

**APPLICATION PACKET TO BECOME A
CERTIFIED INSTRUCTOR**

**Contains: Letter from the Director of Education regarding procedure
General Information and Application Requirement Checklist
Affidavit
“Statement of Intent” form
“Description of Your Type of Bodywork” form
“Level of Expertise and Knowledge” form
“Letter of Recommendation” form (2)
AOBTA® 500-Hour Curriculum outline (Certified Practitioner Level)**

Revised August 2006

Certified Instructor Applicant



Dear Applicant:

Thank you for your inquiry regarding acceptance as a Certified Instructor in the AOBTA®.

We consider the rank of Certified Instructor in the AOBTA a credential reserved for experienced and inspiring teachers who have demonstrated the highest standards of excellence and expertise in communicating to others a deep understanding of Asian bodywork.

Enclosed please find a list of requirements to become a Certified Instructor candidate, as well as an application form. Please complete the application form and send it along with your written requirements and fees to the National Headquarters.

Please read carefully the following outline of the basic procedure involved with becoming a Certified Instructor;

1. Candidate completes the application form and sends it along with the application fee and other required documents to the National Headquarters.
2. National Headquarters begins the initial processing and then sends a copy of the completed application to the Certified Instructor Committee (CI Committee).
3. The CI Committee checks to see if the application has been completed satisfactorily. The Applicant will be notified if there are any missing documents that need to be provided. When the application is completed, the review process begins. A conference call is arranged with all the members of the CI Committee to discuss the applicant's file. It is at this time that the applicant may be requested to provide more information for clarification, etc. The Committee decides whether or not to approve the application. Applicant is notified of the Committee's decision.
4. UPON APPLICATION APPROVAL, the process of arranging an interview will begin. Please note that the interview is NOT a part of the initial processing and cannot precede application approval.
5. The Candidate becomes a Certified Instructor after a successful interview is completed.

Because of the geographical distance, mailing time, and busy schedules of those involved with the process, we need at least two (2) months to process an application. We suggest that the Candidate allow another extra month to gather any documents that may be required after the initial application packet is sent.

The purpose of the Certified Instructor interview is to provide a mechanism whereby candidates can meet with a panel of recognized Certified Instructors in order to demonstrate their knowledge and ability to teach Asian bodywork theory and practice. Most interviews are conducted at the annual AOBTA Convention. Although we consider requests for local interviews, we cannot guarantee that they can be scheduled.

If you have any questions regarding the above, please contact National Headquarters. Thank you for your interest in becoming a Certified Instructor in the AOBTA. We look forward to hearing from you and receiving your completed application.

Sincerely yours,

Michael DeAgro,
Director of Education

Application Form for AOBTA® Certified Instructor

General Information

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Telephone (h) _____ (w) _____

Fax No. _____ E-Mail address _____

Style of Bodywork you represent: _____

Courses you have been actively teaching the past year: _____

I am submitting this application form for Certified Instructor with the following documents: (Please Check off enclosed items)

1. _____ Signed affidavit for completion of requirements.
2. _____ Statement of Intentions for becoming a Certified Instructor.
3. _____ A brief description of the bodywork you practice and teach.
4. _____ A brief description of your level of expertise and knowledge that is above and beyond the Practitioner's level.
5. _____ Your Resume.
6. _____ Detailed description of your present curriculum.

Two letters of recommendation (see form letters) endorsing your teaching skills and ability sent directly from your endorsers to the main office:

- a. One from your primary instructor, colleague, or AOBTA Certified Instructor.
- b. One from a current or former student of yours.

_____ I enclose my check or money order for \$300.00 (Application fee: \$100 and Interview fee: \$200)



CERTIFIED INSTRUCTOR APPLICATION – AFFIDAVIT

I hereby verify that I meet all of the following requirements to become a Certified Instructor of the AOBTA®:

1. I am a Certified Practitioner of the AOBTA.
2. I have completed at least five (5) years of active practice, after graduating from an approved ABT program, with a minimum of 500 treatments/year.
3. I am able to demonstrate a working knowledge of Anatomy and Physiology.
4. I have a minimum of five (5) years teaching experience.
5. I am able to teach in fluent English.
6. I am qualified to teach all aspects of the CMT segments of the AOBTA 500-hour curriculum.*
7. I exhibit a higher degree of knowledge and understanding than a Certified Practitioner of my form of bodywork.
8. I understand that I will be asked to sit for an oral and practical interview if my written application is approved.
9. I understand that both my written application and interview must be approved before I can become a Certified Instructor.
10. I understand that as a Certified Instructor, I will be expected to abide by the Code of Ethics and participate in the establishment and maintenance of standards for the education and practice of ABT.

I have read and understand the contents of this Affidavit and assume full responsibility for its validity.

Signed: _____ Date: _____

* See AOBTA 500-hour Curriculum (Certified Practitioner Level). “**Chinese Medical Theory**” section included in this application packet.



**AOBTA® CERTIFIED INSTRUCTOR APPLICATION
STATEMENT OF INTENT
(Limit to One Page)**

Please state here your reasons for applying to become a Certified Instructor of the AOBTA. Please include what significance this rank holds for you and what contributions you will make to the AOBTA as a Certified Instructor.



**AOBTA® CERTIFIED INSTRUCTOR APPLICATION
DESCRIPTION OF YOUR TYPE OF BODYWORK
(Limit to One Page)**

Please state your form(s)/style(s) of bodywork that you practice and teach. If your style is a mixture of forms, please state how you have integrated the systems.



AOBTA® CERTIFIED INSTRUCTOR APPLICATION
LEVEL OF EXPERTISE AND KNOWLEDGE
(Limit to One Page)

Please give a brief statement of your level of expertise and knowledge that is above and beyond the Certified Practitioner's level.

**AOBTA® CERTIFIED INSTRUCTOR APPLICATION
LETTER OF RECOMMENDATION**

FROM: _____ DATE: _____

ADDRESS: _____

PHONE NO. _____ FAX NO. _____ E-MAIL _____

CANDIDATE'S NAME: _____

RELATIONSHIP TO CANDIDATE: _____

(Primary Instructor, AOBTA®-CI, Colleague, Current or Former Student)

How Long Have You Known the Candidate? _____

In What Capacity? _____

Have You Observed the Candidate Teaching a Class? _____

What was the content of the class you observed: _____

Please state the reason why you recommend this candidate for Certified Instructor status in the AOBTA. Please include your evaluation of the response to his/her teaching abilities as you have observed them in a typical classroom setting.

Please send this form and your letter to: **AOBTA Headquarters**
1010 Haddonfield-Berlin Road, Ste. 408
Voorhees, New Jersey 08043

Please note that your letter of recommendation must be accompanied by this completed form.

**AOBTA® CERTIFIED INSTRUCTOR APPLICATION
LETTER OF RECOMMENDATION**

FROM: _____ DATE: _____

ADDRESS: _____

PHONE NO. _____ FAX NO. _____ E-MAIL _____

CANDIDATE'S NAME: _____

RELATIONSHIP TO CANDIDATE: _____
(Primary Instructor, AOBTA®-CI, Colleague, Current or Former Student)

How Long Have You Known the Candidate? _____

In What Capacity? _____

Have You Observed the Candidate Teaching a Class? _____

What was the content of the class you observed: _____

Please state the reason why you recommend this candidate for Certified Instructor status in the AOBTA. Please include your evaluation of the response to his/her teaching abilities as you have observed them in a typical classroom setting.

Please send this form and your letter to: **AOBTA Headquarters**
1010 Haddonfield-Berlin Road, Ste. 408
Voorhees, New Jersey 08043

Please note that your letter of recommendation must be accompanied by this completed form.

Certified Practitioner Level

ANATOMY AND PHYSIOLOGY

(100 Hours)

- I. Osteology (Nomenclature, structure and function of the skeletal system (15 Hrs. Minimum)
- II. Myology (Structure and function of the muscular system, including origins and insertions) (30 Hrs. Minimum)
- III. Structure and function of the other major systems
 - A. Integumentary
 - B. Digestive
 - C. Neurological
 - D. Respiratory
 - E. Cardiovascular
 - F. Lymphatic
 - G. Urinary and Reproductive
 - H. Endocrine

CHINESE MEDICAL THEORY

(100 Hours) Minimum

- I. General Theory
 - A. Overview of Traditional Chinese Medicine
 - B. Basic Cosmology
 - 1. Chi: Definition, functions
 - 2. Concepts of Tao, Chi, Yin/Yang,
 - 3. Six energies
 - 4. Five elements
 - C. Comparison of Eastern & Western medicine; including the basic concepts of disease and treatment in each.
- II. Yin/Yang
 - A. Concepts of Yin/Yang - properties and principles
 - B. Yin/Yang relationships
 - C. Yin/Yang imbalances in the body
- III. Five Elements (Five Transformations)
 - A. Description, historical basis and context within Chinese philosophy
 - B. Laws of the five elements (cycles)
 - C. Five elements related to the body
 - D. Correspondences
- IV. Fundamental Substances of the body (descriptions, functions and relationships among them)
 - A. Qi (Ki)
 - B. Blood (Xue)
 - C. Jing (Essence)
 - D. Shen (Spirit)
 - E. Fluids (Jin Ye)

AOBTA® 500 Hour Curriculum, continued

- V. The Organs - Visceral Manifestation Theory (functions, descriptions and typical signs of imbalance of disturbed function)
- A. The five Zang (Yin) organs (viscera) plus the pericardium
 - B. The six Fu (Yang) organs (bowels) including Triple Warmer theory
 - C. The Curious Organs (Brain, Uterus, Gall Bladder)
- VI. Channels and Effective Points (30 Hrs. Minimum)
- A. Twelve regular channels (external/superficial and internal/deep)
 - 1. Description
 - 2. Function and relationship with organs
 - 3. Paired relationships
 - 4. Order and direction of circulation (24 hour cycle)
 - 5. Anatomical location
 - 6. Main pathological signs
 - B. Eight Extraordinary Vessels
 - 1. Description
 - 2. Function
 - 3. Anatomical location
 - 4. Main pathological signs
 - C. Tendino-Muscular Pathways or Channels
 - D. Cutaneous Regions
 - E. Effective Points
 - 1. General description
 - 2. Anatomical location and main indications
 - a. Twelve general points (LI4, ST36, SP6, SI10, BL40/54, GB20, GB21, GB30, LV3, CV4, CV17, GV20)
 - b. Tonification and sedation points
 - c. Source points (Yuan points)
 - d. Luo connecting points
 - e. Mu (Bo or Alarm points)
 - f. Back Shu (Yu or Associated points)
 - g. Beginning and Ending points
- VII. Evaluation - the four examinations
- A. Looking (Observation)
 - 1. Spirit
 - 2. Complexion
 - 3. Body appearance
 - 4. Tongue
 - B. Listening/smelling
 - C. Asking
 - D. Palpating (touching)
 - 1. Pulse
 - 2. Hara
 - 3. Channels and points
 - 4. Mu and Shu points
- VIII. Pathology - causes and patterns of disease or imbalance
- A. Etiology - cause of the imbalance
 - 1. Exogenous causes - the six exogenic pathogens
 - 2. Endogenous causes - the seven emotions
 - 3. Other causes - infection, injury and lifestyle

AOBTA® 500 Hour Curriculum, continued

- B. Patterns of imbalances and assessment
 - 1. The Eight Principles
 - 2. Zang-Fu Organ Principles
 - 3. The Six Channels (divisions)
 - 4. The General Theory of Channels
 - 5. The Five Elements
 - 6. The Four Levels (Defense, Qi, Nutritive, Blood)

DISCIPLINE, TECHNIQUE & PRACTICE

(160 Hours Minimum)

- I. Technique - Lecture and Demonstration
 - A. Definition and history of modality
 - B. Theory relative to modality including effects on major body systems
 - C. Contraindications and potentially harmful techniques (cautions)
 - D. Principles of manipulations
 - E. Full body treatment
 - F. Passive and active exercises
- II. Treatment oriented application - Lecture and Demonstration
 - A. Assessment and evaluation
 - B. Integration of techniques focused upon pathologies likely to be treated by practitioners
- III. Classroom practice (80 Hours Minimum)

This is supervised practice performed on other students and instructors
- IV. Sessions received from a Certified Instructor in the discipline being studied (10 Hours Maximum)

CLINICAL APPLICATION

(70 Hours)

- I. Supervised Clinical Practice
 - A. Students will have the opportunity to integrate all of their training and practice in providing sessions for the general public in a supervised atmosphere.
 - 1. A professional environment will be maintained at all times.
 - 2. There will be constant, qualified supervision at all times.
 - 3. During a client's first visit, a complete case history will be taken.
 - 5. Session summaries will be written after each patient's visit. A minimum of 50 charted treatments must be documented to meet this requirement.
 - 6. "Rounds" will be regularly held so that students can share their sessions, interesting aspects, problems and successes with their peers.

OTHER

(70 Hours)

- I. Other topics relative to the practice of Asian Bodywork Therapy at the discretion of the teacher. A survey of other Asian bodywork Therapies is recommended.
- II. Somewhere in the program, business, legal considerations, contraindications and ethics must be covered.
- III. All students must have completed a First Aid and CPR course.