
Application for CAGEN Accreditation for Advanced CE Courses or Sub-specialty Continuing Education for Diplomate Recertification with the American Chiropractic Neurology Board

Submitted By

Official Name of Post-Graduate Educational Chiropractic/Functional Neurology Provider for Continuing Diplomate Education

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

Date

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 Application for Accreditation of Education for the Diplomate Eligibility) must be submitted for offerings leading to eligibility for Diplomate certification
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 for more than two (2) courses. 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, content and post-testing of students.
2. The application consists of three components:
 - a. General information and responses by Standard
 - b. Appendix: Exhibits
 - c. Required forms & attestations
3. Although the application follows the Standards for Accreditation for Advanced Courses or Subspecialty Continuing Education document, 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. For single courses, the response will be within 30 days.
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 following CAGEN guidelines for appeals.
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 is asking for 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 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 Incorporation) (Date of Incorporation)

Location of program administration:

Mailing/Courier Shipping Address

City:

State:

Postal Code:

Country:

Telephone 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 or Individual:

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 for Advanced Continuing Education*; that all information provided by the Applicant in connection with this Application for Advanced Continuing Education 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 Advanced Continuing Education for Diplomates*.

Signature of Highest Ranking Member
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 Advanced Continuing Education or sub-specialty programs.
- B. Governing board/committee responsible for the educational program or course(s), each Diplomat'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 Entities Bylaws and 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.

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 (if a non-volunteer) of full-time or part-time appointee/employee of the educational entity along with the organizational chart indicating the individual's authority for educational entities providing Advanced Continuing Education courses or programs and an indication of the percentage of the administrator's time for entities providing only one or a few stand alone courses or sub-specialty program(s)
- B. CVs, job descriptions and salaries/contract fees for all key staff and non-staff consultants. 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 advanced continuing education for Diplomates (Must include at least those listed in the standard, 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, participant learning assessment methods, and a statement of the ACNB continuing education requirements for Diplomates (30 CEs annually)
 2. The content span of the advanced courses (If a sub-specialty complete program, a full programmatic content listing)
- 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. 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 (For individual providers offering single courses, this information may be forwarded to the ACNB for archiving)
 7. Course evaluations by session and by faculty and overall summaries by course and faculty (For individual providers offering single courses, this information may be forwarded to the ACNB for archiving)
 8. Participant outcome measures that validate learning per course
 9. For online or distance education and other alternative types of courses, a detailed description of the method utilized to authenticate attendance and credit hours (50 minute hours) is essential (a statement of attendance is NOT sufficient)
- 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 sub-specialty 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. Description of target participants and the level of education/certification for the participants expected to benefit from the course (e.g., ACNB certified)
 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

Standard 7

- A. Include the policies and procedures that support the annual reporting to CAGEN. These must include the following components:
 - a. Number of participants in current courses or advanced programs or sub-specialty programs
 - b. Anticipated student rates of completion of sub-specialty program(s) each year
 - c. Current passing rate of candidates taking the sub-specialty exams
 - d. Annual financial report
 - e. Update of governing board, administration and faculty changes with accompanying curriculum vitae
 - f. Summary of participant evaluations by faculty and by course
 - g. Summary or aggregate statistics by course and by faculty of participant learning outcomes (i.e., end of course test scores).

-
- h. Update of any bylaw changes
 - i. Update of any policy and procedure changes
 - j. Update of ethical complaints and their dispositions
- B. Published reports for the public include the following components:
- a. Number of participants in current programs
 - b. Anticipated participant rates of completion of sub-specialty programs or advanced continuing education each year
 - c. Anticipated number of sub-specialty candidates for examination
 - d. Current passing rate of sub-specialty candidates (supplied to the educational entity by certification board)
- C. Programs must demonstrate their use of this 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.)