



Advanced Scholastic  
Trainer Handbook & Instructor Course  
Code of Conduct



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# 1. Advancing Scholastic Trainer Overview

The American Council of Body Altering Aesthetics (ACBAA) is a nationally- accredited credentialing organization, formed to set higher standards for those who practice CSL Therapy and aesthetics altering bodywork.

Board Certification represents the highest attainable credential within the CSL Therapy profession. Board Certification is an advanced credential separate from entry-level CSL therapy state licensure and certification. It commends educators who value peer-reviewed coursework, and seek to establish a level of educational trust amongst their future students.

ACBAA Advanced Scholars (AS) have met the highest standards for continuing education instruction throughout the CSL Therapy profession.

Board Certificants must renew their certification every two years and are required to maintain all professional standards of certification, insurance, and licensure within that two-year period. The Advanced Scholar Training program ensures that Board Certificants and the CSL Therapy profession have access to reliable, credible, high-quality CSL Therapy continuing education throughout their careers.

## 2. Fees

Fees must be paid by credit or with debit card on [www.csltherapy.org](http://www.csltherapy.org) upon submission of your application. Please contact us at [welcome@csltherapy.org](mailto:welcome@csltherapy.org) if you have any questions or concerns.

### **Fee Schedule:**

- Advanced Scholastic Trainer Application Fee (Individual or Organization): \$325
- Advanced Scholastic Trainer Bi-annual License Renewal: \$100

### **Course Fee**

- Foundational Course: \$500 per course
- Supplemental CORE Course: \$75 per course
- Course Resubmission Fee: \$100 per course
- Existing Approved Course Update Fee: \$25 per course
- Non-Sufficient Funds Fee: \$30

**NOTE: All fees are nonrefundable and subject to change.**

## 3. Instructor Requirements

Applicants should be experienced in their field of tentative course writing in order to meet all of the criteria that the ACBAA sets for CSL advanced scholars of continuing education.

The following applies to all instructors, trainers, and educators (individual or organization):

- Holds a minimum of a high school diploma or its education equivalent
- Has completed at least (1) year of professional experience in the practice of CSL Therapy of; OR Has expert experience in their field of study that applies to/translates to the Body Altering Aesthetics Industry; OR
- Has completed any other regulatory board's approved teacher training program in a CSL CORE area of interest; OR
- Has completed at least 100 hours of non-entry level education in the subject matter to be offered and has a minimum of two years of professional experience in practice related to the subject

### **Other Requirements:**

- Meet current state and professional licensure requirements AND are in good professional standing with respective state labor laws
- Can pass a background check

All instructors teaching for advanced scholastic organizations or corporate beauty business accounts must meet the instructor qualifications and must be approved separately.

## 4. Course Requirements

### **Acceptable course content includes:**

- Applications of CSL Therapy foundational lectures/methods and bodywork therapy for specific needs, conditions, or client populations
- Anatomy, physiology and kinesiology
- Research literacy for the Body Altering Aesthetics Industry
- Client assessment protocols, skills for client record keeping, strategies for interfacing with other health care providers
- Use of external agents such as water, heat, cold, or topicals
- Body-centered or somatic psychology, or psychophysiology , Interpersonal skills - which may include communication skills, boundary functions, phenomena of transference, countertransference, and projection
- Standards of practice, professional ethics or state laws
- Strategies for the marketing of CSL Therapy and bodywork therapy practices

# Course Requirements cont.

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- Theory or practice of ergonomic science as applied to therapist or client
- Hygiene, methods of infectious disease control, organization and management of the treatment environment
- The use of CSL Therapy tools and their specific needs
- Self-care courses concentrating on nutrition and/or diet only, but only as it enhances the learner's knowledge about the practice of CSL Therapy
- Perform yoga/yoga teacher training programs (acceptable for therapist's self-care OR for therapists to teach to clients) \*
- Active strengthening/physical training (acceptable for therapist's self-care only OR for therapists to teach to clients)
- Advanced science courses that contain content which goes beyond the CSL Therapist's scope of practice (as defined by state and/or local legislation, as well as CSL Therapy Organizations ordinances), and that is instructive in understanding different systems of the body or human behavior more in depth.
- Energy work that includes "professional therapeutic hands-on applications."
- Basic introduction of herbs and nutritional supplements
- Mental health assessments (by psychiatrists and licensed mental health professionals only)
- Crystal education
- Qi Gong or Tai Chi (acceptable for therapist's self-care only)
- Professional Communications with clients
- Strategies for communicating and collaborating with healthcare providers
- Laws and Business Practices that relate to the Body Altering Aesthetics Industry
- State laws that relate to the Body Altering Aesthetics Industry
- Marketing for CSL Therapy and beauty bodywork practices
- Professionalism and Ethics for the Body Altering Aesthetics Industry
- Standard Orders of Practice for Body Altering Aesthetic professionals
- Assessment & Program Evaluation trainings
- Client assessment protocols
- Inventory trainings for beauty business owners
- Tax preparation for beauty business owners
- Client record keeping
- CPR/First Aid as an integrated wound care course for Incisional Sciences and PostOp-Indur Wound Care

# Course Requirements cont.

## **Unacceptable Course Content includes:**

- Implementation of allopathic medical/surgical procedures
- Physically invasive modalities, e.g., ear candles, intra-anal, intra-vaginal modalities, etc.
- Incorporation of chiropractic/osteopathic, e.g., ballistic, thrust oriented or other services and procedures which require additional licensure or certification
- Prescription of pharmaceuticals
- Performing hypnosis
- Performing an aesthetician facial or exfoliation of cells from the body
- Psychological counseling
- Psychic, clairvoyance, telepathic, astrology, religious practices
- Dry needling and acupuncture
- Energy work that does not involve “the application of professional therapeutic touch”
- Aura techniques
- Fire cupping or any procedure that works with fire
- Breast massage as part of anything other than medical procedures or prescribed by a physician (ACBAA does accept mammary manipulation training courses when learning about oncology & breast augmentation/reduction procedures)
- Moxibustion
- Tantric, ayurvedic, or any sexually inclined modality
- Tongue Reading
- Erroneous, misleading titles of modalities; a description of the course must be added to the title if the modality cannot be easily deciphered by the title

ACBAA requires that an applicant must submit an NDA along with each course submission and resubmission, **AND** Meet all course requirements (listed below):

- Have a Grammarly score higher than 70 (if you opt not to download and use Grammarly or any equivalent professional plagiarism checker when we run your course through our Grammarly account the score needs to meet this review minimum; courses that rate lower than 70 will automatically be denied).
- Be considered acceptable content
- Subscribes to one of the CSL CORE educational catalog categories, **AND**
- Subscribes to one of the CSL Agencies, **OR**
- Subscribes to CSL General Studies
- Contains proper CSL Therapy nomenclature
- Written in proper APA format



# Course Requirements cont.

## **Have a completed CSL Therapy One-Pager:**

- Course title, syllabus, description, and outcomes/objectives
- Protocol for student assessments
- Cited sources and claims of study
- 1 published study reference (scholarly body of work)
- 5 CSL Therapy keywords from Lexicon dictionary
- Protocol administer course evaluation
- Hours for your educational program

## **Adding New Courses**

Each new course to be offered from an Advanced Scholastic Trainer must be submitted for approval.

# 5. ACBAA's Review of Application

## **Application Submission Process:**

- **Requirement Review**
  - All requested information is included
  - Education, experience and expertise
  - Experience matches content of courses submitted
  - Agree to Standards of Practice and Code of Ethics
- **Course Information**
  - Course description
  - Learning outcomes/objectives
  - Course breakdown
  - Course adheres to the ACBAA acceptable content list
  - Course information on CSL Course One-Pager aligns with course titles, outcomes and objectives
  - Course includes proper citations and does not contain more than 30% of its content from outside sources
  - Confirmation that posts course evaluations are distributed and collected from attendees
  - Confirmation that instructor contact information (email address and/or phone) is included with every course for participant use from the time a course is purchased

# ACBAA's Review of Application cont.

## Reasons for Denial:

- Incomplete information
- Instructor submitted a course they were determined to be unqualified for
- Course contains unacceptable content
- Course rated lower than 70 Grammarly score
- Course contains more than 30% outside sourced/repurposed information; content needs to be original in nature and composition
- Course One-Pager incorrect or incomplete
- Course not in APA format
- Contains improper nomenclature
- ACBAA may deny any instructor/organization and/or course at its discretion. If denied, a detailed explanation will be provided as to why, along with directives of how to correct mistakes for a resubmission.

**Note: Refunds will not be issued for denied applications**

## 6. Course Formats

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### Types of Courses:

#### Foundational & CORE Courses

Foundational Courses teach one of the 3 Modalities of CSL Therapy: Incisional Sciences, PostOp-Indur, and Body Contouring (POBC + NSBC). Any foundational course submitted must follow CSL Therapy Principles and ordinances to be approved. Approved Foundational Courses may offer certifications to students up until and through the inception period. After the inception period, students will use certificates and study hours to apply for their CSL Therapy bodywork license.

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#### CORE Courses:

Supplemental courses that teach the smaller nuances around the 3 Foundational Modalities of CSL Therapy.

#### Continuing Education Units (CEUs)

**ACBAA uses the terms CEU units or Continuing Education Hours.**

As the Advanced Scholastic Training Program grows and expands, CSL Therapy will begin requiring CEUs for its bodywork modalities and licensure. Any ACBAA Bonded & Sealed Courses will be grandfathered-in with CEUs dispersed/applied to students for courses taken within 3 years of American Federal Board of CSL Therapy & Body Contouring inception date.

All CEU hours must be clearly stated prior to submitting courses. CE hours will be awarded in whole or half hour increments only in direct contrast to the amount of study hours a course commands. This will be included on your CSL Course One-Pager.

Courses should not be advertised as approved by ACBAA until after approval is received by Advanced Scholastic Trainer. Submission of a course does NOT guarantee approval.

Upon approval, Advanced Scholastic Trainers are permitted to retroactively grant certificates and attendees for courses for up to one year prior to course approval submission.

#### Course elements:

It is expected that Advanced Scholastic Trainers have knowledge of the basic instructional design elements mandatory for course approval. Below is a list of the course elements that are required when submitting a course for CSL approval. It is advised that you organize this information prior to starting a course approval submission.

Several free, online resources are available to guide Advanced Scholastic Trainers in developing the following course elements required on the course approval forms & CSL Course One-Pager.

#### Course Description:

- Description of course content and purpose of class

# Course Formats cont.

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## Learning Objectives:

- Brief, clear statements of what the learner will be able to do once the course is completed
- Learning objectives are focused on the activities completed during the course
- As a guideline, courses should include approximately one objective per CEU

## Learning Outcomes:

- Statements of the overall goal from participation in an educational activity
- Outcomes should be quantifiable
- Outcomes should describe what the student will have the ability to do upon final completion of the course

## Course outline:

- Complete breakdown of the schedule of the course, also known as “The Run Of Show”
- This is often best represented by a schedule of how course time will be spent covering each topic, helping to quantify learning hours. Even for online courses-- how long will it take for a student to listen/read through the content?

*Note: any misrepresented academia times will be adjusted;  
this is not a reason for course denial*

## Break times should be included. For example:

9:00 AM – 9:15AM – Introduction

9:15 AM – 10:00 AM – Topic A

10:00 AM – 10:10 AM – Break

10:10 AM – 11:30 AM – Topic B

11:30 AM – 11:40 AM – Break

11:40 AM – 1:00 PM –Topic C

1:00 PM – 2:00 PM – Lunch/thinking break (online courses)

2:00 PM – 2:30 PM –Topic D

Etc., etc.

# Assessment & Results

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## Course Evaluations

All students should be given an evaluation after a course is completed. Advanced Scholastic Trainers should review course evaluations to identify the strengths and weaknesses of courses with the goal of continuous improvement. Sample evaluations for Live Courses and Home study courses can be found on the back-office of Advanced Scholastic Providers under “Course Directives “once approved to train.

# Course Formats cont.

If any of these elements are missing, the course will be rejected. In addition, ACBAA staff will provide guidance on areas that need additional information or clarification. Staff is unable to provide assistance with instructional design or in completing submissions for Advanced Scholastic Trainers. If there seems to be a technical problem with software or the website, please reach out via email at [welcome@csltherapy.org](mailto:welcome@csltherapy.org) and your issue will be forwarded to the IT Staff.

## Live Course

- A live course is primarily made up of a synchronous education experience in which the learner and instructor are in the same location.
- A live course may include homework outside of the common learning environment in advance of, during or after the course for CEU credit. Homework only counts for continuing education hours if it is assessed during class time.
- CEUs for live education experiences should match the number of hours of instruction based on a 60-minute hour. Meal breaks are excluded from instruction time.

## Distance Learning/Webinars & Virtual Immersions

A distance learning/webinar is defined as an asynchronous education experience in which learners are in a location remote (or separate) from the instructor who is teaching in real time.

- The criteria for distance learning/webinar classes are the same as for live classes.
- Rebroadcast/recorded webinars should be classified as home study.

## Home study course, eCourse, Virtual Immersion Replays

- A home study course is defined as a synchronous and/or an asynchronous education experience in which learners are in a location remote (or separate) from the instructor. Courses can be distributed via website, email, or as written material by the Advanced Scholastic Trainer to the participant.
- Unsupervised practical assignments will not count for continuing education hours. Written assignments associated with the practical assignments may earn CEUs if they are returned to the instructor for grading.

All course material must be made available to ACBAA for review. This includes, but is not limited to: free access to full online course material, books required for the course, the complete final exam, video and audio content. Missing material or access information will result in the course being rejected.

**All course participants must take a final exam and submit the exam to the provider for grading. Requirements of the final exam are:**

- Final exams must contain a minimum of five Multiple-choice questions, (containing at least four possible choices), per hour of class. Essay questions may also be used in a written final exam.
- Exams must be evidence based.

## Course Formats cont.

- Participants must receive a score of 70% or higher on the exam prior to receiving Certificate Achievement.
- Advanced Scholastic Trainer must inform participants of the required passing exam score prior to administering the exam.

**Advanced Scholastic Trainers must provide documentation to support assignment of CEU hours when courses are approved. Below are minimal criteria used for assigning CEU hours when courses are approved:**

- 12,000 words read equals one CEU
- One hour of video or audio equals one CEU
- Providers may document additional CEUs for coursework beyond wordcount (i.e., reflective assignments that must be graded, additional reading that must be accounted for and tracked) Protocol of how hours were assigned need to be explained and submitted on CSL Course One Pager.

While intellectual property maintains ownership of the submitting Advanced Scholastic Trainer, any materials sent to ACBAA or made available upon submission will not be returned. Materials will be disposed of within 1yrs time of submission. NDAs submitted for courses maintain confidentiality indefinitely unless subpoenaed by a court of law or permission is granted in writing by Advanced Scholastic Trainer.

### Please Note:

Basic/fundamental course content represented in public free trainings OR are rudimentarily a part of licensed health professions will not qualify for CEUs as it is not continued education. Continuing education must be of an advanced nature, with more specific approaches and specially apply to the niche'd industry of CSL Therapy and Body Altering Aesthetics; courses have to be written with the objective of advancing professionals who seek to help clients achieve transformational body goals.

How CBD & THC products are derived may mean some products are controlled substances under federal law. There is also scarce research on the efficacy, dosing and contraindications for the consumer or a provider using CBD products.

ACBAA reserves the right to reject any course content that does not adhere to existing laws and regulation, risks participant or instructor safety, and/or is not sufficiently backed up by research.

As with all continuing education, it is understood that the Advanced Scholastic Therapist is responsible for verifying that information provided in courses is within the therapist's state and/or local scope of practice as defined by law. In addition, course participants should be advised that additional training and education is required to be truly proficient in any topic.

# Course Formats cont.

Once CORE courses are completed by attendees, Advanced Scholastic Therapists provide Certificates of Achievement or Certificates of Completion to students who finished their course(s). After taking an Advanced Scholastic Therapist's CORE course, a participant is not certified in a topic. Advanced Scholastic Therapists are encouraged to include this information in course materials for participants.

Certifications come from CSL Bonded & Sealed Vocational Schools and CSL sanctioned method training programs. If a student takes a Foundational Course that follows the curriculum of one of the CSL sanctioned modalities, they may extend certifications to students.

Please be sure to review the CSL Therapy website as content is subject to change.

## Inception Period

- (1)** There will be a onetime Inception Period to institute CSL Therapy testing and licensing plans. The CSL Inception period will last 24 months, beginning one month after the Federal Board is approved. During this time applicants may “come as they are” with their current licenses and certifications.  
Only those individuals who apply during the Inception Period will be grandfathered into CSL Therapy.
- (2)** Qualifications for being grandfathered in, In lieu of testing includes:
  - a. Possessing a valid healthcare license that is in good standing.
  - b. Possessing a valid business license that is in good standing
  - c. Being in compliance with current individual state laws and regulations that govern respective industries.
- (3)** After inception period  
At the close of the Inception Period, [DATE 24 months post Inception], new applicants who wish to become a CSL Therapist will be required to:
  - a. Receive a passing score on the CSL Therapy competency exam.
  - b. Attend CSL Therapy school, receiving a passing GPA.
- (4)** In concurrence during the Inception Period, everyone that does not apply to be grandfathered in will be required to enroll in an American Council of Body Altering Aesthetics approved CSL Therapy vocational program for their desired modality, or start the process to meet the identified requirements for their desired licensure. Obtaining a CSL Precise certification ONLY and no other training or programs is only satisfactory for those who will work in ancillary positions.
- (5)** Those that do not apply for the Inception Period Grandfathering or enroll in an approved CSL Therapy program will have 3 months from the start of the Inception Period to cease performing treatments.
- (6)** The Inception Period Grandfathering will not apply to applicants for Pre & Peri-Op Vitae, CSL Therapy Wound Care, Recovery Home ownership, or the CSL Precise.

## 7. Certificate and Transcript Guidelines

Students must attend the full class to get credit. If a student misses no more than 15 minutes of class (not including scheduled breaks), they may receive full credit.

- Certificates can only be given for the number of CEUs approved by ACBAA
- Advanced Scholastic Trainers may use a sign in sheet, roll call or other method to ensure attendance at in-person classes.
- Advanced Scholastic Trainers may use the engagement feature with popular webinar/meeting platforms like Zoom, Go To Meetings or Google Meet to ensure attendance. In addition, regular polling, roll calls and pre-questioning students may assist in monitoring attendance.
- Advanced Scholastic Trainers and education hosts must clearly list refund, cancellation and attendance policies. These policies should support full attendance in class and should not offer partial credit under any circumstances.
- Advanced Scholastic Trainers must retain attendance records for five years.

### **Certificates must display the following:**

- Participant's name
- Course title exactly as it appears in the ACBAA's bonded and sealed course directory
- Course completion date
- Course type (Live, Home Study or Webinar). Recorded webinars are considered home study courses
- Provider's address or email address
- ACBAA Advanced Scholastic Trainers number
- Number of Continuing Education hours for which course is approved. Note that the education hours must be listed as CEUs or hours. Certificates with hours that differ from those approved will be rejected by ACBAA, CSL Therapy Agency Directors, an Advanced Scholastic Trainer's account and the signature of the Advanced Scholastic Trainer. Advanced Scholastic Training organizations must include the signature of the instructor who taught the course or the organization's representative.

*ACBAA will only accept certificates with course title and corresponding CEU hours as ACBAA approved. This is in alignment with the accrediting organization NCCA and ACBAA's agreement with several state boards to serve as a resource for their audit processes.*

Template certificates are available in the Advanced Scholastic Trainer's back-office with the welcome content once the applicant is approved.

### **Types of Certificates:**

- **Certificates of Completion:** A Certificate of Completion is given when participants attend a live course or distance learning/webinar course.
- **Certificates of Achievement:** A Certificate of Achievement is given for home study and



# Certificate and Transcript Guidelines cont.

asynchronous distance learning courses for which participants are required to pass a test (written or practical) at the end of a course.

- Participant transcripts must be made available for all participants upon request. Transcripts are a cumulative record of all courses taken by a specific participant. Transcripts should display at least five years of course information. For schools, the administration and maintenance of continuing education participant transcripts and other education records are stored separately from the transcripts/educational records of core curriculum students.
- All participant records are confidential and can only be reproduced by written permission of the participant. All transcript or record requests by participants must be handled in a timely manner.
- Sign-in sheets will not suffice requirements for a participant's transcripts or records.

## 8. Approval Status

Advanced Scholastic Trainers are approved for a period of two years from the date of approval.

While approved, use the designation of Advanced Scholastic Trainer with your AST number. All Advanced Scholastic Trainers will receive a frameable certificate and trainer number.

## 9. Renewal

Advanced Scholastic Trainers must renew every two years to maintain Advanced Scholastic Trainer status.

- Submit updated instructor names/resumes (must meet ACBAA's AST CSL Qualifications)
- Confirm course offerings
- Submit renewal fee(s)
- Reaffirm commitment to uphold ACBAA's Standards of Practice and Code of Ethics

## 10. Marketing Your Courses AP Directory

ACBAA offers (1) an Advanced Scholastic Trainers and (2) Bonded and Sealed Course Directory locator on its website. This service allows consumers the opportunity to locate Advanced Scholastic Trainers or courses by name, city, zip code, etc. Be sure to keep your information updated to ensure that students can reach you.

### **Mailing and Email Marketing Lists**

(CSL Futurology past inception period) Board certificants must complete required CEUs every two (2) years from Advanced Scholastic Trainers. The ACBAA mailing and email marketing lists offer an affordable way to reach your target audience. As this benefit and feature develops, you'll be able to find more information on the CSL Therapy website under Advanced Scholastic Trainers

## 11. Contact Us

The ACBAA office is open from 9am - 5:00 pm Eastern Standard Time, Monday-Friday. You can visit the ACBAA website at [www.csltherapy.org](http://www.csltherapy.org) to review and update your account, find current information on programs and access the Directory of Advanced Scholastic Trainers.

## 12. Policies

Click on the links below to access pertinent policies:

[ACBAA Privacy Policy](#)

[Other Administrative Policies](#)

## 13. Tips to Get Started

Below are helpful tips to get through the application process for Initial and Renewal applications.

- Review trainer requirements to ensure instructor(s) are eligible for approval.
- Review course requirements to ensure course(s) are eligible for approval.
- Gather required documentation to submit with application.
- Organize Resume

813-291-3341

[welcome@csltherapy.org](mailto:welcome@csltherapy.org)

# 14. Standard Orders of Practice

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## **Background:**

The purpose of the American Council of Body Altering Aesthetics (ACBAA) is to foster high standards of ethical and professional practice in the delivery of services and continuing education through a recognized credible Advanced Scholastic Trainer program that assures the competency of educators of CSL Therapists and beauty bodywork continuing education.

These Advanced Scholastic Trainers of Practice ensure that Advanced Scholastic Trainers and applicants for Advanced Scholastic Trainer status are aware of, and committed to, upholding high standards of practice for the profession. Also, the Advanced Scholastic Trainer Standards of Practice are meant to assist members of the profession, including consumers, other health care professionals, and state and municipal regulatory agencies or boards with understanding the duties and responsibilities of ACBAA Advanced Scholastic Trainers and applicants for Advanced Scholastic Trainer status.

The ACBAA developed and adopted the Advanced Scholastic Trainer Standards of Practice to provide Advanced Scholastic Trainers and applicants for Advanced Scholastic Trainer status with a clear statement of the expectations of professional conduct and level of practice afforded the profession in, among other things, the following areas: Professionalism, Legal and Ethical Requirements, Confidentiality, Business Practices, Roles and Boundaries, and Prevention of Sexual Misconduct. These Advanced Scholastic Trainer Standards of Practice were approved and ratified by the ACBAA Board of Directors, representatives of the Advanced Scholastic Trainer population and key stakeholders of the ACBAA.

## **Exordium**

These Advanced Scholastic Trainer Standards of Practice for the profession of CSL Therapy and beauty bodywork are the guiding principles by which Advanced Scholastic Trainers and applicants for Advanced Scholastic Trainer status conduct their day-to-day responsibilities within their scope of practice. These principles help to assure that all professional behaviors are conducted in the most ethical, compassionate, and responsible manner. Through these Advanced Scholastic Trainer Standards of Practice, ACBAA seeks to establish and uphold high standards, traditions, and principles of the practices that constitute the profession of CSL Therapy and beauty bodywork and continuing education. The Standards are enforceable guidelines for professional conduct, and therefore, are stated in observable and measurable terms intended as minimum levels of practice to which Advanced Scholastic Trainers and applicants for Advanced Scholastic Trainer status are held accountable. Upon submission of the application to become an Advanced Scholastic Trainer, each applicant for Advanced Scholastic Trainer status must agree to uphold and abide by the ACBAA Advanced Scholastic Trainer Code of Ethics, Advanced Scholastic Trainer Standards of Practice and applicable policies. Advanced Scholastic Trainers or applicants for Advanced Scholastic Trainer status failure to comply with the Advanced Scholastic Trainer Code of Ethics and the Advanced Scholastic Trainer Standards of Practice as provided herein constitutes professional misconduct and may result in sanctions, or other appropriate disciplinary actions, including the suspension or revocation of Advanced Scholastic Trainer status.

ACBAA certificants, Advanced Scholastic Trainers and applicants for Advanced Scholastic Trainer status are obligated to report unethical behavior and violations of the Advanced Scholastic Trainer Code of Ethics and/or the Advanced Scholastic Trainer Standards of Practice they reasonably and

# Standard Orders of Practice cont.

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in good faith believe have been performed by other ACBAA Advanced Scholastic Trainers and applicants for Advanced Scholastic Trainer status to ACBAA.

These Advanced Scholastic Trainer Standards of Practice reflect ACBAA's clear commitment that Advanced Scholastic Trainer and applicants for Advanced Scholastic Trainer status provide an optimal level of service and strive for excellence in their businesses. This includes remaining in good standing with ACBAA, committing to continued personal and professional growth through continuing education, and understanding and accepting that personal and professional actions reflect on the integrity of the CSL Therapy and beauty bodywork profession and ACBAA. Advanced Scholastic Trainers and applicants for Advanced Scholastic Trainer status are responsible for showing and maintaining professional compliance with the Advanced Scholastic Trainer Standards of Practice.

ACBAA requires Advanced Scholastic Trainers and applicants for Advanced Scholastic Trainer status to conduct themselves in a highly professional and dignified manner. ACBAA will not consider and/or adjudicate complaints against Advanced Scholastic Trainers and applicants for Advanced Scholastic Trainer status that are based solely on consumer related issues or are based on competitive marketplace issues.

As the CSL Therapy and beauty bodywork profession evolves, so, too, will the Advanced Scholastic Trainer Standards of Practice. The Advanced Scholastic Trainer Standards of Practice are, therefore, alive and a dynamic document and subject to revision in keeping with the changing demands and expectations of the CSL Therapy and beauty bodywork profession.

## **Standard I: Civility**

The Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status must provide optimal levels of professional CSL Therapy and beauty bodywork continuing education and demonstrate expert knowledge in specific modalities taught by seeking continuous education of each subject taught. CSL Therapy and beauty bodywork modalities must always be within the CSL therapist's/bodyworker's scope of practice and taught ethically and non-judgmentally to other professionals in the field. In his/her professional role the Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status shall:

- Adhere to the ACBAA Advanced Scholastic Trainer Code of Ethics, Advanced Scholastic Trainer Standards of Practice, policies and procedures
- Comply with the peer review process conducted by the ACBAA Advanced Scholastic Trainer Committee regarding any alleged violations of the ACBAA Advanced Scholastic Trainer Standards of Practice
- Comply with the peer review process conducted by the ACBAA Ethics & Standards Committee regarding any alleged violations of the ACBAA Advanced Scholastic Trainer Code of Ethics
- Treat each student with respect, dignity and worth
- Use professional verbal, nonverbal and written communications
- Provide an environment that is safe and comfortable for the student and which, at a minimum, meets all legal requirements for health and safety

# Standard Orders of Practice cont.

- Use standard precautions to insure professional hygienic practices and maintain a level of personal hygiene appropriate for continuing education providers in the therapeutic setting.
- Wear clothing that is clean, modest, and professional
- Obtain voluntary and informed consent from students prior to initiating the lab/clinical portions of the class
- If applicable, conduct an accurate needs assessment, develop a curriculum, and update the curriculum as needed
- Require that students use appropriate draping techniques to protect other students' physical and emotional privacy while in the classroom, lab/clinical setting
- Be knowledgeable of the subject being taught and teach within the CSL therapist's scope of practice
- Respect the traditions and practices of other Advanced Scholastic Trainers
- Not falsely impugn the reputation of any other Advanced Scholastic Trainer
- Use the initials ACBAA only to designate his/her status as an Advanced Scholastic Trainer
- Remain in good standing with ACBAA
- Understand that the ACBAA Advanced Scholastic Trainer certificate may be displayed prominently in the Advanced Scholastic Trainer's business
- Use the ACBAA Advanced Scholastic Trainer logo and approval number on business cards, brochures, advertisements, and stationery only in a manner that is within established ACBAA guidelines
- Not duplicate the ACBAA Advanced Scholastic Trainer certificate for purposes other than verification of the Advanced Scholastic Trainer's status
- Immediately return the certificate to ACBAA if Advanced Scholastic Trainer status is revoked
- Inform ACBAA of any changes or additions to information included in his/her application for ACBAA Advanced Scholastic Trainer status or renewal of status

## **Standard II: Legal and Ethical Requirements**

The Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status must comply with all the legal requirements in applicable jurisdictions regulating the profession of CSL Therapy and beauty bodywork. In his/her professional role the Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status shall:

- Obey all applicable local, state, and federal laws
- Refrain from any behavior that results in illegal, discriminatory, or unethical actions
- Accept responsibility for his/her own actions
- Report to the proper authorities any alleged violations of the law by other Advanced Scholastic Trainers, certificants or applicants for Advanced Scholastic Trainer status
- Maintain accurate and truthful records

# Standard Orders of Practice cont.

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- Report to ACBAA any criminal conviction of, or plea of guilty, nolo contendere, or no contest to, a crime in any jurisdiction (other than a minor traffic offense) by him/herself and by other
- Advanced Scholastic Trainers, certificants or applicants for Advanced Scholastic Trainer status
- Report to ACBAA any pending litigation and resulting resolution related to the Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer's status professional practice and the professional practice of other Advanced Scholastic Trainers, certificants or applicants for Advanced Scholastic Trainer status
- Report to ACBAA any pending complaints in any state or local government or quasi-government board or agency against his/her professional conduct or competence, or that of another Advanced Scholastic Trainer, and the resulting resolution of such complaint

## **Standard III: Reticence**

The Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status shall respect the confidentiality of student information and safeguard all records. In his/her professional role the Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status shall:

- Protect the confidentiality of the student's identity in conversations, all advertisements, and any and all other matters unless disclosure of identifiable information is requested by the student in writing, is medically necessary, is required by law or for purposes of public protection
- Solicit only information that is relevant to the professional student/Advanced Scholastic Trainer relationship
- Share pertinent information about the student with third parties when required by law or for purposes of public protection
- Maintain the student files for a minimum period of five years
- Store and dispose of student files in a secure manner

## **Standard IV: Occupational Fortitude**

The Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status shall teach with honesty, integrity, and lawfulness in the business of CSL Therapy and beauty bodywork continuing education. In his/her professional role the Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status shall:

- Provide a physical setting that is safe and meets all applicable legal requirements for health and safety
- Maintain adequate and customary liability insurance
- Maintain adequate records and required documentation for each student
- Accurately and truthfully inform the profession of courses provided
- Honestly represent all professional qualifications and affiliations
- Promote his/her business with integrity and avoid potential and actual conflicts of interest

# Standard Orders of Practice cont.

- Advertise in a manner that is honest, dignified, accurate and representative of services that can be delivered and remains consistent with the ACBAA Advanced Scholastic Trainer Code of Ethics and Advanced Scholastic Trainer Standards of Practice
- Advertise in a manner that is not misleading to the profession and shall not use sensational, sexual or provocative language and/or pictures to promote business or in the learning environment
- Comply with all laws regarding sexual harassment
- Not exploit the trust and dependency of others, including students and employees/co-workers
- Display/discuss a schedule of fees in advance of the session that is clearly understood by the student or potential student
- Make financial arrangements in advance that are clearly understood by and safeguard the best interests of the student
- Have clearly defined cancellation and refund policies
- Follow acceptable accounting practices
- File all applicable municipal, state and federal taxes
- Maintain accurate financial records, contracts and legal obligations, continuing education course records, tax reports, copies of certificates, transcripts and receipts for at least four years

## **Standard V: Dispositions and Limitations**

The Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status shall adhere to ethical boundaries and perform the professional roles designed to protect both the student and the Advanced Scholastic Trainer and safeguard the professional relationship between the student and Advanced Scholastic Trainer. In his/her professional role the Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status shall:

- Recognize his/her personal limitations and teach course only within these limitations
- Recognize his/her influential position with students and not exploit the relationship for personal or other gain
- Recognize and limit the impact of transference and countertransference between the Advanced Scholastic Trainer and students
- Avoid dual or multidimensional relationships that could impair professional judgment or result in exploitation of students or employees and/or coworkers
- Not engage in any sexual activity with any student
- Refrain from teaching under the influence of alcohol, drugs, or any illegal substances (with the exception of a prescribed dosage of prescription medication which does not impair the Advanced Scholastic Trainer)
- Have the right to refuse and/or terminate a class with a student who is abusive or under the influence of alcohol, drugs, or any illegal substance

# Standard Orders of Practice cont.

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## Standard VI: Avoidance of Sexual Misconduct

The Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status shall refrain from any behavior that sexualizes, or appears to sexualize, the student/Advanced Scholastic Trainer relationship. The Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status recognizes the intimacy of the student/Advanced Scholastic Trainer or student/student relationship may activate needs and/or desires that weaken objectivity and may lead to sexualizing the therapeutic relationship. In his/her professional role the Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status shall:

- Refrain from participating in a sexual relationship or sexual conduct with the student, whether consensual or otherwise, from the beginning of the student/Advanced Scholastic Trainer relationship and for a minimum of six months after the course end date unless a pre-existing relationship exists between the Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status and student prior to the Advanced Scholastic Trainer or applicant for Advanced Scholastic Trainer status applying for Advanced Scholastic Trainer status by ACBAA
- In the event that the student initiates sexual behavior, clarify the purpose of the continuing education course, and, if such conduct does not cease, terminate or refuse the student for further courses
- Recognize that sexual activity with students, employees, supervisors, or trainees is prohibited even if consensual
- Not touch the genitalia
- Only teach therapeutic treatments within the CSL Therapy scope of practice

## Glossary of Terms

- **Acceptable Accounting Procedures:** Rules, conventions, standards, and procedures that are widely accepted among financial accountants.
- **Boundary:** a limit that separates one person from another. Its function is to protect the integrity of each person.
- **Competency:** Study and development of a particular professional knowledge base and skills associated with and applied in practice within that knowledge base.
- **Countertransference:** A practitioner's unresolved feelings and issues which are unconsciously transferred to the student or client.
- **Dignity:** The quality or state of being worthy, honored or esteemed.
- **Dual Relationships:** An alliance in addition to the student/Advanced Scholastic Trainer relationship, such as social, familial, business or any other relationship that is outside the therapeutic relationship.
- **Genitalia, Female:** Labia majora, labia minora, clitoris and vaginal orifice.
- **Genitalia, Male:** Testes, penis and scrotum.
- **Impugn:** To assail by words or arguments, oppose or attack as false.
- **Integrity:** Honesty. Firm adherence to a code of values.



## Standard Orders of Practice cont.

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- **Multidimensional Relationships:** Overlapping relationships in which the Advanced Scholastic Trainer and student share an alliance, in addition to the instructor/student relationship.
- **Sexual Activity:** Any verbal and/or nonverbal behavior for the purpose of soliciting, receiving or giving sexual gratification.
- **Sexual Harassment:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
  2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
  3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- **Scope of Practice:** The minimum standards necessary for safe and effective practice and the parameters of practice determined by the Advanced Scholastic Trainer's/student's professional training and education, and, when applicable, regulatory bodies.
- **Therapeutic Breast Massage:** Manipulation of the non-muscular soft tissue structure of the breast up to and including the areola and nipple.
- **Transference:** The displacement or transfer of feelings, thoughts, and behaviors originally related to a significant person, such as a parent, onto someone else, such as a massage therapist (or doctor, psychotherapist, teacher, spiritual advisor, etc.)

# 15. Code of Ethics

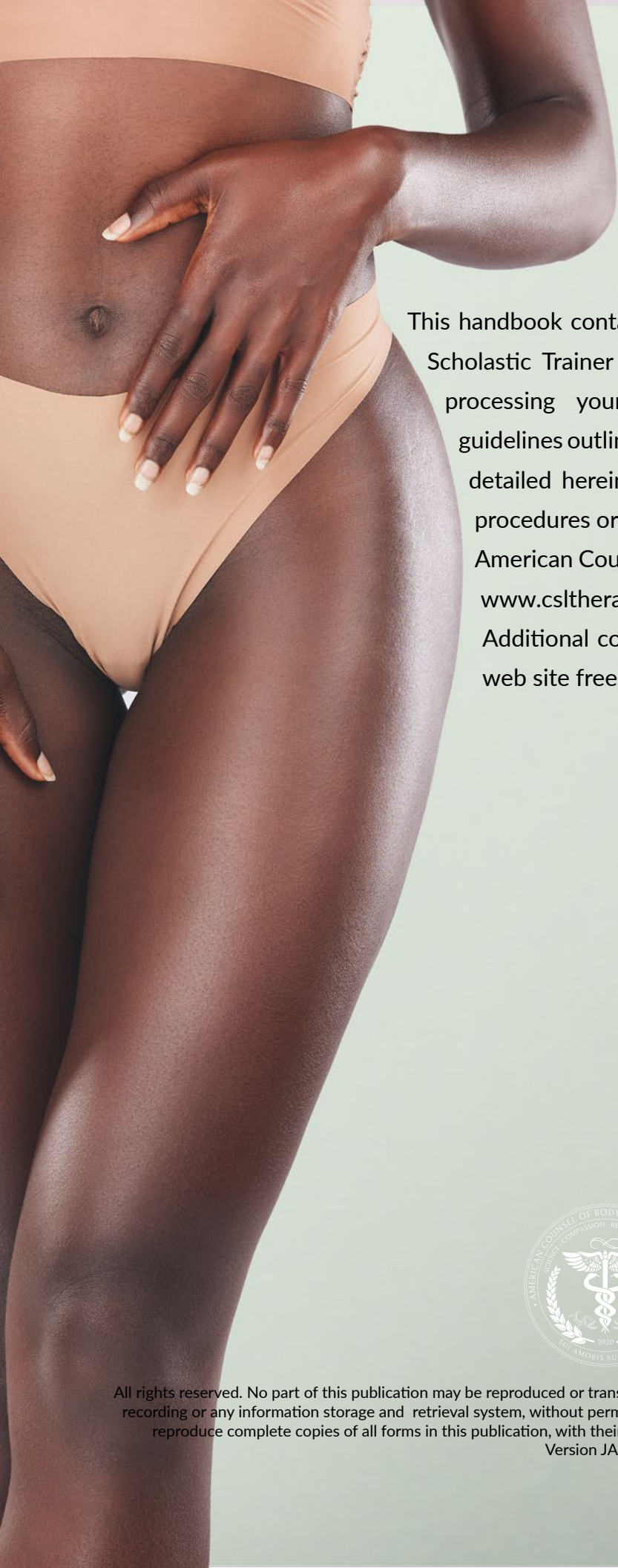
ACBAA Advanced Scholastic Trainers and applicants for Advanced Scholastic Trainer status shall act in a manner that justifies professional trust and confidence, enhances the education of continuing education students, and safeguards the interest of each individual in the classroom. Advanced Scholastic Trainers and applicants for Advanced Scholastic Trainer will:

1. Have a sincere commitment to provide the highest quality of education to those who seek their professional services.
2. Represent their qualifications honestly, including education and professional affiliations, and provide instruction for only those courses that they are qualified to teach.
3. Accurately inform students and the profession of the scope and limitations of their continuing education courses.
4. Acknowledge the limitations of and contraindications for CSL Therapy and beauty bodywork in each specific modality.
5. Consistently maintain and improve professional knowledge and competence, striving for professional excellence through regular assessment of personal and professional strengths and weaknesses and through student evaluations and continued education training.
6. Conduct their business and professional activities with honesty and integrity and respect the inherent worth of all persons.
7. Refuse to unjustly discriminate against students.
8. Safeguard the confidentiality of all student information, unless disclosure is requested by the student in writing, is medically necessary, is required by law, or necessary for the protection of the public.
9. Provide draping and treatment in a way that ensures the safety, comfort and privacy of all students.
10. Refrain, under all circumstances, from initiating or engaging in any sexual conduct, sexual activities, or sexualizing behavior involving a student, even if the student attempts to sexualize the relationship unless a pre-existing relationship exists between an Advanced Scholastic Trainer and the student prior to the student's class attendance.
11. Avoid any interest, activity or influence which might be in conflict with the Advanced Scholastic Trainer's obligation to act in the best interests of students or the profession.
12. Respect the student's boundaries with regard to privacy, disclosure, exposure, emotional expression, beliefs and the student's reasonable expectations of professional behavior. Advanced Scholastic Trainers will respect the student's autonomy.
13. Refuse any gifts or benefits that are intended to influence grades, decisions or attendance, or that are purely for personal gain.
14. Follow the ACBAA Advanced Scholastic Trainer Standards of Practice, this Advanced Scholastic Trainer Code of Ethics, and all policies, procedures, guidelines, regulations, codes, and requirements promulgated by the American Council of Body Altering Aesthetics.

# 16. Code of Conduct

**As an Advanced Scholastic Trainer applicant, I/our organization agree(s) to:**

1. Provide accurate information to the ACBAA in all transactions to the best of our knowledge.
2. Assure that course credits are awarded only to certificants who successfully complete the course according to the published requirements.
3. Conduct the operations and programs in an ethical manner that respects the rights and worth of the clients we serve.
4. Use and display the provider statement and logo according to the ACBAA requirements.
5. Furnish requested information, work cooperatively with the ACBAA, and pay fees in a timely manner.
6. Accept that the ACBAA audits courses for purposes of compliance with the criteria.
7. After due review and comment period, abide by any revisions of the criteria or inform the ACBAA of any intention to withdraw the provider ship.
8. Maintain compliance with the ACBAA's Code of Ethics, Standards of Practice, and policies and procedures.
9. Adhere to the ACBAA criteria/standards or relinquish the ACBAA approval status after due process.
10. Report to the ACBAA within thirty (30) days any major organizational or program change that impacts the operation of the administrative unit on which provider approval is based.
11. Keep participant records in a locked file cabinet and/or a password protected computer for at least four years from the date of the course.
12. Adhere to ACBAA policy to keep participants' personal and business information private and not give out or sell to another party.



This handbook contains information on how to become an Advanced Scholastic Trainer for Continuing Education. To avoid problems in processing your application, it is important that you follow the guidelines outlined in this handbook and comply with the deadlines detailed herein. If you have any questions about the policies, procedures or processing of your application, please contact the American Council of Body Altering Aesthetics (ACBAA) online at [www.csltherapy.org](http://www.csltherapy.org) or by phone at 813-291-3341. Additional copies of the handbook may be obtained from our web site free of charge.



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