

Commission on Accreditation of Graduate Education in Neurology
Application for Graduate Program in Clinical Neurology

Date: _____

Name of the Graduate Neurology Program:

Address:

City, State
Zip:

Phone:

Fax:

E-mail:

Website:

CAGEN Application for Graduate Program in Clinical Neurology

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Table of Sponsoring Institution Exhibits:

Applicants must supply the requested exhibits

- A. Organization Chart
- B. Staff Handbook
- C. Catalog
- D. Meeting Minutes (Leadership, Advisory Council, Faculty, and Staff)
- E. Institutional Effectiveness Data and Planning Document
- F. Strategic Plan
- G. Program Outcomes
- H. Curriculum Maps
- I. Program Comparisons
- J. Curriculum Faculty Training Manual
- K. Distance learning tracking
- L. Technology Requirements
- M. Sample Student Academic Inquiries (chat, email)
- N. Sample Motivational Comments
- O. Grading Policies for Distance Learning
- P. Student Records Sample
- Q. Transcript System Sample
- R. Sample of Diplomas / Certificates
- S. Complaint/Grievance Policy
- T. Course Management (Faculty Payroll, Student Tuition Registration, Proof of Attendance)
- U. Outcomes Assessment Plan
- V. Sample Surveys
- W. Faculty Qualifications
- X. Faculty Teaching Responsibilities
- Y. Faculty/Instructor Résumés
- Z. Faculty/Instructor/Staff Evaluation Sample
- AA. Sample Faculty Contracts
- BB. Professional Development Documents for administration
- CC. Sample Advertising and Promotional Materials
- DD. Disclosures Checklist
- EE. Sample Testimonials and Endorsements
- FF. Student Consent Sample
- GG. List of Students Enrolled
- HH. Sample Transfer Credit and or refund
- II. Floor Plan
- JJ. Facilities, Equipment, and Supplies Maintenance Plan
- KK. Fire, Health, and Occupancy Inspection Licenses
- LL. Certificate of Liability Insurance
- MM. Division of Corporation Annual Report Sample

A.Mission, Self-Assessment and Planning

1. Mission Statement:

The Graduate Neurology Program must have adopted a statement of mission, which:

- a. Is based on the understanding of chiropractic stated in the Foreword.
- b. Is consistent with the mission of the institution housing the program and endorsed by the governing board of the institution housing the program.
- c. Provides for:
 - (1) An educational program leading to the eligibility to sit for the American Chiropractic Neurology Board (ACNB) examination;
 - (2) The conduct of research and other scholarly activities in

chiropractic/functional neurology.

Please present the mission statement of the applicant institution:

2. Goals:

The Graduate Neurology Program must have established goals, derived from its mission and giving direction to its activities in education, research and service.

Please present the goals of the applicant institution:

3. Objectives:

The Graduate Neurology Program must have developed its goals into objectives, which state specific achievements toward which the program is working.

Please present the objectives of the applicant institution:

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4. Self-Assessment:

The Graduate Neurology Program must carry out a self-assessment (every 3-5 years) in which it:

- a. Evaluates how well it is fulfilling its mission and attaining its goals and objectives.
- b. Identifies the manner in which resources are utilized to the fulfillment of mission and attainment of goals and objectives.

Please present current self-assessment of the applicant institution under separate attachment:

5. Planning:

The Graduate Neurology Program must engage in a formal planning activity based on its self-assessment and directed toward:

- a. Identifying changes in resources and organization of resources that would provide for more complete fulfillment of the mission and attainment of goals and objectives.
- b. Reviewing the mission, goals and objectives to encourage the Graduate Neurology Program continued improvement and respond to changing circumstances of the program, its environment and current chiropractic and neurological research.

Outcomes measurements such as Graduate Neurology Program student/learner completion rates, success rates on ACNB examinations, and re-examination rates must be utilized to guide planning activities.

Please present the current planning of the applicant institution under separate attachment:

B. Requirements of Chiropractic Graduate Programs in Clinical Neurology

1. Graduate Neurology Program's Current Accreditation Status:

2. Curriculum Updates: Applying Institutions must show curriculum updates every 3 - 5 years.

2. Conflict of Interest

All conflicts of interest need to be avoided. All financial relationships between equipment companies, vendors, institutions, etc. need to have disclosure. Disclosure needs to be made public, in print or electronic form, to the students/learners and CAGEN.

Please present any conflicts of interest of the applicant institution:

3. Administration:

A full-time appointee of the Chiropractic Graduate Programs in Clinical Neurology must be designated as the individual having primary authority and responsibility for administration of the Graduate Neurology Program.

Please present the full-time appointee of the applicant institution:

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4. Public Disclosure:

Each Graduate Neurology Program must make available to the public, in print or electronic form, the following information:

- a. The program's mission, goals and objectives.
- b. A list of the members of the governing board.
- c. The name of the individual designated as the chief administrative officer.
- d. A list of all administrators, faculty, and professional staff members with their respective academic credentials.
- e. A list of each course offered, its contents and value in terms of credit hours.
- f. A description of admissions requirements, attendance requirements, graduation requirements, and a statement of the ACNB examination requirements for candidates.
- g. Descriptions of physical facilities and learning resources.
- h. Tuition fees, and other mandatory and elective student/learner charges, along with the refund policies and procedures for each charge.
- i. The current accredited status of the Chiropractic Graduate Program in Clinical Neurology with the CAGEN.
- j. The mailing address, e-mail address and telephone number of the CAGEN, with identification of the CAGEN as the agency to which complaints about the compliance of the program should be addressed.

Please present the public disclosure information of the applicant institution under separate attachment with each item clearly identified:

C. Required Graduate Neurology Program Characteristics

1. Instructional Hours

The Graduate Neurology Program must require each candidate for ACNB examination has successfully completed not less than 300 instructional hours.

Please present the required instructional hours of the applicant institution:

2. Curriculum

The curriculum required for the course content is individual, but must include important subject areas of study and applications for patient assessments, diagnosis and treatment (not necessarily in individual courses for each subject). These areas of importance are found in attachment Job Analysis 2014-Final on the CAGEN and ACNB websites for download. The rating scale is based upon a Job Analysis done by Chiropractic Neurologists in the active treatment of patients. This rating scale and testing is based on the current Job Analysis.

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Please enclose under separate attachment a comprehensive program syllabus for each section/class of your graduate program in neurology in the following format:

- a. Course name*
- b. Continuing education credit hours*
- c. Instructor*
- d. Location*
- e. Goal*
- f. Key concepts*
- g. Lecture format*
- h. References and texts*
- i. Materials to be covered*
- j. Clinical case study descriptions*
- k. Practicum descriptions*

3. Course management

All courses for which credit hours are awarded towards completion of the educational program must be managed and directed by the institution that is applying for CAGEN approval.

All tuition must be paid directly to the institution that is applying for CAGEN approval.

All instruction in the program must be provided by faculty of the institution that is applying for CAGEN approval.

All continuing education credits utilized for recertification of Neurology credentials must be managed and directed by an institution that is accredited by CAGEN.

All tuition for continuing education credits utilized for recertification of neurology credentials must be made payable to an institution that is accredited by CAGEN.

All instruction for continuing education credits utilized for recertification of Neurology credentials must be provided by faculty of an institution accredited by CAGEN.

Please provide exhibits A-C

A. Sample of faculty payroll

B. Sample student registration

C. Sample proof of attendance for form

D. Required Graduate Neurology Program Resources

1. Learning Resources

The program 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.

Please provide a list of all resources and learning materials needed for the program presented by the applicant institution:

2. Physical Resources

The Graduate Neurology Program must provide physical facilities, equipment and other physical resources that are necessary and appropriate for meeting the mission, goals, and objectives of the program.

Please present under separate cover a list of physical facilities, equipment and other physical resources utilized for each program presented by the applicant institution:

E. Faculty

The Graduate Neurology Program 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

Please present under separate cover a Curriculum Vitae for each faculty member utilized by the applicant institution:

2. Professional Development of Faculty

The Graduate Neurology Program 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.

Please present professional development of the faculty utilized by the applicant institution:

3. Course and Curriculum Development Role of Faculty

The faculty must have a role in determining the content of the curricula.

Please present course and curriculum development role of the faculty utilized by the applicant institution:

F. Minimum Admission Requirements for Students/Learners

1. Students/Learners Attending Graduate Neurology Program

Students/learners that are qualified for acceptance into accredited Graduate Neurology Program are:

- a. In possession of Doctorate Degree in a Health Discipline.
- b. Active full time students at a chiropractic/medical/dental college/institute.
- c. In possession of a tertiary degree (Ph.D., etc.)

Please present evidence that the students/learners are qualified to take the applicant institution's graduate school program in clinical neurology:

G. Outcomes

- Accredited Graduate Neurology Program annually must assemble and report to the CAGEN data demonstrating:
- a. Number of students/learners in current programs
 - b. Anticipated student rates of completion each year
 - c. Anticipated number of candidates for the ACNB examination
 - d. Current passing rate of candidates (supplied by ACNB)

Programs must demonstrate their use of these data, and may utilize other outcomes measurements and assessments in planning for ongoing development of the effectiveness of Graduate Neurology Program:

The applicant program agrees to annually assemble and report to the CAGEN the above data:

_____ YES _____ NO

Outcomes Assessment:

Number of students/learners in total program: _____

Anticipated student/learner graduation numbers:

2022 _____

2023 _____

2024 _____

2025 _____

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Anticipated candidates for the ACNB examination:

2022 _____

2023 _____

2024 _____

2025 _____

Current passing rates of candidates of the ACNB examination: (Skip if new program)
(number of passing graduates/total number of graduates that took the examination)

percentages written part oral part both

2016 _____

2017 _____

2018 _____

2019 _____

2020 _____

2021 _____

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To the best of my knowledge, all statements, answers and attached documents provided are true and accurate. No attempt has been made to intentionally deceive or falsify information.

To be signed and sworn in front of notary public (USA) or equivalent (Foreign).

Signature: _____

Name (print): _____

Date: _____ / _____ / _____

Notarization:

Witnessed by: _____

Signature: _____

Commission ends on: _____ / _____ / _____

Seal

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APPLICATION & RE-ACCREDITATION FEE

\$2,500.00 for 300 hour Clinical Neurology Program, Certification and Sub- Specialty Program(s)

\$4,000.00 for 300 hour Neurology Program plus Additional

Certification and Sub- Specialty Programs

Approvals renewals are every 5 years

Checks written out to:

CAGEN
2441 Professional Parkway
Santa Maria, CA 93455