

Don't  
Place in website

PDF  
SCAN ONLY

## **ERRATA SHEET TO ACAOM'S 2005 ACCREDITATION HANDBOOK**

*Preamble: This document includes all amendments to the Accreditation Handbook that have been adopted since the latest edition of the Handbook was published in Fall 2006 and Winter 2007. All institutions and programs in the accreditation process are expected to adhere to the amendments listed herein. The amendments listed below supersede the relevant provisions in Parts 1 and 2 of the Accreditation Handbook.*

### **I. Masters Standards Amendments to Essential Requirement 7 of Master's Standards:**

Following the Commission's review of the written comments and public hearing testimony from the Fall 2006 national meetings in Arizona, the Commission adopted as permanent amendments to Essential Requirement 7. The changes will go into effect following the Commission's review of institutions at its Summer 2007 meeting and the Accreditation Handbook will be updated to reflect the changes.

#### **ESSENTIAL REQUIREMENT 7 – ASSESSMENT**

***The program demonstrates a commitment to excellence through assessment, which assures that its goals and objectives are met, enhances the quality of professional education and training obtained by its students, and contributes to the fulfillment of its institution's mission and program educational objectives and competencies. The program shall demonstrate and document an assessment system that provides accurate information to the student and to the program of the student's educational progress regarding relevant knowledge, skills, competencies, and attitudes.***

#### **Criterion 7.1 - Programmatic Review:**

A. The program, with appropriate involvement from all program constituencies, engages in regular, ongoing assessment, which addresses

- 1) Its effectiveness in achieving program goals and objectives (i.e., its outcomes);
- 2) How its goals and objectives are met (i.e., its processes); and
- 3) Its procedures to make program changes as necessary (i.e., feedback loop for improvement).

B. The program demonstrates commitment to excellence through periodic, systematic reviews of its goals and educational objectives, training model, and curriculum to ensure their appropriateness in relation to:

- 1) The program's mission and goals;
- 2) Local, regional and national needs for acupuncture/Oriental medicine services;
- 3) National standards of professional competency and practice;
- 4) The evolving body of scientific and professional knowledge; and,
- 5) Its graduates' job placements and career paths.

C. The program must assess the effectiveness of its training and the accomplishment of its stated objectives by measuring and documenting achievements of a sufficient number of students and graduates in verifiable and internally consistent ways.

**Criterion 7.2 - Measurement of Student Achievement:** The program must establish principles and methods for the ongoing assessment of student achievement. A variety of assessment measures must be systematically and sequentially applied throughout the professional program in acupuncture/Oriental medicine. Assessment processes must measure student performance in the professional competency areas in accord with the outcome expectations as outlined in Essential Requirement 8 and the achievement of program educational objectives.

**Criterion 7.3 - Assessment of Graduates Success:** The program must maintain appropriate records of the professional career development of its graduates.

**Criterion 7.4 - Standard Measurement:** Equivalent methods and standards of student assessment must be applied at all institutional sites, including externships.

## **II. Standards for Post-Graduate Doctoral Programs (Section 1.3.2 of the Accreditation Handbook:**

**A. Amendments to Section 1.3.2 (Eligibility Requirements, Subsection b) of the Standards for Post-Graduate Doctoral Programs:** The following technical amendments were adopted to Subsection "b" of the "Eligibility Requirements," published in the accreditation standards for post-graduate doctoral programs.

### **ELIGIBILITY REQUIREMENTS FOR ACCREDITATION**

ACAOM will consider applications for candidacy and accreditation from programs that meet the following prerequisites.

- b. The program must be sponsored by an institution accredited by: (1) by ACAOM; (2) by \_\_\_\_\_ accrediting agency ; or, (3) in the case of Canadian programs, the institution must be publicly recognized by the Association of Universities and Colleges of Canada as a member in good standing...

**B. Amendments to Essential Requirement 8 of Standards for Post-Graduate Doctoral Programs:** Following the Commission's review of the written comments and public hearing testimony from the Fall 2006 national meetings in Arizona, the Commission adopted as permanent amendments to Essential Requirement 8 of the accreditation standards for post-graduate doctoral programs, which permit such programs to be taught in Korean and Chinese as well as in English. The changes will go into effect immediately and the Accreditation Handbook will be updated to reflect the changes.

**ESSENTIAL REQUIREMENT 8: The Doctor of Oriental Medicine or Doctor of Acupuncture shall be clinically-based, professional degree program. The doctoral program shall provide advanced graduate studies in core, clinical and specialty areas and require a clinical research project. The program must ensure that the sequencing, duration, nature and content of all didactic, practical and clinical training courses are appropriately integrated and consistent with the program's goals and objectives.**

### III. Policies Adopted

**A. Section 1.1.2.G of the Accreditation Handbook:** The current Section 1.1.2.G of the *Accreditation Handbook* is stricken in its entirety and replaced with the following text:

#### **G. Unapproved Programs**

Colleges that pursue or have achieved institutional accreditation or candidacy with the Commission may seek to offer programs in acupuncture or Oriental medicine or in other subjects, for which the Commission has not established substantive standards for review and approval. In keeping with the Commission's responsibility to protect the public interest, commencing any such program by a College that has achieved institutional accreditation or candidacy with the Commission is considered a substantive change under Sections 2.11.6 and 3.11.6 of the *Accreditation Handbook*. These sections require that an institution secure Commission review and approval prior to commencing new programs for the specific purpose of ensuring that their implementation and operation will not adversely affect the capacity of the institution to continue to meet the Commission's standards, even if such program will be accredited by another accrediting agency.

**B. Section 2.11.6 – Notification of Institutional Changes (Candidate Institutions) of the Accreditation Handbook:** The following text is inserted at the end of the provisions respecting Commission review and approval of substantive changes.

#### **Public Disclosure Regarding Substantive Change**

**Unless otherwise specified in the Commission's official letter approving a substantive change, substantive change approval relative to the offering of a new program pursuant to these Sections does not constitute candidacy or accreditation of the subject program, but rather only signifies a determination by the Commission that the implementation and operation of the program in question will not adversely affect the capacity of the institution to continue to meet the Commission's accreditation standards. It is therefore the affirmative obligation of each institution holding status with the Commission to ensure that members of the public are provided full and accurate information concerning the status of programs that are not accredited or pre-accredited (candidacy) by the Commission.**

Once an institution has received substantive change approval respecting the

implementation and operation of a program in the field of acupuncture and Oriental medicine that is not subject to accreditation or candidacy by ACAOM, the institution must:

1. Include in its public announcements and other publications, including recruiting literature, catalogs, enrollment agreements, websites, and print and online advertisements, the following statement:

***The [name of school] [description of unaccredited/non-candidate program] is not accredited or preaccredited (candidacy) by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). Graduates of this program are not considered to have graduated from an ACAOM-accredited or candidate program and may not rely on ACAOM accreditation or candidacy for professional licensure or other purposes.***

Such statement must be displayed immediately adjacent to and as prominently as any reference to ACAOM's candidacy or accreditation.

2. If the subject program is accredited or pre-accredited by another accrediting agency, the institution may make the following additional disclosure:

***This program is accredited/pre-accredited by [name of accrediting agency], which is located at \_\_\_\_\_, telephone: \_\_\_\_\_.***

3. If the school intends to seek ACAOM accreditation for the program, the institution may make the following additional disclosure:

***This program is eligible for ACAOM accreditation and [name of school] is currently in the process of seeking ACAOM candidacy/accreditation for the program. However, [name of school] can provide no assurance that candidacy or accreditation will be granted by ACAOM.***

4. If students enrolled in the program, the offering of which has obtained substantive change approval pursuant to Section 2.11.6 or 3.11.6 of the *Accreditation Handbook*, would not be eligible to participate in the Federal programs of financial assistance pursuant to Title IV of the Higher Education Act of 1965, as amended, the school must include the following statement:

***Students enrolled in this program are not eligible to participate in the Federal grant and loan programs.***

**C. Section 3.11.6 – Notification of Institutional Changes (Accredited institutions) of the Accreditation Handbook:** The following text is inserted at the end of the provisions respecting Commission review and approval of substantive changes.

**Public Disclosure Regarding Substantive Change**

Unless otherwise specified in the Commission's official letter approving a substantive change, substantive change approval relative to the offering of a new program pursuant to these Sections does not constitute candidacy or accreditation of the subject program, but rather only signifies a determination by the Commission that the implementation and operation of the program in question will not adversely affect the capacity of the institution to continue to meet the Commission's accreditation standards. It is therefore the affirmative obligation of each institution holding status with the Commission to ensure that members of the public are provided full and accurate information concerning the status of programs that are not accredited or pre-accredited (candidacy) by the Commission.

Once an institution has received substantive change approval respecting the implementation and operation of a program in the field of acupuncture and Oriental medicine that is not subject to accreditation or candidacy by ACAOM, the institution must:

1. Include in its public announcements and other publications, including recruiting literature, catalogs, enrollment agreements, websites, and print and online advertisements, the following statement:

***The [name of school] [description of unaccredited/non-candidate program] is not accredited or preaccredited (candidacy) by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). Graduates of this program are not considered to have graduated from an ACAOM-accredited or candidate program and may not rely on ACAOM accreditation or candidacy for professional licensure or other purposes.***

Such statement must be displayed immediately adjacent to and as prominently as any reference to ACAOM's candidacy or accreditation.

2. If the subject program is accredited or pre-accredited by another accrediting agency, the institution may make the following additional disclosure:

***This program is accredited/pre-accredited by [name of accrediting agency], which is located at \_\_\_\_\_, telephone:\_\_\_\_\_.***

3. If the school intends to seek ACAOM accreditation for the program, the institution may make the following additional disclosure:

***This program is eligible for ACAOM accreditation and [name of school] is currently in the process of seeking ACAOM candidacy/accreditation for the program. However, [name of school] can provide no assurance that candidacy or accreditation will be granted by ACAOM.***

4. If students enrolled in the program, the offering of which has obtained substantive change approval pursuant to Section 2.11.6 or 3.11.6 of the

Accreditation Handbook, would not be eligible to participate in the Federal programs of financial assistance pursuant to Title IV of the Higher Education Act of 1965, as amended, the school must include the following statement:

***Students enrolled in this program are not eligible to participate in the Federal grant and loan programs.***

- D. School Site Visit Participation:** The Commission adopted the following Resolution, which will be reflected in a policy published in the Accreditation Handbook. The resolution is effective immediately and the Commission staff will contact all institutions respecting its implementation:

**Whereas,** a successful peer review process requires the active involvement and participation of representatives from all candidate and accredited institutions and programs, and

**Whereas,** the US Department of Education Recognition Criteria require four site visitors on every site visit evaluation team, including academic, administrative and faculty personnel as well as practitioners,

**Be It Resolved,** that each ACAOM accredited and candidate institution and program, as a condition of membership in ACAOM must designate a minimum of three persons, including a liaison for the site visitor evaluation pool, and must permit such individuals to participate in the peer review process.

**Be It Further Resolved,** that the Commission will provide an appropriate program of orientation and training for those persons so designated.

- E. Commission and Evaluation Team Findings:** The Commission voted to rescind its prior practice of listing for each institution and program reviewed by the Commission findings previously denominated as "Strengths," "Areas of Non-Compliance," "Areas of Technical Non-Compliance," "Areas of Concern," and "Areas of Attention." In their place, the Commission adopted the new categories of "Compliance," "Non-Compliance," and "Areas Requiring Further Development." The Commission will develop in the near future appropriate rubrics for their application and implementation by site visit evaluation teams and the Commission.