



American
Organization for
Bodywork
Therapies of
Asia

COSP School Application Definitions of Potential Sources of Required Documentation

A. Recruitment material (including websites and brochures): promotional material available to the public and prospective students.

B. Curriculum: an explanation of courses which complete 500-hour requirements in an ABT Form. The Curriculum explains what courses comprise the curriculum content, including where they meet expectations of TCM, 160 hours in a Form with beginner through advanced levels of training, business, ethics, clinic requirements, CPR. Applicants are encouraged to use the “ABT Competencies” and the “500 Hour Curriculum.”

The description for your curriculum should include how it meets the AOBTA®’s 500-hour curriculum content. It should include the Form which is taught and how Clinic requirements are met. This can be done with a breakdown of hours or an explanation of how competencies must be met.

C. Syllabus: describes each course content and how it contributes to the 500-hour requirements. In addition to detailing outcome goals and objectives the syllabus describes evaluation methods for both formative and summative assessment.

Formative assessment describes how teachers assess students’ progress and intervene or adjust along the way. Methods of formative assessment include responding to students’ questions, asking students questions, encouraging students to describe lesson content, feedback during observation and practice of manual skills and applications, teaching adjustments to students’ posture or technique during practice, homework assignments and quizzes. The syllabi should also describe the requirements of students: arrive on time and dressed appropriately... how to request permission for an absence and arrangements for make-up exams, etc. The syllabus should describe how complaints or problems will be handled in class and how they may be followed up or responded to, when necessary, beyond the scope of the class (administrative policies and support).

Summative assessment is how teachers determine that students have learned things at the completion of the class. Methods of summative assessment may include practical/oral examinations, written final examination, written homework, final projects, or presentations. Feedback during observation and practice of manual skills and applications at the

conclusion of a particular course are summative assessments for that course and will contribute to a final grade or pass-fail conclusion.

D. Enrollment agreements: ensure that students have read and agree to all policies and obligations and their agreement to pay tuition and other expenses. It demonstrates they know the refund policies and other applicable policies and procedures that describe the program accurately.

E. Sample Lesson Plan: gives an hourly breakdown of what you are doing in each class and explains what homework assignments are due, quizzes or tests, what material will be covered and practiced during that class.

F. Transcript: details the individual student's completion of all the courses described in the curriculum along with grades. The program application needs to provide a sample of what the final transcript will include and what it will look like. Programs carved out within a larger educational model (like an acupuncture school) can highlight the courses necessary for completion of this program within a more extensive transcript. Each graduate from the program will have their personal transcript submitted directly to the AOBTA®. This may be done electronically by the school. COSP transcripts are considered pre-approved but must comply with the transcript expectations of the school and all transcripts are reviewed and approved by the COSP Director.

Each transcript should give the name, address, and contact information for the program and the student. If there are **external** courses included in this program these should be named and listed on the documentation with the transcript. For example, if the student completed Anatomy & Physiology (A&P), Business and Ethics courses at a local massage school, the transcript needs to list A&P, Business and Ethics as completed outside the program. The transcripts from the massage school listing those courses and grades will need to be attached and accompany the student's program transcript. There are a variety of ways this paperwork may be done, and this may vary for programs to comply with all local legal or accreditation requirements which are applicable to them. This may be guided by requirements in their state or to maintain their status as a program rather than a school or by the requirements for a school to also include a program within their school.

Transcript evaluations for prior credit need to be documented. An example of this could be that a licensed massage therapist or acupuncturist applies to your program, and you accept prior credit for Anatomy & Physiology, Business, Ethics, knowledge of TCM, a different Form of ABT or even an introductory level course in your Form of ABT. This student's participation in your program may be considered Continuing Education (CE) for them and require its own documentation for sources, like CE credit from NCCAOM or NCBTMB. This needs to be documented in a manner that ensures compliance with all local laws and requirements in your state. The AOBTA®'s requirements for a program are

that the program teaches and ensures the competencies necessary for a particular ABT Form. This should include an estimated minimum of 230 hours of education focused on the ABT Form and Clinic requirements.

G. Student Handbook (optional): If you choose to use a Program Handbook it may reference everything and anything.

Additional information for a program or school in an acupuncture school

All accredited acupuncture schools may be eligible to join COSP as either a school or a program. If joining as a school, it is understood that students will be graduating from the entire acupuncture school with ABT being part of the curriculum. If joining as a program it is understood that an appropriate course of study will be completed that meets all of the AOBTA®'s requirements and which may be completed prior to or even rather than completion of the entire acupuncture training. This may be desirable for acupuncture schools that want to offer ABT as an option that would allow their students to start practicing professionally prior to completing acupuncture school.

For an acupuncture school submitting a COSP Program application, please identify the courses and syllabus which describe the theory and practice of an ABT Form. If it is Tuina please be sure to identify those courses which teach all the appropriate hand techniques applicable to Tuina. Intermediate course work should identify how and where students are practicing their Tuina and manual skills which may be integrated into other courses, such as using assessment skills relative to manual therapy. These could be related to areas: front, back; structures: muscles, joints, bones; meridians and points; or energetic. Training in specific manual skills which are applicable to internal, orthopedic problems or pain management may be integrated into course work which is not specifically labelled "Tuina". However, it must be clear in the syllabi that manual skills are being taught and assessed as an integral part of the course. These courses must be taught by an instructor who is qualified by the AOBTA®. In some instances, the AOBTA® will "qualify" instructors based on their training, CV/resume and reference, and course work can be accepted which they teach. However, a Supervising Certified Instructor (CI) from the AOBTA® must be responsible for the complete program. General Clinic hours may be divided proportionately with up to 20% being allocated for a compatible ABT Form like Tuina, Medical Qi Gong or Acupressure if:

1. the Clinic is supervised by a qualified Instructor, and
2. there has been adequate specific clinical training and preparation for ABT in the Clinic.

It is highly recommended that there be at least one dedicated course of study for ABT in the Clinic prior to the general Clinic hours.