

**Policy Regarding Public Comment on Changes
to Accreditation Standards or Policies and Procedures**

Policy Adopted May 2012; Updated September 2014

1: ACHENA will post all proposed changes to its accreditation standards or policies and procedures for public comment in such a manner that ensures meaningful review and comment by all sectors of homeopathic community, including accredited schools, the professional credentialing body, professional associations, practitioners, non-accredited schools and others stakeholders.

1. a - Notification of public comment period: Whenever ACHENA proposes significant changes to its accreditation standards or policies and procedures, stakeholders will be informed of a public comment period using the following methods and venues; 1) Email notification to all accredited schools, 2) posting in the National Center for Homeopathy weekly e-Update, 3) Email notification to the leadership of NASH and NAHNE.

1. b - Length of public comment period: The length of the public comment on documents exceeding 25 pages in length shall be 45 days from the day of posting in the NCH weekly e-Update. If a document for public comment is fewer than 25 pages in length, ACHENA may choose to post the document for a 30 day or 45 day period. In all cases, the length of the public comment period must be clearly announced at the start of the public comment period.

1. c - Posting documents for public comment with clear delineation of changes, explanation of rationale for changes and timeline for implementation: ACHENA will post proposed changes to accreditation standards or policies and procedures for public comment on the ACHENA website. Changes will be highlighted in the text of documents and ACHENA will prepare a brief summary of the significant proposed changes including the rationale for the changes and a timeline for implementation of each change.

1. d - Time period for review and response to public comments: ACHENA will respond to public comments within 45 days of the end of the public comment period. ACHENA will summarize comments received, provide a written response to these comments and make a determination regarding whether to re-post revised documents for a second 30 day public comment period or proceed to adoption of the revised documents.

1. e - Notice of Adoption: ACHENA shall post finalized standards or policies and procedures with a notice of adoption that includes a clearly delineated timeline for implementation for each area of change. The notice of adoption shall be posted on the ACHENA website.