



Accreditation Commission for Homeopathic Education in North America

Assuring educational excellence within the discipline of classical homeopathy

Directions for Submission of an Eligibility Packet

Directions:

Institutions seeking to demonstrate eligibility for accreditation for their homeopathic educational program shall complete and submit a two page **Eligibility Application** to ACHENA. After submission of the Eligibility Application, ACHENA will contact the institution, offer phone consultations or workshops and provide guidance regarding completion of the Eligibility Packet.

This document set forth guidelines for the preparation of the Eligibility Packet. The Eligibility Packet should be submitted as follows:

- The Eligibility Packet shall be submitted in electronic format. Applicant shall upload all documents with corresponding file names to a secure, shared electronic file storage system (Dropbox)
- The Narrative Response following the template outlined in this document shall be submitted as the initial section of the binder.
- The Narrative Response shall be prepared following the template below, using 12 point font with 1.5 spacing. The Narrative Response shall not exceed 20 pages.
- Following the initial Narrative Response section, materials shall be divided into 15 appendices. The appendices shall be labeled 1-15 and correspond to the 15 eligibility standards. Appendices shall include the relevant documentation for each standard as outlined in the **Checklist for ACHENA Eligibility Standards**.

Listed below are the fifteen eligibility standards in order and the required information for the narrative section of the Eligibility Packet.

1. The homeopathic educational program is located in an educational institution that is legally authorized to offer post-secondary education by an appropriate agency. * see Note to Standard One.

- Describe each document submitted under this standard in one to two sentences.
- Describe any relevant history regarding the origin or timeline for development of the documents provided.

- Describe any anticipated changes or future developments relevant to the documentation submitted.

2. The institution or program has a governance structure and a clear, concise and realistic mission statement. The mission statement is accompanied by a set of programmatic goals, objectives and institutional values that guide the program in establishing its specific measurable educational outcomes for students in the program.

- Describe each document submitted under this standard in one to two sentences.
- Describe any relevant history regarding the origin or timeline for development of the documents provided.
- Describe any anticipated changes or future developments relevant to the documentation submitted.

3. The course of study provided is congruent with ACHENA's Program of Study as defined in Standard 8 of the Accreditation Manual. A syllabus is in place that minimally describes learning objectives, topics to be covered, teaching modalities, resources/ reference material, out of class assignments and assessment methods used to evaluate learning outcomes.

- Describe each document submitted under this standard in one to two sentences.
- Describe any relevant history regarding the origin or timeline for development of the documents provided.
- Describe any anticipated changes or future developments relevant to the documentation submitted.

4. Faculty is sufficient in number, background and experience to support the homeopathic educational programs offered and includes a core of faculty with sufficient responsibility to the institution to assure the continuity and coherence of its homeopathy programs. An individual instructor's qualifications shall be commensurate with the specific courses being taught. All faculty responsible for delivering clinical training or providing clinical supervision should hold the CCH or similar designation. The institution provides a clear statement of faculty responsibilities that includes: opportunities for development or

review and input into curriculum; a role in assessment of learning outcomes; and, a process for faculty evaluation.

- Describe each document submitted under this standard in one to two sentences.
- Describe any relevant history regarding the origin or timeline for development of the documents provided.
- Describe any anticipated changes or future developments relevant to the documentation submitted.

5. The institution documents a funding base and financial resources adequate to support its mission and goals and to assure financial stability. The institution will submit an external financial Review by an outside independent licensed CPA prior to and included with the Self Study, and with every subsequent accreditation renewal.

- Describe each document submitted under this standard in one to two sentences.
- Describe any relevant history regarding the origin or timeline for development of the documents provided.
- Describe any anticipated changes or future developments relevant to the documentation submitted.

6. There are policies in places that address: (i) “conflict of interest” for members of the governance structure, and (ii) equal opportunity and nondiscrimination in hiring and admissions practices.

- Describe each document submitted under this standard in one to two sentences.
- Describe any relevant history regarding the origin or timeline for the development of documents provided.
- Describe any anticipated changes or future developments relevant to the documentation submitted.

7. The institution has a chief executive officer or administrative team that is responsible for the entire operation of the institution or program and is responsible for the administration of the policies and procedures set forth by the governing body.

- Describe each document submitted under this standard in one to two sentences.
- Describe any relevant history regarding the origin or timeline for the development of documents provided.
- Describe any anticipated changes or future developments relevant to the documentation submitted.

8. The institution has qualified administrative staff which provides the administrative services necessary to support its homeopathic program(s) and mission, goals and objectives.

- Describe each document submitted under this standard in one to two sentences.
- Describe any relevant history regarding the origin or timeline for the development of documents provided.
- Describe any anticipated changes or future developments relevant to the documentation submitted.

9. The program has developed a plan for (i) evaluating each student's academic and clinical performance and achievement in relation to the program's mission and educational requirements, and (ii) assessing overall program outcomes and effectiveness in relation to the program's mission and programmatic objectives.

- Describe each document submitted under this standard in one to two sentences.
- Describe any relevant history regarding the origin or timeline for the development of documents provided.
- Describe any anticipated changes or future developments relevant to the documentation submitted.

10. The institution maintains ownership or has access to rented or free physical facilities and learning resources (including instructional resources, a physical or virtual library, other on-line resources and/or digital learning tools) for administration, faculty and students that are appropriate for the institution's mission and its homeopathic educational programs.

- Describe each document submitted under this standard in one to two sentences.
- Describe any relevant history regarding the origin or timeline for the development of documents provided.
- Describe any anticipated changes or future developments relevant to the documentation submitted.

11. If the institution offers distance education, information technology resources and expertise are adequate to ensure coursework is delivered effectively and faculty and students are able to use the technology as intended.

- Describe each document submitted under this standard in one to two sentences.
- Describe any relevant history regarding the origin or timeline for the development of documents provided.
- Describe any anticipated changes or future developments relevant to the documentation submitted.

12. The institution has published and adheres to admissions policies consistent with its mission that specify student minimum requirements and any specific personal characteristics needed for success in its homeopathic educational program(s).

- Describe each document submitted under this standard in one to two sentences.
- Describe any relevant history regarding the origin or timeline for the development of documents provided.
- Describe any anticipated changes or future developments relevant to the documentation submitted.

13. The institution provides student services which are consistent with student characteristics and its mission, goals, objectives and outcomes.

- Describe each document submitted under this standard in one to two sentences.
- Describe any relevant history regarding the origin or timeline for the development of documents provided.
- Describe any anticipated changes or future developments relevant to the documentation submitted.

14. The institution publishes in its catalog or other appropriate places such as its website, accurate and current information that describes:

- a. Educational program(s) offered and their purposes and objectives
 - b. Admission requirements and procedures
 - c. Academic calendar
 - d. Rules and regulations directly affecting students
 - e. Credentials offered and their requirements
 - f. Cost and refund policies
 - g. Grievance procedures
 - h. Academic credentials of faculty and administrators, and
 - i. Other items relative to attending and with-drawing from the homeopathic program(s).
- Describe each document submitted under this standard in one to two sentences.
 - Describe any relevant history regarding the origin or timeline for development of the documents provided.
 - Describe any anticipated changes or future developments relevant to the documentation submitted.

15. The institution of program is prepared to undertake a comprehensive self-study in relationship to ACHENA's accreditation standards as outlined in the Accreditation Manual.

- Describe each document submitted under this standard in one to two sentences.

- Describe any relevant history regarding the origin or timeline for the development of documents provided.
- Describe any anticipated changes or future developments relevant to the documentation submitted.