



American
Organization for
Bodywork
Therapies of
Asia

AOBTA® COSP Membership Required Document Form

Below is a list of the required documentation that is to be submitted as part of your AOBTA® COSP membership school application process.

1. Please take time to gather these documents prior to submitting your application.
 2. Work with your assigned COSP navigator to arrange for submission of these documents.
 3. Your application packet cannot be forwarded to the review team until all required documentation on this list is received and the online application form is submitted.
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Use this fillable document to track the submission of the required documentation.

Name of School:

Name of person submitting documentation:

Required Documents

In this first section, check off the document when you have submitted it to your COSP navigator

A copy of your state ordinance/approval to operate. If your school is not state approved, registered or licensed, you must submit documents that clearly demonstrate that your program is operating in compliance with your state's regulations.

A summary of your program structure that explains how it incorporates the educational requirements of the AOBTA® 500 Hour Curriculum shown below:

Curriculum Categories and Hours:

- 100 hours of Chinese Medical Theory
- 160 hours of Discipline Technique and Practice (beginning, intermediate and advanced levels)
- 100 hours of Anatomy and Physiology
- 70 hours of electives including Business, Ethics, Law and Allied Modalities and/or Self-help
- 70 hours Supervised Student Clinic

The syllabi for all courses that satisfy the ABT Curriculum requirements.

If you outsource any component of the curriculum (e.g., A&P, CPR, Ethics), please **provide a detailed list of those outsourced components**.

An explanation of how the program meets the 500 Hour Curriculum clinic requirements or Clinic syllabi.

A copy of your final transcript listing the courses that match the submitted syllabi and requirements for graduation. (See “*Definitions of the Potential Sources of Required Documentation*” document listed in the application packet materials on the website for helpful information.)

A list of all instructors who teach in the program/school and a copy of their CV/resume. Please list which courses or portions of the courses they teach.

The following list of information is also needed. In this section, please provide either the URL link to a webpage or online document that will provide the requested information; or provide the name and page number of a submitted document where the information can be found.

(See “Definitions of the Potential Sources of Required Documentation” document listed in the application packet materials on the website for helpful tips.)

1. Educational goals and objectives:
2. Costs associated with the program:
3. Total Tuition and estimated expenses for books and supplies:
4. Payment methods and terms:
5. Withdrawal, termination, leave of absence, and refund policies:
6. Attendance requirements and tardiness policies:

7. Description of how a student's progress is evaluated:
8. Make-up work policy and involved costs:
9. Completion requirements:
10. Confidentiality policies for student records, release of records and student's access rights to their file:
11. Policy on complaint/grievance procedure:
12. Disclosure of relevant legal parameters of the program within your state and nationally:
13. Description of reasonable outcomes and expectations ... especially regarding how graduates will qualify to join the AOBTA as a Certified Practitioner member:

Thank you for providing the required documentation for COSP membership!

Please download and submit this document to office@aobta.org.