



Accreditation Commission for Homeopathic Education in North America

www.achena.org info@achena.org

ACHENA Peer Reviewer Duties

The success of the site visit during the accreditation process depends on the Peer Reviewer. The Peer Review Team conducts on-site school program visits and evaluates On-Site Review Reports to verify, against ACHENA's accreditation standards and polices. The mission, assertions, practices and documentation of a school or program seeking accreditation must reflect the needs of the students being served. After training by ACHENA, a Peer Review Team member understands and is able to apply ACHENA's Standards of Accreditation. H/She adheres to ACHENA's ethical principles of professionalism and collaboration with students, program administrators and ACHENA team members.

A Peer Reviewer participates in on-site visits and/or off-site reviews, where travel is not necessary. An Off-Site Reviewer evaluates school program interviews, including observational records and written reports generated through on-site visits to schools or programs during ACHENA's accreditation process. An On-Site Peer Reviewer becomes familiar with a school program's Self-Study prior to an on-site visit. H/She travels to conduct on-site interviews and generates an observational record and a written On-Site Reviewer Report.

The qualifications of a Peer Reviewer is to demonstrate:

- Willingness to travel to a homeopathic school or program for interviews and observation;
- Willingness to complete the written Off-Site Reviewer Report, including rating each section of the On-Site Reviewer Report;
- Current or recent involvement in evaluation program or experience relevant to responsibilities of specific role of the Off-Site Review Team;
- Familiarity with ACHENA Accreditation Standards and understanding of criteria needed to comply with those standards;
- Dependability. To be responsible in meeting attendance and obligations;
- Objectivity. To focus on ACHENA Standards, while setting aside personal bias, and to evaluate the school program's operation against ACHENA's established accreditation criteria;
- Communication skills. To interact with others in professional manner while obtaining appropriate evaluation information;
- Accurate recall and detailed note taking and/or report writing skills.
- Capacity for deductive reasoning and logical analysis;
- Respect for the confidentiality required in the accreditation process.
- Flexible and cooperative attitude towards others;
- Physical ability to fulfill responsibilities;
- Completion of an Accreditation and Peer Reviewer Orientation or of having served on an accreditation Review Team within the past two years.



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To learn more, please email Carli Auer, Executive Administrator <http://www.info@achena.org>