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/Raindrop Technique* or *AromaTouch* in order to protect public health. It may publish a list of aromatherapists with revoked registrations.

**Definition of *Raindrop Therapy/Raindrop Technique* or *AromaTouch*:** For the purposes of this Statement, *Raindrop Therapy/Raindrop Technique* or *AromaTouch* 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 correct dilution ratio generally accepted as safe for that oil.

**Concerns regarding Public Health:** ARC believes that *Raindrop Therapy/Raindrop Technique* and *AromaTouch* pose risks to the public health. *Raindrop Therapy/Raindrop Technique* and *AromaTouch* are typically practiced as one-size-fits-all techniques 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/Raindrop Technique* or *AromaTouch* are 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/Raindrop Technique* or *AromaTouch* for these purposes, is detrimental to public health. ARC believes that aromatherapy should only complement, not substitute for, conventional medicine.

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