

These Rules, Guidelines and Procedures for the Council of Schools and Programs (COSP) are scheduled to be reviewed and updated in 2022.

Article 9 – Council of Schools and Programs

Section 1 – COSP Purpose and Composition

- A. A COSP member is a school or program providing professional training which meets AOBTA®'s eligibility criteria and has been accepted for membership to COSP.
- B. A COSP member is evaluated on a regular basis to determine ongoing compliance with the AOBTA® eligibility criteria.
- C. A COSP member must operate legally within their residing state(s), complying with all state educational and business laws.
- D. A COSP member supports the AOBTA® Vision and Mission Statements in the training of Asian Bodywork Therapists and encourages students to participate in the development of the profession and the professional community.

Section 2 – COSP Membership Eligibility Criteria

- A. COSP applicants that are *schools* must offer an ABT training program which ensures that their graduates satisfy the complete AOBTA® requirements for the Certified Practitioner membership level status. Where necessary, all State approvals and requirements must be met.
- B. COSP applicants that are *programs* must offer ABT training that satisfies, at a minimum, the required ABT Core Curriculum as outlined in Section 3 of this Article. Students in these programs may complete the remaining Additional Curriculum requirements at community colleges, approved on-line courses, and/or other programs.
- C. COSP Candidacy is recognized upon the acceptance of a COSP Application, whereupon:
 - 1. The school or program will be listed in AOBTA® publications and website as a COSP Candidate.
 - 2. The school or program will have up to one year to complete their application process.
 - 3. The school or program may request a one-year extension, requiring an additional application fee, if the application process is not completed within a year.

Section 3 – AOBTA® Asian Bodywork Therapy Curriculum Requirements

- A. A minimum 500 Hour Curriculum is the ABT professional standard which qualifies the graduate to apply for the AOBTA® Certified Practitioner level of membership and to take the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) Diplomate in Asian Bodywork Therapy national certification examination.
1. The ABT Core Curriculum consists of the following:
 - a.) 160 hours of progressive training in a recognized ABT Form, from beginning through advanced levels for professional practice.
 - b.) 100 hours of Oriental Medical Theory.
 - c.) 70 hours of ABT student clinic in their trained ABT Form, supervised by a qualified instructor.
 2. Additional Curriculum consists of the following:
 - a.) 100 hours of Western Anatomy and Physiology.
 - b.) 70 hours of electives that must include the following:
 - 1) CPR and first aid.
 - 2) Business/Practice Basics
 - 3) Ethics and Local/State/National legislation relating to the practice of a bodywork profession.
 - 4) A selection of relevant electives that may also include Western medical training, Qigong, Tai Chi, or any form of martial art, as well as introductory classes in other ABT Forms.

Section 4 – COSP Guidelines and Expectations

1. COSP members are evaluated annually by a Certified Instructor. This can be done by a Certified Instructor that owns the school or program, by a Certified Instructor that teaches at the school or program, or by arrangement with a Certified Instructor that is not associated with the school or program.
 - a. The evaluating Certified Instructor shall be identified in advance as part of the application process.
 - b. When the evaluating Certified Instructor is not associated with the school or program, a minimum of two site visits per year is required.
 - c. A written agreement between the School or Program and the Certified Instructor, concerning the Certified Instructor's consulting fees and expenses, shall be part of the application process and the annual evaluation.
2. COSP members will provide students with information about AOBTA® membership and the NCCAOM Diplomate in Asian Bodywork Therapy national certification examination.
3. COSP members ensure that students receive clear and detailed transcripts, itemizing their training according to the AOBTA 500 Hour Curriculum requirements. A transcript template, which is also approved by the NCCAOM, is available from the AOBTA® National Office or from the AOBTA® COSP Director.
4. COSP members are encouraged to offer Teacher Assistance (TA) and AOBTA® Registered and/or Certified Instructor training as an extension of their programs.

The Director of Education and the COSP Director can assist in creating these programs.

5. COSP members notify the AOBTA® National Office and the COSP Director in the event of a change in school ownership and/or curriculum change.
6. COSP members suspected to be in violation of the AOBTA® Bylaws, RGP's, Code of Ethics, or the Criteria for membership may be subject to a hearing by the AOBTA® Ethics Committee. After a Grievance Procedure, the COSP member may have their membership revoked if found to be in violation and unwilling to correct the violation.
7. COSP members that fail to submit their annual evaluation, report, and membership dues in a timely fashion may have their membership revoked.
8. COSP members that experience a change in ownership, curriculum, or faculty, resulting in an ABT training program that no longer meets the AOBTA®/COSP requirements shall immediately notify the AOBTA® National Office, the COSP Director, and the Director of Education of that change, upon which time:
 - a. The COSP member and/or AOBTA® will have the option to discontinue their membership.
 - b. Or, the COSP member will have one year to bring its program into compliance and submit an evaluation and report for review.
 - c. If the COSP member does not submit an evaluation and report within one year, their membership shall be revoked.
9. COSP members are required to file all records and student transcripts in a safe and accessible place – in accordance with privacy laws set by the state's board of education. The COSP member is required to inform the AOBTA® National Office, COSP Director, Director of Education, and past and current students that transcripts may be requested at a reasonable cost to cover administration and mailing, and provide current contact information for making such requests.