



## FAQ: AOBFP-approved hands-on OMT courses

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### General course information

#### 1. What is the purpose of AOBFP approval for hands-on OMT courses?

Approval ensures that course hours meet the **OCC Component 3 requirement** for diplomates with the OMT designation. Pre-approved courses allow attendees to apply those hours directly toward maintaining certification.

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#### 2. How many hours are required for diplomates to maintain the OMT designation?

Diplomates must complete **8 hours of AOBFP-approved hands-on OMT training** every nine years *or* pass the OMT performance exam. They must also complete an OMT longitudinal assessment module every three years.

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#### 3. Who can apply to be an AOBFP-approved course provider?

Any organization, institution or faculty group may apply, provided they meet the **faculty and course standards** outlined by AOBFP.

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#### 4. What materials do I need to submit with my application?

Your submission must include:

- Completed [Approved Provider Application](#)
  - [OMT course template](#) (with mapped objectives)
  - Agenda with timing and technique list
  - Faculty CVs showing required credentials
  - Presentation slides
  - Evaluation forms and CME documentation (if applicable)
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## 5. What is the fee for each course application?

The fee for each application is **\$600**. Once your course is approved, you may offer it **unlimited times during the three-year approval period** if you do not change the content.

You may also offer **shorter segments** of an approved curriculum, but you must:

- Clearly indicate the **reduced hours** on certificates of completion.
  - Ensure that **learning objectives, faculty qualifications and assessment methods** remain intact.
  - Verify that the shortened course still provides meaningful **hands-on competency practice**.
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## 6. How long does the approval process take?

Once submitted, the **AOBFP Education/Evaluation Committee** reviews applications. Providers may be asked for clarifications or revisions before final approval. The timeline varies but is generally **four to eight weeks**.

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## Faculty & Training Standards

### 7. What are the instructor requirements?

Faculty must be appropriately credentialed and listed in the application materials. AOBFP distinguishes between two roles:

- **Lecturers:** May include AOBFP/OMT-certified physicians or AOBNMM-certified diplomates.
  - **Hands-on table trainers:** Must be **AOBFP-certified with the OMT designation** and have experience in teaching manipulative skills.
  - **Hands-on table trainers** are eligible to receive OCC credit for time spent at tables.
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### 8. Can AOBNMM-certified diplomates serve as table trainers?

AOBNMM-certified diplomates may serve as **lecturers** if included in the approved faculty list. However, **hands-on table trainers must be AOBFP-certified with the OMT designation**, per AOBFP requirements.

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### Course delivery & records

### 9. What happens if I change my course content or faculty?

Substantial changes (curriculum, format or instructor roster) must be reported to AOBFP. You may need to **resubmit revised sections** for re-approval and pay the application fee for a new course.

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### 10. What records do providers need to keep?

Providers must maintain:

- Attendance/sign-in sheets
- Faculty assessment/competency forms
- Certificates of completion (stating AOBFP-approved hours)
- Copies of course materials and evaluations

These must be retained in case diplomates or AOBFP request verification.

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### 11. How do diplomates get credit for attending my course?

Diplomates receive a certificate from the provider showing approved OMT OCC hours. Course providers are responsible for submitting the attendee and table trainer roster to AOBFP to ensure OCC credit is recorded.

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