



# **CPD PROGRAM GUIDELINES**

**Application Preparation and Submission**

**and**

**Management of an Approved Program**

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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 courses for professional homeopaths. This document is written to provide guidance to applicants.

### **Procedures to obtain approval of Continuing Professional Development (CPD) Courses:**

1. Complete the CPD Course Approval Application, including all required appendices.
2. Email the completed forms including all attachments to ACHENA at [info@achena.org](mailto:info@achena.org)
3. Allow at least 60 days for review of your application. You will be notified of the CPD Committee's action including the number of CEU hours for your course once the review is complete. You may NOT advertise approved CEUs for a course while your approval is pending. You must wait until you have received ACHENA approval.

### **ACHENA provides:**

- 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:**

- Completed application with all required attachments
- A sample of course publicity with required approval statements for ACHENA files.
- List of attendees eligible to receive CEUs provided to ACHENA within 4 weeks of live course completion and every 12 weeks for archived courses.
- Summary of course evaluations (within 4 weeks after live courses and every 12 weeks for archived courses)
- Information about sources of funding for the course, 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 audit by ACHENA:**

- Verification of course completion for all students awarded CEUs in all formats of delivery (ie: seminar, webinar, distance learning courses). Acceptable forms of verification include:
  - A sign in sheet with participant signatures
  - Completed post training Knowledge and Satisfaction Survey

For questions, contact: [info@achena.org](mailto:info@achena.org)

## **II. Evidence of Need**

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

- Questions on evaluations asking for topics of interest
- Focus groups summary
- Advisory committee 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 courses should therefore define challenging areas of practice, (ie knowledge or behavioral gaps in professional practice) and explain how the CPD course will address this gap. It is essential that your application clearly defines the practice gaps specifically that will be addressed and explain how the course intends to increase the effectiveness of learners and further their continuing professional development as professional homeopaths.

### IV. Course 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: Upon completion of the course, how will participants/clients/patients benefit from this activity?

### V. Learning Objectives: Guidelines for Writing Objectives/Outcomes

Learning 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.
- Includes a measurement of knowledge, skills or beliefs

When learning objectives are written well, learners will know exactly what they know or 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, beliefs, 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
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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, understand
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 measurable objectives.

## VI. Course Description (Appendix A)

The Appendix A must be completed and attached to all CPD Course Approval Applications.

- a) List objectives in measurable cognitive and/or 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 including post testing and evaluation.
- d) List the instructor(s) or presenter(s) for each topic.
- e) Describe the teaching method(s) to be used for each. (Lecture, discussion, practice drills, group work, Q&A, etc.)

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

**Note to Distance Learning Provider / Organizers:** Applicants seeking CEUs for a course 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

Verbal or written publicity must contain the following description, as it appears below:

*“ACHENA approves and designates \_\_\_\_\_ CEUs (hours of course) for \_\_\_\_\_ (course title).”*

**NOTE:** This statement may not be advertised verbally or in writing until your application has been approved in writing by ACHENA and your fee has been paid. Publicity may not state “approval pending.”

## VIII. Required Documentation for Awarding CEUs for Distance Learning Courses

Distance learning providers must establish and submit to ACHENA distance learning policies to ensure that CEUs are awarded to learners who have attended the course in its entirety. An appropriate method for assuring this for a distance learning course is to conduct a post-training Knowledge and Satisfaction Survey of the core content covered in the course and award CEU units only to those

students who attain 70% or greater on the knowledge portion of the survey. Note: Provider must have a policy in place for proof of attendance by registered participant (student signature, student ID#, etc.).

### IX. Renewal Applications\*

Courses are approved for a period of two years\* after which the provider must submit an application to renew the course. The provider should complete the **CPD Course Approval Application**, including the sections labeled **\*\*For Renewals**. These sections of the application focus on quality improvement of the course since the previous application and a demonstration of continued relevancy of the course content to the needs of the professional homeopath.

\*Advanced Clinical Training and Case Study Groups which meet in-person periodically throughout the year are approved for a period of **one year** after which the provider must submit an application to renew the course.

### X. CPD Course Fee Schedule

CPD Program	Definition	Approval Fee	Submission Deadline
Live Conference/ Seminar Or Advanced Clinical Training / Case Study Groups	In-person attendance only - no online attendance option	\$18/course hour *	Application must be received 60 days prior to program date
Regular Course(s)	Course(s) with up to 19 credit hours	\$25/course hour paid in one full installment	Application must be received 60 days prior to program date
Bulk Course #1	Course(s) with 20-49 credit hours	\$20/course hour paid in two monthly installments	Application must be received 60 days prior to program date
Bulk Course #2	Course(s) with 50-199 credit hours	\$15/course hour paid in two monthly installments	Application must be received 60 days prior to program date
Bulk Course #3	Course(s) with 200 or more credit hours	\$10/course hour paid in four monthly installments	Application must be received 60 days prior to program date
Renewal	Renewal of CPD approved course (after initial approval of three years)	50% of the original fee paid at the initial application	Application must be received 60 days prior to program date

\*Add \$5/hour if recording to be sold for 2-year approval period

#### Approval Period:

The course fee covers the cost of offering Continuing Education Units (CEUs) to an unlimited number of students and for an unlimited number of deliveries of the same course for up to and including 24 months (2 years) from the date of course approval. If you need assistance calculating the exact fee structure and length of the CPD course, please email [info@achena.org](mailto:info@achena.org)

**Note:** In-person Advanced Clinical Training and Case Study Groups are approved for 12 months (1 year) from the date of approval.

#### Payment Method

Fees are non-refundable. Submit via PayPal or by check, after receiving an invoice from ACHENA.

