

# Accreditation Commission for Homeopathic Education in North America, ACHENA

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## SPONSORSHIP AND ENDORSEMENT OF SEMINARS & CONFERENCES FOR HOMEOPATHIC PROFESSIONALS

### Criteria for Evaluation & Application Materials

#### SPONSORSHIP AND ENDORSEMENT OF SEMINARS AND CONFERENCES FOR HOMEOPATHIC PROFESSIONALS

This packet contains the materials needed to understand and utilize ACHENA's accreditation process for seminars and conferences on classical homeopathy. Accreditation permits sponsors to provide participants with the continuing homeopathic educational credits required by homeopathic certification boards for professional certification and recertification.

The Accreditation Commission for Homeopathic Education in North America

The North American homeopathic community established the Council on Homeopathic Education (CHE) in September 1982 to address the community's need for high quality educational experiences for homeopathic professionals. In 2011 the CHE changed its name to ACHENA.

The role of ACHENA is to accredit institutions and programs that provide classical homeopathic professional education in the range of formats. These include organizations offering continuing education in the form of episodic seminars and educational conferences, and schools that provide comprehensive programs that train professional homeopaths from the ground up. The ACHENA board is composed of organizational representatives from the community it serves. It uses standards that the community has developed to evaluate the competency of educational programs.

ACHENA uses these established criteria defined by the homeopathic community to evaluate a program's capacity to provide professionals with the skills, knowledge sets and competencies needed to practice homeopathy as a professional.

The documents listed below and included in this Sponsor Packet provide the information an institution or individual needs to become accredited by the CHE to provide continuing education to homeopathic professionals.

- 1. *An explanation of the Council on Homeopathic Education's criteria for evaluation and accreditation of sponsoring institutions***
- 2. *Application for endorsement of a seminar or conference***
- 3. *Sample student feedback form***
- 4. *Sample continuing education completion certificate for students***

# ACHENA CRITERIA FOR THE EVALUATION OF SPONSORS OF CONFERENCES AND SEMINARS

Professional homeopathic education in North America is currently provided in three formats: comprehensive programs, institutional conferences, and episodic seminars. ACHENA accredits all three assuring education of the highest quality.

Comprehensive programs train students from the beginning to homeopathic maturity. They meet the full range of students needs to become a competent homeopathic professional. These programs are offered by accredited schools and institutions and are covered under separate ACHENA accrediting criteria.

Continuing education provides focused, educational experiences for homeopathic professionals at all stages of development. ACHENA uses the following definition for conferences and seminars:

Conferences are meetings with an educational focus, sponsored by one or several organizations, at which lectures by multiple presenters are given over a day or several days on unrelated or related topics (e. g. National Center for Homeopathy Annual Conference).

Seminars, both single and extended, are commonly presented in a didactic format for ongoing homeopathic training. Seminars are appropriate for introductory programs and continuing education of homeopathic professionals.

A seminar is a focused educational experience presented for a part or a whole of one day. An extended seminar is a seminar occurring on several consecutive days.

An episodic seminar is either a series of one-day or extended seminars held over a period of several months or years for the purpose of providing a defined course of study, (e.g. New England Homeopathic Academy's Homeopathy for the Primary Care Provider or Lou Klein's Master Clinician Course). These programs fall short of a comprehensive training program by a fixed school with a formal curriculum and satisfying the Homeopathic school accreditation criteria.

Sponsors for conferences and episodic seminars must demonstrate the resources necessary to conduct quality educational programs in classical homeopathy. ACHENA requires sponsors possess the physical and fiscal resources and policies necessary to conduct quality homeopathic education, and that these policies are backed by congruent practices. Specifically, the CHE requires the institution maintain an appropriate record keeping system to track enrollments and tuition and refund policy.

Application for specific events, periodic institutional review and a complaint process allow ACHENA to monitor compliance with ACHENA standards.

Consistent with current accepted continuing education policies, seminar accreditation requires a high quality education experience with assessment, including student feedback regarding the seminar quality and learning experience. Sponsors provide ACHENA with samples of its post-seminar evaluations as part of the application process.

These evaluations are to be used by the sponsor for internal audit and assessment. They are reviewed by ACHENA during the accreditation process and if requested after seminar completion. A summary of evaluations is requested upon completion of the seminar.

*The Accreditation fee for continuing homeopathic education is \$5 per credit hour.*

By this formula, 6 hours of teaching per day for a two-day seminar would be awarded 12 hrs of ACHENA approved credit. The institution would pay a \$60 fee for that two-day seminar (2 X 6 hrs X \$5). Using the same formula, a 14-day seminar would award up to 84 hrs of ACHENA credits to each of the students in the approved seminar (according to attendance), and the institution would pay \$420.00 (14 X 6 hrs X \$5).

Application materials ideally must be submitted to ACHENA during the planning stage for the event so that ACHENA approval can be stated in the promotional materials, but no later than one-month prior to the event and will include the following information:

1. Organizational structure of the Sponsor (i.e. corporation, non-profit, individual, etc., the primary staff members and website or other organization information source).
2. Scope of anticipated educational activities including an outline of seminar / conference content (include any curriculum outline material or handouts).
3. Student / Participation evaluation materials with summary of feedback on content, faculty performance, and facilities (sample form enclosed).
4. Fee schedule; refund policy; enrollment forms and any other course policy.
5. Credentials and Biographical materials for speakers.
6. Promotional materials or brochures.

Upon receipt of all materials, ACHENA will conduct a review and approval process. A CHENA review takes approximately 30 days after receipt of all material. Please plan appropriately to ensure completion before your seminar / conference date.

We have enclosed a sample feedback questionnaire for your use. Additionally, a template for a certificate of continuing education completion for students is enclosed. We recommend that each student receive a certificate the hours of accredited training completed for their records.

# ACHENA

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## APPLICATION FOR ENDORSEMENT OF A CONFERENCE / SEMINAR

Sponsoring  
Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number(s): \_\_\_\_\_

Fax number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Date of event: \_\_\_\_\_

Location: \_\_\_\_\_

Number of actual hours of the conference (not incl. breaks and meals): \_\_\_\_\_

### ***Please send the completed application and the following materials:***

1. An outline of the content of the seminar.
2. Credentials of the speakers (CV or Bio).
3. Copy of any promotional materials or brochure (should include a statement of CHE accreditation and the refund policy).
4. Evaluation form to be completed by participants.
5. A summary of completed evaluations from most recent previous seminar (if applicable).
6. A check or money order of \$5 per credit hour applied payable to the Council on Homeopathic Education.

### ***The application materials should be mailed to:***

ACHENA  
9725 NE 130<sup>th</sup> PI  
Kirkland, WA 98034

Applications must be received at least one month prior to conference in order for ACHENA to grant accreditation.

Inquiries regarding your application should be directed to the above address.

### *For ACHENA. Use Only*

Date received: \_\_\_\_\_ Date Acted on: \_\_\_\_\_ Date notification sent: \_\_\_\_\_

Status: \_\_\_\_\_ Number of ACHENA Credits Approved: \_\_\_\_\_

101 S. Whiting St., Suite 315  
Alexandria, VA 22304

[www.achena.org](http://www.achena.org)  
[info@achena.org](mailto:info@achena.org)

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## Program Evaluation Form (Sample)

Title:

<b>Faculty #</b> <b>1</b> <b>2</b> <b>3</b>	<b>Faculty#(circle one) #1</b>   	<b>#2</b>   	<b>#3</b>   
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- |  |   |   |
|--|---|---|
| 1. Overall I found the seminar to be:                        | <b>Very Useful</b><br><b>5</b> <b>4</b> <b>3</b>  | <b>Not Useful</b><br><b>2</b> <b>1</b>  |
| 2. The objectives of the seminar were:                       | <b>Clear</b><br><b>5</b> <b>4</b> <b>3</b>        | <b>Not Clear</b><br><b>2</b> <b>1</b>   |
| 3. The organization of the session was:                      | <b>Excellent</b><br><b>5</b> <b>4</b> <b>3</b>    | <b>Poor</b><br><b>2</b> <b>1</b>        |
| 4. The faculty's communications skills were:                 | <b>Excellent</b><br><b>5</b> <b>4</b> <b>3</b>    | <b>Poor</b><br><b>2</b> <b>1</b>        |
| 5. The faculty stimulated interest in the subject matter:    | <b>Very Much</b><br><b>5</b> <b>4</b> <b>3</b>    | <b>Not at all</b><br><b>2</b> <b>1</b>  |
| 6. The faculty encouraged group participation:               | <b>Very Much</b><br><b>5</b> <b>4</b> <b>3</b>    | <b>Not at all</b><br><b>2</b> <b>1</b>  |
| 7. Handouts or visual aids (if used) were:                   | <b>Very Helpful</b><br><b>5</b> <b>4</b> <b>3</b> | <b>Not helpful</b><br><b>2</b> <b>1</b> |
| 8. Any additional comments?                                  |   |   |
| 9. The most useful features of the seminar were:             |   |   |
| 10. Suggestions for improvement:                             |   |   |
| 11. Suggestions for topics or additions for future seminars: |   |   |

# Accreditation Commission for Homeopathic Education in North America

Student Name

This certificate confirms that the above named person completed \_\_\_\_\_ hours  
of a \_\_\_\_-hour homeopathic education program on  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

(Title of Program)

(Faculty Name(s))

Sponsored by

(Sponsor Name)

The Accreditation Commission for Homeopathic Education in North America is  
committed to upholding high standards of education in Homeopathy and has approved  
this event for \_\_\_\_\_ continuing homeopathic  
education units (CHEU).

(Signature)

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Sponsor