



GUIDELINES
For Preparing an Application for
Approval of
Continuing Professional Development Programs
For Professional Homeopaths

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Prepared by the
Continuing Professional Development Committee
ACHENA

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I. Overview

The Accreditation Commission for Homeopathic Education in North America (ACHENA) is responsible for approving continuing professional development programs for professional homeopaths. This document is written to provide guidance to applicants.

Procedures to obtain accreditation of Continuing Professional Development Programs:

1. Complete the Application for Approval of Continuing Professional Development (CPD) Programs, including the Application Checklist and all required appendices and documentation.
2. Email the completed form including all attachments to ACHENA at info@achena.org
3. Allow at least one month for review of your CPD Application. You will be notified of the Review Committee's action including the number of credits for your program once the review is complete. You may NOT advertise availability of CPDs for a program while approval is pending. You must wait until you have received approval.

ACHENA will provide:

- Application package including this Guidance Document
- Language to be used in advertising materials once application is approved
- Listing of approved CPD Conference/Seminar/Course on ACHENA website

Applicants will provide:

- Program information for the approval process including completed application form and all required attachments (see checklist)
- A sample of program publicity with required approval statements for ACHENA files.
- List of attendees eligible to receive CPDs provided to ACHENA within 4 weeks of live program completion and every 12 weeks for archived programs
- Summary of program evaluations (within 4 weeks after live programs and every 12 weeks for archived programs)
- Information about sources of funding for the program, other than student fees
- To attendees; Certificates of Completion documenting the name of attendee, name of the course, hours completed, and the words "ACHENA Approved."

Applicants must keep on file for possible inspection by ACHENA:

- Verification of course completion for all students awarded CPDs. Acceptable forms of verification include:
 - A sign in sheet with participant signatures
 - Completed post training satisfaction surveys
 - Completed post training knowledge surveys

For questions, contact: info@achena.org

II. Evidence of Need

What evidence do you have of the continuing professional development needs of professional homeopaths for this program? Please indicate the specific source from which this educational need was determined (summaries of needs assessments, surveys, reports, patient audits; etc), and ATTACH copies. Some examples of sources for evidence of need:

- Questions on evaluations asking for topics of interest
- Focus groups summary
- Advisory committees minutes
- Planning retreat documentation
- Written needs assessments or surveys
- Meetings (formal and informal) with stakeholders
- Consultation with subject matter experts
- Review of literature
- Public health data from the Centers for Disease Control and Prevention
- Regulatory requirements

III. Practice Gap

Continuing professional development is distinct from foundational learning in that its purpose is to support the continued growth of professional homeopaths. Applicants seeking approval of CPD programs should therefore define challenging areas of practice, (ie gaps in professional practice) and explain how the CPD program will address this gap. It is essential that your application clearly define the practice gaps that will be addressed and explain how the program intends to increase the effectiveness of attendees and further the professional development of professional homeopaths.

IV. Purpose/Overview Statement

The purpose statement is a general statement of intent. It reflects the rationale for the activity and for how it qualifies as continuing education. It should answer the question: How will participants/clients/patients benefit from this activity?

V. Objectives: Guidelines for Writing Objectives/Outcomes

Objectives should:

- Be stated in terms of the learner, not in terms of the teacher.
- Contain an action verb that could reasonably be objectively measured.
- Include only one action verb per objective.

When objectives are written well, learners will know exactly what they will be able to do at the conclusion of the continuing education activity and it will be easy to measure whether the objectives were accomplished.

Educational objectives are often classified into three domains:

- Knowledge Dealing with recalling, recognizing and understanding information, ideas and principles
- Attitudes Dealing with feelings, emotions, and values
- Skills Dealing with the ability to perform specific tasks

The chart below presents action verbs that are most appropriate for objectives from the three major domains.

Verbs for Use in Stating Behavioral Objectives

Domain	Associated Verbs
Knowledge	Define, list, identify, recall, explain, contrast, classify, describe, illustrate, summarize, recognize, categorize, restate, outline
Attitudes	Examine, review, empathize with, compare, contrast, express, observe, judge, discuss
Skills	Apply, demonstrate, perform, manage, assess, predict, organize, reproduce, guide, operate, repertorize, analyze, predict, compile, complete, illustrate, interpret

A thoughtful internet search will also provide many good resources for creating measureable objectives. Resources related to Blooms Taxonomy of Measureable Verbs may be especially helpful.

VI. Sample Description of Offering (Appendix A)

The Appendix A chart must be completed and attached to all CPD applications.

- a) List objectives in measurable behavioral items; objectives must be consistent with the purpose.
- b) List each topic area to be covered and provide a description or outline of the content to be presented.
- c) List minutes for each topic; post testing and evaluation.
- d) List the faculty person or presenter for each topic.
- e) Describe the teaching method(s) to be used for each. (Lecture, discussion, group work, Q&A, etc.)

Note to Conference Organizers: Applicants seeking CPDs for a conference should list one workshop per row of the Description of Offering table, including all stated session objectives and filling in the detail for the remaining columns of that row.

Note to Distance Learning Organizers: Applicants seeking CPDs for a program to be delivered using distance learning technology, such as webinar, webcast, phone conference or on-line training, should include a brief description of the technology under the column labeled Teaching Methods.

VII. Publicity:

Any publicity must contain the following language exactly as it appears below (including separate paragraphs, etc.):

ACHENA designates this (learning activity) for a maximum of _____ hours of continuing professional development.

NOTE: You may not distribute any publicity with these statements until your proposal has been approved by ACHENA. Publicity should not state “approval pending.”

VIII. Required Documentation for Awarding CPDs for Distance Learning Programs

Distance learning organizers must establish policies to ensure that CPDs are awarded to learners who have attended the course in its entirety. An appropriate method for assuring this for distance learning programs is to conduct a post-training knowledge survey of the core content covered in the program and award CPD units only to those students who attain 70% or greater on the knowledge survey.

IX. Fees Schedule for Approval of Continuing Professional Development Programs

The standard fee for approval of CPD programs is \$25 per hour of credit. For example, an applicant that is seeking approval for a two day advanced workshop that includes 6.5 hours of instruction each day would be seeking 13.0 hours credit and the fee would be 13 hours x \$25 per credit hour for a total of \$325. A program that was offered for 2 hours each week for 8 weeks would seek 16 hours and the cost would be 16 x \$25 = \$400. This flat fee covers the cost of offering CPD units to an unlimited number of students and for an unlimited number of deliveries of the same program for up to 36 months after course approval. If you have any questions about the fee structure, please send an email to info@achena.org