

2010 Asian Bodywork Therapy (ABT) Certification Information

General Information

All general information concerning NCCAOM® certification processing, examination procedures and *Code of Ethics* can be found in the NCCAOM® Candidate Handbook for 2010.

Applying for ABT Certification

In addition to completing the requirements for a specific eligibility route, applicants must submit the following information to complete the certification process:

- 1) An application for NCCAOM certification
 - A. The application should be completed in full – all spaces filled in.
 - B. The application must be signed by the applicant and notarized.
 - C. Certification fee method of payment should be included.
 - D. Mailed to NCCAOM – We recommend you utilize a postal delivery tracking service.
 - E. NCCAOM is not able to accept faxed copies of the application.
 - F. Certification time frame allowances start with the date the application is received at NCCAOM.
- 2) An official academic transcript that is sent directly from the applicant's school to the NCCAOM.
- 3) Successfully pass, by 70% or higher, the following examination:
Asian Bodywork Therapy

Asian Bodywork Therapy Eligibility Routes

- Route #1: Formal Education
- Route #2: Apprenticeship

Route 1: Formal Education

Candidates who have completed 500 hours of an Asian bodywork therapy program are eligible to submit their candidate application completing the following requirements.

1. Candidates must have completed 500 hours of an Asian bodywork therapy program. The type of educational programs, or a combination thereof, is listed below. Correspondence and distance learning programs do not qualify.
 - A. formal, full-time schools
 - B. formal programs
 - C. short courses up to 100 hours
2. Of the required 500 hours, a minimum of 350 hours must be didactic of which 160 hours must specifically relate to Asian bodywork techniques. Didactic hours must also include allopathic anatomy, physiology, and Oriental medical theory, First Aid, CPR, and ethics.
3. The 500 hours must include a minimum of seventy (70) clinical hours of education. The clinical hours must be directly related to Asian bodywork technique and may include observation as well as internship or treatment hours.

4. The remaining hours may be earned as either didactic or clinical.
5. Candidates may combine hours from more than one (1) educational institution, provided that:
 - A. a minimum 160 didactic hours that specifically relate to Asian bodywork therapy are completed at one (1) institution, and
 - B. the subject of the clinical hours is related to the didactic hours of the Asian bodywork therapy.
6. Acceptable transcripts must be sent from the school directly to NCCAOM.
7. Candidates who have attended a school or program that is a member of the American Organization for Bodywork Therapies of Asia's (AOBTA) Council of Schools and Programs (COSP) do not need to submit further information about the school.
8. Candidates who did not attend a COSP approved school must submit a school catalog to allow NCCAOM to perform a review of school transcripts. The school catalog must be written in English and include the following:
 - A. an outline of the curriculum offered
 - B. course titles and descriptions
 - C. number of hours included in the program
 - D. information about the faculty and facility
9. Applications of candidates who did not attend a COSP approved school will be reviewed by the NCCAOM Eligibility Committee.

Route #2: Apprenticeship

Apprenticeship is defined as training completed under a preceptor who assumes responsibility for the theoretical and practical education of the apprentice. Candidates must meet all of the following requirements.

1. A maximum of two apprentices may study under a single preceptor at any one time.
2. An apprentice may only study under one preceptor during the apprenticeship.
3. The apprenticeship program must include a minimum of 500 contact hours. Contact hours are defined as the clock hours that the apprentice spends under the direct supervision of the preceptor. Off-site supervision is not included.
4. The apprenticeship program must include increasing responsibilities in patient/client contact up to, and including, the final stage of complete assessment and treatment under the preceptor's supervision.
5. The apprenticeship program must be under the direction of a qualified preceptor. A preceptor is considered qualified if he/she meets at least one (1) of the following criteria.
 - A. Certified instructor by the American Organization for Bodywork Therapies of Asia (AOBTA), or
 - B. Certified by the NCCAOM in Asian Bodywork Therapy, or

- C. Practiced at a minimum level of 500 Asian bodywork therapy patient/client visits by no fewer than 75 different patients/clients for five (5) consecutive years immediately prior to becoming the preceptor.
 - D. The preceptor's practice is at a minimum level of 500 Asian bodywork therapy patient/client visits by no fewer than 75 different patients/clients each year during the apprenticeship program. Patient/client visits are in general health care practice.
6. NCCAOM does not pre-approve apprenticeship programs or preceptors. It is the applicant's responsibility to provide required documents when the application is submitted.
7. For applicants who apply through apprenticeship, all of the following requirements must be met:
- A. Completion of an apprenticeship program with a minimum of 500 contact hours. "Contact hours" are defined as clock hours that the apprentice spends under the direct supervision of the preceptor. Off-site supervision is not included.
AND
 - B. Your apprenticeship program must include increasing responsibilities in patient/client contact, up to and including the final stage of complete diagnosis and treatment under the preceptor's supervision.
AND
 - C. Your apprenticeship program must be under the direction of a **qualified preceptor**. A preceptor is considered qualified if he/she meets at least one of the following criteria:
 - Certified instructor by the American Organization for Bodywork Therapies of Asia (AOBTA),
OR
 - Certified by the NCCAOM in Asian Bodywork Therapy,
OR
 - Practiced at a minimum level of 500 Asian bodywork therapy patient/client visits by no fewer than 75 different patients/clients for five consecutive years immediately prior to becoming your preceptor
 - D. Your preceptor's practice was at a minimum level of 500 Asian bodywork therapy patient/client visits by no fewer than 75 different patients/clients **during** each year during the apprenticeship program. Patient/client visits were in general health care practice.

Documentation Requirements for Apprenticeship

Applicants under this route of eligibility must submit all of the following documents:

- 1. A notarized letter from the preceptor that includes the following information:
 - A. A detailed description of the apprenticeship including
 - 1. start, finish and break dates
 - 2. total number of contact hours each year
 - 3. amount of time spent in theoretical instruction
 - 4. level of involvement with patient/client treatment
 - B. A description of the preceptor's practice including
 - 1. the number of patient/client visits per year, and

2. the type of practice: a description of preceptor's practice, including the number of patient/client visits per year and the type of practice.
 - C. A statement of the number of apprentices being supervised by the preceptor during the specified time.
2. Representative sample of applicant's notes (please type). Submit 10 to 15 pages covering theoretical instruction. Notes must be submitted in English.
3. Regarding your preceptor, you must submit either:
 - A. A notarized copy of approval for apprenticeship from the state regulatory agency,
OR
 - B. Documentation of preceptor's practice showing five (5) years of Asian bodywork therapy practice immediately prior to the initiation of the preceptorship. Acceptable methods of documenting a preceptor's Asian bodywork therapy practice are outlined below,
OR
 - C. A notarized copy of Instructor Certification issued by the AOBTA.
4. Documentation from at least two (2) of the following four (4) categories:
 - A. A notarized affidavit from employer specifying:
 1. dates
 2. location
 3. number of hours worked
 4. nature of practice
 5. number of patient/client visits
 - B. Notarized affidavits from a minimum of twenty (20) patients/clients specifying the time period of treatment and the use of Asian bodywork therapy. Acceptable affidavits must include current phone numbers and addresses.
 - C. Notarized affidavits from a minimum of two (2) health care professionals, other than employers, with convincing testimony based on personal knowledge regarding the dates, volume, scope, and type of practice.
 - D. Notarized affidavits from a minimum of two (2) respected members within the professional community with convincing testimony based on personal knowledge regarding the dates, volume, scope, and type of practice. "Respected members of the professional community" may include, but are not limited to members of state or local Asian bodywork therapy or Oriental medicine associations and Asian bodywork therapy school directors.
5. Appointment books, business permits, and leases are not acceptable because they do not specify type of treatment.
6. Documentation must show:
 - A. dates and location of practice
 - B. number of patients/clients
 - C. patient/client visits per year
 - D. type of practice (i.e., 80% general practice and 20% specialization in sports injuries).
7. Patient/client visits in which Asian bodywork therapy, acupuncture, and/or Chinese herbology are combined may be counted as professional practice under each applicable certification program.

8. Treatment that takes place during a preceptor's apprenticeship or while obtaining education may not be counted as professional practice.

For specific details on the apprenticeship program, please refer to our website at www.nccaom.org or contact NCCAOM by email at info@nccaom.org.

Appealing Eligibility Decisions

Applicants may appeal an eligibility decision by submitting a written request to the Manager of Certification Services. For further information, contact applications@nccaom.org or 904-674-2478. The appeal, along with supporting information, must be submitted in writing within 45 days of receipt of the denial notification.

Examination Preparation and Administration

To become certified in Asian bodywork therapy, applicants are required to successfully pass the NCCAOM Asian Bodywork Therapy examination. Once the applicant is cleared to sit for the examinations, they will receive an Authorization to Test Letter by the United States Postal Service. Please see the Examination Preparation and Administration section of the 2010 NCCAOM Candidate Handbook for general information.

Achieving Certification

Even though you may have successfully passed the NCCAOM exam, you are not certified until all of the required documents are received and processed by NCCAOM. Required documentation includes:

1. Passing scores on required examination (Asian Bodywork Therapy).
2. Official academic transcript sent directly from the school.

When you achieve certification in Asian bodywork therapy from NCCAOM, you will receive a congratulatory letter and identification card by the United States Postal Service. A certificate suitable for framing will follow in six weeks under separate cover.