

## Checklist for ACHENA Eligibility Standards

Updated November 2017

Standard	Guidance Regarding How to Demonstrate Schools Meets the Standard
<p>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.</p>	<ul style="list-style-type: none"> <li>• Certificate or document showing that the educational program is located in a legally recognized institution</li> <li>• Letter, certificate or document demonstrating that the institution is legally authorized to offer a certificate or diploma for its homeopathic educational programs (or)</li> <li>• Documentation of the institution's efforts to obtain such authorization</li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>• Description of the institution's governance structure</li> <li>• A list of current members of the governance body including officer title (if any), financial and/ or employment relationship with the institution (if any), and brief biographical information about each member</li> <li>• The institution's mission statement</li> <li>• Documentation of the institution's educational goals, objectives and values</li> </ul>
<p>3. The course of study provided is congruent with ACHENA's Program of Study as defined in Standard 8 of the 2012 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.</p>	<ul style="list-style-type: none"> <li>• An outline of the course syllabus describing each major course of study included in the Professional Practitioner Program including all major elements included in the ACHENA program of study;</li> <li>• A representative segment of course syllabus that includes a description of learning objectives, topics to be covered, teaching modalities, resources/ reference material, out of class assignments and assessment methods used to evaluate learning outcomes.</li> </ul>

<p>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.</p>	<ul style="list-style-type: none"> <li>• Resume of each faculty member that includes their educational backgrounds, relevant credentials, clinical experience and teaching experience</li> <li>• A list or table of the program’s faculty members, teaching assignments and hours of employment</li> <li>• Job description that outlines the scope of faculty responsibilities</li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>• Annual budget</li> <li>• Statement of profit and loss</li> <li>• External Financial Review or plans for Review</li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>• Copy of the institution’s conflict of interest policies for members of the governance structure</li> <li>• Copy of equal opportunity and non-discrimination policies and practices</li> </ul>

<p>7. The institution has a chief executive officer (CEO) 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.</p>	<ul style="list-style-type: none"> <li>• Resume and CV of the institution’s CEO or resumes/ CVs of each executive team member</li> <li>• Job description or description of duties of the CEO or executive team</li> </ul>
<p>8. The institution has qualified administrative staff which provides the administrative services necessary to support its homeopathic program(s) and mission, goals and objectives.</p>	<ul style="list-style-type: none"> <li>• Chart showing the organization’s administrative structure and reporting structure</li> <li>• Brief job descriptions for each administrative staff person and number of hours employed</li> <li>• Resume or brief biographical information on each staff person</li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>• Evidence of an evaluation plan</li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>• Copy of certificate of occupancy</li> <li>• Rental agreement</li> <li>• Space Use agreement</li> <li>• A floor plan or description of the facilities</li> <li>• Statement of library holdings, school on-line materials available or agreement with other entity to provide access to students</li> </ul>

<p>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.</p>	<ul style="list-style-type: none"> <li>• Description of information technology resources and expertise</li> </ul>
<p>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).</p>	<ul style="list-style-type: none"> <li>• A copy or link to the institution’s admission policies</li> <li>• A copy or link to the institution’s Student Handbook</li> <li>• A copy of student application for enrollment</li> <li>• A copy of student acceptance letter</li> </ul>
<p>13. The institution provides student services which are consistent with student characteristics and its mission, goals, objectives and outcomes.</p>	<ul style="list-style-type: none"> <li>• Description of available student services and how students are informed of, and may access, these services</li> <li>• Options also include: Designation of a faculty or staff person for students to reach out to if they are in need of support; periodic surveys of students regarding their need for support; other cost neutral approaches to providing students with additional support</li> </ul>
<p>14. The institution publishes in its catalog or other appropriate places such as its website, accurate and current information that describes:</p> <ol style="list-style-type: none"> <li>a. Educational program(s) offered and their purposes and objectives</li> <li>b. Admission requirements and procedures</li> <li>c. Academic calendar</li> <li>d. Rules and regulations directly affecting students</li> </ol>	<ul style="list-style-type: none"> <li>• A copy of the institution’s catalogue</li> <li>• Link to institution’s website</li> <li>• Table listing the URL or page number for each item (a) – (i)</li> </ul>

<ul style="list-style-type: none"> <li>e. Credentials offered and their requirements</li> <li>f. Cost and refund policies</li> <li>g. Grievance procedures</li> <li>h. Academic credentials of faculty and administrators, and</li> <li>i. Other items relative to attending and with-drawing from the homeopathic program(s).</li> </ul>	
<p>15. The institution or program is prepared to undertake a comprehensive self-study in relationship to ACHENA's accreditation standards as outlined in the 2012 Accreditation Manual.</p>	<ul style="list-style-type: none"> <li>• School leadership statement of intent to complete a self-study</li> <li>• School description of the resources (time, expertise, etc) that it will devote to conducting the self study</li> </ul>