

ARC REGISTRATION EXAMINATION IN AROMATHERAPY

Handbook for Candidates

Application Deadline

Examination Date

January 15, 2004

March 13, 2004

September 15, 2004

November 13, 2004

ARCTM
Aromatherapy Registration Council

PTC[®]

PROFESSIONAL TESTING CORPORATION

1350 BROADWAY • 17th FLOOR

NEW YORK, NY 10018

(212) 356-0660

WWW.PTCNY.COM

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 Nation Council on Measurement in Education, the American Educational Research Association, the American Psychological Association, 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, PTC 1350 Broadway-17th Floor, New York, New York, 10018.

NAME AND ADDRESS CHANGES

To ensure that official communications and other items will be received, it is vital that candidates notify ARC at info@aromatherapycouncil.org of any change of address or other contact information.

CONTACTING ARC

ARC may be contacted at: Aromatherapy Registration Council, 5940 SW Hood Ave, Portland Oregon, USA 97039 Phone: 503-244-0276, Fax: 503-244-0727, E-mail: info@aromatherapycouncil.org, Website: <http://www.aromatherapycouncil.org/>

ARC REGISTRATION EXAMINATION IN AROMATHERAPY ELIGIBILITY & ADMINISTRATIVE PROCEDURES

ELIGIBILITY FOR THE REGISTRATION EXAMINATION

1. The ARC Registration Examination in Aromatherapy is open to anyone who has completed a minimum of a one year Level 2 program in aromatherapy from a college or school that is in compliance with the current NAHA Educational Guidelines or anyone who could provide evidence of equivalent training (transcripts must be enclosed with Application).
2. Agreement to adhere to the Disciplinary Policy.
3. Completion and filing of Application for ARC Registration Examination in Aromatherapy.
4. 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. Questions concerning the Registration Examination should be referred to PTC. Additional Handbooks for Candidates and Applications for the Registration Examination are available by mail from the Professional Testing Corporation or they can be downloaded at www.ptcny.com/clients/ARC/ARC.html.

Candidates must carefully read and follow the directions on the Application and in this Handbook. A signed copy of the Consent Form (enclosed with the Application) must accompany the Application. **Only complete Applications will be processed.**

FEES

1. Application fee for the ARC Registration Examination in Aromatherapy.....\$275.00
2. Special Testing Center fee (additional).....\$150.00

NOTE: Pay the Special Testing Center fee **ONLY** if a Special Testing Center is being requested. See Special Testing Center instructions on page 3. Fees must be submitted in U.S. dollars.

MAKE CHECK OR MONEY ORDER PAYABLE TO:

ARC REGISTRATION EXAMINATION

DO **NOT** SEND CASH. Visa, MasterCard, and American Express are also accepted.

REFUNDS

Following processing of an Application, a candidate who does not take the Registration Examination on the assigned date may receive a partial refund of \$75.00 if a written request is received by PTC within thirty (30) days after the missed testing date. Requests for refunds received after the 30 days will **NOT** be honored. Written requests may be faxed to (212) 356-0678 or mailed to:

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

Special Testing Center fees will **NOT** be refunded. Fees will **NOT** be transferred to another testing date. Fees will **NOT** be refunded if a candidate's behavior violates ARC's testing procedures.

REGULAR TESTING CENTERS

The following areas will serve as regular testing centers for the Registration Examination. Candidates must indicate their choice of center on the Application in the space provided.

ARIZONA

222 - Phoenix

CALIFORNIA

255 - Los Angeles
area

261 - San Diego

262 - San Francisco
area

COLORADO

276 - Denver

FLORIDA

313 - Orlando

GEORGIA

332 - Atlanta

ILLINOIS

368 - Chicago

KENTUCKY

434 - Lexington

MASSACHUSETTS

486 - Boston

MINNESOTA

534 - Minneapolis

NEW YORK

668 - New York
City

OREGON

772 - Portland

PENNSYLVANIA

788 - Philadelphia

TEXAS

867 - Dallas

WASHINGTON, DC

907 - Washington,
DC area

WASHINGTON

928 - Seattle

CANADA

131 - Vancouver,
BC

REQUESTS FOR SPECIAL TESTING CENTERS OR DATES

Arranging a special testing center or date is at the sole discretion of ARC. If a special testing center or date request is not fulfilled, the affected candidate(s) will be notified in writing and asked to make a choice among the regular testing centers.

1. Distance:

If a candidate lives over 500 miles from a regular testing center, arrangements for a Special Testing Center may be requested. A written request specifying the preferred Special Testing Center city plus an additional fee of \$150.00 must accompany the Application and be received at least eight (8) weeks before the testing date.

2. Sunday:

Sunday testing is permitted for those applicants whose religious beliefs prevent them from taking the Registration Examination on a Saturday. A written request for Sunday testing must be included with the Application and be accompanied by satisfactory evidence of the applicant's religious obligations, such as a letter from a religious authority documenting the religious prohibition. The request must be received at least eight (8) weeks before the testing date. No Special Testing Center fee is required for Sunday testing at regular testing centers. If a Special Testing Center is requested in addition to Sunday testing, the Special Testing Center fee will apply.

3. Groups:

Groups of ten or more candidates may request a special group-testing center. A written request for a special group-testing center must be received at least eight (8) weeks before the testing date. All of the group's Applications and fees must be submitted in one package and accompanied by the written request. No Special Testing Center fee is required for candidates requesting special group testing centers.

ACCOMMODATIONS AT THE TESTING CENTER FOR SPECIAL NEEDS INDIVIDUALS

A candidate with special needs may request reasonable accommodations at the testing center by submitting a letter describing the nature of her/his disability and the desired accommodations with the Application. The letter must be accompanied by written documentation of the candidate's disability, such as medical records. At a minimum, the candidate must identify the specific diagnosis and nature of the disability, the name of tests used to evaluate the condition, the duration of the condition, and the date of the last visit to a physician regarding the disability. Accommodation requests must be received at least eight (8) weeks before the testing date. Each request will be reviewed individually and ARC will notify the candidate of its decision at least four (4) weeks prior to the testing date. There is no additional charge for special accommodations.

TESTING CENTER ASSIGNMENT AND CHANGE

Candidates may request an alternative location from among the regular testing centers by submitting a written request at least four (4) weeks before the scheduled testing date to:

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

Changes in assignments to testing centers can NOT be made later less than four (4) weeks before the Registration Examination date. PTC will notify eligible candidates approximately three (3) weeks before the testing date of final assignments to testing centers. An Admission Notice will be sent to each candidate showing the exact address to which the candidate should report. A candidate not receiving an Admission Notice at least one (1) week before the test date should contact PTC by telephone at (212) 356-0660.

SCHEDULE FOR EXAMINATION

The following schedule will be observed at all testing centers:

8:30 A.M. - Report to testing center

9:00 A.M. - Examination begins

1:00 P.M. - Examination ends (approximate)

All candidates should report to their assigned centers at 8:30 A.M. on the examination date. Latecomers may be admitted to the examination at the discretion of the Examiner but will NOT be permitted to write beyond the time scheduled for completion of the examination.

ADMISSION TO TESTING

The Admission Notice PLUS one form of government-issued photo identification (e.g., a valid state driver's license or ID, current passport, or current military ID) must be presented in order to gain admission to the testing site. The name on the ID must match the name on the Admission Notice. The likeness of the photograph must closely resemble the candidate. Candidates without an Admission Notice or acceptable photo ID will not be permitted to enter the testing site and will not receive a refund of any Registration Examination fees.

RULES AND SUGGESTIONS FOR THE EXAMINATION

1. Candidates must bring several sharpened Number 2 pencils with erasers with them to the testing center.
2. No books, computers, or other reference materials may be taken into the examination room.
3. Hand-held battery or solar operated calculators are permitted.
4. Signaling devices, including pagers, cellular phones, and alarms, must be turned off during the examination.
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. The candidate should listen carefully to the instructions given by the Examiner and should read carefully directions in the test booklet.
13. Candidates should take their time reading the questions. If there is a problem with a question, skip it and come back to it later. Candidates should be sure to keep track of skipped questions and make sure they are putting answers in the correct space.
14. ONLY answers on the answer sheet will be scored. If notes or answers are marked in the test booklet, be sure to allow plenty of time to transfer the answers from the test booklet to the answer sheet.
15. If a candidate wishes to change an answer, the previous mark should be erased completely. Questions with more than one response will be scored as incorrect.
16. Make an educated guess rather than leaving an answer blank. Credit will be given for all correct answers.
17. No questions concerning content of the Registration Examination may be asked during the testing period.

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 ARC's Executive Director. If the Executive Director determines that the complaint is frivolous or fails to state a violation of ARC's rules, no further action will be taken. If the Executive Director 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 Executive Director's original decision was arbitrary or capricious. Any such appeal shall be limited to written briefs. The decision of the ARC Board of Directors shall be final.

AFTER THE REGISTRATION EXAMINATION

SCORING & REPORT OF RESULTS

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

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

RESCORING

Should a candidate fail the Registration Examination, he/she may request re-scoring by electronic scanning and/or hand scoring 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 Registered Aromatherapists is maintained by ARC and may be reported in its publications and/or website.

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. Currently, the only method of maintaining registration is to retake and pass the then-current Registration Examination.

CONTENT OF EXAMINATION

1. The ARC Registration Examination in Aromatherapy is a written 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 below.
3. The questions for the examination are obtained from individuals with expertise in aromatherapy and 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. Mono-terpenes
 - b. Diterpenes
 - c. Sesquiterpenes
 3. Alcohols
 4. Phenols
 5. Esters
 6. Ketones
 7. Acids
 8. Aldehydes
 9. Coumarins
 10. Other

- D. Anatomy and Physiology
 - 1. Olfactory System
 - 2. Nervous System
 - 3. Respiratory System
 - 4. Integumentary System
 - 5. Endocrine System
 - 6. Circulatory System
 - 7. Digestive System
 - 8. Lymphatic System
 - 9. Musculoskeletal System
 - 10. Immune System
 - 11. 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. Contra-indications
 - 1. Client Condition
 - 2. Oil Toxicity
- 2. Inhalation
 - a. Purposes
 - b. Techniques
 - 1. Diffusion
 - 2. Steam
 - 3. Direct
 - 4. Manual
 - 5. Other
 - c. Contra-indications
 - 1. Client Condition
 - 2. Oil Toxicity
- 3. Oral Ingestion
 - a. Purposes
 - b. Contra-indications
 - 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 damascene*
 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 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.

- Battaglia, S. (1995). The Complete Guide to Aromatherapy The Perfect Potion. Pty Ltd.
- Bowles, E.J. (2004). The Basic Chemistry of Aromatherapeutic Essential Oils. Sydney, Australia.
- Clarke, S. (2002) Essential Chemistry for Safe Aromatherapy. Churchill Livingston.
- Cooksley, V. (1996). Aromatherapy: A Lifetime Guide to Healing with Essential Oils. Prentice Hall.
- Penoel, D. (1998). Natural Home Health Care Using Essential Oils. Essential Science Publishing.
- Price, S. and Price, L. (1999). Aromatherapy for Health Professionals, 2nd ed. New York: Churchill Livingstone.
- Rose, J. (1999). 375 Essential Oils and Hydrosols. Berkeley: Frog Ltd.
- Schnaubelt, K. (1990). Medical Aromatherapy: Healing with Essential Oils. Frog Ltd.
- Tisserand, R. and Balacs, T. (1995). Essential Oil Safety: A Guide for Health Care Professionals. New York: Churchill Livingstone.
- Thibodeau and Patton. (2000). Structure and Function of the Body, 11th ed. Mosby, Inc.
- Valnet, J. (1982). The Practice of Aromatherapy. Rochester, VT: Healing Arts Press.
- Watt, M. Plant Aromatics: A Data and Reference Manual
- Williams, D.G. (1997). The Chemistry of Essential Oils: An Introduction for Aromatherapists, Beauticians, Retailers and Students. England: Micelle Press.

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 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. 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

SUMMARY:

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

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

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

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

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

PTC03115

Application for ARC Registration Examination in Aromatherapy



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.

Race:	Age Range:	Gender:
<input type="radio"/> African American <input type="radio"/> Native American	<input type="radio"/> Under 25 <input type="radio"/> 40 to 49	<input type="radio"/> Male
<input type="radio"/> Asian <input type="radio"/> White	<input type="radio"/> 25 to 29 <input type="radio"/> 50 to 59	<input type="radio"/> Female
<input type="radio"/> Hispanic <input type="radio"/> No Response	<input type="radio"/> 30 to 39 <input type="radio"/> 60+	

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 Code of Ethics.

CANDIDATE SIGNATURE: _____ **DATE:** _____

CREDIT CARD PAYMENT

If you want to charge your application fee on your credit card provide all of the following information.

Name (as it appears on your card): _____

Address (as it appears on your statement): _____

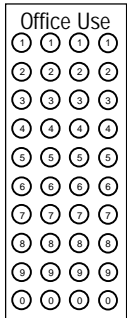
Charge my credit card for the total fee of: \$ _____

Card type: Visa MasterCard American Express

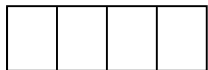
Card Number: |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Expiration date (month/year): |__|__|/|__|__|

Signature: _____



49603





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 also certify that I have read and understand the ARC Disciplinary Policy. I agree to abide by the Disciplinary Policy as well as ARC's other standards, policies, and procedures. Should I fail to do so, I understand and agree that ARC may subject me to penalties including but not limited to the following: canceling my Registration Examination score (with no refund or credit for any future Registration Examination); denying my Application for registration, or revoking my registration.

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

I authorize ARC (including its officers, directors, committee members, panel members, employees, and agents) to
1. review my Examination Application;
2. determine that I am or am not eligible for registration; and
3. share any information about my Examination Application, Examination, registration status, and disciplinary history (if any), with state and federal agencies, employers, and others.

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

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

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

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

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

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

Signed:

Signature Date: _____

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

Signature Date: _____

All applicants must answer the following:
YES NO Have you ever been convicted of, pled guilty to, or pled nolo contendere to a felony or misdemeanor related to aromatherapy or public health?

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.