



Forward (300 Hour Graduate Neurology Programs)

Commission for Graduate Education in Neurology (CAGEN) is a post-doctoral educational accreditation body autonomous from all education entities and affiliated with the American Chiropractic Neurology Board (ACNB). CAGEN is a nonprofit corporation and functions in accord with the intent of the standards of the National Commission for Certifying Agencies (NCCA).

Stakeholders, for the sake of this document, include entities delivering post-graduate education in chiropractic/functional neurology, participants taking these courses, faculty teaching these courses, CAGEN, the ACNB and the public who will receive care from the faculty or participants and the ACNB certified diplomates.

The specialty of Chiropractic Neurology requires in-depth post-doctoral education in the structure and function of the neurological system. This field uses chiropractic and functional methodologies rather than invasive treatment modalities.

Chiropractic/functional neurologists utilize the internal and external milieu of the patient to elicit and maintain positive health changes.

Each entity seeking to obtain or maintain accreditation must complete the full application for a five (5) year accreditation period with reports of activities submitted annually. The application for accreditation fee is based upon the number of course hours for which the entity is seeking accreditation. Please see Appendix A for the fee schedule. The annual reporting fee schedule is also in Appendix A. **All applications and reports are to be electronically submitted in PDF format.**

This document represents the standards necessary for the post-doctoral education and training required for implementing this healing for the **initial 300 hours** required by the ACNB for eligibility in sitting the exam. Advanced continuing education standards for accreditation are in the [Chiropractic Neurology Standards for Advanced Continuing Education \(CAGEN, 2014\)](#).

The standards for the initial training for the specialty are presented here.

Based on job analyses conducted in the field, these standards have been developed over a 30-year period of education and practice. The most recent job analysis was published in January, 2014 by the ACNB.

This document provides direction to any public or private entity offering post-graduate education in chiropractic/functional neurology whether for a one or more course(s) in the Diplomate eligibility program or for the entire 300-hour program.

Mission Statement

Encourage and validate superior programs to enhance clinicians' knowledge, skills and abilities in the field of chiropractic/functional neurology.

Purpose of Accreditation

Provide clinicians, certification bodies and the public with the assurance that every accredited 300-hour course or program meets minimum standards for education and training of practitioners in the specialty of chiropractic/functional neurology.

Section 1 - Eligibility for Accreditation

CAGEN accredits post-graduate 300 hour educational entities complying with its standards. Each entity must meet ALL of these standards in order to receive CAGEN accreditation.

Section 2 - Process of Accreditation

Complete the application for accreditation of the comprehensive program of classes.

At the discretion of the reviewers, submit to a site visit.

Provide required documentation annually or on demand.

Pay initial accreditation application fee and annual reaccreditation fee.

Section 3. Contact Information

Chair, Commission on Accreditation of Graduate Education in Neurology

3712 RobinHood Dr.

Temple, TX 76502

admin@cagen.info

STANDARDS

Purpose, Governance and Resources

Standard 1

The purpose of the organization or individual providing a minimum of 300 hours in Neurology Educational Program is to conduct educational activities in a manner that upholds standards for competent practice in the clinical profession of chiropractic/functional neurology.

Essential Elements:

- A. The entity seeking accreditation as an education provider must articulate the purpose and scope of the 300 hour program or courses submitted for accreditation.
- B. The Neurology Education Program's governing board must be composed of representatives from the discipline of chiropractic/functional neurology and hold active status with the ACNB. Other representative may be on the board, but a majority must be ACNB Diplomates.
- C. The education programs entity must establish bylaws and /or policies and procedures for the selection of individuals who serve on this board or governing committee. This information must show that the selection of these individuals prevents inappropriate influence from any outside body and must be readily available to the public.
- D. The education provider must have policies and procedures that address ethical behavior for the profession and for the board, administration, staff and faculty of the educational entity.

Commentary:

Suggested evidence of this standard includes the entity's mission statement, statement of scope, eligibility for participants, policies and procedure, and CVs related to this standard.

Standard 2

The educational provider's organization (educational entity) must be structured and governed in ways that are appropriate for the profession and that ensure autonomy in decision making over essential educational activities and must make this information readily available to the public (in print or electronically).

Essential Elements:

- A. The educational entity must show that the governance structure, policies and procedures that have been established protect against undue influence that could compromise the integrity of the educational process.
- B. The governance structure, policies and procedures must provide for autonomy in decision making regarding important aspects of the educational program such as:
 1. Operational processes

2. Participant eligibility standards
 3. Development, implementation and presentation of courses
 4. Selection of personnel and faculty
 5. Scoring of participant achievement for each course
- C. The planning committee structure and content with current committees made available to the public.
- D. To avoid conflicts of interest, the education entity must not also be responsible for certification credentialing.

Standard 3

The educational entity must have sufficient financial resources to conduct effective educational activities.

Essential Elements:

- A. Financial reports of the educational provider must demonstrate adequate resources for course administration. Reports are required at least annually and included in the annual report to CAGEN.
- B. Policies governing contracts for services or educational venues.
- C. Physical facilities, equipment and other physical resources that are necessary and appropriate for meeting the mission, goals, and objectives of the overall program or course(s).

Standard 4

The educational entity must have sufficient staff, consultants and other human resources to conduct effective courses or programs.

Essential Elements:

- A. A full-time appointee/employee for the educational entity must be designated as the individual having primary authority and responsibility for administration of the program and must have adequate knowledge, skills, abilities and education to oversee the administration of the educational entity and the program or course(s).
- B. Key staff and non-staff consultants and professionals must possess adequate knowledge and skill to conduct educational course or program activities.
- C. The educational entity must have adequate resources to conduct the activities (e.g. processing of registration, hiring of faculty, development and administration of course(s), post-course assessment and storage of records).
- D. The educational entity must demonstrate that the faculty cohort is of sufficient size and possesses the depth and diversity of expertise and experience necessary to structure, deliver, and assess the effectiveness of the program.
 1. Education Requirements for Faculty: All instructors in the program must hold an earned diplomate by examination in chiropractic neurology or functional neurology

recognized by the American Chiropractic Neurology Board or have a tertiary degree (Ph.D., M.D., D.O., R.N.) from an accredited University. All instruction done by the tertiary degree instructor must be evaluated by a current diplomate (DACNB, DACAN, DABCN).

2. Professional Development of Faculty:

The educational entity must demonstrate that it is proactive in providing faculty with opportunities to be engaged in research, scholarship, service, and professional development consistent with the mission, goals, and objectives of the program. Diplomates must maintain good standing with the ACNB. This must include continuing education beyond his/her own courses.

Commentary:

Suggested evidence to document that the standard has been met may include resumes or curriculum vitae for key staff, non-staff consultants and professionals. It also includes proof of status from the ACNB (website listing on ACNB Doctor Locator is sufficient).

Responsibilities to Stakeholders

Standard 5

An educational entity must establish, publish (in print or electronically), apply and periodically review key policies and procedures concerning the existing and prospective characteristics of the post-graduate neurology program and/or courses.

Essential Elements:

- A. Self or program assessment must be performed on a periodic basis to include integration of the latest Job Analysis from the ACNB.
- B. Planning committee construction for the overall program must include Diplomates of the ACNB.
- C. The provider must identify the target audience for coursework and articulate any prerequisite education or licensure required for participants. Minimum admission requirements for participants:
 1. In possession of doctorate degree in a health discipline.
 2. In possession of a tertiary degree (Ph.D., etc.)
 3. Active full time students at a chiropractic, medical, osteopathic, nursing, physical therapy, dental or veterinarian college/institute.
- D. Clearly defined policies and procedures related to the **overall** course offerings and the breadth of the coursework available. Details of the policies include the following:
 1. A description of admissions requirements, attendance requirements, graduation requirements, and a statement of the ACNB examination requirements for candidates.
 2. The content span of the courses necessary for participants who want to sit for the ACNB exam as indicated by the January 2014 Job Analysis

3. If only a few offerings are available, where do these offerings fit into the overall program needed to sit the ACNB exam in accord with the January, 2014 Job Analysis or in the continuing education for existing Diplomates into greater depth or sub-specialty areas. The current Job Analysis is available from both the ACNB (www.acnb.org/resources/links) and is updated on a biannual basis by the ACNB.
- E. Course Management policies and procedures including the following:
1. Course planning committee policies and procedures. The course faculty must play a role in the determination of curricula and course content
 2. Registration of participants
 3. Venue records per class and overall program activities
 4. Program and Course development
 5. Equating of Faculty in courses across multiple presentation venues (if the same course is taught by different faculty, a method of assuring the same material is taught and participants are provided with equality in course information and presentation must be delineated and used).
 6. Course records by course, by faculty, and by participant (transcripts including participant outcome scores by course) and maintained in a retrievable fashion for a minimum of fifteen years.
 7. Course evaluations by session and by faculty and overall summaries by course and faculty
 8. Participant outcome measures that validate learning per course
- F. Confidentiality policies must insure that the participant's personal and course related information is not disclosed to unapproved persons or entities. Aggregate information may be published without breaching confidentiality.
- G. Disciplinary policies and procedures to address complaints that may concern conduct that is harmful to the public or inappropriate to the discipline (e.g., incompetence, unethical behavior, or physical/mental impairment, classroom disruption). These policies must ensure appropriate treatment of sensitive information and fair decision making.

Standard 6

The educational entity must publish (in print or electronic media) a description of each course.

Essential Elements:

- A. Each course, whether it is in an overall program or a stand alone course, must include publication of the following information:
 - Faculty description (Certified Diplomate, D.C., Ph.D., M.D., D.O., D.V.M., D.D., DNP, DPhTh., etc.).
- B. Course description
 1. Overview

2. Participant learning objectives
3. Participant materials (handouts, notes, etc.)
4. Reference materials/Learning Resources: The Educational entity must have or provide a list of all resources and learning materials (books, notes, audio/visual material) needed by the student/learner to permit attainment of the goals and objectives of the program.
5. Course prerequisite(s) if any
6. Learning environment including location, facility attributes (laboratory, equipment, online course, online supplemental materials, etc.)
7. Target participants-description of the level of education/certification for the participants expected to benefit from the course (e.g., ACNB certified or basic level prior to certification)
8. Credit hours or units assigned to each course for Continuing Education or for initial certification based on a 50 minute hour
9. Method of quantification of learning with measurement administered at the conclusion of each course. Attendance alone is not sufficient.
10. All faculty affiliations with vendors or other potential conflicts of interest (e.g. equipment, supplements, etc.) must be included in course advertising and on handouts.
11. Tuition and fees
12. Accreditation status for the class (CAGEN approved, state board approved, under review, etc.)
13. The mailing address, e-mail address and telephone number of CAGEN, with identification of CAGEN as the agency to which complaints about the compliance of the program should be addressed.

Standard 7

The educational entity must provide CAGEN with annual reports of activities and publish components of these reports either in print or electronically for the public.

Essential Elements:

- A. The annual reports to CAGEN include the following components:
 - a. Number of students/learners in current programs
 - b. Anticipated student rates of completion of full program each year
 - c. Anticipated number of candidates for the ACNB examination
 - d. Current passing rate of candidates (supplied to the educational entity by ACNB)
 - e. Annual financial report
 - f. Update of governing board, administration and faculty changes with accompanying curriculum vitae

- g. Summary of participant evaluations by faculty and by course
 - h. Summary or aggregate statistics by course and by faculty of participant learning outcomes (i.e., end of course test scores).
 - i. Update of any bylaw changes
 - j. Update of any policy and procedure changes.
 - k. Update of ethical complaints and their dispositions.
- B. Published reports for the public include the following components:
- a. Number of students/learners in current programs
 - b. Anticipated student rates of completion of full program each year
 - c. Anticipated number of candidates for the ACNB examination
 - d. Current passing rate of candidates (supplied to the educational entity by ACNB)
- C. Programs must demonstrate their use of these data as well as other outcomes measurements and assessments in planning for ongoing development of the effectiveness of the program. This information must be included as part of the continuing accreditation process via the annual report.

Appendix A

Fee Schedules

Accreditation application Fees:

Initial Filing and re-accreditations	Fee
Full 300 hour Neurology Program	\$2,500.00
Full 300 hour basic program for ACNB certification plus extensive continuing education	\$4,000.00

Annual Reporting Fees:

Yearly fees	Fee
Full 300 hour Neurology Program	\$350.00
Full 300 hour basic program for ACNB certification plus extensive continuing education	\$700.00

**Application for CAGEN Accreditation for Programs for Eligibility for
Diplomate of the American Chiropractic Neurology Board
(300 Hour Programs)**

Submitted By

Official Name of Post-Graduate Educational Chiropractic/Functional Neurology Provider for Basic
Diplomate Eligibility

To
Commission for the Accreditation of Graduate Education in Neurology (CAGEN)

Date

New Application
 Renewal Application

Date of Current Accreditation Expiration: _____

Instructions:

When applying for accreditation with CAGEN, please follow the instructions below.

General

1. Provide the explanations or documentation, with appropriate page numbers noted for each Essential Element
2. Provide an electronic document in PDF format to CAGEN
3. A separate application (See Advanced Continuing Education Application) must be submitted for Advanced Continuing Education offerings beyond the Diplomate certification level and/or Sub-Specialty programs
4. If you have difficulties in electronic submission, contact CAGEN for technical support or tutorials

Application Process

1. Provide a letter of intent that an application is forth coming *at least 30 days prior* to the submission of the application. Courses held prior to the approval of the application may receive 1 year of CAGEN accreditation. This will depend upon the review process of the course teaching
2. The application consists of three components:
 - a. General information and responses to the Standards document
 - b. Appendix: Exhibits
 - c. Required forms and attestations
3. Although the application follows the Standards for Accreditation of the Diplomate Eligibility Program, the applicant is to read the actual Standards document prior to initiating this application.
4. The application and associated documents submitted are confidential and for review by CAGEN Board of Commissioners only. Documentation provided by the educational entity may include public documents and internal confidential documents (e.g., technical reports, financial statements) to support the application. It is the educational entity's responsibility to supply all related information to support the application.
5. CAGEN will report the decision of the Commission to the applicant approximately 45 days after the full submission of the application according to the above schedule.
6. An applicant for accreditation that is aggrieved by a decision of the Commission must submit a written request for reconsideration to the CAGEN executive director and follow CAGEN's recommendations to receive approval.
7. Any required information that is provided on the Applicant's website must be referenced with the exact web address.
8. An educational entity may contact CAGEN, at its option, to provide additional clarification prior to the application review.

9. An educational entity may be contacted by CAGEN, at its option, to provide additional clarification during the application review.
10. CAGEN recommends that the applicant retain a copy of all materials submitted.

Send all applications to:

Chair, Commission on Accreditation of Graduate Education in Neurology

3712 RobinHood Dr.

Temple, TX 76502

admin@cagen.info



The Commission requests specific information in a defined format so that it can fairly and consistently determine compliance with its *Standards*. Suggestions for improvement of the process are encouraged. Suggestions and/or comments on the process should be directed to the CAGEN Chairperson.

Entity Information and Primary Contact

Name of Educational Provider (Corporate, Institution, University or Individual):

If incorporated, state and country of incorporation and Type of incorporation and date of incorporation:

(State or Country of Incorporation) (Type of Corporation) (Date of Incorporation)

Location of program administration:

Mailing/Courier Shipping Address:

City:

State:

Postal Code:

Country:

Office Phone Number:

Fax Number:

Website:

Email Address of Administrator:

Public Contact Email:

Contact Person:

Name:

Mailing Address:

City:

State:

Postal Code:

Country:

Telephone Number:

Fax Number:

Email of Contact Person:

Highest Ranking Member of the Board or Governing Committee:

Name:

Title:

Address:

Phone:

Fax:

Email:

STATEMENT OF UNDERSTANDING

VERIFICATION

By our signature(s) below, we represent that the Applicant has read, understands and will comply with the *CAGEN Standards for Accreditation*; that all information provided by the Applicant in connection with this Application for Educational Program Accreditation is true, correct and complete to the best of our knowledge and belief; and that in the event of a material change in the Educational Program after submission of this Application but before the Commission renders its decision, the Applicant will notify the Commission of the existence and nature of any such change.

AGREEMENT

In consideration of CAGEN's decision, if any, to grant Accreditation, the Applicant acknowledges and agrees that it shall:

- A. Annually complete and submit information requested on the current status of the accredited educational program(s).
- B. Report any material change in purpose, structure, or activities of the accredited educational entity's program(s).
- C. Report any material change in educational administration procedures for the program(s).
- D. Report any material change in educational presentation techniques or in the scope or objectives of the educational offerings (including online activities).
- E. Furnish any and all information that CAGEN may require to investigate whether the program complies with *CAGEN Standards for the Accreditation of Educational Programs leading to Diplomat Certification*.

Signature of Highest Ranking Member of Educational Entity

Signature of Chief Administrative Staff Member of Educational Entity

Print Name and Title

Print Name and Title

Date Signed

Date Signed

STANDARDS

Standard 1

Evidence:

- A. Document articulating the mission, purpose and scope of the full program or the course(s) to be offered for eligibility for the ACNB Diplomate examination
- B. Governing board/committee responsible for the educational program or course(s), each Diplomate's status with the ACNB and Curriculum Vitae (CVs). All CVs should be presented as an Appendix with all other CVs and a cover list of all of contents.
- C. The Educational Entity's bylaws, policies and procedures: these may be submitted one time in an Appendix and specific pages referenced throughout the responses to the standards. Example: Appendix A: Bylaws, pp 2-3 as board of directors, Appendix B: Policy & Procedure Manual, pp. 2-5 for governance policies and conflict of interest policy, p.4 for Ethics policy, etc.

Standard 2

Evidence:

- A. Document indicating governance structure and relationships of Board or Board Members with any accreditation body
- B. Policies and procedures regarding:
 1. Operational processes
 2. Participant eligibility standards
 3. Development, implementation and presentation of courses
 4. Selection of personnel and faculty
 5. Scoring of participant achievement for each course
- C. Policies and Procedures regarding planning committee structure with committee membership posted in public format (print or electronic)
- D. Policies and Procedures regarding Board member restrictions (Independence of the Board and key administration from credentialing body(ies), CVs assist in validation of this element)

Standard 3

Evidence:

- A. Provide the annual financial report as it relates to the educational program (Example: Continuing Education department in a College submits the financial report for that department with identification of the percentage of resources devoted to this program or set of courses)
- B. Provide financial policy and procedures
- C. Provide specific descriptions of facilities, equipment, resources and other physical resources that are utilized in the program. (Example: Percent of laboratory or teaching facilities devoted to this program identified along with the income or support indicating sustainability of the program)

Standard 4

Evidence:

- A. CV, job description and salary of full-time appointee/employee of the educational entity along with the organizational chart indicating the individual's authority for educational entities providing full Diplomate programs and an indication of the percentage of the administrator's time for entities providing only portions of the full Diplomate program
- B. CVs, job descriptions and salaries/contract fees for all key staff and non-staff consultants with each staff or consultant's role delineated in an organizational chart
- C. Identify staff responsible for record keeping, human resource maintenance, development and presentation of course(s) and post-course assessment (Provide the CVs if not included above)
- D. CVs for all faculty whether full-time or part-time or contract, include policy and procedures for continuing education requirements for faculty

Standard 5

Evidence:

- A. Self or program assessment integrating the latest Job Analysis from the ACNB with the course or program design (This may be a narrative document describing the method of the self/program assessment. Policies and procedures regarding this assessment must be included.)
- B. Description of the planning committee structure and composition including names and CVs of committee members and each one's responsibilities within the committee
- C. Identify the educational entity's minimum admission requirements for participants seeking education for ACNB exam eligibility (Must include at least those listed in the standard and may include additional requirements.)
- D. Policies and procedures related to the overall course offerings and the breadth of coursework available including:

1. A description of admissions requirements, attendance requirements, graduation requirements, and a statement of the ACNB examination requirements for candidates
 2. The content span of the courses necessary for participants who want to sit for the ACNB exam as indicated by the January 2014 Job Analysis
 3. If only a few offerings are available, where do these offerings fit into the overall program needed to sit the ACNB exam in accord with the January, 2014 Job Analysis or in the continuing education for existing Diplomates into greater depth or sub-specialty areas (The current Job Analysis is available from both the ACNB (www.acnb.org/resources/links) and CAGEN and is updated on a biannual basis by the ACNB)
- E. Course Management policies and procedures including:
1. Course planning committee policies and procedures (The course faculty must play a role in the determination of curricula and course content)
 2. Registration of participants
 3. Venue records per class and overall program activities
 4. Program and Course development
 5. Equating of faculty in courses across multiple presentation venues (if the same course is taught by different faculty, a method of assuring the same material is taught and participants are provided with equality in course information and presentation must be delineated and used)
 6. Course records by course, by faculty and by participant (transcripts including participant outcome scores by course) and maintained in a retrievable fashion for a minimum of fifteen years
 7. Course evaluations of faculty by session and by faculty
 8. Overall summaries by course and faculty
 9. Participant outcome measures that validate learning per course
- F. Confidentiality policies insuring participants' personal and course related information protection
- G. Disciplinary policies and procedures insuring appropriate treatment of sensitive information and fair decision making while addressing disciplinary issues or ethical issues

Standard 6

Publication of the following information for EACH course provided. (Website publication or print brochures are sufficient)

- A. Each course, whether it is in an overall program or a stand alone course, must include publication of the following information:

Faculty description (Certified Diplomate, D.C., Ph.D., M.D., D.O., D.V.M., D.D., DNP, DPTH., etc.)

- B. Course description

1. Overview
2. Participant learning objectives
3. Participant materials (handouts, notes, etc.)
4. Reference materials/learning resources: The Educational entity must have or provide a list of all resources and learning materials (books, notes, audio/visual material) needed by the student/learner to permit attainment of the goals and objectives of the program
5. Course prerequisite(s) if any
6. Learning environment including location, facility attributes (laboratory, equipment, online course, online supplemental materials, etc.)
7. Description of target participants and the level of education/certification for the participants expected to benefit from the course (e.g., ACNB certified or basic level prior to certification)
8. Credit hours or units assigned to each course for Continuing Education or for initial certification based on a 50 minute hour
9. Method of quantification of learning with measurement instrument administered at the conclusion of each course (Attendance alone is not sufficient)
10. All faculty affiliations with vendors or other potential conflicts of interest (e.g. equipment, supplements, etc.) must be included in course advertising and on handouts
11. Tuition and fees
12. Accreditation status for the class (CAGEN approved, state board approved, under review, etc.)
13. The mailing address, e-mail address and telephone number of CAGEN, with identification of CAGEN as the agency to which complaints about the compliance of the program should be addressed
- 14.

Standard 7

- D. Include the policies and procedures that support the annual reporting to CAGEN. These must include the following components:
1. Number of participants in Diplomate preparation program or courses for the for each year
 2. Anticipated student rates of completion of full program each year
 3. Anticipated number of candidates for the ACNB examination projected for the next examination period
 4. Current passing rate of candidates (supplied to the educational entity by ACNB) from the previous year (if program was held)
 5. Annual financial report
 6. Update of governing board, administration and faculty changes with accompanying curriculum vitae
 7. Summary of participant evaluations by faculty and by course
 8. Summary or aggregate statistics by course and by faculty of participant learning outcomes (i.e., end of course test scores)
 9. Update of any bylaw changes
 10. Update of any policy and procedure changes
 11. Update of ethical complaints and their dispositions
- E. Published reports for the public include the following components:
1. Number of students/learners in current programs
 2. Anticipated student rates of completion of full program each year
 3. Anticipated number of candidates for the ACNB examination
 4. Current passing rate of candidates (supplied to the educational entity by ACNB)
- F. Programs must demonstrate their use of these data as well as other outcomes measurements and assessments in planning for ongoing development of the effectiveness of the program (This information must be included as part of the continuing accreditation process via the annual report)