

**HANDBOOK OF  
ACCREDITATION FOR  
NATUROPATHIC MEDICINE  
PROGRAMS**

*2007 Edition*

**CNME**

COUNCIL ON NATUROPATHIC MEDICAL EDUCATION

HANDBOOK OF  
ACCREDITATION FOR  
NATUROPATHIC MEDICINE  
PROGRAMS

*2007 Edition*

CNME

COUNCIL ON NATUROPATHIC MEDICAL EDUCATION

342 Main Street, PO Box 178, Great Barrington, MA 01230

*Phone* (413) 528-8877 ♦ *Fax* (413) 528-8880 ♦ [www.cnme.org](http://www.cnme.org)

2007 Edition. Previous editions were published in 1986, 1994, 1998, 2002, 2003, and 2004. CNME reserves the right to make changes to the *Handbook* at any time. Please contact the CNME office for any updates.

All or any portion of this *Handbook* may be reproduced without permission.

# Contents

## ■ PART ONE: General Information and Procedural Guide

<b>Preface</b> .....	1
<b>Background Information</b> .....	1
- History of the Profession .....	1
- Accreditation of Naturopathic Medical Education .....	2
- How the Council Is Organized .....	2
<b>Values, Vision, Mission and Goals of the Council</b> .....	3
<b>Overall Objectives of the Accreditation of Naturopathic Medicine Programs</b> .....	4
<b>Specific Objectives for the Accreditation Process</b> .....	4
<b>Specific Objectives for the Accreditation Process in Evaluating a Naturopathic Medicine Program</b> .....	5
<b>The Meaning of Accreditation by the Council</b> .....	8
<b>Actions by Other Accreditors and Public Agencies</b> .....	8
<b>Eligibility Requirements</b> .....	9
<b>Candidate for Accreditation</b> .....	10
- Introduction.....	10
- Application for Consideration.....	11
- Self-Study Report for Candidacy .....	11
- Evaluation Visit for Candidacy .....	11
- Public-Comment Period .....	11
- Council Decision-Making Procedures .....	12
- Reconsideration .....	12
- Terms of Agreement.....	12
- Loss of Candidacy .....	13
- Impartiality of Council Actions.....	14
- Withdrawal of an Application .....	14
<b>Accreditation Actions</b> .....	14
- Introduction .....	14
- Sanctions .....	15
- Withdrawal of Accreditation .....	16
- Reinstatement of Accreditation .....	16
- Impartiality of Council Actions .....	16
- Withdrawal of a Request .....	16
- Annual Report .....	16
<b>The Comprehensive Self-Study Process</b> .....	17
- General Review .....	17
- Evaluating a Self-Study Process .....	17
- Outcomes of the Self-Study Process .....	18
- Steps in the Self-Study Process .....	18
- Self-Study Timetable.....	19
- Summary of the Comprehensive Self-Study Process.....	19
- Chart: “Suggested Sequence for Self-Study” .....	20
<b>The Evaluation Team</b> .....	20
- Function and Composition.....	20
- Arrangements .....	21
- Pre-Visit Meeting of the Evaluation Team .....	21
- Initial Meeting with College or Program Representatives .....	21
- The Evaluation Team at Work.....	21
- Final Interview on Campus .....	22
- Evaluation Report.....	22
- Council Decision-Making Procedures. ....	22

<b>Substantive Change</b> .....	23
- Introduction .....	23
- Definition and Examples .....	23
- Approval Process.....	23
- Substantive Change Report .....	24
- Progress Report and Evaluation Visit.....	24
<b>Disclosure of Information</b> .....	25
- Public Information and Notification to Agencies .....	25
- Information Report.....	26
- Confidentiality of Documents.....	26
- Public Comments .....	26
<b>Fees and Dues</b> .....	27
- Application Fees .....	27
- Dues Structure .....	27
- Evaluation Fees.....	27
<b>■ PART TWO: Accreditation Standards and Self-Study Guide for Naturopathic Medicine Programs</b>	
I. Standard on Mission and Objectives .....	28
II. Standard on Organization and Administration .....	30
III. Standard on Financial Resources .....	35
IV. Standard on Faculty.....	37
V. Standard on Student Services .....	41
VI. Standard on the Core Curriculum.....	44
VII. Standard on Clinical Education.....	47
VIII. Standard on Continuing Education and Certificate Programs .....	50
IX. Standard on Library and Information Resources.....	53
X. Standard on Research.....	55
XI. Standard on Physical Resources .....	57
<b>■ PART THREE: Policies of the Council</b>	
I. Policy on Council Membership .....	59
II. Policy on Potential Conflicts of Interest .....	60
III. Policy on Appeals .....	60
IV. Policy on Complaints against Institutional Members or the Council.....	62
V. Policy on the Representation of a Program’s Relationship with the Council .....	64
VI. Policy on Student Complaints.....	65
VII. Policy on Public Comments.....	65
VIII. Policy on Teach-Out Agreements.....	66
IX. Policy on Reporting Information.....	66
X. Policy on Defining Canadian Licensing.....	66
XI. Policy on Donations .....	66
XII. Policy on Implementing the Rotation System for Breaking Tie Votes .....	66
XIII. Rules for Nominating Institutional Member Representatives .....	67
XIV. Past President Policy .....	67
XV. Policy on the President-Elect.....	67
<b>■ PART FOUR: Appendices</b>	
I. Articles of Incorporation .....	68
II. Bylaws.....	72
III. Council Administration and Communications .....	75
IV. Glossary .....	76
V. Institutional Members.....	80
VI. Board of Directors and Staff.....	81

# PART ONE

## GENERAL INFORMATION AND PROCEDURAL GUIDE

### Preface

Accreditation is recognition granted to educational institutions, or to specialized and professional programs offered by educational institutions, signifying attainment of a certain specified level of quality and integrity in its operations. This recognition entitles programs and institutions to the confidence of the general public, the educational community, governmental agencies, and other agencies and organizations. In the United States this recognition is extended primarily through private, independent entities. These accreditors establish standards and other criteria for accreditation, conduct evaluation visits, and decide whether to recognize the institutions or the specialized and professional programs that have applied. Once recognized, the institutions and programs are monitored and periodically re-evaluated by their accreditors.

The two basic types of accreditation are “institutional” and “programmatic.” Institutional accreditation applies to an entire educational institution, while programmatic accreditation applies to specialized or professional programs, departments or schools that are part of the total higher education institution. Institutional accreditors often require that an institution’s principal specialized programs first be recognized by the appropriate programmatic accreditors. Programmatic accrediting agencies also are often referred to as “specialized accreditors” or, if they accredit programs in one of the professions, as “professional accreditors.”

As a programmatic or professional accrediting agency, the Council on Naturopathic Medical Education serves to ensure the high quality of naturopathic medical education in the United States and Canada through the voluntary accreditation of naturopathic medicine programs. In the U.S., to be eligible for accreditation by the Council, a naturopathic medicine program must be at an institution accredited or pre-accredited by a recognized institutional accrediting agency. In Canada, the program must be at an institution that has provincial approval for participation in government funded student-aid programs.

Graduates and third-year students of programs recognized by the Council are eligible to take the Naturopathic Physicians Licensing Examinations, which is administered by the North American Board of Naturopathic Examiners in the U.S. and Canadian jurisdictions that regulate the practice of naturopathic medicine. As of December 2007, the jurisdictions included Alaska, Alberta, Arizona, British Columbia, California, Connecticut, District of Columbia, Hawaii, Idaho, Kansas, Maine, Manitoba, Montana, New Hampshire, Ontario, Oregon, Puerto Rico, Saskatchewan, Utah, Vermont, the U.S. Virgin Islands, Washington, D.C., and Washington. Extensive information about naturopathic practice in the U.S. and Canada appears in a September 2001 report funded by The Arkay Foundation and published by the Center for the Health Professions at the University of California, San Francisco. The 117-page report, *Profile of a Profession: Naturopathic Practice*, may be downloaded without charge from the publications link at [www.futurehealth.ucsf.edu](http://www.futurehealth.ucsf.edu).

### Background Information

#### ■ History of the Profession

Naturopathic medicine is a system of primary health care practiced by naturopathic physicians for the prevention, diagnosis and treatment of disease. This approach to health care emphasizes education, self-responsibility, natural medicines and therapies to support and stimulate the individual’s self-healing processes.

Naturopathic medicine is rooted in the healing wisdom of many cultures and times. As a distinct healthcare profession in the United States, naturopathic medicine is over 100 years old. In the late 1800s and early 1900s, practitioners from a variety of medical disciplines joined in forming the first professional societies of naturopathic medicine. More than 20 naturopathic medical colleges were established, and naturopathic physicians were licensed in a majority of states. Naturopathic medical conventions in the 1920s attracted more than 10,000 practitioners.

During the 1940s and ‘50s the number of naturopathic physicians declined with the rise of pharmaceutical drugs, technological medicine, and the belief that drugs could eliminate all disease. Naturopathic medicine has experienced a resurgence since the 1960s as a more health-conscious public seeks alternatives to conventional medicine. The

profession continues to grow and evolve, incorporating elements of modern conventional medicine that advance the knowledge of the mechanisms of natural healing and therapeutics, especially in the fields of diagnosis, immunology, clinical nutrition and botanical medicine.

### ■ Accreditation of Naturopathic Medical Education

Efforts by the naturopathic medical profession to establish its own accrediting body began in 1953. Educational requirements were adopted by the national naturopathic bodies of the time: the Council on Education and its sponsoring bodies, the Council on State Boards of Naturopathic Examiners and the House of Delegates of the American Association of Naturopathic Physicians. Between 1953 and 1978 the accrediting body underwent several name and structural changes, while continuing to carry out its functions according to the basic principles pertaining to accreditation of naturopathic medicine programs.

In 1978 the Council on Naturopathic Medical Education was incorporated under the District of Columbia Non-profit Act and assumed accrediting responsibilities for the field of naturopathic medicine. Since 1978, the Council has become accepted as the national accrediting body for naturopathic medicine programs by colleges and universities in the United States and Canada that offer four-year, residential naturopathic medicine programs, as well as by the American Association of Naturopathic Physicians, the Federation of Naturopathic Medical Licensing Authorities, and the North American Board of Naturopathic Examiners. The Council is recognized as a programmatic accrediting agency by the U.S. Department of Education, and is a member of the Association of Specialized and Professional Accreditors (ASPA) and subscribes to ASPA's Code of Good Practice.

### ■ How the Council Is Organized

The Council—an independent agency incorporated under the District of Columbia's Non-profit Act and recognized by the U.S. Internal Revenue Service as a tax-exempt 501(c)(3) organization—has four membership categories:

1. **Institutional Members.** Naturopathic medicine programs with the Council's accreditation or candidacy are nonvoting institutional members.
2. **Institutional Member Representatives.** The Council has three voting positions on its Board of Directors for institutional member representatives, rotationally elected from the recognized naturopathic medicine programs.
3. **Profession Members.** At least four but not more than six voting members of the Council must be licensed naturopathic physicians with a knowledge of evaluation of naturopathic medicine programs for accreditation.
4. **Public Members.** Two or three voting members must be representatives of the public, not affiliated with a naturopathic medicine program or the naturopathic medical profession.

The Council's voting members constitute the corporation's Board of Directors. They determine policy and procedures, evaluate and monitor naturopathic medicine programs, and make decisions about accreditation and candidacy.

# The Values, Vision, Mission and Goals of the Council on Naturopathic Medical Education

## ■ Values Statements

The Council values:

1. The traditional and evolving principles of naturopathic medicine and their expression in the objectives, research activities, and didactic and clinical curriculum components of contemporary naturopathic medical education programs.
2. Quality and continuing improvement in naturopathic medical education programs—as well as in its own policies, standards and processes—achieved through ongoing outcomes assessment, creativity, productive innovation and responsiveness to change.
3. Its primary accountability to the public, including students interested in entering or enrolled in educational programs in naturopathic medicine and the patients they will serve upon graduation.
4. Due process, characterized by openness, transparency, fairness, equality, and consistency as well as objectivity and valid and reliable, evidence-based approaches to the determination of a program's compliance with accreditation standards.
5. Partnership and peer review processes, characterized by communication, consultation and cooperation with organizations and individuals involved in naturopathic medical education, practice, certification and regulation, as well as with naturopathic medical students and the general public.
6. The volunteers and staff supporting its operation and the on-going enhancement of their potential contributions through orientation and training sessions, programs and other opportunities for learning and growth.
7. Practical, efficient and cost effective approaches to discharging its obligations and responsibilities.

## ■ Vision Statement

The vision of the CNME is to be recognized as the effective and innovative accrediting agency advancing the quality of naturopathic medical care internationally through accreditation standards and processes that promote excellence in education.

## ■ Mission Statement

The mission of CNME is quality assurance: serving the public by accrediting naturopathic medical education programs in the U.S. and Canada that voluntarily seek recognition and that meet or exceed CNME's standards.

## ■ Goals

To enable CNME to pursue its vision and to fulfill its mission, the Board has identified the following as the primary goals of the CNME:

1. To provide a conjoint accreditation service that works in collaboration with the naturopathic profession, educators, regulators, certifying bodies and the public in developing and administering its standards and processes.
2. To foster collaboration and cooperation among the naturopathic educational institutions and other health care education institutions and professions.
3. To pursue the development of processes and cooperative arrangements which minimize unnecessary duplication of effort for programs seeking accreditation.
4. To maintain a practical, cost-effective and efficient model of governance and administrative support.

5. To operate in a manner that respects due process and is characterized by openness, transparency, fairness, equality, and consistency.
6. To develop credible, relevant, clear and regularly updated accreditation/certification standards.
7. To ensure, through valid and reliable evidence-based evaluation processes, that CNME standards are being met by naturopathic medicine programs that seek CNME recognition.
8. To give public recognition to those educational programs in compliance with CNME standards, and to foster and encourage the continuing improvement of naturopathic medical education programs.
9. To foster the development of new institutions and new programs by providing assistance and information on program development and accreditation.

#### **A. Overall Objectives of the Accreditation of Naturopathic Medicine Programs**

1. To assure the general public, the educational community, governmental agencies, and other agencies or organizations that naturopathic medicine programs are of acceptable academic quality and integrity.
2. To enhance the quality of naturopathic medical education by establishing and maintaining high standards for the accreditation of naturopathic medicine programs.
3. To promote through naturopathic medical education high standards of professional competence, responsibility and conduct.
4. To protect the integrity of naturopathic medical education and to preserve its independence of judgment and control of its educational activities.
5. To encourage equal opportunity for all qualified persons to obtain a naturopathic medical education and enter the naturopathic medical profession.
6. To assure licensing authorities that naturopathic medicine programs satisfy the educational requirements for licensing as a naturopathic physician.

#### **B. Specific Objectives for the Accreditation Process**

1. To promote excellence in naturopathic medical education by establishing objectives, eligibility requirements, standards, policies and procedures for the evaluation of naturopathic medicine programs for accreditation and candidate for accreditation status; and by providing public notice of proposed changes in standards with opportunity for comment by interested parties prior to the adoption of changes.
2. To ensure that the accrediting process recognizes and encourages diversity and innovation in naturopathic medicine programs.
3. To ensure that the accrediting process evaluates the appropriateness of the naturopathic medicine program's objectives; the adequacy of resources and organization to achieve these objectives; the educational outcomes indicating whether objectives have been met; and whether there is reasonable assurance objectives will continue to be met.
4. To maintain a systematic program of review of accrediting objectives, eligibility requirements, standards, policies and procedures to ensure that they contribute to the purposes of accreditation and continue to be relevant to the educational needs of students and to the health-care needs of the public students will serve.
5. To confirm that the evaluation, policy and decision-making process reflects the community of interests directly affected by the Council, including effective, impartial public representation and the application of due process.
6. To ensure that the organization and operation of the accrediting process contain effective controls against conflicts of interest and against inconsistent application of evaluative criteria.
7. To encourage the ongoing improvement of accredited and candidate programs, and to disseminate information among schools that will stimulate program improvement.
8. To conduct periodic re-evaluations of accredited and candidate programs.

9. To require, as integral parts of the accrediting process, a comprehensive self-study that is analytical, interpretive and evaluative; an evaluation visit; and an institutional commitment to a continuing process of self-analysis and self-evaluation.
10. To make public written material that clearly describes the Council's current purposes and objectives, definitions of member categories, standards, policies and procedures for determining accreditation actions.
11. To verify and publish the academic and professional qualifications of the members of its policy and decision-making bodies and the names of its administrators.
12. To make public a list of accredited and candidate programs.
13. To require accredited and candidate programs to provide to the Council information requested by the Council in the form and at the times specified, in order to ensure that standards are being maintained and to enable the Council to develop comparative statistics on all phases of program operation.

### **C. Specific Objectives of the Accreditation Process in Evaluating a Naturopathic Medicine Program**

#### ***Mission and Objectives***

1. To determine that the program has a clear and publicly available statement of its mission and objectives, adopted by the institution's administration and governing board, demonstrating that the program's purposes are appropriate to the preparation and training of naturopathic physicians.
2. To require that the program's mission and objectives are regularly reviewed and evaluated.
3. To determine that the program's objectives emphasize the advancement of excellence in its educational offerings.
4. To encourage the program to include among its objectives the promotion of appropriate relationships and communications with other institutions of higher education and with the naturopathic medical profession.

#### ***Organization and Administration***

5. To determine that the relationships between the program and the institution's administration and governing board are defined and implemented to enable the program to achieve its mission and objectives.
6. To verify that the institution's governing board and its members have a demonstrated commitment to excellence in naturopathic medical education.
7. To determine that the program has appropriately qualified administrators and is so organized and operated as to make the best use of its resources to achieve its mission and objectives.
8. To verify that the chief academic officer and faculty have responsibility for the educational offerings and academic regulations of the program, within the policies of the institution's governing board.
9. To verify that the program's administrators have appropriate mechanisms for the periodic evaluation of the program's components and services in order to determine their effectiveness in fulfilling the program's mission and objectives.
10. To verify that the program's administrators have appropriate mechanisms for systematic planning to enhance the quality and effectiveness of the program.
11. To ensure that the program has current and accurate official publications setting forth the academic regulations, curriculum, costs and other information regarding attendance.
12. To confirm that the program has policies and procedures that support the dignity of all persons and protect the rights of its faculty, staff, students, and clients, embodying the principles of due process and fair practices.

#### ***Finances***

13. To confirm that the program has, and can be expected to maintain, the financial resources and fiscal management necessary to fulfill its mission and objectives.

14. To encourage the program to seek effective ways of expanding its financial resources and developing new sources of support.

### ***Faculty***

15. To ensure that the program has a faculty whose credentials, experience, and abilities are appropriate and sufficient to offer a sound education in naturopathic medicine and to support the program's mission and objectives.
16. To verify that the program has appropriate mechanisms for evaluating faculty effectiveness.
17. To encourage the program to have policies and practices that provide for the professional growth and development of the faculty.
18. To verify that the program has sufficient core faculty to provide coherent academic planning and curricular development, while recognizing that the proper use of appropriately qualified specialists as adjunct faculty is an effective means of enriching the naturopathic medicine program.
19. To determine that the program demonstrates a commitment to providing equal opportunity in faculty recruitment.
20. To confirm that the program protects academic freedom in teaching, scholarship and research.

### ***Student Services***

21. To determine that the program has policies and procedures designed to admit and retain only students who demonstrate the potential for successful study and practice of naturopathic medicine.
22. To determine that the program provides effective student financial aid guidance and advisement.
23. To ensure that the program has policies and procedures designed to meet a broad range of its students' educational, personal and professional needs.
24. To determine that the program demonstrates a commitment to equal opportunity in the study of naturopathic medicine and entry into the profession.
25. To ensure the program documents the educational achievements of its students in verifiable and consistent ways.

### ***Core Curriculum***

26. To ensure that the core curriculum is rigorous and is based on the knowledge, skills, values and attitudes that are essential for the graduate to function as a competent, responsible, and licensed naturopathic physician.
27. To verify that each student's academic progress is assessed by a uniformly applied grading system, and that student achievement measurements demonstrate the program is succeeding in its mission.
28. To determine that the courses required of students in the basic sciences, clinical sciences, naturopathic history and philosophy, and practice management are appropriate for educating future naturopathic physicians with respect to meeting the needs of the public.
29. To confirm that a naturopathic medicine program accurately describes in sufficient detail its core curriculum courses to prospective students.
30. To ensure systematic self-evaluation of a program's core curriculum, and to encouraging ongoing improvement of the core curriculum's design and offerings.
31. To encourage perceptive and imaginative innovation in the design of the core curriculum, aimed at intensifying the effectiveness of the naturopathic medicine program in meeting its mission.

### ***Clinical Education***

32. To verify that the clinical education component of a naturopathic medicine program is successful with respect

to student achievement in relation to the program's mission.

33. To ensure that the clinical education component establishes and publishes appropriate policies that apply to students, faculty, administrators and staff.
34. To verify that clinical faculty are qualified and demonstrate ongoing professional development.
35. To confirm that the clinical education component is appropriately and competently administered and adequately funded.
36. To ensure that students are fully prepared for entering the clinical education component of the curriculum, that students have an adequate amount of time for their clinical education, and that the time is appropriately spent in preparing students for practice as licensed naturopathic physicians.
37. To ensure that clinical facilities and staff are adequate for providing experiences to student clinicians in all aspects of naturopathic diagnosis and treatment that are allowed by the jurisdiction in which the program is located, with all student clinicians having comparable educational experiences.
38. To verify that the clinical education component of the curriculum provides students with the professional competencies necessary for them to become effective and responsible licensed naturopathic physicians.

### ***Continuing Education and Certification Programs***

39. To encourage the program to offer continuing education courses and seminars to help naturopathic physicians in maintaining and improving their knowledge and skills.
40. To verify that all continuing education sponsored by the program is of acceptable quality and consistent with its mission and objectives.
41. To ensure that the Council has detailed information on a program's continuing education offerings and supplemental certification programs, and to ensure that any certification programs are authorized by the Council in advance.

### ***Library and Information Resources***

42. To ensure that the program has adequate and appropriate library and information resources available to sustain its mission and objectives.

### ***Research***

43. To encourage the program to make adequate provisions to stimulate and support research by students and faculty.
44. To confirm that the program has research policies and procedures to ensure appropriate administrative control in conformity with the program's mission and objectives.

### ***Physical Resources***

45. To determine that the program has and adequately maintains the physical facilities and equipment necessary to achieve its mission and objectives.

## The Meaning of Accreditation by the Council

Accreditation by the Council on Naturopathic Medical Education means that the mission and objectives of a naturopathic medicine program are soundly conceived and clearly stated, the program satisfies the Council's standards and abides by the Council's policies, the program's mission and objectives are being accomplished, and the program is organized, staffed and supported in a manner that should continue to merit confidence.

When granted, accreditation applies to the entire naturopathic medicine program. It indicates that each related unit of the program has been evaluated and has been found to be achieving its purpose satisfactorily, although all parts of the program may not be performing at the same level of quality.

The usual first step for naturopathic medicine programs is to seek recognition as a candidate for accreditation. While candidacy does not assure eventual accreditation, it denotes an affiliation with the Council. This initial recognition indicates a program has met the Council's eligibility requirements and is progressing toward accreditation. A mature naturopathic medicine program may submit the basic application materials and request permission to bypass candidacy and proceed with a comprehensive self-study and evaluation for accreditation.

As a programmatic accreditor, the Council's grant of candidacy or accreditation does not qualify a naturopathic program for participation in student aid programs under the U.S. Higher Education Act. U.S. institutions offering naturopathic medicine programs must have accreditation or pre-accreditation from an institutional accreditor recognized by the U.S. Secretary of Education to establish HEA eligibility for students in their naturopathic medicine programs.

Under rules adopted in 2000 by the North American Board of Naturopathic Examiners, graduates of—and third-year students enrolled in—programs that have accreditation or candidacy from the Council are eligible to apply for the Naturopathic Physicians Licensing Examinations (NPLEX). If a U.S. institution offering a four-year naturopathic program not recognized by the Council has institutional accreditation or pre-accreditation from a regional accrediting agency which includes the naturopathic program, and if the program has had a candidacy or accreditation application accepted for consideration by the Council, students may apply for the basic sciences portion of the NPLEX after completing the core curriculum (i.e., after the first two years of the four-year program). The naturopathic medicine program, however, must have the Council's accreditation or candidacy for graduates to apply for the clinical sciences portion of NPLEX. The clinical sciences portion of the curriculum comprises, for the most part, the last two years of the four-year program.

Accreditation and candidacy are not retroactive. Those who graduated from a naturopathic medicine program before it was granted accreditation or candidacy by the Council do not become eligible to apply for NPLEX when the program achieves accreditation or candidacy.

## Actions by Other Accreditors and Public Agencies

An institution that offers a naturopathic medicine program accredited or recognized as a candidate for accreditation by the Council is expected to remain in good standing with other accreditors with which the institution or its programs have accreditation or pre-accreditation. The Council requires accredited, candidate and applicant naturopathic medicine programs to report within ten days certain actions taken by recognized institutional and programmatic accreditors and by state agencies. The actions to be reported are:

1. Any interim action by a recognized institutional accreditor potentially leading to the suspension, revocation, or termination of accreditation or pre-accreditation;
2. Any interim action by a state agency potentially leading to the suspension, revocation or termination of the institution's authority to grant the Doctor of Naturopathic Medicine degree;
3. The denial, suspension, revocation or termination of the institution's accreditation or pre-accreditation.
4. The granting of accreditation or pre-accreditation to the institution or to any program within the institution; and
5. The withdrawal of accreditation or pre-accreditation, or the imposition of probation, show-cause or an equivalent sanction, on any program within the institution by a recognized programmatic accreditor.

The Council routinely informs the U.S. Secretary of Education, the appropriate recognized accreditors, the appropriate state postsecondary or authorizing agency, and all naturopathic licensing authorities whenever the Council grants or reaffirms the accreditation or candidacy of a program, whenever it denies or withdraws accreditation or candidacy, whenever it imposes a sanction of probation or show cause, and whenever a program's accreditation or candidacy lapses.

The Council upon request shares with recognized accrediting agencies and state approval agencies information about a naturopathic medicine program's accreditation or candidacy status with the Council, including any negative recognition action the Council has taken against the program.

The Council's confidential records for each accredited and candidate program are available for review by members of the Council's Board of Directors and accrediting agency evaluation analysts with the U.S. Department of Education. For each program's last two comprehensive reviews, the records include (1) the program's self-study reports, (2) the Council's on-site evaluation reports, and (3) the program's responses to the evaluation reports. The records also include, dating back to the Council's second-to-last comprehensive review of each program, the program's (1) annual reports, (2) any interim reports and progress reports, (3) any focused evaluation reports and the program's responses, and (4) reports on any special reviews. The Council also maintains a complete and accurate chronological record of all its decisions regarding the accreditation and candidacy of a program, including the correspondence related to those decisions.

## Eligibility Requirements

### ■ Introduction

The Council accepts for consideration applications for accreditation and candidacy from programs that:

Offer education leading to the Doctor of Naturopathic Medicine degree or designation;  
Have characteristics commonly associated with professional higher education; and  
Meet the Council's eligibility requirements.

### ■ Eligibility Requirements for Accreditation and Candidacy

To be eligible to have its application accepted for consideration, a naturopathic medicine program demonstrates that:

1. It is located at an institution that has authorization from the appropriate state or provincial agency to grant the Doctor of Naturopathic Medicine degree or designation. Note that:
  - A program in the U.S. is not eligible for *initial accreditation* by CNME unless it first achieves candidacy status with an institutional accrediting agency recognized by the U.S. Dept. of Education, and
  - A program in Canada is not eligible for *initial accreditation* by CNME unless it first obtains provincial approval for participation in government-funded student-aid programs.
2. It is located at an institution that has a governing board with the authority to carry out the mission of the institution. The board must have a minimum of nine voting members, at least two thirds of whom have no contractual, employment or personal financial interest in the institution or program. The board must make its decisions based first on the best interests of the institution's students, devoting all or substantially all of the institution's gross income to supporting the institutional mission.
3. It is located at an institution that has a chief executive officer (e.g., president) whose full-time or major responsibility is to the institution.
4. It has a chief administrative officer (e.g., dean) whose full-time or major responsibility is to the program.
5. Has a statement of mission and objectives, adopted by the institution's administration and governing board, that demonstrates the program's purposes are appropriate to the preparation and training of naturopathic physicians.
6. Has administrators, faculty and students involved in the formulation of program policies.
7. Assures academic freedom and encourages faculty and students to examine and test all knowledge appropriate to naturopathic medical education.

8. Has a faculty adequate for offering the Doctor of Naturopathic Medicine degree or designation, including an appropriately qualified full-time core faculty.
9. Provides facilities in which the learning experience can be enriched through faculty and student discussions.
10. Has a core library and learning resources appropriate to its mission and objectives, and provides access to specialized library and learning resources needed for independent work. If it depends in part on other institutions for specialized library and learning resources, they must be adequate, accessible and utilized.
11. Follows humane and nondiscriminatory policies in dealing with students, staff and faculty.
12. Has adopted an admissions policy specifying the student characteristics and qualifications appropriate for naturopathic medical education, and adheres to that policy in its admission practices.
13. Has a current and accurate catalog or academic calendar and other official publications available to students and the public, setting forth:
  - a. The program’s mission and objectives;
  - b. Admission requirements and procedures;
  - c. Rules and regulations of conduct;
  - d. Academic regulations;
  - e. Completion requirements for the Doctor of Naturopathic Medicine degree and designation;
  - f. Tuition, fees, and other costs; and
  - g. Refund policies and other information regarding attending and transferring or withdrawing from the program.
14. Can document a funding base, financial resources, and plans for financial development adequate to carry out its mission and objectives within a balanced budget and a safe level of debt.
15. Is located at an institution that has its financial records externally audited annually by a certified public accountant or an authorized state or provincial auditing agency. The audit report must include an opinion on the financial statement as to the fiscal integrity of the institution.
16. Discloses to the Council all information required to carry out its evaluation and accrediting functions.
17. Understands and agrees that the Council may, at its discretion, make known to any agency or members of the public who may request such information the nature of any action, positive or adverse, regarding its status with the Council. The Council treats as confidential the self-study and evaluation team reports. The naturopathic medicine program, however, may choose to release the documents.

## **Candidate for Accreditation**

### **■ Introduction**

The candidate for accreditation status (“candidacy”) provides naturopathic medicine programs the opportunity to establish a formal, publicly recognized relationship with the Council.

Candidacy is an affiliation with the Council that indicates a naturopathic medicine program:

1. Meets the Council’s eligibility requirements;
2. Complies with the Council’s standards to the degree expected of a program for its stage of development; and
3. Has demonstrated its potential for attaining accreditation within five years after the initial granting of candidacy.

Candidacy is the outcome of approval by the Council at two separate stages: (1) the application for consideration, and (2) the self-study process and evaluation team visit for candidacy. Although a program may initiate its application process when it believes it has met the Council’s eligibility requirements, at least one academic year of operation—with students enrolled full time in the naturopathic medicine program—is required before candidacy may be granted. Attainment of

candidacy does not assure eventual accreditation.

### ■ Application for Consideration

If the chief executive officer of an institution that offers of a naturopathic medicine program believes the eligibility requirements are met, a letter of application signed by the chief executive officer and the chair of the institution's governing board and the required application fee are submitted to the Council's executive director at least 60 days before one of the Council's twice-yearly regular meetings. Sent with the letter of application are the application fee and 14 copies of appropriate documents, including:

A narrative that responds to each eligibility requirement in sufficient detail to indicate compliance;

1. The current institutional and/or program catalog or academic calendar;
2. The current budget for the program;
3. An audited financial statement for the institution for the most recent completed fiscal year;
4. The institution's Approved and tentative plans for the ongoing development of the program;
5. articles of incorporation and bylaws, or charter if the institution is independent; and
6. Proof of authority from the appropriate state or provincial agency to grant the Doctor of Naturopathic Medicine degree or designation.

If the Council judges that the program appears to meet the eligibility requirements, the program's chief administrator is notified in writing within ten days following the meeting to proceed with a self-study for candidacy. Tentative dates for an evaluation team visit are suggested. If the Council determines that additional information is needed before acting on an application, it may request the program to provide further materials or host a visit by a Council representative. Typically, and additional information regarding the program will be considered at the next Council meeting.

### ■ Self-Study Report for Candidacy

The program prepares a comprehensive self-study report appropriate to its stage of development. Although a candidate for accreditation is not expected to have the maturity and stability of an accredited program, the self-study report is a means for the developing naturopathic medicine program to show how it is organized, staffed and supported to accomplish its mission and objectives—and to demonstrate its potential for becoming accredited within five years. A program is expected to submit its self-study report to the Council within 18 months after its chief administrator is notified to proceed.

### ■ Evaluation Visit for Candidacy

Following submission of the self-study report, an evaluation visit takes place. At least 30 days before the visit, the naturopathic medicine program mails copies of its self-study report, along with the catalog or academic calendar and other supporting documents, to the Council's executive director, Council members, and the evaluation team members. Within 30 days after the visit, the team chair or the Council's executive director sends a first draft of the report to the program's chief administrative officer for factual correction and other suggestions. The team chair has final authority for the content of the report. Upon notice from the team chair, the Council's executive director issues the final evaluation report. Five copies are sent to the program, one of which is a master copy for making additional copies if needed. The program's chief administrative officer is invited to provide to the Council a written response to the final report. It should be noted that the report does not contain the evaluation team's recommendation on candidacy: the team chair reports the team's confidential recommendation separately to the Council, either in person during the closed hearing on the program or in writing.

### ■ Public Comment Period

Before the meeting at which a program's initial candidacy will be considered, there is a public comment period of at least 21 days. A notice that invites comments on the program's qualifications for candidacy is sent to the appropriate public agencies in the state where the program is located, the appropriate recognized accrediting agencies, national and state associations of naturopathic physicians, naturopathic physician licensing authorities, the chief executive and administrative officers of programs that have status with the Council, and persons who have requested to be on the

Council's notification list. The public comment notice is also posted on the Council's Internet site. Council members review and consider the public comments before the meeting at which the program's candidacy will be considered.

### ■ Council Decision-Making Procedures

Prior to the meeting at which a program's initial candidacy will be considered, the executive director mails copies of the evaluation team's final report to Council members. This report and the self-study report, along with public comments received, are discussed during the meeting in a closed session with the chief administrator of the program present and any other program representatives that the chief administrator wishes to include; additionally, the evaluation team chair may also be invited to attend the meeting. Following this discussion, the program representatives leave the meeting and the Council remains in closed session until it reaches a decision. The Council relies heavily upon the evaluation report in determining whether the naturopathic medicine program appears:

1. Adequately organized, staffed and supported to offer the naturopathic medical education and services as announced in the catalog or academic calendar, and to achieve its mission and objectives;
2. In compliance with the Council's accreditation standards at a level appropriate for its stage of development; and
3. Capable of meeting enrollment projections and of achieving stability so as to qualify for accreditation within five years.

In reaching a decision on candidacy, the Council at a regular or special meeting:

1. Reviews the self-study report and other program documents;
2. Reviews the evaluation team report;
3. Reviews comments and information received during the public comment period;
4. Reviews the confidential recommendation of the evaluation team regarding candidacy;
5. May receive testimony of the team chair or other team members in the presence of program representatives; and
6. Reviews any written response to the report from the chief administrator of the program and/or any oral response from program representatives in the presence of any evaluation team members present at the hearing.

Since the Council has the ultimate authority to grant or deny candidacy, the confidential recommendation of the evaluation team is not final. After considering all relevant information and consulting as needed with the chair of the team, the Council may modify the recommendation. Written notification of the Council's action is mailed within ten days to the chief administrator of the program. In case of denial, the reasons for the action are stated in the notification.

### ■ Reconsideration

If a naturopathic medicine program is denied candidacy after the evaluation process, it may reapply as soon as the deficiencies are corrected. The program also has the option of appealing the Council's decision (see the Policy on Appeals in Part Three of the *Handbook*).

### ■ Terms of Agreement

A naturopathic medicine program recognized as a candidate for accreditation agrees to:

1. Abide by the policies stated in the *Handbook of Accreditation* and any other policies the Council may adopt.
2. File an annual report to the Council by January 15 (annual report forms are mailed to programs in October; programs are required to submit 14 copies).
3. Submit one copy to each Council member and to each evaluator scheduled to visit the program, and two copies to the Council's executive director, of a two-year progress report at least 30 days before the two-year evaluation visit. Information in the report shall include:
  - a. An explanation of any changes in the educational requirements for the Doctor of Naturopathic Medicine degree or designation;

- b. An explanation of any changes in admission requirements, grading, and student personnel services;
  - c. Any changes in policies affecting the faculty, changes in faculty salaries and other benefits, and information on measures to strengthen the faculty;
  - d. The headcount and F.T.E. enrollment for the fall term of the current academic year, and for the fall terms of each of the two preceding years;
  - e. The number of graduates awarded the Doctor of Naturopathic Medicine degree during each of the last two academic years, and the estimated number to be awarded the degree during the current academic year;
  - f. Any changes in the physical plant, clinics, laboratories, and library to better serve the students and the naturopathic medical education program;
  - g. Any changes in the financial structure and condition of the institution and program, noting budgetary increases and/or decreases, and operating surpluses or deficits;
  - h. A current budget and a copy of the previous fiscal year's audited financial statement;
  - i. An explanation of any changes in the administrative structure and personnel of the program;
  - j. Information regarding previously announced plans for program development that have been realized and new plans that have been formulated.
4. Every two years—or earlier, if requested—to host an evaluation visit for reaffirmation of candidacy.
  5. Apply for accreditation only after consultation with the Council.
  6. Pay annual dues and evaluation visit fees as established by the Council.

### ■ Loss of Candidacy

Candidacy lapses automatically when a program fails to achieve accreditation within five years from the date the Council initially granted candidacy. A program whose candidacy has lapsed may not reapply until all deficiencies expressed by the Council have been corrected, and must also wait at least one year after the lapse of candidacy before reapplying.

Programs are not granted candidacy for a specific number of years. The Council reserves the right to withdraw the candidacy of a program, after due notice, if evidence of progress is lacking or if the conditions on which the program was granted candidacy are significantly altered. If the Council judges that candidacy should be withdrawn, a show-cause letter will be issued requesting that the program correct an expressed deficiency within a specified period of time, not to exceed two years. The burden of proof rests with the program to demonstrate that its candidacy should be continued. Circumstances that will lead the Council to issue a show-cause letter include but, are not limited to, the following:

1. Failure to maintain compliance with the Council's eligibility requirements, any standard with which the program previously complied, or the Council's policies;
2. Unsatisfactory progress in meeting the general goals for the development of the program;
3. Failure to meet enrollment projections;
4. Inadequate financial support and control;
5. Inadequate physical facilities and equipment;
6. Inadequate library and/or educational resources to support the program;
7. Inadequacies in the number or the professional competence of the faculty, administrators or support staff; and
8. Insufficient development of curriculum or services in relation to the catalog or academic calendar and other program publications.

Receipt of the response to the show-cause letter may be followed by a request from the Council for a visit by one or more Council representatives, with the program to bear the cost of the visit.

Within ten days after the candidacy of a program is withdrawn, the Council's executive director sends a formal letter to the chief administrative officer of the program, with copies to the chief executive officer of the institution and to the chair of the governing board. The letter includes any details related to the action and invites the chief executive officer to contact the executive director if there are any questions. The program may appeal the Council's decision. Pending action

on an appeal, candidacy remains in effect.

A program removed from candidacy may apply for reinstatement as soon as the deficiencies are corrected. The reinstatement process requires a self-study report, hosting and bearing the expenses of an evaluation visit, and the approval of the Council. The five-year time limit for achieving accreditation, which began when the program was initially granted candidacy, is not altered by reinstatement.

The minutes of the Council's meetings, including those at which a withdrawal of candidacy is decided, are available to the public, but information in confidential documents that support a withdrawal of candidacy is not publicly disclosed by the Council. If the program or its institution uses a public forum or the media in an attempt to influence, challenge or discredit the Council's decision to withdraw its candidacy, the Council may announce publicly the basis for its decision and make available any pertinent information in its records.

A candidate program is expected to engage in a continuing self-study process to enhance quality. The Council may request special reports or focused interim reports and evaluation visits. In case a program has an unexpected serious problem or situation, and it appears that the program may not be able to continue to fulfill its mission and objectives, the Council reserves the right to request an appropriate report and an evaluation visit.

### ■ Impartiality of Council Actions

Discussion preparatory to a recognition action at a Council meeting, including reviews of the self-study and evaluation team reports and public comments, takes place during a closed session that may be attended only by (1) Council members not affiliated with the program or its institution (the term "affiliated" is defined in the Council's Policy on Potential Conflicts of Interest, see Part Three of the *Handbook*), (2) the Council's executive director, (3) representatives of the program or its institution, (4) the chair of an evaluation team or committee that visited the program, and (5) observers from the U.S. Department of Education. With the approval of the Council's president, or vice president if the president is affiliated with the affected program, other third-party individuals may attend that portion of the closed session needed in order for them to provide information about the program. Following the Council's interview with them, the representatives from the program and institution depart from the closed session. Remaining in closed session, the Council then decides upon a recognition action.

### ■ Withdrawal of an Application

A program may withdraw its application for candidacy at any time prior to final action by the Council. If the application is withdrawn before the Council's meeting at which the application is to be considered, the entire application fee is returned. Once the meeting convenes, no portion of the fee is returned if the application is withdrawn.

## Accreditation Actions

### ■ Introduction

Council decisions that apply to naturopathic medicine programs that have or are seeking accreditation are termed "accreditation actions." The Council takes such an action whenever it:

1. Defers a decision on accreditation;
2. Denies initial accreditation;
3. Grants initial accreditation;
4. Reaffirms accreditation;
5. Imposes a sanction by issuing a letter of advisement, imposing public probation, or issuing a public show-cause request; or
6. Withdraws accreditation.

Within ten days after an accreditation action, the Council's executive director sends a formal letter to the chief administrative officer of the program, with copies to the institution's chief executive officer and to the chair of the

governing board. The letter includes any details related to the action and invites the program's chief administrative officer to contact the executive director if there are any questions. In considering or taking an accreditation action, the Council may place conditions, or request special reports, an evaluation visit, or a visit by one or more members of the Council.

Adverse accreditation actions subject to the Council's Policy on Appeals (see Part Three of the *Handbook*) are denial and withdrawal of accreditation. Deferral of accreditation is not a final decision but provides time for a program to correct noted deficiencies or to furnish requested information.

Except for issuance of letters of advisement, accreditation actions are published in the minutes of the Council's meetings and are made available to the public. Accreditation actions are also posted on the Council's Internet site. However, information in confidential documents that supports an accreditation action is not publicly disclosed. A naturopathic medicine program that takes issue with an accreditation action needs to be objective in releasing information with regard to the matter. If a program or its institution uses the media or another public forum in an attempt to influence, challenge or discredit an accreditation action, the Council may publicly disclose the basis for its action and make available pertinent information in its records.

In granting initial accreditation or reaffirming accreditation, the Council has determined that the program satisfies the Council's eligibility requirements, is in compliance with the Council's standards and policies, and is achieving the program's stated mission and objectives.

Programs are not accredited for a specific number of years. Accredited programs are re-evaluated at intervals of no longer than five years. A program is expected to engage in a continuing self-study process to enhance quality. The Council may request special reports or interim reports and focused evaluation visits. If a program has an unexpected serious problem or situation, and it appears the program may not be able to continue to fulfill its mission and objectives, the Council reserves the right to request an appropriate report and an evaluation visit.

## ■ Sanctions

The Council will apply a sanction to an accredited program in case of non-compliance with one or more of the eligibility requirements, standards or policies. By applying a sanction, the Council expects the program to bring itself into compliance expeditiously and to enhance its quality. The following three sanctions are normally—though not always—applied sequentially, as may be necessary:

**Letter of Advisement.** The naturopathic medicine program is formally advised by letter of deficiencies or practices that could lead to a more serious sanction if not corrected expeditiously. The letter requests a progress report or a focused report and an evaluation visit within a specific period, not to exceed six months from the date of the letter.

**Probation.** If a program fails to respond satisfactorily to a letter of advisement or deviates from the eligibility requirements, accreditation standards or policies, it may be placed on public probation. A formal letter is sent to the program's chief administrative officer with copies to the institution's chief executive officer and the chair of the governing board. The letter requests a focused report and an evaluation visit within a specific period, not to exceed six months from the date of the letter.

**Show Cause.** If a program fails to correct the deficiencies or practices that resulted in probation, does not respond to a letter of advisement, or is found to have deviated from the Council's eligibility requirements, standards or policies, it may be requested to show why its accreditation should not be withdrawn at the end of a stated period. The request to show cause is by letter to the program's chief administrative officer, with copies to the institution's chief executive officer and the chair of the governing board. The burden of proof is on the program to demonstrate to the Council why its accreditation should be continued beyond the stated period. A prescribed report from the program and a visit by a committee of the Council, with costs to be borne by the program, are required at least one month prior to the end of the show-cause period.

Accreditation continues during a period of a sanction. While a letter of advisement is not made public, actions of probation and show cause are published. For all sanctions, the Council gives the program written reasons for its action.

The Council judges the nature and severity of the situation in determining whether to issue a letter of advisement,

impose probation, or issue a show-cause request. While the three sanctions are of increasing severity, they are not necessarily applied in sequence. The Council may apply any sanction at any time, with the requirement that the program correct the cited deficiency within a stated period, not to exceed two years from the imposition of the sanction, or not to exceed two years from the imposition of the first sanction if more than one sanction is applied for the same reason.

### ■ **Withdrawal of Accreditation**

At the end of the time period stated in a show-cause letter, the Council will withdraw the accreditation of a program that has not corrected to the satisfaction of the Council the circumstances which led to the issuance of the letter.

If a program or its institution is found by the Council, a judicial court, or a federal or state agency to have engaged in fraudulent activity, or if the institution loses its authority to grant the Doctor of Naturopathic Medicine degree or designation, the Council will withdraw accreditation. In such cases, the Council's procedures for sanctions do not apply, and the terms and conditions set forth in any letters of advisement, probation or show-cause that the Council may have issued are nullified.

### ■ **Reinstatement of Accreditation**

A program that has its accreditation withdrawn is not entitled to a refund of any fees or dues it has paid to the Council, but it may reapply by submitting a new or up-dated self-study report and the application fee, and by hosting and bearing the costs of an evaluation visit. The self-study report, the evaluation team's report, and supporting data will need to show that the program has corrected the deficiencies or practices cited by the Council, and that the program complies with the Council's eligibility requirements, standards and policies.

### ■ **Impartiality of Council Actions**

Discussion preparatory to a recognition action at a Council meeting, including reviews of the self-study and evaluation team reports and public comments, takes place during a closed session that may be attended only by (1) Council members not affiliated with the program or its institution (the term "affiliated" is defined in the Council's Policy on Potential Conflicts of Interest, see Part Three of the *Handbook*), (2) the Council's executive director, (3) representatives of the program or its institution, (4) the chair of an evaluation team or committee that visited the program, and (5) observers from the U.S. Department of Education. With the approval of the Council's president, or vice president if the president is affiliated with the affected program, other third-party individuals may attend that portion of the closed session needed in order for them to provide information about the program. Following the Council's interview with them, the representatives from the program and institution depart from the closed session. Remaining in closed session, the Council then decides upon a recognition action.

### ■ **Withdrawal of a Request**

A naturopathic medicine program may withdraw a request of initial accreditation, reaffirmation of accreditation, or reinstatement of accreditation at any time prior to final action by the Council. If the withdrawal is made after an evaluation visit has been scheduled but has not yet taken place, the program bears only the portion of the evaluation costs incurred to date (e.g., evaluators' non-refundable airfare and visit-related administrative expenses). Once the evaluation team arrives for the visit, no portion of the evaluation fee is returned if the request is withdrawn.

### ■ **Annual Report**

An accredited naturopathic medicine program is required to submit an annual report to the Council by January 15. Annual report forms are emailed to programs in October. The Council reviews annual reports carefully in order to effectively monitor programs' compliance with accreditation standards and policies, and to become aware of any significant changes or trends that may adversely affect the program.

# The Comprehensive Self-Study Process

## ■ General Review

The Council requires a naturopathic medicine program seeking candidacy, accreditation, or reaffirmation of accreditation to undertake a comprehensive self-study process. The ability of a program to conduct a satisfactory self-study is in itself a test of the quality of the program.

The self-study process is the most significant part of the accreditation process. Its aims are to understand, evaluate and improve, not only to describe what already exists. An incisive self-study process should result in a renewed common effort within the program to consolidate and improve the whole. Self-study is viewed as an ongoing process to:

Analyze the resources and effectiveness of the naturopathic medicine program in fulfilling its mission and objectives;  
Demonstrate that the knowledge and skills of the students who complete the program are commensurate with the Doctor of Naturopathic Medicine degree or designation;  
Appraise the relationship of the program's activities to its mission and objectives; and  
Provide a sound basis for planning and improvement of the program.

The self-study process assesses the effectiveness/outcomes of the program, and it evaluates the program's structure and procedures. It is important to assess student achievement with respect to educational objectives. Prime consideration is to be placed on performance—the accomplishment of the program's mission and objectives.

The self-study process serves both internal and external purposes. It provides the naturopathic medicine program an opportunity for broad-based deliberation on the current state of affairs, its success in fulfilling its mission, its areas of particular strength and those in need of improvement, and direction for development in the years ahead. The Council's standards define normative expectations and characteristics of excellence for naturopathic medical education, and they provide a framework for the self-study report. Ultimately, the self-study report provides a basis for demonstrating that the naturopathic medicine program warrants the recognition it is seeking.

The comprehensive self-study process addresses each of the eleven accreditation standards in this *Handbook*, assessing the extent to which the program is in conformity with the standards, and identifying plans of action to improve its performance in those areas that do not conform—or only marginally conform—to the standards. The self-study process also addresses the published policies of the Council that pertain to naturopathic medicine programs.

During the self-study process, the Council's executive director is available to answer questions and identify consultants. The executive director also reviews a draft of the self-study report and makes suggestions for improvements. If the improvements cannot be made in time for the scheduled evaluation visit, the Council's president, or vice president if the president is affiliated with the affected program, may ask for a postponement of the visit.

## ■ Evaluating a Self-Study Process

The effectiveness of a self-study process is evaluated on the basis of answers to these questions:

1. Does the self-study report explicitly demonstrate how the naturopathic medicine program is or is not in conformity with the Council's standards and policies?
2. Is the report the outcome of sound research that was planned and developed carefully and systematically, with the significant involvement of the program's administrators, faculty, staff and students?
3. Does the report assess the effectiveness of all aspects of the naturopathic medicine program, with particular attention to the core and clinical education curricula? Does the report include an evaluation of the naturopathic medicine program's regular assessment procedures and planning processes?
4. Is the report analytical, not merely descriptive? Does the report identify the unique and strong features of the naturopathic medicine program, as well as the areas that need improvement? Does the report articulate the anticipated directions of the program's development for the next five years?
5. Does the report include recommendations designed to meet the significant needs identified?
6. Does the report indicate a plan for responding to the recommendations?

## ■ Outcomes of the Self-Study Process

While the central purpose of the self-study process is to demonstrate the extent to which a naturopathic medicine program conforms with the Council's standards, an equally important purpose is to enhance the quality of naturopathic medical education offered by a program. Other desirable outcomes that may emerge from the self-study process include:

1. An understanding and appreciation of the program's strengths, and a clearer sense of its direction;
2. A re-evaluation of the program's mission and objectives, and a reconsideration of the mission statement and any objectives considered to be inappropriate, unrealistic or impossible to achieve;
3. The development of a plan for assessing educational results;
4. A strengthened planning process, resulting in a workable system of ongoing research, analysis and improvement;
5. A plan for the systematic evaluation of the curricula, equipment and materials, financial resources, and space and facilities use;
6. A plan for the systematic evaluation of program policies, procedures, services and records; and
7. The development of a sense of cohesiveness among the program's administrators, faculty, staff, and students, resulting from the participation of all segments in the self-study process.

## ■ Steps in the Self-Study Process

The process begins with the commitment and support of the program's chief administrative officer. If the chief administrative officer makes the self-study a priority, the probability of a successful process is greatly enhanced.

Planning may take several weeks. The self-study steering committee needs to be broadly representative of the program, making selection of the right persons to serve on the steering committee critical. Once in place, the steering committee reviews the program's existing committee structure and processes for evaluation and planning in order to make appropriate use of what is already in place. The steering committee reviews the program's application to the Council, any previous evaluation reports issued by the Council, and carefully reviews the *Handbook of Accreditation*. From review of these documents, the steering committee creates task forces and identifies the focus, chair and membership of each.

Once the task forces are established, the steering committee has the following responsibilities:

1. Orienting the task forces to their general and specific tasks;
2. Communicating the expectations of the steering committee regarding characteristics of an acceptable task force report (e.g., format, focus, style);
3. Monitoring the progress of the task forces;
4. Coordinating the work of the task forces with existing committees for evaluation and planning;
5. Developing editorial guidelines for the self-study report;
6. Providing documents, data and materials needed by the task forces;
7. Serving as a clearinghouse for the development and administration of self-study data-gathering instruments;
8. Organizing and maintaining a centralized file of pertinent self-study information and data;
9. Mediating jurisdictional questions and reconciling conflicting viewpoints;
10. Reporting regularly to the program's chief administrative officer on the progress of the self-study;
11. Reviewing as scheduled the draft reports to the task forces and reporting back promptly (a common date for all is not recommended);
12. Receiving as scheduled the final reports of the task forces (again, a common date for all is not recommended);
13. Providing a program-wide review of the draft of the final report;
14. Submitting a draft self-study report to the Council's executive director at least 30 days prior to the printing date;

15. Final editing, printing, and distribution of the self-study report at least 30 days prior to the evaluation visit;
16. Assisting with preparations for the evaluation visit; and
17. Assisting with the development of a plan for follow-up and implementation of the self-study recommendations.

The task forces organized by the steering committee should also be broadly representative of the program. The members of the task forces need to address the Council's standards and policies, the performance of the program in meeting its mission and objectives, and other particular issues identified during the self-study process.

The amount of work assigned the different task forces will vary, and the steering committee should adjust its expectations for the length of time each task force needs. Reports from task forces should be submitted according to a schedule set by the steering committee. The material that will undergird the final self-study report grows and evolves through the period of development.

The naturopathic medicine program is responsible for preparing and mailing copies of the final self-study report to the Council's executive director, the Council's members, and the evaluation team members at least 30 days prior to the visit. The report is single spaced and printed on both sides of 8" x 11" paper. The quality of the report is more important than the quantity of material. A concise report is often more effective than a lengthy one. Besides the self-study report, the mailing includes the program's and/or institution's catalog or academic calendar, a class schedule, and any other appropriate documents.

### ■ Self-Study Timetable

The steering committee's self-study plan includes a realistic timetable that can be maintained throughout the process. It is recommended that the committee plan backward, first setting a publication date early enough for the members of the Council and the evaluation team to be mailed the report at least a month before the visit. Having determined the completion date, the committee may allow a month preceding that for final editing and publication. From that point, the committee works back toward the beginning, allowing the necessary intervals for organization, task force monitoring, drafting, reviewing and editing, open discussion, and writing the final document.

In estimating time allowances, the steering committee members keep in mind the complexity of a self-study and how many people will be involved. Refer to the chart on the next page.

### ■ Summary of the Comprehensive Self-Study Process

1. The role of the chief administrative officer is to keep maximum emphasis on the project, to stimulate without dominating, and to see that all significant recommendations are translated into immediate action or long-range plans.
2. A steering committee broadly representative of the program is appointed, with an active and interested coordinator to plan the work, appoint task forces, monitor the work, suggest alternative approaches, and monitor the editing of the final report.
3. Members of the steering committee and key officials are provided copies of the *Handbook of Accreditation*. Copies are available without charge from the Council's executive director.
4. The steering committee considers the naturopathic medicine program's existing committees and sets up the task forces needed to carry out the self-study plan.
5. The required factual and statistical information is determined and requested of appropriate officials or existing committees of the program and its institution.
6. If outside consultants are engaged, their role is not to draft the self-study report, but to make suggestions for carrying out an effective self-study process.
7. A realistic timetable for the self-study is adopted and maintained.
8. The results of the self-study are carried through to action.

## Suggested Sequence for Self-Study

### STEERING COMMITTEE ACTIVITIES

1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month	9th Month
ORGANIZATION	COMMITTEE MONITORING			DRAFTING		OPEN DISCUSSION		WRITE
Form Committees and Task Forces	Review Objectives			Write drafts		Hearings		Produce Final Document
Plan Projects	Committee A					Discussions		
	Committee B					Comments		
	Committee C							
	Task Force D							

### Outcome Studies

*Longitudinal and Follow-up Studies to Inform and Assess the Self-Study Process*

Tests ♦ Student Records ♦ Attrition ♦ Alumni Records ♦ Alumni Surveys ♦ Licensing Records ♦ Professional Directories

## The Evaluation Team

### ■ Function and Composition

Members of the evaluation team function as supportive consultants as well as analytical evaluators. Their objective is to produce an evaluation report that will be useful to the naturopathic medicine program and to the Council's decision-making process.

An evaluation team has three or more members, with the number depending on whether the visit will be conducted concurrently with another accreditor, on the size and complexity of the program, and the scope of the visit. Team members typically include at least one naturopathic physician who is licensed or has a license retired in good standing from a state board of naturopathic medical examiners, an educator, and a person with broad experience as a college or university administrator. At least one team member is a Council member and at least one is not.

The Council's president, or vice president if the president is affiliated with the affected program, with the assistance of the executive director selects the evaluation team members and appoints the team chair. The Council's Policy on Potential Conflicts of Interest (see Part Three of the *Handbook*) is carefully adhered to in selecting individuals.

The executive director ensures that each evaluator, upon selection, receives a copy of the Council's *Handbook of Accreditation* and the *Handbook for On-Site Evaluators*. Each evaluator will have attended a training session sponsored by the Council.

Summaries of the team members' backgrounds are sent to the program at least 30 days before the visit, and the chief administrative officer is asked to notify the Council's executive director of any objection to the team's composition.

### ■ Arrangements

Evaluation visit dates are arranged by the Council's executive director in consultation with the program's chief administrative officer. The dates are set about six months in advance and confirmed in writing by the executive director.

At least one month before the visit, the executive director consults with the appropriate program representative about local arrangements for the evaluation team and verifies the arrangements in writing. Since team members make their own travel arrangements, only local transportation during the visit needs to be arranged. The Council's executive director or the program makes reservations at a first-class hotel to accommodate the entire team, including a small meeting area.

At least one month before the visit, the program prepares a schedule of interviews with program and institutional administrators, program faculty, students, and possibly other individuals such as board members. The interview schedule is developed in consultation with the team chair and/or the Council's executive director.

An on-campus meeting room must be provided for the team: large enough to give team members adequate working space; secure, so confidential materials can be left safely; and private, so discussions cannot be overheard.

The room is supplied with writing materials, current class schedules, a staff directory, bulletins and catalogs, the latest reports of other recognized accreditors and state agencies, financial audits, and other supporting documents that might be of help to the evaluators. The team's chair may request that specific materials be placed in the meeting room.

Special arrangements for meals are not necessary. Team members can use the regular facilities for faculty, staff, and students while on campus. Team members do not expect to be entertained. A social function for the team is permissible, but it should not be elaborate or of long duration. An appropriate function would be a breakfast on the morning of the first day, attended by the evaluators and several representatives from the program and its institution.

### ■ Pre-Visit Meeting of the Evaluation Team

On the evening before the first day of the visit, the team members hold an informal meeting at their hotel to compare their conclusions based on the self-study report and other information made available to them, to identify areas of the program's operation that may be in need of special attention, to assign areas of responsibility, and to establish procedures.

### ■ Initial Meeting with Program Representatives

The initial meeting with program officials is held the morning of the first day of the visit. It is a brief meeting where the team members meet key officials and the team's principal contacts. The program's chief administrative officer welcomes the team, makes announcements, and introduces the program's officials. The team chair introduces the evaluators and indicates their areas of responsibility. The evaluation then begins in accord with the interview schedule.

### ■ The Evaluation Team at Work

The evaluation team works as a unit. While team members have specific assignments in order to ensure coverage of all segments of the program, each evaluator shares an equal responsibility for the report as a whole. Close cooperation and frequent conferences among members are essential. For some visits, especially focused visits, two more members of the team or the entire team may work together in interviewing program personnel and students.

The chair of the team is responsible for seeing that all important aspects of the program are covered, that all the necessary people are interviewed, that his or her colleagues thoroughly understand one another's viewpoints, that they persist until they are sure of the facts when their interpretations differ, and that the evaluation is conducted in accordance with the Council's instructions. The chair is the team's official spokesperson during the visit.

Programs and institutions differ widely; rather than following a fixed set of operating procedures, team members adapt themselves to varying circumstances and use the techniques they consider best suited to a particular program or

institution. Team members are aware that evaluations take place while the institution is conducting its normal business. During full-scale evaluations, all full-time faculty members, key administrators, board members, and a representative number of students and alumni are given an opportunity to talk with one or more team members.

In addition to various conferences and interviews, team members follow through on other aspects of their responsibilities. These include reviewing pertinent library collections, examining the bookstore, and going over relevant budgets. Focusing on the effectiveness of the naturopathic medicine program in meeting its mission, team members may seek supplemental materials and arrange interviews in order to corroborate the self-study report. The confidentiality of the self-study report and supporting documents and materials is respected. Visits to classes are done with discretion so as not to be disruptive.

An evaluation team generally meets each day to assess its progress and to identify outstanding issues. Near the end of the visit the team meets to agree on findings and suggestions, and to reach a consensus on the confidential recommendation to the Council concerning accreditation or candidacy.

### ■ Final Interview on Campus

The chair of the evaluation team and the chief administrative officer decide on the time and arrangements for the final meeting between the program and evaluation team, which generally takes place at the conclusion of the visit. The chief administrative officer has the option of calling an open public meeting or inviting representatives of the program's administration, faculty and student body to the final meeting. All members of the evaluation team are expected to attend.

The chair presents an oral summary of the team's findings on behalf of the entire team, referencing appropriate sections of the *Handbook of Accreditation*. Strengths and weaknesses as perceived by the team are noted in the report, as are the team's general commendations and recommendations. A brief discussion among all those present may follow that is generally limited to clarifying findings, answering questions and offering corrections.

### ■ Evaluation Report

At the conclusion of the visit or within a week thereafter, each evaluator provides the team chair with a draft of his or her contribution to the evaluation report. The evaluation report for a comprehensive evaluation visit includes detailed assessments of (1) the naturopathic medicine program's compliance with each of the Council's standards and policies, noting areas where improvements are needed; and (2) the program's performance with respect to student achievement. Within 30 days after the visit, the team chair or the Council's executive director sends a first draft of the report to the program's chief administrative officer for factual correction and other suggestions. The team chair has final authority for the content of the report.

Upon notice from the team chair, the Council's executive director issues the final evaluation report. Five copies are sent to the program, one of which is a master copy for making additional copies if needed. One copy is also sent to each member of the Council and the evaluation team. The report does not contain the evaluation team's recommendation on accreditation or candidacy: the team chair reports the team's confidential recommendation separately to the Council, either in person during the closed hearing on the program or in writing. The program's chief administrative officer is invited to provide to the Council a written response to the final report.

The Council limits access to the evaluation report to team members, Council members, the Council's executive director, and the chief administrative officer of the naturopathic medicine program, who is encouraged to distribute the report among the program's community. The chief administrative officer has an opportunity to respond to the final report in writing and to address the report's findings when appearing before the Council during a closed session.

### ■ Council Decision-Making Procedures

The Council follows the same closed-session hearing procedures for deciding upon initial accreditation and reaffirmation of accreditation as for granting candidacy (see the "Council Decision-Making Procedures" section under the heading "Candidate for Accreditation" above). There is also a public comment period of at least 21 days for programs seeking initial or reaffirmation of accreditation.

## Substantive Change

### ■ Introduction

The accreditation or candidacy of a naturopathic medicine program includes the entire program—all its sites and all its educational offerings. Substantive changes that a program may wish to make are to be reported to the Council and approved prior to implementation.

### ■ Definition and Examples

A substantive change of an accredited or candidate naturopathic medicine program is one that may significantly affect its quality, objectives, scope, or location of educational offerings; the degree or designation offered; or control. The following are examples:

1. A significant change in the program's mission or objectives;
2. Any change in the legal status, sponsorship, or control of the institution that offers the program;
3. A merger or affiliation with another institution;
4. The addition of another academic program by an institution that currently grants only the Doctor of Naturopathic Medicine degree or designation;
5. A significant change in quantity of education offered in the naturopathic medicine program, including the addition of courses or programs that represent a significant departure in terms of content or method of delivery from those offered at the time of the Council's most recent evaluation of the program;
6. A change in the credential awarded for completion of the naturopathic medicine program;
7. A change in the way educational quantity of the naturopathic medicine program is measured, such as from clock hours to credit hours; and
8. The initiation of a branch campus, center or teaching clinic where student clinicians are permanently assigned, or another instructional site in an area or region not previously served, where naturopathic medical students may fulfill any portion of their degree requirements.

In cases where a program's administrative officers are uncertain whether a change they are considering is substantive, they should consult the Council's executive director.

### ■ Approval Process

The purpose of the approval process is to ensure that a proposed substantive change is well planned, will be implemented in accord with the Council's standards, and will not adversely impact the naturopathic medicine program.

An accredited or candidate program has the responsibility of notifying the Council's executive director at least 120 days prior to the planned implementation of a proposed substantive change. After the planning process has been completed, but no less than 60 days before the change is to be instituted, a draft substantive change report is submitted to the Council's executive director who reviews the report and requests additional information if needed. When the executive director determines the report is complete, a substantive change committee of three or more members, appointed by the Council's president (or vice president if the president is affiliated with the affected program), is convened to review the report and take action. The substantive change committee may act to:

1. Approve implementation of the substantive change without condition;
2. Approve implementation of the substantive change with conditions;
3. Defer action pending receipt of additional information;
4. Refer the matter to the full Council for consideration;
5. Deny approval of the proposed change; and/or
6. Require an evaluation visit as a condition of final approval by the Council.

A program receives written approval from the substantive change committee or the Council before implementing it. A program that makes a substantive change without approval places its accreditation or candidacy in jeopardy.

### ■ Substantive Change Report

Although the content of the substantive change report depends on the nature of the proposed change, the following items are suggested:

1. A clear statement on the consistency of the change with the mission and objectives of program or, if the change is in the mission and objectives, a brief statement of the rationale for the change (re-phrasing a mission and objectives statement is not a substantive change if it does not significantly alter the meaning and content of the original wording);
2. Evidence of formal approval or authorization by the governing board of the program's institution and, if applicable, by the appropriate governmental agency;
3. A clear description of the educational offering(s), and evidence of approval by the appropriate academic policy body of the program or its institution;
4. Plans and descriptive information showing evidence of need for the change, the clientele to be served, the procedures followed in reaching the decision to initiate the change, the organizational arrangements needed to accommodate the change, and the timetable for implementation;
5. Budget projections (revenue and expenditures) for each of the first three years, including (a) revenue and expenditures associated with the change itself, and (b) institutional or program support to be reallocated to accommodate the change;
6. A statement that thoroughly addresses the budgetary and financial implications of the change;
7. An analysis of the administrators, faculty, and staff who are needed, including the educational and professional experience and qualifications of the administrators, faculty and staff in relation to their individual assignments, and the availability of well-qualified administrators, faculty and staff to fill the positions needed for the change.

### ■ Progress Report and Evaluation Visit

Between four and six months following the implementation of a substantive change, the naturopathic medicine program submits 14 copies of a concise progress report. Additionally, if the Council's substantive change committee has required an evaluation visit, a team appointed by the Council's president (or vice president if the president is affiliated with the affected program) conducts the visit. The size and composition of an evaluation team depend on the nature of the substantive change. The visit dates are set by the Council's executive director in consultation with officials of the program.

If an evaluation visit is to take place, the progress report is submitted no less than two weeks before the visit. The purpose of the report is to assess the effects of the substantive change since implementation. The progress report, along with the report of the evaluation team if a visit was conducted, is reviewed by the Council at its next meeting and action is taken. Formal notice of the action is mailed to the program within ten days following the meeting. A substantive change is not included in the previous grant of accreditation or candidacy until such time as the Council formally recognizes it as such.

If an accredited or candidate program proposes to establish a branch campus where students could fulfill a portion of their degree requirements, the substantive change report includes a business plan that describes the educational program to be offered and indicates the projected revenues, expenditures, and cash flow at the branch campus. If the Council's substantive change committee approves establishment of the branch campus—based on whether the branch campus will have sufficient educational, financial, operational, management, and physical resources to satisfy the Council's accreditation standards—a progress report is submitted and a required evaluation visit takes place within six months after the branch campus opens. A program's accreditation or candidacy does not extend to the branch campus until such time as the Council may grant it, based on its review of the progress report and the evaluation team's report and recommendation.

An evaluation visit within six months is also required when an institution that offers an accredited or candidate naturopathic medicine program undergoes a change in ownership that results in a change of control.

## Disclosure of Information

### ■ Public Information and Notification to Agencies

The executive director of the Council on Naturopathic Medical Education makes the information available to the public and sends written notices to the U.S. Secretary of Education, the appropriate accrediting agencies, the appropriate state and provincial postsecondary and authorizing agencies, the North American Board of Naturopathic Examiners, and state and provincial naturopathic physician licensing authorities within 30 days after it makes:

1. A decision to award initial accreditation or candidacy to a naturopathic medicine program; or
2. A decision to continue the accreditation or candidacy of a naturopathic medicine program.

The Council sends written notices to the U.S. Secretary of Education, the appropriate accrediting agencies, the appropriate state and provincial post-secondary and authorizing agencies, the North American Board of Naturopathic Examiners, and state and provincial naturopathic physician licensing authorities at the same time it notifies a naturopathic medicine program but no later than 30 days after it reaches a final decision:

1. To place a program on probation or to issue it a show-cause letter; or
2. To deny, suspend, revoke or terminate a program's accreditation or candidacy.

Additionally, the Council will, within 24 hours of its notice to the program, publicly announce on its Internet site a final decision to place a program on probation or issue it a show-cause letter, or to deny, suspend, revoke or terminate a program's accreditation or candidacy.

Whenever the Council may deny, suspend, revoke or terminate a program's accreditation or candidacy, the Council will make available to the U.S. Secretary of Education, the appropriate accrediting agencies, the North American Board of Naturopathic Examiners, the appropriate state and provincial post-secondary and authorizing agencies, and the public upon request, no later than 60 days after the final decision, a summary of the reasons for the decision and the comments, if any, that the affected program may wish to make regarding the decision.

If a recognized naturopathic medicine program voluntarily withdraws from accreditation or candidacy, the Council will notify the U.S. Secretary of Education, appropriate state and provincial post-secondary and authorizing agencies, the appropriate accrediting agencies, the North American Board of Naturopathic Examiners, state and provincial naturopathic physician licensing authorities, and the public within 30 days of receiving notice from the program of its decision. Similarly, the Council will inform these same entities within 30 days of the date on which the accreditation or candidacy of any program lapses.

The Council will, within 30 days of its action, provide to the U.S. Secretary of Education a thorough and reasonable explanation, consistent with the Council's accreditation standards and policies, of why a negative action by a recognized institutional accreditor or a state agency does not preclude the Council's grant of accreditation or candidacy. The explanation will be provided if the Council ever grants or reaffirms the accreditation or candidacy of a naturopathic medicine program within an institution the Council knows is the subject of:

1. A pending or final action brought by a state agency to suspend, revoke, withdraw or terminate the institution's legal authority to provide post-secondary education in the state;
2. A decision by a recognized agency to deny accreditation or pre-accreditation;
3. A pending or final action brought by a recognized accrediting agency to suspend, revoke, withdraw or terminate the institution's accreditation or pre-accreditation; or
4. Probation or an equivalent status imposed by a recognized agency.

If the Council learns that an institution that offers a Council-recognized naturopathic medicine program is the subject of a decision to deny, withdraw, suspend, revoke or terminate accreditation or pre-accreditation by a recognized accrediting agency—or if the institution is placed on probation or an equivalent status by a recognized accrediting agency—the Council will promptly review its recognition of the naturopathic medicine program to determine whether the Council also should take action by withdrawing the program's recognition or imposing a sanction in the form of probation or a show-cause letter.

## ■ Information Report

The Council publishes and makes available to the public an information report that includes:

1. A list of accredited and candidate naturopathic medicine programs with their addresses and telephone numbers;
2. For each accredited and candidate program, the date when the Council is next scheduled to make a decision on the reaffirmation of accreditation or candidacy or, in cases where a candidate has applied for accreditation, the date when the Council will decide on initial accreditation;
3. For any program under a probation or show-cause action, a notation to that effect, including the date of the action;
4. For each applicant program, the year during which it is scheduled to be considered for accreditation or candidacy, and instructions for providing third-party comment in writing concerning the program's qualifications; and
5. Instructions for obtaining the Council's printed procedures, eligibility requirements, standards and policies, and for obtaining a list of Council members and staff that includes their academic and professional qualifications, and their relevant employment and organizational affiliations.

The report is updated and reprinted whenever the information is no longer current and complete. It is routinely sent to state naturopathic physician licensing authorities, appropriate state education agencies, national associations of licensed naturopathic physicians, and other agencies, organizations, and individuals who inquire about the Council's activities or programs affiliated with the Council. The same information in the printed report is posted on the Council's Internet site.

## ■ Confidentiality of Documents

The Council treats as confidential:

1. Applications for candidacy and accreditation;
2. Self-study reports for accreditation and candidacy, interim reports, and progress reports;
3. Evaluation team reports and other reports of visiting representatives of the Council;
4. Program responses to evaluation team reports; and
5. Correspondence to and from the program related to the program's accreditation or candidacy.

With written approval from a program or its institution, the Council may allow access to self-study reports, evaluation team reports and related confidential material. Most commonly, the Council's executive director will request approval to share a program's self-study report or evaluation team report with the U.S. Department of Education. In cases where a program evaluated by the Council is part of an institution that has accreditation or pre-accreditation from a recognized institutional accreditor, or if the institution is in the process of applying to a recognized institutional accreditor, the Council may share the self-study report and evaluation team report with the institutional accreditor, which also treats the reports as confidential.

Naturopathic medicine programs are encouraged to make available to the campus community the self-study report, the evaluation team report, and other reports submitted to or received from the Council. They may also elect to release to the public those reports and records that the Council treats as confidential. A program and its institution need to be objective in publishing excerpts from a self-study or evaluation report. Excerpts that quote only commendations or that take statements out of context are to be avoided. When selective quotations are made or excerpts published, the program is to provide access to any document from which the quotations or excerpts are taken. If the Council, its president, or its executive director determines that a program or its institution has inaccurately or misleadingly published or stated information contained in a self-study or evaluation report, the program or its institution must provide an appropriate public correction immediately, or the Council, its president or its executive director will so provide.

## ■ Public Comments

With regard to public comments concerning the qualifications of a naturopathic medicine program for accreditation or candidacy, the Council's executive director limits disclosure of the comments and information received, and of the

submitters' names and addresses, to members of the Council and, upon request, to the program's chief administrative officer. The Council upon request discloses to any third-party the comments (including the submitters' names and addresses) received in response to a notice of a proposed change in the Council's eligibility requirements, standards or policies.

## **Fees and Dues**

*All dollar amounts are in U.S. funds*

### **■ Application Fee**

The application fee for a program applying for candidacy is \$5,000. The fee is due when the program submits an Application for Consideration. A program that achieves CNME candidate status is not charged a fee if it subsequently applies for accreditation during the candidacy period. (Note that all fees are subject to change without notice.)

If the Council declines to accept a program's Application for Consideration because of a determination that the program does not satisfy all eligibility requirements, the Council will refund \$2,500 of the application fee. Once the Council accepts an application for consideration and directs the program to proceed with its self-study process, the Council will not refund any portion of the application fee in the event the program withdraws its application or the Council's evaluation results in a negative recognition action.

### **■ Dues Structure**

Programs that are accredited by—or have candidacy status with—the Council pay annual institutional membership dues. The dues are payable by December 31 for the subsequent year, and consist of a base amount plus an additional amount for each full-time equivalent (FTE) student enrolled. The base amount for candidate programs is one-half the amount for accredited programs. Dues are set annually by the Council; for information on the current dues, contact the Council's executive director. For newly recognized programs, dues are prorated for the remainder of the calendar year, payable within 30 days after the Council grants candidacy.

### **■ Evaluation Fees**

About 30 days before a visit by an evaluation team, the program receives a statement from the Council for an amount determined by the number of evaluators and the number of days they will be on site. This amount, payable before the visit, covers the evaluators' travel, accommodations, meals, and honoraria, as well as preparation of the evaluation report and the Council's administrative expenses in coordinating the visit and the Council's decision-making process. The amount also covers the executive director's expenses.

In budgeting for the cost of an evaluation visit, the Council suggests that a naturopathic medicine program use this information: \$400 per evaluator per day (with team chair receiving an additional \$200 one day honorarium), plus an average of \$600 in travel expenses per evaluator; \$600 for the travel expenses of the Council's executive director, plus \$200 per day; and \$300 for related administrative expenses. The cost of a three-day visit by a team of four evaluators, using this information, would be approximately \$8,900. If the actual expenses are less than the prepaid amount, the Council refunds the difference; if the expenses are more, the Council invoices the program for the balance.

## PART TWO

### ACCREDITATION STANDARDS AND SELF-STUDY GUIDE FOR NATUROPATHIC MEDICINE PROGRAMS

The Council's 11 standards reflect its objectives and are intended as a means of measuring and fostering educational effectiveness. The standards describe the conditions characteristic of a naturopathic medicine program that is achieving its mission and objectives.

A standing Committee on Standards, Policies and Procedures engages in an ongoing program for the systematic review of the appropriateness and effectiveness of the standards. The purpose of the periodic review is to ensure that the standards measure the quality of a program and that they foster high quality in naturopathic medical education so as to continually increase the value of the standards to programs in providing for the education needs of future naturopathic physicians. Regular review of the standards ensures that they reflect the evolving needs of the profession.

An accredited program has been found by the Council to be in compliance with each standard. A candidate program has been found to be in compliance with the standards to the degree expected for its stage of development and has demonstrated to the Council a potential for achieving accreditation within five years of having been granted candidacy.

Guidelines for a program's self-study process are included after each standard. The guidelines describe the information contained in the self-study report, and identify aspects of the program for which the report presents analyses and appraisals.

#### I. MISSION AND OBJECTIVES

---

A naturopathic medicine program accredited by the Council has defined its mission and developed practical objectives as reflected in a clear, concise, and realistic statement showing strength in the following aspects.

- A. The stated mission and objectives:
  - 1. Lie within the scope of postsecondary education as described in the eligibility requirements.
  - 2. Are consistent with the operating authority of the program and its institution.
- B. Development of the stated mission and objectives:
  - 1. Involves efforts of representatives from the program's administration and faculty, as well as representatives from the institution's governing board.
  - 2. Culminates in approval by the institution's governing board.
- C. Implementation of the mission and objectives assures that:
  - 1. The intent of the mission and objectives statement is widely understood by the governing board and the program's administration, faculty and students.
  - 2. The statement consistently appears in appropriate program publications, including the catalog or academic calendar.
  - 3. The statement is used by the program as primary direction for all its educational activities, including its admission policies, selection of faculty, allocation of resources, and planning.
- D. The statement is periodically re-evaluated within a process of ongoing self-study to ensure that:
  - 1. It continues to provide an accurate portrayal of the program.
  - 2. It sets goals that are attainable and reasonable.
  - 3. The program is fulfilling its mission and objectives as evidenced by its impact on students and graduates.

4. The program makes explicit the achievements expected of its students and adopts reliable procedures for assessing student achievement in relation to the program's mission and objectives.
- E. An accredited naturopathic medicine program demonstrates a high degree of success with respect to student achievement in relation to the program's mission, completion rates, student pass rates on licensing exams, and other outcomes measures.

## ■ Self-Study Description, Mission and Objectives

### A. Stated Mission and Objectives

1. Supply a complete copy of the statement of mission and objectives as published in the catalog and other documents.
2. Supply any supplemental documentation necessary to clarify the intent of the statement.
3. Supply a written analysis of the mission and objectives to show that they:
  - a. Lie within the scope of postsecondary education as described in the eligibility requirements; and
  - b. Are consistent with the operating authority of the program and its institution.

### B. Development of the Stated Mission and Objectives

1. Describe in detail the development of the stated mission and objectives:
  - a. Show evidence of campus-wide involvement;
  - b. Show evidence of the institution's governing board's oversight of the process; and
  - c. Show evidence of the board's adoption of the statement.

### C. Implementation of the Mission and Objectives

1. Describe the specific efforts of the board and chief administrative officer to assure that the intent of the statement is widely understood by the administration, faculty and students.
2. Identify the means by which the statement as established is communicated and disseminated to all members of the board, administration, faculty and student body.
3. Provide copies of program and institutional publications in which the statement appears.
4. Provide samples of instances in which the statement has been used by the program as primary direction for its educational activities, including its admission policies, selection of faculty, allocation of resources, and planning.

### D. Re-Evaluation of the Statement (for programs previously evaluated by the Council)

1. Describe how significant changes in the naturopathic medical education program since the last self-study and evaluation either support or depart from the stated mission and objectives.
2. Document recent actions taken to ensure that the statement is consistent with the current state of development of the program.

E. Provide a chart with data (for the latest five-year period) on the program's completion rates. If data does not support a conclusion that 75% of the students who enter the program eventually graduate, provide an explanation and information on measures being taken to improve completion rates.

F. Provide a chart with data (for the latest five-year period) on the program's overall pass rate of students and graduates on licensing examinations. If data does not support a conclusion that students in the program taking the test for the first time consistently have a pass rate of 70% or better on biomedical sciences/part I, and 70% or better on clinical sciences/part II, provide an explanation and information on measures being taken to improve the program's overall pass rate.

## ■ Self-Study Analysis and Appraisal, Mission and Objectives

Analyze the mission and objectives against this standard. The emphasis is to be on analysis with a minimum of description. Consider, but do not limit the analysis to, the following:

- A. Evaluate the extent to which the current statement is clear, accurate and realistic, and assess the extent to which the mission and objectives are being met.
- B. Review the publications (catalog or academic calendar, brochures, advertisements) of the program and its institution to determine if the program's mission and objectives are accurately reflected. Suggest revisions.
- C. Assess how well the mission and objectives are understood and supported by the institution's governing board, the program's administration, faculty and students—and recommend means to improve matters.
- D. Identify significant changes in the program recently made or being contemplated and how these changes either support or depart from the stated mission and objectives.
- E. Evaluate the various outcome measures used by the program and their adequacy to assess achievement of the mission and objectives. Recommend any needed additions to the range of outcome measures. Suggest ways to improve achievement of the mission and objectives based on the information obtained from outcome measures.
- F. Provide a chart with data (for the latest five-year period) on the program's completion rates. If data does not support a conclusion that 75% of the students who enter the program eventually graduate, provide an explanation and information on measures being taken to improve completion rates.
- G. Provide a chart with data (for the latest five-year period) on the program's overall pass rate of students and graduates on licensing examinations. If data does not support a conclusion that students in the program taking the test for the first time consistently has a pass rate of 70% or better on medical sciences/part I, and 65% or better on clinical sciences/part II, provide an explanation and information on measures being taken to improve the program's overall pass rate.

## II. ORGANIZATION AND ADMINISTRATION

---

Organization and administration are areas of major importance in the evaluation of a naturopathic medicine program. While no set pattern or structure is required to meet the standard, an accredited program abides by the following principles.

- A. The institution at which an accredited program is located:
  1. Clearly describes the authority, responsibilities and relationships among the institution's governing board, administration, faculty and staff in the institution's bylaws, and in an organizational chart that shows the working order of the institution.
  2. Sets forth in an official document the respective roles of the board, administration, faculty and staff.
  3. Includes a carefully planned administrative organization for the effective coordination of resources.
  4. Involves active participation of all appropriate constituencies and effective communication among them.
  5. Makes provision for considering student views and judgments in matters of significant interest to them.
  6. Includes a systematic set of procedures for evaluating members of the administrative staff.
  7. Provides opportunities for administrative staff development and professional renewal.
- B. The institution's governing board:
  1. Is the legally constituted body that holds the property and assets of the institution in trust.
  2. Is ultimately responsible for the institution's quality and integrity.
  3. Is responsible for securing adequate financial resources to support the institution's mission and objectives.

4. Approves the financial plan and annual budget, and reviews the annual fiscal audits.
  5. Has a minimum of nine voting members, at least two thirds of whom have no contractual, employment or personal financial interest in the institution.
  6. Is made up of members who are chosen because of their ability and willingness to serve the institution.
  7. Acts as a body politic, not subject to pressures of special-interest groups, and protects the institution from the same.
  8. Has a clear understanding of the institution's and the naturopathic medicine program's missions and objectives and ensures that they are realized.
  9. Clearly understands and accepts the differences between the policy-making functions of the board and the executive responsibilities of those who carry out board policies.
  10. Appoints a chief executive officer for the institution who is delegated the authority and assigned the responsibility for implementing board policies.
  11. Carries out its role and functions effectively through appropriate committees and meetings.
  12. Has adopted a policy which precludes members of the board, administration, faculty and staff from participating in activities and actions involving possible conflicts of interest.
  13. Communicates effectively among its members and its appropriate constituencies.
  14. Establishes and regularly reviews basic institutional policies.
  15. Periodically evaluates its effectiveness as a governing board and the effectiveness of the institution's chief executive officer.
  16. Is informed about and involved in the accreditation process.
- C. The chief executive officer of the institution at which the program is located:
1. Is designated by the governing board to administer the institution.
  2. Has the authority and autonomy to manage the institution and to formulate and implement policies compatible with the board's intentions.
  3. Is responsible to the board for providing leadership in the development and implementation of institutional plans.
  4. Follows the practice of formulating and implementing administrative policies in consultation with appropriate constituencies.
  5. Manages and allocates resources prudently in keeping with the institutional mission and objectives.
  6. Has full-time or major responsibility to the institution.
  7. Has the appropriate academic background, professional training, and personal qualities needed for the position.
  8. Engages, maintains and leads an appropriate professional staff in relation to the institutional mission and objectives.
  9. Is the principal representative of the institution before the public.
  10. Assists in fund raising and securing other support.
- D. The institution's administrators:
1. Are organized to work effectively as a team with clearly defined roles and responsibilities.
  2. Are qualified to provide effective and efficient services consonant with the institution's mission and objectives.
  3. Have the time and assistance necessary to enable them to function successfully.
  4. Have close contact with the day-to-day operations of the institution, and enough freedom from pressure and detail to stimulate, plan, and be innovative in order to grow professionally and advance the institution's mission and objectives.

5. Are evaluated periodically on their ability to organize, direct and accomplish assigned duties, as well as their ability to work cooperatively with students and colleagues, and to deal effectively with external constituencies.
- E. The institution's faculty:
1. Assures the academic integrity of the educational programs.
  2. Has the right and exercises the responsibility to provide substantive input into policy matters directly related to the educational programs and faculty personnel.
  3. Has a role in policy making, planning, budgeting, and special-purpose activities that is clearly and publicly stated.
- F. The dean or chief administrative officer of the naturopathic medicine program:
1. Is designated by the institution's chief executive officer to administer the program.
  2. Has appropriate authority and autonomy to manage the program.
  3. Follows the practice of formulating and implementing administrative policies in consultation with appropriate constituencies.
  4. Manages and allocates program resources prudently.
  5. Has full-time or major responsibility to the program.
  6. Has the appropriate academic background, professional training, and personal qualities needed for the position.
  7. Engages, maintains and leads an appropriate professional staff.

## ■ Self-Study Description, Organization and Administration

- A. The Institution's System of Governance
1. Provide the constitution and bylaws which describe the authority, responsibilities and relationships among the governing board, administration, faculty and staff, together with an organizational chart that shows the working order of the institution.
  2. Describe clearly and succinctly the administrative organization for the coordination of institutional operations.
  3. Briefly describe how all appropriate constituencies actively participate in the system and communicate effectively with each other.
  4. Describe the process for evaluating members of the administrative staff and the opportunities provided for professional development and renewal.
- B. The Institution's Governing Board
1. List board and committee membership with a brief background statement for each board member, including term(s) of office and compensation (if any) for board service. Indicate which board members, if any, are employees of the institution or are otherwise affiliated with the institution.
  2. Describe clearly and succinctly board rules and policies.
  3. Briefly describe how the board communicates with its constituencies and among its own members.
  4. Briefly describe the process of the board for establishing and regularly reviewing institutional policies.
  5. Briefly describe how the board evaluates periodically its effectiveness and the effectiveness of the institution's chief executive officer.
- C. The Institution's Chief Executive Officer
1. Describe clearly and succinctly the duties and responsibilities of the position.
  2. Briefly describe the process for the formulation and implementation of administrative policies in consultation with appropriate constituencies.

D. The Institution's Administrators

1. List key administrative positions and describe clearly and succinctly the duties and responsibilities of each position.
2. Briefly describe how the administrative staff members are organized to work effectively as a team.

E. The Institution's Faculty

1. Describe clearly and succinctly how the faculty exercises its right to provide substantive input into policy matters directly related to the educational programs and faculty personnel.
2. Briefly describe the role of the faculty in policy making, planning, budgeting, and special-purpose activities of the institution.

F. The Dean or Chief Administrative Officer of the Naturopathic Medicine Program

1. Describe clearly and succinctly the duties and responsibilities of the position.
2. Briefly describe the process for the formulation and implementation of administrative policies in consultation with appropriate constituencies.

■ **Self-Study Analysis and Appraisal, Organization and Administration**

Analyze the organization and administration against this standard. The emphasis is to be on analysis with a minimum of description. Consider, but do not limit the analysis to, the following:

A. Assess the institution's system of governance.

1. Review the constitution and bylaws for adequacy and clarity. Indicate any corrections, revisions or additions that might be needed.
2. Analyze how effectively the administrative organization of the institution serves to coordinate all institutional resources. Note any changes or modifications in the organization that might enhance the effectiveness of the institution.
3. Identify all appropriate constituencies of the institution, analyze how each constituency actively participates in the governance system, and how they communicate effectively with one another. Suggest ways that might improve participation and communication.
4. Analyze the process used in evaluating the performance of the institution's administrators. Analyze the opportunities administrators have had for professional development and renewal. From the strengths and problems identified, note how the evaluation processes for administrators and for their professional development opportunities might be improved.

B. Assess the institution's governing board.

1. Review the rules and policies of the board, together with the agenda and minutes of meetings for at least the past two years. Judge the adequacy of the rules and policies and suggest possible changes and revisions that might improve the board's performance.
2. Analyze the make-up of the board membership and the committee structure of the board. From the analysis, list the strengths and any significant deficiencies. Suggest how the membership and committee structure of the board might be improved.
3. Analyze the board's performance. From the analysis, highlight particular strengths and suggest a plan of action for addressing any significant deficiencies.
4. Analyze the processes of the board in evaluating its own effectiveness and the effectiveness of the chief executive officer. From the analysis, suggest possible changes and modifications in the processes considered to be appropriate.

C. Assess the institution's chief executive officer position.

1. Review the qualifications set by the board for the chief executive officer position in relation to academic background, professional training, and personal qualities. From the review, suggest any appropriate changes that might serve to strengthen the position.
  2. Analyze the chief executive officer position in relation to:
    - a. Having appropriate authority and autonomy to manage the institution and, within the policies of the board, to formulate and implement administrative policies;
    - b. Formulating and implementing administrative policies in consultation with constituencies;
    - c. Managing institutional resources prudently to meet the institution's mission and objectives;
    - d. Engaging, maintaining and leading an appropriate professional staff; and
    - e. Assisting in fund raising and securing other institutional support.
  3. From the analysis of the chief executive officer position, highlight particular strengths and suggest a plan of action for addressing any significant deficiencies.
- D. Assess the administrative positions.
1. Review the key administrative positions of the institution in relation to the institution's mission and objectives. From the review, note particular strengths and deficiencies. Suggest possible changes or modifications of the positions that might correct deficiencies and improve performance.
  2. Analyze the key administrative positions in relation to:
    - a. Having clearly defined roles and responsibilities;
    - b. Working effectively as a team;
    - c. Qualifications of the positions to provide effective and efficient services;
    - d. Having the time and assistance necessary to function successfully;
    - e. Having close day-to-day contact with institutional operations and enough freedom from detail to stimulate, plan, and be innovative; and
    - f. Having opportunities for professional development and renewal.
  3. From the analysis of the administrative staff positions, highlight the particular strengths and suggest a plan of action for addressing significant deficiencies.
- E. Assess the role of the institution's faculty in institutional governance.
1. Review how the faculty exercises its responsibility to provide substantive input into policy matters directly related to the institution's educational programs and faculty personnel. From the review, note particular strengths and deficiencies. Suggest possible changes or modifications to strengthen this responsibility of the faculty.
  2. Analyze the role of the faculty in institutional policy making, planning, budgeting, and special-purpose activities. Suggest possible ways that the faculty may be more effective in this role.
- F. Assess the dean or chief administrative officer of the naturopathic medicine program.
1. Review the qualifications for the dean or chief administrative officer position in relation to academic background, professional training and personal qualities. From the review, suggest any appropriate changes that might serve to strengthen the position.
  2. Analyze the dean or chief administrative officer position in relation to:
    - a. Having appropriate authority and autonomy to manage the program and to formulate and implement administrative policies;
    - b. Formulating and implementing administrative policies in consultation with appropriate constituencies;
    - c. Managing and allocating program resources prudently to meet the program's mission and objectives;

- d. Engaging, maintaining and leading an appropriate professional staff; and
  - e. Assisting in fund raising and securing other program support.
3. From the analysis, highlight strengths and suggest a plan of action for addressing any significant deficiencies.

### III. FINANCIAL RESOURCES

---

The quality of a naturopathic medicine program depends to a great extent upon financial resources. It is true also that excellence in program quality is an important factor in enhancing financial stability. Because program quality and financial resources nurture one another, sound financial management and planning are of critical importance for a program seeking candidacy status or accreditation.

#### A. Adequacy and Stability

1. The program's financial resources are adequate for it to continue for the foreseeable future as an ongoing, economically viable entity able to meet the Council's standards, and are sufficient for planning, improvements and contingencies.
2. The primary sources of funds for the program have a demonstrated stability, with no indication they will diminish.

#### B. Management

1. The institution's business manager or chief financial officer has the educational background, experience and abilities required of the position.
2. The institution's financial functions are centralized in a business office staffed, structured and equipped to operate efficiently, with an organizational plan that clearly assigns responsibilities.
3. The accounting system is in accord with the generally accepted principles of institutional accounting as they appear in *College and University Business Administration*, published by the National Association of College and University Business Officers.
4. An effective means of internal audit and control is maintained.
5. An external audit of financial records is conducted annually by a certified public accountant not directly connected with the institution and who uses as a guide *Audits of Colleges and Universities*, published by the American Institute of Certified Public Accountants. The audit report includes an opinion on the financial statement.
6. Endowment funds and other investments are administered in accord with policies developed by the governing board.

#### C. Planning and Development

1. An institutional financial plan for at least each of the next two fiscal years is maintained. The plans for each year have specific amounts projected for each source of income and each area of disbursement, using the definitions of the Integrated Postsecondary Education Data System (IPEDS). The plan for the next fiscal year becomes the current operating budget once the year begins.
2. Financial plans for the institution are developed by the business manager or chief financial officer, or a finance committee, in consultation with administrators and department chairs.
3. The plans for coming years and the current operating budget are continually reviewed, with necessary revisions promptly made. When revisions to the operating budget are made, a revised budget or a schedule of the changes is promptly distributed to administrators and department chairs.
4. In borrowing for capital improvements, a plan is developed that documents the need for the improvements, the revenue the improvements are expected to generate, the sources of the repayment funds, and a repayment schedule. An institution normally does not borrow large sums for current operations, but if such indebtedness is to be incurred, a plan is prepared that weighs the advantages and disadvantages of the proposed indebtedness, the manner in which the loan will be satisfied, and steps to be taken to avoid such indebtedness in the future.

5. The institution has a well-developed, coordinated fund-raising program for enlisting voluntary support.
6. The standards and ethics of the fund-raising profession are upheld. Adequate records are maintained.

### ■ Self-Study Description, Financial Resources

#### A. Adequacy and Stability

1. Provide a copy of the institution's latest audited financial statement, including the auditor's opinion on the financial statement.
2. Provide a list of the naturopathic medicine program's major sources of funds, indicating for each the percentage of increase or decrease expected during each of the next two fiscal years.

#### B. Management

1. Briefly describe the education and experience of the institution's business manager or chief financial officer, the manner in which the individual was selected, and the responsibilities of the position.
2. Describe the organizational structure of the institution's business or finance office, listing the staff positions and their responsibilities. Briefly describe how the office is equipped.
3. Briefly describe the accounting system.
4. Briefly describe internal audit procedures and how expenditures are controlled within the institution.
5. Provide a report indicating the balances on endowments, investments, and a summary of private contributions within the last year. Include a policy statement approved by the governing board regarding the manner in which endowment and other invested funds are administered.

#### C. Planning and Development

1. Provide a copy of the institution's and the naturopathic medicine program's current operating budgets and financial plans for at least each of the next two fiscal years.
2. Briefly describe the manner in which financial plans are developed.
3. Briefly describe the procedures for monitoring and revising the institution's and the program's operating budgets and financial plans, including who recommends revisions, who approves them, who is informed of budget revisions, how and when information on budget revisions is distributed, and to whom the information is distributed.
4. Provide a copy of each plan prepared in preparation for borrowing funds within the past three years.
  - a. Provide a summary of the institution's short-term and long-term indebtedness, including amounts originally borrowed from each lender, the purposes of the loans, the interest rates, the repayment schedules, and the current amounts owing.
  - b. Indicate any institutional assets in which lenders have a secured interest.
5. Provide a description of the institution's and program's fund-raising program, including the names, titles, and professional qualifications of those who have major responsibilities. Provide examples of fund-raising literature used within the past three years. Describe how donor records are maintained.

### ■ Self-Study Analysis and Appraisal, Financial Resources

Analyze the program's financial management and planning against the standard, with a minimum of description. Consider, but do not limit the analysis, to the following:

#### A. Assess the management of the institution's finances.

1. Review the professional qualifications of the institution's business manager or chief financial officer. From the review, highlight strengths and make suggestions for addressing any significant deficiencies.

2. Evaluate the operations of the business office with regard to efficiency and adequacy of staff and equipment. Suggest possible changes that would improve operations.
3. Evaluate the accounting system. Note its strengths and weaknesses, and suggest ways it might be improved.
4. Evaluate the internal audit and control measures with regard to their adequacy. Note any recent incidents where these measures have failed and suggest improvements.
5. Review the process for obtaining external audits. Have recent audits been produced in a competent manner and in a timely fashion? Have the external auditors had experience in auditing institutions of higher education? From the review, suggest any changes needed to improve the process.
6. Review the procedures for the management of endowment and other invested funds. From the review, determine whether current practices are in accord with the policies of the governing board. Note any transfers during the past three years from endowment or investment funds to current operations. Suggest ways in which the procedures might be improved and for increasing endowment and investment funds.

B. Assess the planning of the institution's finances.

1. Review past and current financial plans for:
  - a. Trends in primary sources of income and expenditures;
  - b. The trend in net assets;
  - c. The trend during the past three years in the relationship between direct instructional expense and indirect instructional expense; and
  - d. Any history of operating deficits.

From the assessment, suggest possible changes that would strengthen the institution's financial position.

2. Review the procedures for developing financial plans and the operating budget. Indicate the strengths and weaknesses of the procedures and suggest changes, if any, that would improve the procedures.
3. Review the procedures for monitoring and revising financial plans and the operating budget, and for informing appropriate administrators and faculty members of revisions to the operating budget. From the review, suggest possible improvements in the procedures.
4. Analyze long-term and short-term indebtedness. From the analysis, judge whether the level of indebtedness is reasonable. If the debt level is high, indicate measures that can be taken to reduce it.
5. Evaluate the effectiveness of the institution's fund-raising program by comparing total contributions received during each of the past three years with the program's total costs, including personnel, for those years. Suggest ways that voluntary support might be increased. Review the procedures for acknowledging contributions and maintaining donor records, and note any changes that would improve the procedures. If the naturopathic medicine program has a separate fund-raising program, also evaluate its effectiveness and suggest ways to increase support.

#### IV. FACULTY

---

The educational quality and effectiveness of a naturopathic medicine program in fulfilling its mission and objectives depend largely on the competence and performance of its faculty. Central responsibility for academic programs, research, and the character of the program rests primarily with the faculty. In order for a naturopathic medicine program to succeed, the faculty needs to be well trained and motivated, adequately compensated, treated fairly, given opportunities and encouragement for professional growth and renewal, and involved in institutional planning and policy development.

A. Faculty Sufficiency

1. Members of the faculty are appropriately qualified in terms of education and experience for their teaching positions in the naturopathic medicine program. Advanced or professional degrees, and other evidence of competence to teach at the doctoral level in a subject area are required.

2. An adequate core group of faculty (full time or near full time) with primary professional commitments to the institution is required to provide for coherent academic planning and curricular development. Part-time or adjunct faculty, if employed, supplement and enrich the overall educational program.

#### B. Conditions of Employment

1. Personnel policies and actions reflect a commitment to equal employment opportunity and non-discrimination.
2. Salaries and benefits are adequate to attract and retain a qualified faculty. Faculty compensation is regularly reviewed for adequacy in light of economic and social changes.
3. The institution has clearly defined and published policies regarding faculty rank and promotion, salary and benefits, performance evaluation, tenure, teaching loads, non-instructional responsibilities, and the resolution of grievances.
4. Academic freedom is protected in teaching, scholarship and research.

#### C. Performance Evaluation

1. Full- and part-time faculty are regularly evaluated to determine the quality and effectiveness of their teaching, scholarship, and performance of other institutional responsibilities in relation to the individual's role in helping to carry out the missions of the institution and the naturopathic medicine program.
2. Faculty evaluation procedures provide for the collection of information and assessment by students, peers and administrators. The administration ensures educational effectiveness through the faculty evaluations.
3. Outstanding performance is recognized and rewarded. Correcting deficiencies in performance is the responsibility of the individual member in cooperation with the administration.

#### D. Participation in Governance

1. The faculty participates broadly in the development of institutional and program policies. Structures and mechanisms facilitate communication among the faculty and between the faculty and administration.
2. A faculty organization appropriate to the size and complexity of the institution is representative of the faculty as a whole.
3. The faculty are involved in the development of the naturopathic medicine program's curriculum and educational policy, including: student selection, evaluation, discipline, promotion and graduation; evaluation and recommendations of teaching methods, facilities and equipment; and planning for the growth and development of the institution and the naturopathic medicine program.

#### E. Professional Development

1. The faculty are engaged in a process of continuous professional growth to enhance their effectiveness in serving the missions and objectives of the institution and the naturopathic medicine program.
2. The institution and the naturopathic medicine program encourage and support the professional growth of faculty members through appropriate policies, opportunities, assistance and incentives. An individual's total responsibility is so structured as to maximize his or her contribution to the accomplishment of the institution's and program's missions and objectives and to enhance professional development.

### ■ Self-Study Description, Faculty

#### A. Faculty Sufficiency

1. Provide a roster of the naturopathic medicine program's faculty for the most recently completed term, indicating rank, full- or part-time status, earned degrees (including year and institution), other relevant qualifications, course(s) taught and teaching load in clock hours, years of teaching experience, and date of initial appointment to the institution. List other major duties, e.g., administration, department or division chair, and indicate who core faculty are.

2. Indicate the number of new faculty members during the past three years. List faculty members who departed during the same period and give the reason for each departure.

B. Conditions of Employment

1. Describe the process of identifying and selecting new faculty members. Provide a copy of each type of faculty contract used.
2. For the naturopathic medicine program, provide data on faculty salaries for the current academic year by rank and length of service. Describe the package of benefits provided to the faculty.
3. Present the current policies on conditions of employment for faculty.
4. Describe how the academic freedom of faculty members is protected.

C. Performance Evaluation

1. Describe the process of evaluating the performance of faculty members. Include a copy of any forms used.
2. Describe how superior faculty performance is recognized and rewarded. Describe how the institution enhances faculty quality and effectiveness by helping those with deficiencies to improve.

D. Participation in Institutional and Program Governance

1. Describe the faculty organization and how it operates.
2. Describe the provisions for faculty participation in policy development and other important areas of institutional and program operation.

E. Professional Development

1. Describe the provisions for professional development.
2. Provide evidence of scholarly achievement by the faculty, e.g., research, publication, honors.

■ **Self-Study Analysis and Appraisal, Faculty**

Analyze the naturopathic medicine program against the standard for faculty. The emphasis is to be on careful analysis with a minimum of description. Consider, but do not limit the analysis to, the following:

A. Assess the qualifications and composition of the naturopathic medicine program faculty.

1. Assess the qualifications of full- and part-time faculty to teach the subjects assigned at the doctoral level. Note areas of strength and weakness in the credentials and experience of the instructional staff. Review plans and actions taken to address any areas of weakness.
2. Evaluate the process of recruiting, evaluating, and selecting new faculty members. Note any policies and procedures that need to be reviewed and possible changes or improvements that are worthy of consideration.
3. Assess the size and commitment of the core faculty to maintain the program's integrity. From the assessment, judge how well student and institutional needs are being served, and suggest any changes considered appropriate.
4. Analyze how part-time faculty are employed to best expand and enrich the educational opportunities for students. What changes, if any, are indicated?
5. Analyze changes in the composition of the faculty over the past three years. Are there patterns in faculty turnover? What do the changes show in relation to the quality and effectiveness of the faculty and the program?

B. Assess the employment conditions of the naturopathic medicine program faculty.

1. Evaluate the salaries and benefits provided for the faculty. Are they competitive and sufficient to attract and retain well-qualified instructors? Does the process of reviewing faculty compensation promote and maintain

- faculty security? From the evaluation, suggest how salaries and benefits could be improved to attract and retain excellent instructors.
2. Analyze the institution's policies on faculty employment for clarity, adequacy of content, and whether they are known, understood and effective. Evaluate how the policies are periodically reviewed and revised. Note any changes or improvements that are considered to be appropriate.
  3. Analyze the criteria for faculty rank and promotion and judge whether they are clearly understood and equitably applied. Evaluate how effectively the promotion system encourages professional development, and indicate possible ways for improving the system.
  4. Carefully evaluate teaching loads to determine if they are reasonable and equitable. What changes, if any, are needed on the basis of the evaluation?
  5. Assess the institution's commitment to equal opportunity and non-discrimination in employment and personnel decisions. Indicate any changes or improvements that are needed.
  6. Evaluate faculty contracts to determine if they adequately and accurately reflect the rights, responsibilities, expectations and obligations of the individual and the institution. Note any cases where contractual conditions have not been honored by either party. Suggest any appropriate changes.
  7. Show evidence of the academic freedom of the faculty. Review any recent cases of alleged or determined violations of academic freedom and note changes to be considered to avoid such charges in the future.
- C. Assess the process of evaluating faculty performance in the naturopathic medicine program.
1. Evaluate how faculty evaluation promotes scholarly excellence and effectiveness in teaching. Judge how well the process identifies individual strengths and weaknesses. How might the process be improved?
  2. Review how well faculty and others involved in the evaluation process understand and accept the criteria and procedures. From the review, suggest appropriate changes to make the process more effective.
  3. Analyze how information is gathered from each source, weighted, and used in evaluating faculty performance. From the analysis, what changes might make the process more useful, efficient and equitable?
  4. Evaluate how the institution recognizes and rewards outstanding performance by members of the faculty. Suggest possible ways for the institution to more effectively recognize and reward outstanding teaching.
- D. Assess the faculty's participation in institutional and program governance.
1. Assess how well the structure and function of the faculty organization represents the interests of the faculty as a whole and promotes communication among the faculty. Note any appropriate changes for consideration.
  2. Review the opportunities for faculty involvement in the development of academic policies and in other important areas of institutional and program operation. Assess the levels of satisfaction by faculty and administrators with broad involvement in the institution's and program's governance. From the review and assessment, discuss briefly how faculty participation might be more effective.
  3. Evaluate the process of selecting department and/or division chairs in the naturopathic program. Discuss possible changes in the process to achieve harmony and efficiency in the departments and/or divisions.
- E. Assess the institution's and program's support for professional development of faculty.
1. Assess the importance of faculty professional development to the administration and the faculty. Review how the institution and the program has cooperated in the faculty development process. From the review and policies of the institution and the program, note changes for consideration to improve the process.
  2. Evaluate how well institutional and program policies and resources have helped faculty to engage in activities for professional growth and development. Review the extent to which instructors take advantage of opportunities. Suggest ways to provide more encouragement for faculty professional development.
  3. List the significant strengths and weaknesses of the system for faculty professional development. From a review of the list, what improvements would help the institution and program to accomplish its missions and objectives?

## V. STUDENT SERVICES

---

Student services are indispensable to the achievement of the mission and objectives of the naturopathic medicine program and essential to the development of the student. The principles governing the provision of student services include:

- Access (availability and equity);
- Quality (resources and qualifications);
- Due process (rights and responsibilities); and
- Accountability/Effectiveness (organization and documentation).

### A. Functions

1. The services provided are consistent with the missions and objectives of the institution and program.
2. The services essential to an accredited naturopathic medicine program include:
  - a. Admissions,
  - b. Student records,
  - c. Orientation,
  - d. Advisement,
  - e. Counseling and testing, and
  - f. Financial aid.
3. An accredited naturopathic medicine program might provide other student services, including:
  - a. Housing,
  - b. Health care,
  - c. Extracurricular activities,
  - d. Bookstore,
  - e. Placement,
  - f. Food service, or
  - g. Child care.
4. The services provided or contracted for, essential as well as optional, meet generally accepted standards and applicable regulations.

### B. Structure

1. The organization of departments responsible for student services, the assignment of functions among those departments, and the relationships among those departments are clear and complete.
2. Human, physical, financial, and equipment resources for student services are allocated on the basis of predetermined needs and are adequate to support the mission and objectives of the program.

### C. Policies and Procedures

1. The institution's and program's student recruiting publications and advertising, catalog or academic calendar, and other publications are accurate and consistent with actual practice and with all standards and policies of the Council. The information in the catalog or academic calendar is complete, with clear statements of tuition and fees. Student recruiting programs reflect good practice.

2. Policies on student rights and responsibilities, including academic honesty, redress of grievances and complaints, and those related to procedural rights, are clearly stated, well publicized, readily available and implemented in a fair and consistent manner.
3. The institution makes adequate provision for the safety and security of its students and their property. Information concerning campus safety is distributed as required by federal law.
4. The institution or program provides opportunities for students to participate in campus governance, decision making, and policy and procedures development, and the institution or program involves faculty in the development of student services programs and policy.
5. The naturopathic medicine program has adopted a student admission policy specifying the characteristics and qualifications appropriate for the program, and adheres to that policy in its practices.
6. The mission and objectives of the naturopathic medicine program are evident in its admission requirements, standards and procedures, and in its efforts toward student diversity.
7. There is a clear policy for the re-admission of students. The re-admission of students dismissed for academic reasons is consistent with recognized academic standards for admission to the institution. The re-admission of students dismissed for non-academic reasons follows prescribed, written procedures.
8. Student records and registration services support the academic endeavors of the program. Policies are in place regarding data to be included in the students' permanent records as well as the retention, safety, security, and disposal of records. Policies on release of information respect the rights of individual privacy, the confidentiality of records, and the best interests of the student and the program, and they comply with local, state, and federal statutes and guidelines. Basic services include but are not limited to:
  - a. Development and maintenance of course and room schedules;
  - b. Registration of students into courses;
  - c. Collection and dissemination of enrollment data;
  - d. Interpretation and enforcement of academic regulations and standards of academic progress;
  - e. Maintenance and storage of temporary and permanent records for inactive and active students and the provision of transcripts of such records;
  - f. Evaluation of graduation applications;
  - g. Certification of degree and certificate compliance, and the provision of diplomas; and
  - h. Development and publication of the institution's catalog or academic calendar.
9. The institution provides an effective program of financial aid consistent with its mission and objectives and reflecting the needs of its students:
  - a. Precise and complete information for students about opportunities and requirements for financial aid is readily available, and information sessions, including entry and exit interviews with attention to loan repayment responsibilities, are required for financial aid recipients.
  - b. Students receive staff assistance in planning for the most efficient use of financial aid and of the student's own resources for education;
  - c. There is provision for institution-wide coordination of all financial aid awards;
  - d. The institution closely monitors student loan default rates and compliance with its responsibilities regarding federal student loan programs; and
  - e. The institution's default rate on loan programs under the Higher Education Act is within acceptable limits.
10. A program of counseling and testing assists students in making appropriate decisions in matters of academic choices and career paths.
11. Academic advising programs assist students in developing meaningful educational plans that are compatible with their life goals. Specific adviser responsibilities are clearly delineated, published, and disseminated to both advisers and students. Academic advising includes an assessment component that provides direction for modifying the advising program and enhancing student success.

12. If the institution or program operates a bookstore or contracts for bookstore service, there is opportunity for input into policy development by the administration, faculty and students.

### ■ Self-Study Description, Student Services

- A. Provide copies of or include in the self-study report the following information and documents:
  1. Mission and objectives statement for the student services program;
  2. Organization chart for the student services program;
  3. Student handbook, including published policies and procedures on:
    - a. Student conduct,
    - b. Student rights and responsibilities,
    - c. Student safety and security,
    - d. Student grievance process,
    - e. Academic honesty,
    - f. Student financial aid,
    - g. Student fees, and
    - h. Tuition refunds;
  4. Admissions data for the last three years;
  5. Fall enrollment reports for the last three years, using the Integrated Postsecondary Educational Data System (IPEDS) format;
  6. Brief professional résumés for the professional staff in student services; and
  7. A composite profile for full-time student services staff, showing years of experience and degrees.
- B. Describe clearly and succinctly the functions and operations of the student services program. Provide appropriate data for such items as the number of clients, users, groups served, and student/staff ratios.
- C. Describe clearly and succinctly for each of the student services the following, whether the service is provided directly or by contract with a vendor:
  1. Significant changes in the service during the past three years, and the impact on students;
  2. Procedures for policy development, particularly student involvement;
  3. Provisions to serve special student populations;
  4. Procedures for evaluating the effectiveness of the service and staff, and for follow-up studies;
  5. Data gathered within the past three years regarding student satisfaction with the service;
  6. Physical facilities and equipment; and
  7. Fiscal management and monitoring procedures, with particular attention to auxiliary enterprises.

### ■ Self-Study Analysis and Appraisal, Student Services

Analyze the naturopathic medicine program against the Standard on Student Services. The emphasis is to be on careful analysis with a minimum of description. Consider, but do not limit the analysis to, the following:

- A. Explain the ways in which the student services program is customized to serve the mission and objectives of the naturopathic medicine program.

- B. Evaluate the commitment of the naturopathic medicine program to a well-organized, staffed and supported program of student services. Suggest areas where the commitment is noteworthy or needs to be enhanced.
- C. Identify and analyze the special contributions of the student services program to naturopathic students, the naturopathic faculty, and the naturopathic curriculum. Append supporting documentation.
- D. Assess the profile of the full- and part-time professional staff assigned to student services in relation to years of experience and degrees. Note any improvements needed.
- E. Analyze and evaluate for each of the student services, whether provided directly or by contract with a vendor, the following:
  - 1. The adequacy of financial support, staff, facilities and equipment in relation to the objectives of the service.
  - 2. The equity of opportunity for access to and use of the service by various groups of naturopathic students.
  - 3. The level of use, and the effectiveness, of the service. Append supporting documentation.
- F. Assess and evaluate the following aspects of the student loan program and suggest means for improvement:
  - 1. The adequacy of long-term, low-interest loan funds to meet naturopathic student needs;
  - 2. The burden of loans on naturopathic students; and
  - 3. Default rates.
- G. Assess the record of the naturopathic medicine program regarding the qualifications of students admitted, including offer rates and acceptance rates. Note trends and suggest measures to improve quality.
- H. Assess the performance of the naturopathic medicine program in student retention and attrition. Include specific supporting data. Suggest ways to improve retention and reduce attrition.
- I. Assess the safety and security record of the institution. Note trends and suggest means for improvement.
- J. Identify significant student services program needs for the next five years and draft a realistic plan to meet them.

## **VI. CORE CURRICULUM**

---

The Standard on the Core Curriculum is a guideline each naturopathic medicine program follows in developing its core curriculum. It is not the intent of the Council to provide an exact description of the core curriculum, but rather to provide the accepted minimal standards. Each program's core curriculum is prepared by the academic department to meet the needs of its students and will exceed the standards presented here.

Evaluating educational programs and their effectiveness is central to the accreditation process. This standard elaborates the fundamental, key components of a core curriculum, while acknowledging the autonomy and uniqueness of each naturopathic medicine program. The academic department of each program is encouraged to be creative and innovative in the design and implementation of its curriculum.

- A. Curriculum Design and Evaluation
  - 1. An assessment scheme for the core curriculum, responsive to the program's mission and objectives, is important to this process.
  - 2. Students receive both a broad overview of their entire program and specific measurable learning objectives for each course.
  - 3. Core competencies are in place for all courses, with outcome assessments to document each student's comprehension of the subject matter.
  - 4. A naturopathic medicine program develops and adheres to a published grading system.
  - 5. A curriculum review committee reviews and evaluates the content of the core curriculum on a regular basis.

6. Core curricular offerings are clearly and accurately described in published materials and include a substantial and coherent description of the naturopathic core curriculum.
7. The program's instructional methods and policies are related to its mission and objectives, as well as to the specific educational objectives of individual courses and the core curriculum as a whole. The performance of the program is systematically monitored with respect to student achievement to determine if performance is consistent with the program's mission and objectives and the Council's objective measures of performance of student achievement. Educational quality is to be assessed by the naturopathic medicine program through a continuing process of academic planning, the carrying out of those plans, an assessment of outcomes, and the influencing of the planning process by assessment activities.

#### B. Length of Study

1. The program of study for students in a naturopathic medicine program is typically presented over a period of 12 quarters (10-12 weeks per quarter).
2. Including clinical education, a naturopathic medicine program requires a minimum of 4,100 total clock hours devoted to the study of naturopathic medicine.

#### C. Core Curriculum

1. A naturopathic medicine program develops and clearly states the core competencies and learning objectives necessary for a student to graduate as a competent doctor of naturopathic medicine.
2. Within the context of the following Basic Science and Clinical Science curriculum, the program establishes measurable competencies and objectives for the naturopathic medicine program as a whole, as well as for each individual subject. The naturopathic medicine program's core curriculum:
  - a. Supports students in becoming empowered primary-care physicians, with a well-developed sense of personal wellness, knowledge of their unique skills as healers, knowledge of the scope of the practice and its limitations, responsibility in finance and business, and clinical competence and confidence.
  - b. Supports students in becoming providers of excellent and consistent patient care, with the ability to carry out a systematic approach to naturopathic medical diagnosis and treatment.
  - c. Teaches students the importance of being an integral member of the health care profession and an active participant in the community.
  - d. Prepares students to practice the Principles of Naturopathic Medicine, as adopted by the American Association of Naturopathic Physicians: "Promote the healing power of nature. Do no harm. Treat the whole person. Address the cause of illness. Practice preventive medicine. Promote wellness. Provide health care that holds to each patient's best interest."
3. The Basic Sciences portion of the curriculum provides an in-depth study of the human body, using both lecture and lab. These subjects are taught in the Basic Sciences curriculum:
  - a. Anatomy (includes gross anatomy, dissection and/or prosection, neuroanatomy, embryology, histology)
  - b. Physiology (lecture and lab)
  - c. Pathology
  - d. Biochemistry
  - e. Environmental/Public Health (includes public health, environmental health, immunology, infectious diseases)
  - f. Pharmacology and Pharmacognosy
4. Courses in the history, philosophy, and principles of naturopathic medicine are offered in the curriculum.
5. The Clinical Sciences portion of the core curriculum thoroughly prepares students to diagnose the causes of disease and to treat effectively patients who have diseases, using naturopathic therapeutics. Laboratory and clinical demonstrations are utilized to assist development of practical skills. These subjects are taught in the Clinical Sciences portion of the curriculum:

- a. Diagnostic courses—physical, clinical, laboratory, diagnostic imaging, and differential diagnosis.
- b. Therapeutic Courses—botanical medicine, homeopathy, emergency and legend drugs, nutrition, physical medicine (includes naturopathic, osseous and soft tissue manipulative therapy, physiotherapy, sports medicine, therapeutic exercise and hydrotherapy), psychological counseling, nature cure, acupuncture and Oriental medicine, medical procedures/emergencies, and minor surgery.
- c. Specialty courses—organ systems (includes cardiology, dermatology, endocrinology, EENT, gastroenterology, genitourinary system, gynecology, neurology, orthopedics, pulmonary), natural childbirth/obstetrics, pediatrics, geriatrics, rheumatology, oncology, jurisprudence, marketing principles, and practice management.

### ■ Self-Study Description, Core Curriculum

- A. Provide a copy of the institution's current catalog or academic calendar and addenda, and any other documents on the curriculum.
- B. Provide a copy of the current classroom schedule, with the names of the faculty who teach the courses.
- C. Indicate the length of the academic year in number of weeks and in actual instructional days.
- D. Indicate specific core curriculum courses required of all students in the program and provide an explanation of how the present core curriculum evolved.
- E. Explain the process and procedures followed to prepare adequately for new components of the naturopathic program.
- F. Provide details on how the continuous evaluation of the core curriculum is provided for, the process and procedures for how changes are made, and the composition of the curriculum review committee.
- G. Explain the policies and procedures for awarding transfer credit to advanced standing and transfer students.
- H. Provide details on the provisions for gifted and special-needs students.
- I. Identify the assessment tools and outcome measures used by the program to assess the effectiveness of the core curriculum in meeting the program's mission and objectives.

### ■ Self-Study Analysis and Appraisal, Core Curriculum

Analyze the core curriculum against the standard. Emphasize the analysis and limit the description. Consider, but do not limit the analysis to, the following:

- A. Analyze the core curriculum offerings in detail, how they have changed in the last five years, and any plans for changes in the future. Are the course requirements, both credit and non-credit, appropriate to the mission and objectives of the naturopathic medicine program? In what way does the program maintain congruence between the core curriculum offerings and the purpose of the core curriculum?
- B. Evaluate the efforts made to avoid duplication and redundancy of subject matter presented to students. What improvements have been made or are indicated, if any?
- C. Analyze the naturopathic instructional program in detail. Are there any limitations placed on the number of credit hours required for the degree? Are prerequisites for courses stated and consistently enforced? Are there any potential scheduling conflicts that may prevent students from taking required courses when offered?
- D. Evaluate all evidence that demonstrates the effectiveness of the core curriculum:
  - 1. Assess the effectiveness of student learning and training during the previous five years.
  - 2. Analyze the results that have been learned from studies conducted of graduates who have entered professional careers as naturopathic physicians.

3. Analyze what has been learned about the educational effectiveness of the core curriculum from former students who left the program before completing their studies.
  4. Assess how satisfied alumni are with their education one, five, and ten years after graduation.
- E. From an analysis of the core curriculum content, suggest appropriate ways to strengthen and improve the core curriculum.
- F. Evaluate each department within the naturopathic program. What is each department's role in the overall educational program and core curriculum development? Evaluate the extent to which each department's goals and objectives are realized in relationship to the education and training of students.
- G. Assess the courses and clinical requirements of each department of the naturopathic medicine program:
1. Show the relationship between course objectives and competencies and the department's goals.
  2. Is there evidence of a relationship between the student-to-faculty ratio and the educational effectiveness of each naturopathic department's program?
  3. Identify core curriculum courses described in the current catalog that have not been conducted within the past two years. State the reasons the courses were not offered and plans for offering them in the future.
  4. Assess the process for reviewing course syllabi for currency, completeness and accuracy. From the assessment, suggest possible improvements.

## VII. CLINICAL EDUCATION

---

The Standard on Clinical Education is a guideline each naturopathic medicine program follows in developing and improving the clinical education component of its curriculum. It is driven by the naturopathic medicine program's mission statement and is guided by objectives that clearly define the educational goals. Each program's clinical education curriculum is designed to equip naturopathic medical students with the practical knowledge, clinical skills, core values, attitudes, and behaviors necessary for successful clinical practice. It is not the intent of the Council to provide an exact description, but rather to provide appropriate standards.

### A. Clinical Education Program Design and Evaluation

1. The clinical education program develops and publishes standards, policies and procedures. The program's educational quality is periodically evaluated using multiple outcome measurements, such as student and faculty evaluations, the performance and academic progress of students, completion rates, postdoctoral performance, performance on licensing examinations, and the percentage of graduates who become licensed. The medical director is actively involved in the development of the standards, policies and procedures.
2. The clinical education program establishes and publishes policies on ethical behavior for students, clinical faculty, administrators and staff, including a conflict-of-interest policy that applies to clinical faculty. The program also establishes and publishes a quality assurance policy and a conflict-of-interest policy for the dispensary.
3. The clinical education program establishes and publishes standards and methods for evaluating the performance of clinical faculty. Clinical faculty members have appropriate credentials, clinical experience, teaching skills, suitable dispositions for teaching, expertise in their fields of instruction, and knowledge of the program's standards, policies and procedures, with the willingness to administer them. All clinical faculty have an understanding of naturopathic principles at a level appropriate for their credentials and field of expertise. The clinical education program provides opportunities for faculty member' ongoing professional development in these areas.

### B. Administration, Resources, Facilities

1. The administrator of the clinical education program exercises full academic oversight over the program, including training at any affiliated external teaching clinics. The clinical education program has adequate financial resources to achieve its educational goals and objectives. All student clinicians have comparable educational experiences.

2. Under the direction of the medical director, the clinical education program's administrator, faculty, and staff implement the program's standards, policies and procedures with impartiality and equability toward all students and across all clinical teaching sites.
3. The clinical facilities are adequate in size and resources to provide experience in all aspects of naturopathic diagnosis and treatment. Administrative staffing is adequate, patient-care rooms are fully equipped, physical medicine facilities and equipment are adequate, the clinical laboratory is fully equipped, and a naturopathic dispensary fully serves the needs of patients, faculty and students.

#### C. Clinical Requirements

1. The clinical education program provides at least 1,200 clock hours of clinical education. All students complete the clinical education program's prerequisites before beginning the clinical component of their education. Prior to beginning their formal clinical education, students may participate in observations and rotations through clinical posts, such as the dispensary, laboratory, and physical medicine facilities, but the time they spend in these observations and rotations may not exceed 20 percent of the program's required number of clock hours.
2. Preceptorship experience in practicing physician' offices is included in the program's required number of clock hours. Hospital rotations and clerkships, if available, are also included. The program distinguishes between clinical education based on observation, such as observing with a preceptor or in a hospital rotation, and supervised hands-on direct patient care in a naturopathic clinic or clerkship where clinical competencies are to be evaluated and satisfied. At least 60 percent of the clinical education program's required number of minimum hours are in patient care. Hours in clinical posts are credited when the post has specific clinical competencies that students must satisfy.
3. The level of clinical responsibility accorded student clinicians is gradually increased with the level of training they receive. The program's student achievement standards, policies, and evaluation procedures clearly delineate the steps of ascending responsibility.
4. A naturopathic medicine program establishes a minimum for a required number of separately scheduled patient interactions where students perform an assessment and/or treatment, under supervision, as the primary student clinician. By graduation, a student has had at least the minimum number of patient contacts.
5. Clinical faculty have the training, experience, and licenses necessary to provide suitable educational experiences for students and health care for patients. At least 70 percent of the program's required number of clock hours are under clinical faculty who are licensed naturopathic physicians. Clinical faculty have a minimum of two years of clinical experience, unless they are residents at the program's teaching clinic or have completed a residency program certified by the Council. The supervision and student-to-faculty ratio are appropriate for achieving both high-quality clinical training and high-quality patient care.
6. The clinical education program provides each student with:
  - a. The medical skills, knowledge, experience, and critical judgment ability necessary for the diagnosis, treatment, management, and referral-making appropriate for safe and effective practice as a primary care naturopathic physician;
  - b. A clinical experience that integrates naturopathic principles into every clinical interaction;
  - c. The attitudes and behaviors necessary to establish effective professional relationships with patients, faculty, colleagues, other professionals and the public;
  - d. The opportunity to treat patients of all ages, and to treat a wide variety of conditions;
  - e. Group forums designed to provide discussion between clinical faculty and students on a variety of clinical subjects and case analyses, with the inclusion of naturopathic principles in all aspects of the forum;
  - f. A firm understanding of medical ethics, cultural and gender sensitivity issues, and the medical consequences of common societal problems;
  - g. A thorough knowledge of charting and patient record maintenance, including legal requirements (e.g., in the U.S., regulations adopted by the Occupational Safety and Health Administration); and
  - h. A thorough knowledge of practice management principles.

#### D. Evaluation of Student Achievement

1. The clinical education program evaluates student achievement based on the program's standards. The standards include but are not limited to the core clinical competencies, communication skills, problem solving and clinical reasoning abilities, and behaviors and attitudes. The standards set forth specified time lines and consequences, with procedures for due process and appeals. Consistent and verifiable documentation of student achievement is maintained, showing the extent to which the naturopathic medicine program's mission and objectives are being met.
2. The clinical education program's administrators and faculty apply the student achievement standards consistently for all students. The evaluation of student achievement incorporates a variety of measures of knowledge, competence, and performance. Standards with learning objectives for all areas of clinical education are clearly presented, with regular evaluations of student performance by clinical faculty. Students who do not perform as expected receive prompt notification of the options available to them. A student's own records are available to the student for review, while strict confidentiality on a need-to-know basis is maintained.
3. The program at its external sites provides experiences that support the development of the professional competencies student clinicians need to become highly effective and successful practitioners. Student evaluation procedures comparable to those used at the principal teaching clinic are used at external sites.

E. External Clinical Training Sites

1. Written affiliation agreements are in place whenever an external clinical training site is not under the direct administration of the clinical education program. The agreements clearly state the educational goals and objectives for the training sites, as well as the principles and procedures for evaluation of student achievement, with the clinical competencies to be satisfied.
2. Planning and implementing instruction at external sites is a cooperative endeavor between the clinical education program's administration and the external site's administration and faculty.

■ **Self-Study Description, Clinical Education**

- A. Describe the clinical education program, including its administrative structure, its teaching sites and their facilities, and the program's finances. Submit the operating budget for the clinical education program. If any sites are not under the program's direct administrative control, provide a description of the arrangements and copies of the affiliation agreements, and show how academic oversight is achieved.
- B. Provide a description of the clinical education program's decision-making process, with meeting schedules and participants. Make available the minutes of committee meetings; the program's standards, policies, and procedures; and relevant sections of the handbooks for student clinicians and clinical faculty. Explain the process and procedures followed to prepare for new components of the clinical education program.
- C. Identify the assessment tools and outcome measurements used to assess the clinical education program's effectiveness in meeting the naturopathic medicine program's mission and objectives, and used to evaluate student progress, faculty performance, and educational quality. Report the general findings of these evaluations.
- D. For each clinical teaching site, provide its location, hours of operation, the number of student clinicians, the number of clinical faculty, the names and credentials of the faculty, and patient volume. Describe the internships, clinic posts, rotations, clerkships, and preceptor positions available to students. Indicate which are required and which are elective. Indicate the hours students spend in each of the various clinic roles for which they receive credit.
- E. Supply the specific prerequisites necessary to enter the clinical education program, and the clinical competency check-offs that authorize the gradual increase in a student's clinical responsibility.
- F. Describe the graduation requirements, including the number of patient contacts a student must have as the primary student clinician. Describe the procedures for assuring each student has the minimum number of contacts by graduation and is being educated with sufficient complexity and diversity of clinical experience.
- G. Describe the general clinical educational experience, emphasizing how the principles of naturopathic medicine are integrated into it.

## ■ Self-Study Analysis and Appraisal, Clinical Education

Analyze the clinical education program against the standard. Emphasize the analysis and limit the description. Consider, but do not limit the analysis to, the following:

- A. Analyze the clinical education offerings in detail, how they have changed in the last five years, and any plans for changes in the future. In what way does the clinical program maintain congruence between clinical education and the overall curriculum? Are prerequisites for entrance into the clinical education program clearly stated and consistently enforced?
- B. If the program has more than one clinical teaching site, show how the program is able to assure that all students receive a comparable educational experience. Evaluate the efforts made to provide a clinical experience with adequate patient volume and a broad and diverse patient population. Are there any potential conflicts that may prevent students from receiving the optimal clinical education? How do the various scheduling issues and teaching sites affect the achievement of an equitable education across the student body? What measures have been taken or need to be taken to assure this?
- C. Assess the appropriateness of the various student and faculty clinical handbooks and policies. Analyze the student and faculty evaluation and assessment tools for their accuracy in measuring what they are intended to measure. Evaluate the findings of these tools.
- D. Evaluate each department within the clinical education program. What is each department's role in the overall clinical education of students? Evaluate the extent to which each department's goals and objectives are realized in relationship to the education and training of students.
- E. Analyze the relationship between the evaluation of student' clinical competencies and the overall goals and objectives, and between the student-to-faculty ratio and the program's educational effectiveness. How do these contribute to the development of competent naturopathic physicians?
- F. From a general analysis of the clinical education program, suggest appropriate ways for it to be strengthened and improved upon. What do the various outcome measurements show about the strengths and weaknesses of the program? Are graduates being successful in practice both clinically and financially?
- G. Evaluate the effectiveness of the program's integration of the principles of naturopathic medicine throughout the educational experience.

## VIII. CONTINUING EDUCATION AND CERTIFICATE PROGRAMS

---

Continuing education, certificate programs, and other special instructional activities are important adjuncts to a naturopathic medicine program's primary mission. If a program is to provide these offerings, this standard is used as the parameter within which to develop and evaluate them.

- A. Purpose
  1. To provide naturopathic physicians with the opportunity of keeping current with their field of medicine.
  2. To provide information and training to help naturopathic physicians in providing improved care to patients.
  3. To fulfill the requirements of the licensing boards for continuing professional education.
- B. Administration
  1. The continuing education offerings are adequately arranged and coordinated.
  2. The continuing education offerings have the demonstrated support and recognition of the institution's central administration.
  3. All activities are consistent with the naturopathic medicine program's mission and objectives.
  4. Advertising and promotional information are clear and accurate so participants know exactly what is expected and what can be accomplished and gained as a result of participating.

C. Records

1. All continuing education financial records are kept by the finance office of the institution.
2. A detailed system of record keeping covering the operation of the continuing education includes matriculation, attendance, grades, issuance of certificates, and the financial accounts of students.

D. Faculty

1. Qualified faculty and support staff are essential to maintaining good academic quality.
2. Service and teaching in continuing education are considered in the evaluation and promotion of faculty members.

E. Physical Facilities

1. Sites for continuing education offerings are well maintained and provide adequate facilities in relation to the scope and depth of the subject matter.

F. Guidelines/Assessment

1. Policies and procedures are developed and adopted that include all aspects of the continuing education program and its relationship to the naturopathic program.
2. Program and course development are done in consultation with professionals in the field and the academic department.
3. The selection of courses and the granting of credits are consistent.
4. Evaluation of classes and faculty who teach the classes is an established practice.
5. The method of evaluating a participant's progress while in the program, including advising and counseling, is explicit.
6. Evaluation and examination procedures which determine that the participant has successfully completed the credit requirements are clearly established.
7. There is a periodic assessment of need in order to provide responsive programming.
8. Arrangements for library and/or learning resources support are made for each course.

G. Certificate Programs

1. In addition to the other requirements of this standard, information on any continuing education offering that leads to a certificate representing or testifying to the advanced competence, knowledge, and ability of those professionals who hold it, and which was not covered in the Council's most recent evaluation or review, is submitted to the Council before being offered. The information includes:
  - a. The need for the program;
  - b. Its purpose and objectives;
  - c. The length of study in both hours and sessions;
  - d. The content, in outline or syllabus form;
  - e. Academic and attendance requirements;
  - f. Units and/or certificates awarded upon successful completion; and
  - g. Program-offering materials, clearly identified as to whether for specialty qualifications or not.
2. Every recipient of a certificate first completes the required hours of instruction with a passing grade.
3. Any certificate program offered in an area outside the program's state or province is first authorized by the Council.

### ■ Self-Study Description, Continuing Education and Certificate Programs

- A. Provide information on the personnel responsible for continuing education and certificate programs. Explain how the quality of the programs is assured.
- B. List the specific courses, activities, and programs offered, including enrollment figures and any sponsoring person, agency, or department.
- C. Provide the financial records for continuing education and certificate programs.
- D. Provide résumés for faculty who teach in these programs. Explain what role faculty play in the development and ongoing assessment of the programs.
- E. Provide copies of advertising and promotional material.
- F. Summarize and provide all follow-up studies completed on students of continuing education and certificate programs.
- G. Provide admission requirements, and indicate the target populations for continuing education and certificate programs.
- H. Provide information, including schedules, for any new continuing education courses or certificate programs to be offered in the near future.
- I. List all continuing education and certificate offerings during the past five years that support the mission and objectives of the naturopathic medicine program.

### ■ Self-Study Analysis and Appraisal, Continuing Education and Certificate Programs

Analyze the continuing education and certificate programs against the standard. Emphasize analysis and limit description. Consider, but do not limit the analysis to, the following:

- A. Analyze the participation of naturopathic medicine program administrators, faculty, staff, and professionals in the development and implementation of continuing education and certificate offerings.
- B. Analyze the philosophy, goals and objectives of the continuing education and certificate programs in relation to the naturopathic medicine program's mission and objectives.
- C. Evaluate the adequacy of the financial resources and management of continuing education and certificate programs.
- D. Assess the adequacy of facilities used for classes and offerings in continuing education and certificate programs.
- E. Demonstrate the primary purpose for the continuing education and certificate programs.
- F. Analyze the forms and methods used to evaluate faculty performance in continuing education and certificate programs. Suggest improvements where necessary.
- G. Assess course and program evaluation procedures, and analyze the scheduling methods and procedures.
- H. Evaluate advertising and material used for publicizing continuing education and certificate programs.
- I. Evaluate follow-up studies of participants, designed to assess the effectiveness of the offerings. What is the completion rate for courses taken in continuing education and certificate programs?
- J. Evaluate the record-keeping and reporting system. Is the cumulative record system for the students in these programs satisfactory?

- K. Evaluate other services available to students in the continuing education and certificate programs, such as access to the institution's or program's library and student services.

## **IX. LIBRARY AND INFORMATION RESOURCES**

---

Library and information resources include the holdings, equipment, and personnel in libraries, media and production centers, audio-visual centers or labs, computer centers or labs, and other repositories of information and services important in supporting the mission and objectives of the naturopathic medicine program. It is essential that the resources and services adequately support the instructional, clinical, and research programs, and the intellectual and professional development of students, faculty and staff.

The institution is obliged to have policies on the governance, collections and their development, personnel services and access, computing and data communication services, facilities, security, financing, planning, and evaluation. These policies are to complement the institution's mission and objectives. Development and implementation of the policies are to be a cooperative function of appropriate representatives from the library and information resources, faculty, administration and student body.

### A. Governance

1. The functional positions within library, media center, audio-visual center or lab, computer center or lab, and other repositories of information in the institution's structure are clearly identified, and responsibilities or authority of persons in key positions are defined.
2. There is a close administrative relationship between the library and other information resources of the institution so students, faculty and staff may make the best use of all resources and services available.
3. The library and information resources are organized and managed in such a way that the missions and objectives of the institution and the naturopathic medicine program may be achieved.
4. Policies, regulations and procedures for management of the library and information resources are systematically documented, updated and made readily available.
5. Formal cooperative agreements with other institutions and agencies are encouraged to enhance the quality of resources and services available to naturopathic students, faculty and staff.

### B. Collections and Equipment

1. Library holdings and audio-visual resources are sufficiently current, as well as sufficient in quality and depth, to support the instructional and research components of the naturopathic medicine program.
2. Appropriate computer hardware and software support the instructional and research needs of naturopathic students, faculty and staff.
3. There is a systematic acquisitions program for books, periodicals, audio-visual equipment, computers, software, and other appropriate materials and equipment to keep abreast of naturopathic student, faculty, and staff needs.

### C. Facilities and Access

1. Adequate space is provided to house the library collection, other information resources, equipment and personnel, and to accommodate faculty, students and staff.
2. Library and information resources are adequate, accessible, conveniently available, and used by students and faculty wherever the institution provides programs.
3. Facilities provide an environment conducive to study, research, and learning for students, faculty and staff.
4. Security, maintenance, seating and work space, arrangement of books, materials, and equipment, and acoustics are judged by serviceability and use by students, faculty and staff.
5. Students, faculty and staff are provided opportunities to learn how to access information in a variety of forms.

### D. Personnel

1. The library is adequately staffed by trained professionals in library science.
2. Library support staff are adequate to carry out the responsibilities of a technical nature.
3. Professional and technical support personnel are of sufficient number, and have adequate training, competencies, and experience for the positions held.
4. The media center, audio-visual center or lab, and computer center or lab are adequately staffed by professionals trained in appropriate areas of expertise.
5. Library and information resources personnel play an active role in planning and governance.
6. The institution provides appropriate opportunities for the development of the library's professional and technical staff.

E. Finance

1. The library and information resources are adequately and consistently supported in relation to the total budget of the institution.
2. Sufficient annual budget allocations are made to support the needs of naturopathic students, faculty, and staff for the library and information resources in relation to the instructional and research programs.

F. Planning and Evaluation

1. Library and information resources are an integral part of the institution's short- and long-range planning.
2. Institutional planning recognizes the need for service linkages among the library, media center, audio-visual center or lab, computer center or lab, and other repositories of information.
3. Involved in the planning process are users, library and information resources professionals, and other appropriate personnel.
4. The institution regularly and systematically evaluates the adequacy and use of library and information resources, including those provided through cooperative arrangements, in relation to the mission and objectives.
5. The results of systematic evaluations are used by the institution to enhance the quality and improve the effectiveness of the library and information resources.

■ **Self-Study Description, Library and Information Resources**

- A. Provide general statements of the philosophy and goals of the library and information resources.
- B. List all library and information resources that support the mission and objectives of the institution.
- C. Provide an organizational chart or charts for the library and information resource units.
- D. List key professional and technical staff personnel of the library and information resources. Include their titles, professional training and experience.
- E. Provide a copy of appropriate program budgets for the current year and expenditures for each of the three previous years. Indicate the percentages of the institution's operating and capital budgets allocated for the library and information resources.
- F. Describe clearly and succinctly the policies, regulations, and procedures for management and operation of the library and information resources.
- G. Describe clearly and succinctly any formal cooperative agreements with other institutions or agencies that complement the institution's library and information resources.

- H. Provide data for the current year and each of the three previous years on library holdings, media equipment, audio-visual equipment, computing equipment and facilities. Include data on utilization of the holdings, equipment and facilities by students, faculty, and staff.
- I. Describe clearly and succinctly how key professional and technical staff are provided appropriate opportunities for professional development, and are actively involved in planning and governance of the library and information resources.
- J. Describe clearly and succinctly how the institution and naturopathic medicine program regularly and systematically evaluate the adequacy and use of the library and information resources, and how the results have been used during the past three years to enhance quality and improve effectiveness.

### ■ Self-Study Analysis and Appraisal, Library and Information Resources

Analyze the library and information resources against the standard. The emphasis is to be on analysis with a minimum of description. Consider, but do not limit the analysis to, the following:

- A. Analyze the philosophy and goals of the library and information resources in relation to the mission and objectives of the institution. Note any additions, deletions, or revisions that might be needed.
- B. Analyze the effectiveness of policies and procedures of the library and information resources. Note any particular deficiencies and suggest appropriate changes to improve their effectiveness.
- C. In relation to the naturopathic medicine program and research expectations, critically evaluate the library and information resources for:
  1. quantity, quality and appropriateness of professional and technical staff;
  2. resources (books, periodicals, media, audio-visual equipment, databases, computing equipment, software);
  3. services provided;
  4. facilities; and
  5. budget for operations and capital improvements.

From the critical evaluation, highlight particular strengths and suggest a plan of action for addressing any significant deficiencies to improve effectiveness.

- D. Analyze utilization of the library and information resources, equipment, and facilities. Suggest ways to improve utilization as deemed appropriate from the analysis.
- E. Evaluate the involvement of key professional and technical staff in the planning and governance of the library and information resources. If active involvement is lacking, suggest a plan of action to correct the situation and enhance the quality of planning and governance.
- F. Analyze the opportunities provided professional and technical staff for professional development and personal renewal. Highlight particular strengths and suggest a plan of action for addressing any significant deficiencies.
- G. Evaluate any formal cooperative agreements with other institutions or agencies for complementing library and information resources in relation to the instructional program and research in naturopathic medicine.
- H. Highlight particular strengths and any significant deficiencies. If appropriate, suggest a plan of action for strengthening the agreements to improve the effectiveness of the instructional program and research.

## X. RESEARCH

---

Research is an essential part of the educational environment where students prepare to become naturopathic physicians. Research serves to advance the frontiers of knowledge and ultimately the quality of health care. Faculty and students are

encouraged to engage in research. Policies and resources need to support research in relation to meeting the missions and objectives of the institution and the naturopathic medicine program.

A. Research Policies and Practices

1. A representative committee of faculty and administrators develops and oversees the research component of the naturopathic medicine program.
2. The institution retains control of research conducted under its auspices.
3. The research program is consistent with the mission and objectives of the institution.
4. Research investigators are assured academic freedom in conducting their research and the right to publish and report the results of their research.
5. Adequate protection of human subjects is guaranteed.

B. Support for Research

1. The institution provides adequate funding, facilities, equipment, staff and other resources for the research component of the naturopathic medicine program.
2. The naturopathic medicine program's and the institution's commitment to research is reflected in the assignment of faculty responsibilities, the expectation and reward of outstanding faculty performance, and opportunities for faculty leave to conduct and participate in appropriate research programs.
3. Research sponsored through grants or contracts that serves to help achieve the missions and objectives of the institution and the naturopathic medicine program is encouraged and supported; however, the institution and program do not depend on sponsored research to fund its primary educational mission.

### ■ Self-Study Description, Research

A. Research Policies and Practices

1. Provide copies of documents that contain the policies and procedural guidelines for research at the institution.
2. Describe and document the activities of the committee that develops and oversees the research component of the naturopathic medicine program.
3. Identify and briefly describe significant naturopathic research projects of the past five years and those in progress.

B. Support for Research

1. Explain how research is encouraged and promoted among naturopathic faculty and students.
2. Describe the institution's commitment to funding, facilities, equipment, staff, and information resources to support naturopathic research.
3. Describe the impact of research on teaching loads, promotions, tenure and leaves.
4. Enumerate the sources and amounts expended for naturopathic research in each of the past five years.

### ■ Self-Study Analysis and Appraisal, Research

Analyze the institution against the Standard on Research. The emphasis is to be on careful analysis with a minimum of description. Consider, but do not limit the analysis to, the following:

A. Assess the research policies and practices.

1. Analyze the research policies and practices in relation to how well they support the missions of the institution and the naturopathic medicine program. What changes, if any, are suggested for consideration from the analysis?

2. Evaluate how the research activities have contributed to the effectiveness of the academic component of the naturopathic medicine program. From the evaluation, suggest ways that research activities could further enhance the effectiveness of the naturopathic medicine program.
  3. Assess the adequacy of current policies and practices to maintain the necessary safeguards and institutional control. Note strengths and weaknesses, and suggest changes or improvements considered to be appropriate.
  4. Evaluate the effectiveness of the research oversight committee in relation to research policies and practices. Where improvements are needed, make suggestions to enhance the committee's effectiveness.
- B. Assess the support for research.
1. Assess the institution's and program's commitment of resources to research to determine if the resources committed are commensurate with the place of research in the institution's and program's missions. Note strengths and weaknesses in the pattern of institutional support for research, and suggest possible changes to address significant weaknesses.
  2. Review how research is encouraged and promoted among naturopathic faculty through workload considerations, appropriate prestige, and other arrangements and incentives. From the review, what changes are needed, if any?
  3. Assess how outside support for naturopathic research is actively sought and appropriately used. Evaluate the significance of naturopathic research funding with regard to the overall budget for the naturopathic medicine program.
  4. List and evaluate the ways the naturopathic medicine program makes significant contributions through research. Note areas where there might be over-commitment to research or where a greater commitment is needed in relation to helping the institution and the program achieve their missions and objectives.

## **XI. PHYSICAL RESOURCES**

---

A naturopathic medicine program has sufficient physical resources, including instructional and research facilities, equipment and materials, to achieve its mission and objectives.

- A. Physical resources for the naturopathic medicine program are planned and developed in accord with a campus master plan that is consistent with the mission and objectives.
- B. Appropriate administrators, faculty, staff and governing board members are involved in planning physical resources.
- C. Naturopathic instructional, clinical and research facilities are appropriately designed, maintained and managed at both on- and off-campus sites.
- D. Naturopathic faculty offices and other resources are sufficient for them to conduct properly their teaching, research, administrative and other assigned responsibilities.
- E. The physical facilities include the furniture, equipment, utilities and other amenities needed by naturopathic faculty, staff and students to work and study effectively.
- F. A schedule for routine and preventive maintenance of the facilities and grounds is kept current and carried out.
- G. Appropriate attention is given to health, safety and security considerations, and for access by the disabled, in the construction and maintenance of physical resources.
- H. Vital records are kept in a fire-proof vault or frequently up-dated copies are kept off-site.
- I. Appropriate equipment to meet the needs of administrators, faculty, staff and students is sufficient, safe, well maintained, adequately inventoried and controlled, and readily accessible at on- and off-campus sites.
- J. Equipment replacement is scheduled, budgeted and purchased to meet the administrative, instructional, research, and other needs of the naturopathic medicine program.

### ■ Self-Study Description, Physical Resources

- A. Provide a copy of the most recent campus master plan.
- B. Provide a listing of the facilities and grounds used by the naturopathic medicine program. Include usable square footage, dates of construction or acquisition, initial cost, estimated replacement cost, the basic terms of any lease or rental agreements, and the estimated value of equipment and furnishing in each building.
- C. List any facilities used by the naturopathic medicine program that are not in compliance with local, state and federal regulations, the nature of the non-compliance, and the steps being taken to achieve compliance.
- D. For the naturopathic medicine program, briefly describe planned improvements of any facilities, and plans for constructing, acquiring or leasing facilities during the next five years.
- E. Describe briefly how administrators, faculty, staff and governing board members are involved in the process of planning physical resources for the naturopathic medicine program.
- F. Describe briefly how program equipment replacement is scheduled, budgeted and purchased.
- G. For facilities used by the naturopathic medicine program, describe briefly the schedule and process for routine and preventive maintenance.

### ■ Self-Study Analysis and Appraisal, Physical Resources

For the naturopathic medicine program, analyze the physical resources against the standard. The emphasis is to be on analysis, with a minimum of description. Consider, but do not limit the analysis to, the following:

- A. Evaluate the campus master plan to determine what changes and revisions are needed, if any, in order for the naturopathic medicine program to be more effective in achieving its mission and objectives.
- B. Review how administrators, faculty, staff and board members are involved in planning physical resources for the naturopathic medicine program. Note changes in the planning process needed to assure appropriate involvement.
- C. Evaluate the instructional and research facilities and equipment to determine how well they meet the needs of the naturopathic medicine program's faculty and students. From the evaluation, suggest what significant changes or additions to the facilities and equipment would serve to enhance the quality of instruction and research.
- D. Review how effectively the schedule of routine and preventive maintenance is carried out in facilities that serve the naturopathic medicine program. Suggest possible ways for improving the attractiveness of the facilities and grounds, and for improving housekeeping and maintenance.
- E. Conduct or review a recent space-utilization study of the physical facilities used by the program. From the study, note what changes might be made to bring about more efficient and effective use of the facilities.
- F. Analyze equipment used in laboratories, clinics, and other instructional areas in terms of adequacy, accessibility, working conditions, safety and security. Note deficiencies that need to be addressed.
- G. Review how equipment for administration, teaching, and research is inventoried, controlled, maintained and replaced. From the review, suggest any changes considered to be appropriate.
- H. Assess off-campus physical resources used by the program in terms of the services offered there. Report any deficiencies that need to be corrected in order to meet the standard.

# PART THREE

## POLICIES OF THE COUNCIL

Policy statements in this portion of the *Handbook* are intended to complement and elucidate the eligibility requirements, accreditation standards and Council procedures found in preceding portions.

### I. POLICY ON COUNCIL MEMBERSHIP

---

- A. The Council's Board of Directors is made up of three categories of voluntary members. An accurate, current résumé of a nominee for membership on the Council's Board of Directors shall be on file with the Council's executive director before the Council may elect the nominee:
1. **Institutional member representatives** are academic administrators or faculty members from the accredited programs. Institutional member representatives do not represent the interests of their individual institutions. They serve in the same capacity as the Council's profession and public members, supporting the Council's mission and objectives, and remaining mindful of all the constituencies the Council serves. The Council has three positions for institutional member representatives. The recognized naturopathic programs take turns nominating institutional member representatives in accord with a Council rule (see Policy XIII below). The members serve three-year, non-renewable terms. Nominees are elected by majority vote of the Council's members at its annual meeting.
  2. **Profession members** of the Council hold a current license to practice naturopathic medicine in a United States or Canadian jurisdiction that regulates the practice of naturopathic medicine. They are active members of a national, state or provincial association of naturopathic physicians, and they either currently serve as faculty members in a CNME-accredited or candidate program or have experience as educators or knowledge of the evaluation of educational institutions and programs for accreditation. The Council may have a minimum of four and a maximum of six profession members.  
  
A committee appointed by the president from among the Council's members nominates individuals as profession members. They serve three-year terms, with a limit of two consecutive full terms. Nominees are elected by majority vote of the Council's members at its annual meeting.
  3. **Public members** are not naturopathic physicians; are not students in a naturopathic medicine program; are not affiliated with a naturopathic medicine program ("affiliated" is defined in the Policy on Potential Conflicts of Interest, see below); are not members of and do not have any other role with an association of naturopathic physicians; and do not have any role in a state's or province's licensing activities for naturopathic physicians. Public members bring expertise in educational administration, academics or accreditation to the Council. The Council may have a minimum of two and a maximum of three public members.  
  
A committee appointed by the Council's president from among the members nominates persons as public members. They serve three-year terms, with a limit of two consecutive full terms. Nominees are elected by majority vote of the Council's members at its annual meeting.
- B. The Council must ensure that the Board of Directors includes significant representation of individuals whose major professional activities include teaching, including one individual whose primary activity is teaching.
- C. A member's term begins at the conclusion of the annual or semiannual meeting at which the member is elected and ends at the conclusion of the annual or semiannual meeting three years later.
- D. Before attending their first Council meeting as members, new members participate in a period of training and orientation overseen by the Council's executive director.
- E. Members of the Council agree to:
1. Support the mission and objectives of the Council;

2. Be well informed on the Council's Articles of Incorporation, Bylaws, eligibility requirements, accreditation standards, policies and procedures;
3. Ensure that the Council's activities remain in accord with its governing documents and *Handbook*;
4. Remain mindful of the constituencies the Council serves: the public, naturopathic medicine programs and their students, and the naturopathic medical profession; and
5. Attend the meetings of the Council.

## II. POLICY ON POTENTIAL CONFLICTS OF INTEREST

---

- A. The decisions of the Council are to be made solely on the basis of promoting the best interests of the public and naturopathic medical education in the United States and Canada. It is therefore the policy of the Council to have effective controls against conflicts of interest and the appearance of conflicts of interest by Council members, evaluation team members, consultants, staff and other Council representatives by strictly adhering to these guidelines:
1. Whenever the Council is called upon to decide upon an application for consideration or a recognition action related to a naturopathic medicine program, and a Council member is affiliated with the program, then that person:
    - a. Shall disclose prior to the Council's discussion of the program's application or recognition action the nature of his or her affiliation with the program; and
    - b. Shall not be present during discussion of and voting on the program's application or recognition action.
  2. No member of an evaluation team or of a visiting committee, or any Council representative accompanying a visiting team or committee, may be affiliated with the program being visited.
  3. The Council's executive director, any other administrator, or any consultant engaged by the Council may not be affiliated with an institutional member or an applicant for candidacy or accreditation.
- B. For the purposes of this policy, a person is "affiliated" with a naturopathic medicine program if he or she, or a member of his or her immediate family (spouse, parent, child, brother, or sister):
1. Is currently—or during the last seven years has been—an officer, director, trustee, employee, contractor, or consultant of the institution where the naturopathic medicine program is located;
  2. Has been a student in the naturopathic medicine program within the last three years; or
  3. Has had during the last seven years other dealings with the institution at which the program is located from which he or she has or will receive cash or property.
- C. If for any other reason a Council member believes he or she has a conflict of interest or the appearance of one with regard to any program's application or recognition action before the Council, or otherwise believes that he or she cannot make an impartial decision in regard to these matters, the member shall declare the conflict or the appearance of one.
- D. If a representative of a naturopathic medicine program that has an application or recognition action before the Council has reason to believe a member may have a conflict of interest or the appearance of one, or if any other members or the Council's executive director may so believe, and if that member does not declare the conflict or the appearance of one, a request may be made that the Council consider the matter. Discussion of the possible conflict of interest or the appearance of one shall take place with all parties present and shall be resolved if necessary by a majority vote as decided by ballot, with all Council members entitled to vote.

## III. POLICY ON APPEALS

---

The Council on Naturopathic Medical Education affords due process to naturopathic medicine programs affected by appealable actions. Within ten days of such action, the Council's executive director sends notice by certified mail to the chief administrative officer of the affected program. The notice describes with particularity the basis of the action. A

copy of this Policy on Appeals is enclosed with the notice. Although an appellant program may be represented by legal counsel throughout the appeal process, this is not a judicial process and the attendant procedures and rules do not apply.

### **Appealable Actions**

A naturopathic medicine program may appeal any of the following actions within 30 days of having received notice of the action from the executive director.

1. The denial of candidacy;
2. The withdrawal of candidacy;
3. The denial of accreditation; and
4. The withdrawal of accreditation.

### **Basis for an Appeal**

It is the responsibility of the program to substantiate one or more of the following as the basis for appeal:

1. There were errors or omissions in carrying out prescribed procedures on the part of the evaluation team or the Council;
2. There was demonstrable bias or prejudice on the part of one or more members of the evaluation team or Council that significantly affected the decision;
3. The evidence before the Council at the time of the decision was materially in error; or
4. The decision of the Council was not adequately supported by the facts before it at the time, or it was contrary to the substantial weight of evidence before the Council.

In its letter of appeal, the naturopathic medicine program must set forth the grounds for the appeal, stating with particularity the reasons why the program believes those grounds exist. The program must indicate whether or not it wishes to present testimony and/or evidence at the hearing and may provide documentary evidence to support its position at this time. Upon receipt of the appeal letter by the Council's executive director, the prior status of the program, is restored pending disposition of the appeal.

### **Appointment of the Appeal Board and Scheduling of the Hearing**

1. Upon receiving an appeal letter, the executive director notifies the president, who appoints a five-person Appeal Board. No member of the Appeal Board may be a member of the Council, affiliated (as defined in the Policy on Potential Conflicts of Interest, page 59) with an institutional member, affiliated with the appellant program, or may have served on an evaluation team to the appellant program. Appointments are made from the field of higher education, including academic and administrative personnel, and from the field of naturopathic medicine.
2. The executive director, in consultation with the appellant program, establishes a date, time and place for a meeting of the Appeal Board at least 21 days in advance and notifies in writing the parties concerned. At least five calendar days before the meeting, the program provides the executive director with all documentary evidence and with the names and positions of any witnesses it plans to have in attendance. The executive director immediately communicates this information to the chair of the Appeal Board.

### **Role of the Appeal Board**

In carrying out their duties, the members of the Appeal Board:

1. Select a chair from among their own ranks;
2. Meet at the time and place designated by the Executive Director, to consider the appeal.
3. Provide for a hearing if the appellant has so requested;
4. Consider the grounds for the appeal as stated by the appellant program;
5. Study the evidence submitted in writing by the program in support of its appeal;

6. Consider the report of the evaluation team, a Council report, the program's response, or other supporting statements and documents;
7. Compare the Council's policies and procedures with the procedures followed in arriving at the negative action;
8. Prepare a report of the meeting of the Appeal Board, including the final judgment of the Appeal Board, within ten calendar days after the meeting; and
9. Forward the record of the Appeal Board's meeting and subsequent decision to the Council's executive director, including a summary report of the Appeal Board's meeting, the appeal documents filed by the program, and other statements and documents considered by the Appeal Board.

### **Hearing Procedures**

1. If the appellant has requested an opportunity to appear, the chair of the Appeal Board presides at the hearing. The chair assures that all participants have a reasonable opportunity to be heard and to present all relevant oral and written evidence.
2. Technical rules of evidence do not apply to the hearing, but the chair of the Appeal Board may limit the evidence to avoid undue repetition and to assure relevance. The chair rules on all questions pertaining to the conduct of the hearing.
3. Each party—the Council and the appellant—has the right to be represented by one counsel or authorized spokesperson, to examine the witnesses of the other party, and to present oral or written evidence.
4. The hearing is conducted in closed session, with only necessary participants present. A secretary, selected by the Appeal Board from outside its ranks, records the minutes of the hearing, or, at the election of either party and at the expense of that party, a court reporter may be engaged to prepare a record of the hearing.

### **Decisions of the Appeal Board**

There are two possible decisions the Appeal Board may make:

1. Sustain the action taken by the Council; or
2. Remand the matter to the Council for re-evaluation. If remanded, the status of the appellant, if any, is continued until the re-evaluation has been completed and a decision reached. The chair of Appeal Board provides the Executive Director of the Council and the chief executive officer of the appellant program with a written decision and a statement of specifics within ten calendar days after the decision is reached.

### **Costs of an Appeal**

A program's appeal letter to the Council's president shall be accompanied by a deposit of \$6,500 (U.S. funds) to cover travel, lodging, and other necessary expenses of the Appeal Board and the Council:

1. If the decision of the Council is sustained, the appellant bears all of the expenses of the members of the Appeal Board and all of the Council's expenses related to the appeal.
1. If the matter is remanded to the Council, the costs of the appeal are equally borne by the appellant and the Council.

The Council's executive director prepares for the appellant a detailed statement of all expenses. The appellant is obligated to pay any expenses that exceed its deposit. Any unused portion of the appellant's deposit is refunded.

## **IV. POLICY ON COMPLAINTS AGAINST INSTITUTIONAL MEMBERS OR THE COUNCIL**

---

The Council on Naturopathic Medical Education is concerned with the performance, improvement, and sustained effectiveness of naturopathic medicine programs. The Council does not intervene in the internal procedures of programs or their institutions, nor is the Council an adjudicatory or grievance-resolving body. The Council does, however, review student complaints against the programs it accredits or recognizes as candidates for accreditation, if the complaints are adequately documented and indicate lack of compliance with the Council's eligibility requirements, standards, or policies. Accredited and candidate programs make available to students the Council's mailing address and telephone number, and

they provide access to the Council's *Handbook of Accreditation* through an administrative office or the institution's or program's library.

If litigation is initiated over the same issue brought to the Council by a complainant, the Council will review the matter but will defer action pending the outcome of litigation unless it finds evidence to indicate serious non-compliance with an eligibility requirement, standard, or policy. In such an instance, the Council's procedures for handling complaints against institutional members are implemented.

### Procedures

1. When an oral complaint against an accredited or candidate program is received, the complainant is provided a copy of this policy statement and advised that complaints must be submitted to the Council's executive director in writing with substantial documentation.
2. When a written complaint against an accredited or candidate program is received, the executive director acknowledges receipt of the complaint in writing within ten days.
3. The executive director analyzes the complaint to determine whether:
  - a. It is adequately documented;
  - b. It indicates non-compliance with any of the Council's eligibility requirements, standards, or policies; and
  - c. Where appropriate, the program's or institution's grievance and appeals process has been utilized.

The executive director notifies the complainant in writing within 30 days if documentation is inadequate or the complaint does not indicate non-compliance with the Council's eligibility requirements, standards, or policies. If the program's or its institution's grievance and appeals procedures have not been utilized, the executive director advises the complainant to seek resolution through this process first.

4. When a complaint indicating non-compliance with the Council's eligibility requirements, standards, or policies is adequately documented, or a pattern or practice of non-compliance appears to be present when considering past complaints received against the program, the Council's executive director sends written notification that the complaint has been filed to the chief administrative officer of the program, reporting the complaint or enclosing a copy of the complaint, and requests a written response within 30 days.
5. When the response from the chief administrative officer is received, the executive director compares the documentation provided by the complainant and by the program and, where appropriate, suggests a resolution to the complainant and the program.
6. When a resolution suggested by the executive director is not accepted by one or both parties, or if the executive director considers the response by the program to be inadequate, the matter is referred to the Council for consideration and action. Both the complainant and the program are notified of the referral.
7. Council actions may include one or more of the following:
  - a. Executive sessions with the complainant and program representatives in an attempt to resolve the complaint;
  - b. Recommendations to the program, suggesting changes to ensure compliance with the Council's eligibility requirements, standards, and policies; and/or
  - c. A visit to the program by an *ad hoc* committee of the Council to review the matter cited in the complaint and develop a plan, if necessary, for correcting the situation.
8. The executive director sends a written report of the Council's action on the complaint to the complainant and the program within ten days. This report constitutes the Council's final action with regard to the complaint.
9. A complaint made against the Council itself must be submitted in writing with supporting documentation to the Council's executive director. The complaint must be related to the Council's standards or other evaluative criteria, or its procedures. Within ten days, the executive director acknowledges receipt of the complaint and refers it to the Council's officers. Within 30 days, the Council's officers review the complaint. Within an additional 30 days, the president of the Council on behalf of the officers issues a written response to the complainant. A complainant who finds the response inadequate may have the matter placed on the agenda for an open session at one of the Council's next two scheduled meetings, with 30-days notice to the Council's executive director. The complainant and the Council are entitled to representation and may call witnesses. At the conclusion of the session, the Council takes

action on the matter. The action of the Council is a final decision. If at any time a complainant initiates legal action against the Council, these procedures are no longer in effect.

## **V. POLICY ON THE REPRESENTATION OF A PROGRAM'S RELATIONSHIP WITH THE COUNCIL**

---

Naturopathic medicine programs and individuals acting on their behalf exhibit integrity and responsibility in the representation of their association with the Council as an applicant, candidate for accreditation, or accredited member. In this interest, programs adhere carefully to these principles of good practice:

1. No statement will be made about possible future status or qualifications of a program not yet confirmed by action of the Council. No statement of the following nature may be made:  
  
“(Name of program) has applied for recognition by the Council on Naturopathic Medical Education and is being evaluated for accreditation. It is expected accreditation (or candidacy or applicant status) will be granted in the near future.”
2. The program may be referred to as accredited only after that status has been conferred by the Council. Prior to that action, any association with the Council is as an “applicant for accreditation” or as an “applicant for candidacy” (after the application for accreditation or candidacy has been formally accepted for consideration) or as a “candidate for accreditation” (after candidacy has been conferred).
3. Any reference to state approval, by whatever name, will be limited to a brief, explicit statement of the exact charter, incorporation, license, or registration held by the program or its institution.
4. An accredited program does not describe itself as “fully accredited,” since no partial accreditation is possible.
5. In representing its association with the Council in publications, the program will use a brief and accurate statement that includes the Council’s address and telephone number, as follows:
  - a. **For Having Had Its Application for Consideration Accepted.** “(Name of program) had its application for candidacy accepted for consideration by the Council on Naturopathic Medical Education on (date). By this action, the program is authorized to proceed with its self-study process and to schedule an on-site evaluation. Acceptance of the application does not confer a status of affiliation with the Council and does not assure eventual candidacy. For information, contact: CNME, 342 Main Street, PO Box 178, Great Barrington, MA 01230; (413) 528-8877.”
  - b. **For Candidate for Accreditation Status.** “(Name of program) was granted candidacy by the Council on Naturopathic Medical Education on (date). Candidacy is not accreditation and does not ensure eventual accreditation, but it is a status of affiliation with the Council that indicates the naturopathic medicine program is progressing toward accreditation. For information, contact: CNME, 342 Main Street, PO Box 178, Great Barrington, MA 01230; (413) 528-8877.”
  - c. **For Accreditation.** “(Name of program) is accredited by the Council on Naturopathic Medical Education, a professional accrediting agency for naturopathic medicine programs. For information, contact: CNME, 342 Main Street, PO Box 178, Great Barrington, MA 01230; (413) 528-8877.”
6. Accreditation is granted to a naturopathic medicine program as a whole and attests to its high quality in preparing students to become licensed naturopathic physicians. Because accreditation by the Council does not imply accreditation of units, courses, or degrees, statements such as “this course is accredited,” or “this degree is accredited,” are incorrect and will be avoided.
7. A program avoids any published notice or statements that would indicate or might imply a substantive change implemented by the program but not formally approved by the Council is recognized by the Council. Notices published or statements made after the program’s decision to implement a substantive change and before it is formally approved explicitly indicate the change is not included in the program’s accreditation or candidacy. Additionally, the program clearly indicates to prospective students that a substantive change is not included in the accreditation or candidacy. Published information may have an accompanying statement, if such is the case, that the program received the “preliminary and conditional approval of the Council on Naturopathic Medical Education” to implement the change and that the Council “is considering whether to include” the change in the accreditation or candidacy of the program. The Council’s name, address, and telephone number are printed with the statement.

A program’s ability to abide by these principles of good practice in its public representations is considered by the Council as an indication of the program’s integrity as an educational entity.

If a program, as determined by the Council or its president, releases incorrect or misleading information about its accreditation, candidacy, or applicant status with the Council, or about any recognition action, the Council notifies the program to immediately provides for the public correction of the information, or the Council so provides.

## **VI. POLICY ON STUDENT COMPLAINTS**

---

Accredited and candidate naturopathic medicine programs consider and respond in a timely manner to student complaints submitted in accordance with the programs' written procedures for receiving student complaints.

Each accredited and candidate program maintains a complete record, dating to the Council's last comprehensive or focused evaluation visit, of student complaints and makes the record available to the Council's evaluators at the onset of the Council's next comprehensive or focused evaluation visit to the program or at such other times as the Council may request. The record includes the complaints and a description of the actions taken to resolve them.

## **VII. POLICY ON PUBLIC COMMENTS**

---

### **For Accreditation or Candidacy**

The Council on Naturopathic Medical Education provides for a public-comment period of at least 30 days before the meeting at which a naturopathic medicine program will be considered for accreditation or candidacy. Notice that the Council will consider the accreditation or candidacy of a program is mailed at least 45 days in advance of the Council's meeting to:

- a. The appropriate state post-secondary agencies;
- b. Recognized accreditors who have had experience with the program or its institution;
- c. The chief officer or administrator of each national, state, and provincial association of licensed naturopathic physicians;
- d. State boards and agencies that license naturopathic physicians or have responsibilities in ensuring the high quality of health services available to the public;
- e. The chief administrative officers of naturopathic medicine programs associated with the Council; and
- f. Any other agency, organization, or individual who has expressed in writing a desire to offer comment on a program's qualifications for accreditation or candidacy.

The notice contains the date for the ending of the public-comment period, which is at least 15 days before the Council's meeting. A notice of the public-comment period is also posted on the Council's Internet site. The executive director of the Council provides Council members with copies and a summary report of the comments received, and the Council considers the comments before taking action.

### **2. For Proposed Revisions to the Council's Eligibility Requirements, Standards, and Policies**

The Council provides for a public-comment period of at least 30 days before considering a change in its eligibility requirements, standards, or policies at a scheduled meeting of the Council. Notice that the Council will consider a revision in its criteria will be mailed at least 45 days before the meeting to:

- a. The chief administrative officer of each program that has status with the Council or has notified the Council of an application in process;
- b. The chief officer or administrator of each national and state association of licensed naturopathic physicians;
- c. State post-secondary educational agencies in those states where accredited, candidate, or applicant naturopathic medicine programs are located; and
- d. Any other agency, organization, or individual who has expressed a desire to be informed of proposed changes in the Council's criteria.

The notice contains the date for the ending of the public-comment period, which is at least 15 days before the Council's meeting. A notice of the public-comment period is also posted on the Council's Internet site. The executive director

provides Council members with copies and a summary report of the comments received, and the Council considers the comments before taking action.

### **VIII. POLICY ON TEACH-OUT AGREEMENTS**

---

An accredited naturopathic medicine program that is closing, or has closed, facilitates the continued education of its students in a fair and equitable manner. To this end, a program that enters into a teach-out agreement with another accredited program first receives approval of the agreement from the Council.

At least 30 days prior to a scheduled meeting of the Council, the program submits to the Council's executive director a statement with supporting documentation that demonstrates the proposed teach-out agreement:

1. Is consistent with governmental regulations and the Council's standards;
2. Provides for the equitable treatment of students by ensuring:
  - a. That students receive all the instruction originally promised by the closing program at the same cost that students at the teach-out institution pay;
  - b. That students are provided assistance in relocating to the geographical area of the teach-out institution; and
  - c. That the teach-out program has a structure and schedule compatible to that of the closed program.

The executive director provides copies of the submissions to the members of the Council at least ten days before the meeting. The Council approves the teach-out agreement if it is deemed consistent with this policy.

### **IX. POLICY ON REPORTING INFORMATION**

---

The Council on Naturopathic Medical Education cooperates with the U.S. Secretary of Education by submitting information required by regulation. The Council will respond to inquiries from the U.S. Secretary of Education as appropriate under existing regulations.

### **X. POLICY ON DEFINING CANADIAN LICENSING**

---

For the purposes of membership on the Council and service on evaluation teams, registration as a naturopathic practitioner in the Canadian provinces of British Columbia, Manitoba, Ontario, or Saskatchewan is the equivalent of licensure as a naturopathic physician in the United States.

### **XI. POLICY ON DONATIONS**

---

The mission of the Council on Naturopathic Medical Education is to ensure the high quality of naturopathic medical education in the United States and Canada through the voluntary accreditation of naturopathic medicine programs. The Council welcomes donations from organizations and individuals wishing to support this mission. The Council reserves the right to refuse any donation which Council members believe could compromise its mission.

### **XII. POLICY ON IMPLEMENTING THE ROTATION SYSTEM FOR BREAKING TIE VOTES**

---

In implementing the rotation system set forth in Article III, Section 8 of the Bylaws of the Council on Naturopathic Medical Education, the Council's voting members adhere to these regulations:

1. The public member to whom the tie-breaking vote is first assigned shall be the public member with the longer or longest period of service as a Council member.
2. If necessary, the tie-breaking vote then passes to the institutional member representative with the longest period of service and then, if necessary, to the profession member with the longest period of service.
3. The rotation system continues, as may be necessary, with the public, institutional, and profession members who have the next longest periods of service.
4. If at any juncture in the rotation, two or more members are equally qualified by length of service on the Council to be assigned the tie-breaking vote, the vote is assigned to the member who in this order:

- May hold the office of president, vice president, secretary, or treasurer, in that order;
  - May have most recently served as a principal officer, in order of president, vice president, secretary, or treasurer;
  - May have most recently served as a member of an on-site evaluation team, with the visit having already taken place but regardless of whether Council action has ensued; or
  - May serve as chair of any committee of the Council.
5. If still two or more are equally qualified, the assignment of the vote proceeds alphabetically by the members' last names.

### **XIII. RULES FOR NOMINATING INSTITUTIONAL MEMBER REPRESENTATIVES**

---

1. Nominations for the three positions as institutional member representatives on the Council's Board of Directors are made by the chief executive officers (e.g., a president) of accredited freestanding naturopathic medicine programs or the chief administrative officers (e.g., a dean) of accredited programs within multipurpose institutions. The nominees are from either the administrative or faculty ranks of the naturopathic medicine programs. Nominees have a knowledge of the evaluation of naturopathic medicine programs for accreditation.
2. Henceforth, on a rotational basis, one accredited program shall nominate a representative every year for a non-renewable three-year term. The rotation schedule is established as the sequence here: Bastyr University, Southwest College of Naturopathic Medicine, National College of Naturopathic Medicine, and Canadian College of Naturopathic Medicine.
3. When the Council recognizes a program not previously recognized, the new program shall be added to the rotation schedule immediately after the program whose representative's term most recently expired.
4. If an institutional member representative leaves the Board of Directors before the representative's term expires, the chief executive or administrative officer for that same program nominates a person to fill the vacancy. A vacant position that cannot be filled within five months passes to the next program in the rotation schedule, with the nominee eligible for election for both the unexpired term and an additional three-year term.
5. A nomination of a person to serve as an institutional member representative is submitted in writing to the Council's executive director at least 15 days before the meeting at which the nominee will be considered for election. Enclosed with the nominating letter is the nominee's résumé. The executive director distributes the letter and résumé to the members of the Council's Board of Directors before their meeting.

### **XIV. IMMEDIATE PAST PRESIDENT POLICY**

---

Upon completion of his or her term in office, the president of the Council shall assume the title "immediate past president" for the duration of his or her successor's term in office. The president may assign such responsibilities to the immediate past president as are consistent with Board bylaws and policies, including chairing or serving on committees and task forces. The immediate past president position does not confer voting privileges on the Board of Directors.

### **XV. POLICY ON THE PRESIDENT-ELECT**

---

In order to facilitate an orderly transition in the leadership of the Council, the Board of Directors may elect from among its members a "president-elect." The Board of Directors may elect the president-elect at either an annual or semi-annual meeting within one year preceding the completion of the current president's final term in office, and the president-elect shall succeed the president immediately upon completion of his or her term in office. The president may delegate to the president-elect such functions as are compatible with the functions of the president and other officers, and may appoint the president-elect to serve on any committee. The president-elect shall serve as an ex officio member of the Executive Committee; however, he or she shall not be considered an officer of the Council.

# PART FOUR

## APPENDICES

### I. ARTICLES OF INCORPORATION

WE, THE UNDERSIGNED natural persons of the age of twenty-one years or more, acting as incorporators of a corporation, adopt the following Articles of Incorporation for such corporation pursuant to the District of Columbia Non-profit Corporation Act:

#### **FIRST**

---

The name of the Corporation is Council on Naturopathic Medical Education, Inc.

#### **SECOND**

---

The Corporation is to have perpetual existence.

#### **THIRD**

---

This Corporation is an organization which is not formed for pecuniary profit, and no part of the revenue or income of the Corporation shall inure to the benefit of any member thereof or to any individual or be applied or used for any purpose other than to further the objects and purposes of the Corporation, which are as follows:

- (a) To advocate high standards in naturopathic medical education;
- (b) To establish criteria of institutional and program excellence in naturopathic medical education;
- (c) To evaluate and accredit colleges of naturopathic medicine, and naturopathic medical programs within multi-purpose institutions;
- (d) To publish lists of those naturopathic medical colleges and programs which conform to its standards and policies;
- (e) To buy, sell, acquire, hold, own, dispose of, convey, mortgage, pledge, lease, assign, transfer, trade, and deal in and with all kinds of personal property, franchises, privileges, rights, goods, wares, and merchandise of every kind, nature and description;
- (f) To buy, sell convey, lease, let, mortgage, exchange, or otherwise acquire or dispose of lands, lots, houses, buildings and real property, hereditaments and appurtenances of all kinds and wheresoever situated, and of any interest and rights therein, without limit as to amount;

- (g) To acquire by purchase, subscription, or otherwise, and to own, hold, sell, negotiate, assign, deal in, exchange, transfer, mortgage, pledge, or otherwise dispose of, any shares or capital stock, scrip, bonds, mortgage, securities, or evidence of indebtedness, issued or created by any other corporation, joint stock company or association, public or private, or by whomsoever issued, and while the holder or owner thereof to possess and exercise in respect thereof any and all rights, powers, and privileges of ownership, including the right to vote thereon;
- (h) To make, perform, and carry out contracts of every kind and description made for any lawful purpose, without limit as to amount, with any person, firm, association, or corporation, either public or private, or with any territory or government, or any agency thereof;
- (i) To borrow money, to draw, make, accept, endorse, transfer, assign, execute, and issue bonds, debentures, promissory notes, and other evidences of indebtedness, and for the purpose of securing any of its obligations or contracts to convey, transfer, assign, deliver, mortgage, and/or pledge all or any part of the property or assets, real or personal, at any time owned or held by this Corporation, upon such terms and conditions as the Board of Directors shall authorize, and as may be permitted by law;
- (j) To purchase or otherwise acquire the whole or any part of the property, assets, business, and good will of any other person, firm, corporation, or association, and to conduct in any lawful manner the business so acquired, and to exercise all the powers necessary or convenient in and about the conduct, management, and carrying on of such business;
- (k) To have one or more offices to carry on all or any part of its operations and business, and to do all and everything necessary, suitable, convenient, or proper for the accomplishment of any one or more of the purposes or the attainment of any one or more of the objects herein named, or which shall at any time appear conducive or expedient for the protection or benefit of the Corporation, and which now or hereafter may be authorized by law, and this to the same extent and as fully as natural persons might or could do, as principals, agents, contractors, trustees,

or otherwise, and either alone or in connection with any person, firm, association, or corporation;

- (l) To have and to exercise any and all powers and privileges now or hereafter conferred pursuant to the District of Columbia Non-profit Corporation Act, or under any act amendatory thereof or supplemental thereto or substituted therefore. The foregoing clauses are to be construed both as objects and powers; and it is hereby expressly provided that enumeration herein of specific objects and powers shall not be held to limit or restrict in any manner the general powers of the Corporation; provided, however, that nothing contained herein shall be deemed to authorize or permit the Corporation to carry on any business or exercise any power or to do any act which a corporation formed under the District of Columbia Non-profit Corporation Act, or any amendment thereof or supplement thereto, or substitute therefor may not at the time lawfully carry on or do. It is the intention that purposes, objects, and powers specified in each of the Articles of Incorporation shall, except as otherwise expressly provided, in no wise be limited or restricted by reference to, or inference from, the terms of any other clause or paragraph of these Articles of Incorporation.

Notwithstanding any of the foregoing, however, the sole purpose of this Corporation is to devote and apply the property donated to this Corporation and the income to be derived therefrom exclusively for educational purposes, either directly or by contributions to organizations duly authorized to carry on educational activities. It is provided, further, that no part of the Corporation's property shall inure to the benefit of any private individual, and no part of the direct or indirect activities of this Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation or of participating in, or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles of Incorporation, this Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by any organization exempt under Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

Furthermore, notwithstanding any other provisions of these Articles of Incorporation, no power or authority shall be exercised by the Corporation in any manner or for any purpose whatsoever which would cause this Corporation to lose its status as an exempt organization

under Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended. Furthermore, the Corporation shall not have the power to do any of the following:

- (a) To engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws;
- (b) To retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws;
- (c) To make any investments in such manner as to incur tax liability under Section 4944 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws; or
- (d) To make any taxable expenditure as defined in Section 4945(d) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.

Upon any dissolution of the Corporation, the entire remaining assets, if any, of the Corporation, shall be paid or distributed to such other educational organization which both (1) meets all of the provisions in this Article in paragraph (1) of this Article and the provisions in this Article subsequent to said paragraph (1), pertaining to exemption from taxation under the Internal Revenue Code, and (2) comparable in purpose to the general educational purpose of this Corporation.

#### **FOURTH**

---

The Corporation shall have members. Except as hereinafter set forth the rights and interests of all members of this Corporation shall be equal, and no member shall acquire or have a greater interest therein than any other member. This Corporation shall not issue any capital stock but shall issue a membership certificate to each member of the Corporation, which cannot be assigned so that transferee can, by such transfer, become a member of the Corporation, except by meeting the qualifications of membership and being admitted to membership as hereinafter set forth. Each member of the Corporation is to be accepted according to the written policies established by the Board of Directors. The Board of Directors of the Corporation shall be composed of the voting members of the Corporation.

#### **FIFTH**

---

The membership of the Corporation shall consist of four classes of members. The designations of the classes of members, qualifications and rights of

members of each class, and the voting rights of the members are as hereinafter set forth in this Article. One class of members shall be referred to as the institutional members; another class of members shall be referred to as the institutional member representatives; another class of members shall be referred to as the profession members; and another class of members shall be referred to as the public members. College members as set forth in the original Articles of Incorporation means the same as institutional member representatives. The qualifications and rights of the membership classes are as follows:

(a) **Institutional Members:** Institutional members shall be those colleges and programs of naturopathic medical education which have candidate for accreditation or accreditation status with the Corporation. Institutional members shall have no vote on any matters that come before the Corporation's members or the Corporation's Board of Directors.

(1) **Candidate for Accreditation Members:**

Colleges and programs that have been in operation for at least one academic year may choose to apply for Candidate for Accreditation status pursuant to the Bylaws of the Corporation and its published policies and procedures. Candidate for Accreditation status indicates that the college or program meets the eligibility requirements of the Council and has demonstrated the potential of achieving accreditation within five years of having been granted Candidate for Accreditation status.

(2) **Accredited Members:** Accredited status indicates an institution is in substantial compliance with the educational standards and rules set forth in, or adopted pursuant to, the Bylaws of the Corporation. Colleges and programs of naturopathic medicine which have been in operation long enough to have graduated at least one class are eligible to be considered for accredited status.

(b) **Institutional Member Representatives.** The Board of Directors of the Corporation shall elect representatives from the administrative or faculty ranks of accredited or candidate colleges and programs as members. Each chief executive officer of single-purpose naturopathic medical colleges and each chief administrative officer of naturopathic medical education programs within multipurpose colleges shall nominate an institutional member representative on a rotating basis, in accord with a schedule that the Board of Directors of the Corporation adopts. Institutional member representatives shall be elected for a period of time as may be established by the Board of Directors,

subject to the provisions of the Bylaws of the Corporation. There shall be three institutional member representatives. Each institutional member representative shall be entitled to one vote on all matters which come before the Board of Directors, except on those matters which may present a conflict of interest.

(c) **Profession Members.** The Board of Directors of the Corporation shall elect representatives of the naturopathic medical profession as members. A profession member shall hold a current license to practice naturopathic medicine in a United States or Canadian jurisdiction that regulates the practice of naturopathic medicine; shall be a member of a state, provincial, or national association of naturopathic physicians; and shall have experience as an educator or knowledge of the evaluation of colleges and programs for accreditation. There shall be at least four and not more than six profession members. Profession members shall be elected for a period of time as may be established by the Board of Directors, subject to the provisions of the Bylaws of the Corporation. Each profession member shall have one vote on all matters which come before the Board of Directors, except on those matters which may present a conflict of interest for the member.

(d) **Public Members.** The Board of Directors of the Corporation shall elect representatives of the public as members. Public members shall not be naturopathic physicians; shall not be affiliated with a college or program of naturopathic medical education as an employee, governing board member, or consultant; shall not have members of their families so affiliated; shall not be members of and shall not have any other role with an association of naturopathic physicians; and shall not have any role in a state's or a province's licensing activities for naturopathic physicians. At least one of every seven voting members of the Corporation shall be a public member. Public members shall be elected for a period of time as may be established by the Board of Directors, subject to the Bylaws of the Corporation. Each public member shall have one vote on all matters which come before the Board of Directors, except on those matters which may present a conflict of interest.

(e) **Vacancies.** In the event of a vacancy among the institutional member representatives, the chief executive officer of the college or the chief administrative officer of the program with which the former member was affiliated shall nominate a successor within five months following the occurrence of said vacancy, subject to election by the Board of Directors. In the event of a vacancy among the profession or public members, the Board of Directors shall within five months fill

such vacancy as may be required by sections (b), (c) and (d) of this Article. A vacancy or vacancies which result in a number of members less than the minimum number prescribed in this Article for a class or classes of members shall not preclude the Corporation's Board of Directors from acting, and shall not in any manner affect the Corporation in furthering its objects and purposes, before the Board of Directors fills the vacancy or vacancies.

#### **SIXTH**

---

The number of Directors of the Corporation shall be as set forth above. The Board of Directors shall be composed of the institutional member representatives, the profession members, and the public members.

#### **SEVENTH**

---

- (a) **Non-liability of Members.** The private property of the members of the Corporation shall not be subject to the payment of debts of the Corporation to any extent whatever.
- (b) **Disposition of Assets.** A voluntary sale, lease or exchange of all of the property and assets of the Corporation, including its good will and its corporate franchises, may be made by the Board of Directors upon such terms and conditions as it may deem expedient and for the best interests of the Corporation, except as may otherwise be required by the District of Columbia Non-profit Corporation Act, and subject, of course, to the provision of Article Third.
- (c) **Conflict of Interest.** No contract or other transaction between the Corporation and any other corporation and no act of the Corporation shall in any way be affected or invalidated by the fact that any of the directors individually, or any firm of which any director may be a member, may be a party to, or may be pecuniarily or otherwise interested in, any contract or transaction of the Corporation, provided that the fact that he or she is so interested shall be disclosed or shall have been known to the Board of Directors or a majority thereof; and any director or the Corporation who is also a director, trustee or officer of such other corporation or who is so interested may be counted in determining the existence of a quorum at any meeting of the Board of Directors of the Corporation which shall authorize any such contract or such transaction with like force and effect as if he were not such a director, trustee or officer of such other corporation or not so interested. It is provided, however, that any such director of this Corporation who is pecuniarily or otherwise interested in any such contract or transaction of this Corporation shall not vote on

the question of this Corporation's approval of or participation in that contract or transaction.

- (d) **Bylaws.** The Board of Directors is expressly authorized to repeal and amend the Bylaws of the Corporation and to adopt new Bylaws, and the Corporation reserves the right to amend, alter, change or repeal any provision contained in these Articles of Incorporation, in the manner now or hereafter prescribed by law, by a majority vote of the members at any annual meeting of the members or any meeting duly called for that purpose, or by a consent in lieu of meeting, except as the laws of the District of Columbia may otherwise require. Every such amendment, alteration, change or repeal of any of these Articles or of any Bylaw shall be consistent with and subject to the provisions of paragraph (1) of Article Third and the material following that paragraph (1) in Article Third pertaining to exemption from taxation.

#### **EIGHTH**

---

The location and post office address of the registered office of the Corporation and the name of its initial registered agent at such address are as follows:

CT Corporation System  
918 Sixteenth Street N.W.  
Washington, DC 20006

#### **NINTH**

---

The number of directors constituting the initial Board of Directors is ten, and the names and addresses, including street and number, of the persons who are to serve as initial directors are set forth below, and the following named persons shall serve in said capacity until the times designated by their names below and until their successors shall be elected and shall have qualified:

Joseph Pizzorno (College Member)  
518 First Avenue  
North Seattle, Washington 98109  
TERM: Until there is an Institutional Member.

J. Bastyr (College Member)  
735 Tenth Street East  
Seattle, Washington 98102  
TERM: Until the 1980 annual meeting of the Corporation.

R. Boyce (College member)  
841 Mallory  
Pensacola, Florida 32501  
TERM: Until the 1981 annual meeting of the Corporation.

R.M. Finley (Professional Member)  
8945 Center Street  
Tigard, Oregon 97223  
TERM: Until the 1979 annual meeting of the Corporation.

A.H.W. Norton (Professional Member)  
2860 Park Street  
Beaumont, Texas 77701  
TERM: Until the 1981 annual meeting of the Corporation.

Cyrus E. Maxfield (Professional Member)  
1106 North Cole Road  
Boise, Idaho 83704  
TERM: Until the 1980 annual meeting of the Corporation.

M. W. Loftin (Licensing Board Member)  
247 East Ninth South  
Salt Lake City, UT 84111  
TERM: Until the 1979 annual meeting of the Corporation.

M. C. Shelton (Licensing Board Member)  
4814 W. Glendale  
Glendale, Arizona  
TERM: Until the 1980 annual meeting of the Corporation.

Jeffrey S. Bland (Public Representative)  
Department of Chemistry and Environment Sciences  
University of Puget Sound  
Tacoma, Washington, 98416  
TERM: Until the 1979 annual meeting of the Corporation.

Dr. Roger O. Eckerberg (Public Representative)  
Department of Health, Education and Welfare  
Room 5330, Switzer Building  
330 AC@ Street S.W.  
Washington, DC 20201  
TERM: Until the 1979 annual meeting of the Corporation

The terms of directors after those for the initial directors set forth above shall be determined as set forth above in these Articles. When the position of a director becomes vacant, the remaining directors may fill the vacancy for the unexpired term. The persons whose names appear above as directors constitute the initial members of the Commission on Accreditation, within the Board of Directors, as well as constituting the initial Board of Directors.

IN WITNESS WHEREOF, we have hereunto set our hands this 13th day of August, 1978.

*Dr. Ronald R. Hoye, Sr.*  
*Stanley D. Crow*  
*Dr. Lucien John B. Cardinal*  
*Dr. J. Bastyr*

## **TENTH**

---

Upon adoption of amendments to these Articles of Incorporation on September 7, 1994, notwithstanding any other provision of the Articles of Incorporation, as amended, the members of the Board of Directors shall be its institutional member representatives and its public members as duly appointed and elected under the Articles of Incorporation prior to the adoption of those amendments. The Board of Directors, as its first order of business following the amendment of these Articles of Incorporation, shall elect a chair pro tempore who shall be the presiding officer of the

Corporation until such time as the Board of Directors elects a president. As the next order of business, the Board of Directors shall elect one by one at least five but no more than ten persons to the Board of Directors as profession members. The term of office for any profession member of the Board of Directors elected on September 7, 1994, notwithstanding any provision in the Bylaws of the Corporation, shall be for a period of up to three years, as determined by the Board of Directors at the time of each profession member's election. As the next order of business following the election of profession members, the Board of Directors shall elect from its membership persons to fill unexpired vacancies in the principal offices of the Corporation, in order of president, vice president, treasurer, and secretary.

## **ELEVENTH**

---

Upon adoption of amendments to these Articles of Incorporation on June 10, 2002, notwithstanding any other provision of the Articles of Incorporation, as amended, the members of the Board of Directors shall be its profession and public members as duly elected under the Articles of Incorporation prior to the adoption of those amendments. These members shall be entitled to complete the terms for which they were previously elected. A present public member shall be entitled to re-election to one additional consecutive term if the public member is serving a first term but not if serving a second term. A present profession member shall be entitled to re-election to one additional term. The Board of Directors, as its first order of business following amendment of these Articles of Incorporation, shall adopt a rule for nominating and electing persons as institutional member representatives. As the next order of business, the Board of Directors shall elect one by one, in accord with its rule, two or three persons to the Board of Directors as institutional member representatives, with the third person, if not elected at the June 10, 2002 meeting, to be elected at the Council's 2002 annual meeting. The term of office for each institutional member representative of the Board of Directors elected on June 10, 2002 or at the 2002 annual meeting shall begin upon election and extend for a period not to exceed the conclusion of the Council's 2005 annual meeting, as determined by the Board of Directors at the time of each institutional member representative's election.

---

Original document signed and notarized in Boise, Idaho, August 13, 1978. Certificate of Incorporation under the District of Columbia Nonprofit Corporation Act issued August 22, 1978.

Amended by the Board of Directors, April 26, 1986.  
Amended by the Board of Directors, April 13, 1991.  
Amended by the Board of Directors, September 7, 1994.  
Amended by the Board of Directors, June 10, 2002.

## II. BYLAWS

### Article I: Membership

---

**Section 1. Institutional Members.** Institutional membership in the Council on Naturopathic Medical Education, as defined in the Council's Articles of Incorporation, shall be available to all colleges and programs of naturopathic medicine which subscribe to the high ideals, standards, and principles set forth in the Council's publication entitled *Handbook of Accreditation for Naturopathic Medicine Programs*.

All institutional members of the Council shall abide by the conclusions of the majority vote of the Council and shall comply with the educational standards as set forth in the *Handbook of Accreditation*, with the Articles of Incorporation and Bylaws of the Corporation, and with such other standards and rules which may from time to time be adopted by the Council. Any institutional member who is allegedly not complying with the criteria and policies of the Council shall be given notice of such alleged noncompliance and an opportunity to respond. In the event the member's accreditation or candidacy is withdrawn, the member shall have the right of appeal, as set forth in the Council's published policy on appeals.

Standards of the Council are to be valid in that they actually measure and foster those objectives of the Council they are intended to measure and foster. They are to be applied consistently and with minimal error to applicant and member colleges and programs. Avenues of appeal by an aggrieved college or program shall be maintained. Standards, policies, and procedures shall be regularly and systematically reviewed by the Council or a committee appointed by it so as to ascertain their continuing validity and reliability. Standards and rules shall not be changed without due notice to and adequate opportunity to comment by all persons, institutions, and organizations significantly affected by the Council's accreditation activities.

**Section 2. Institutional Member Representatives.** Institutional member representatives, as defined in the Articles of Incorporation, shall be elected for three-year, non-renewable terms.

**Section 3. Profession Members.** Profession members, as defined in the Articles of Incorporation, shall be elected for three-year terms, with a limit of two consecutive full terms, except that a public member who may be a principal officer of the Council may serve beyond the member's second three-year term until the term of office expires.

**Section 4. Public Members.** Public members, as defined in the Articles of Incorporation, shall be elected for three-year terms, with a limit of two consecutive full terms, except that a public member who may be a principal officer of the Council may serve beyond the member's second three-year term until the term of office expires.

**Section 5. Beginning of Terms.** The regular terms of Council members shall begin at the conclusion of the annual or semiannual meeting at which the member is elected and end at the conclusion of the annual or semiannual meeting three years later.

### Article II: Meetings

---

#### Section 1. Voting Members and Directors

**Synonymous.** Because at all times the voting members of the Corporation shall be the same persons as are the directors of the Corporation, it is envisioned that ordinarily there shall be no separate function for the members to perform in their capacity as members, as distinct from their capacity as directors. For this reason, every meeting of the members shall be deemed a meeting of the Board of Directors, and every meeting of the Board of Directors shall be deemed also a meeting of the members. Any such meeting, whether of directors or members, may be described as a meeting of the "Council," and any business that might properly come before the members or before the directors may be transacted at a meeting of the Council, upon the giving of notice of a meeting of members or a meeting of the directors. When it is necessary for legal purposes that a meeting be held by the members or directors, any meeting of the Council may be so described.

**Section 2. Place and Time of Meetings.** All meetings of the Council shall be held at such place and time as the Council may order or direct before the call of the meeting, and the place and time of the next meeting shall be stated in the notice or call for the meeting. The current edition of *Robert's Rules of Order* shall govern the conduct of meetings on all questions of procedure and parliamentary law not specified in these Bylaws or in the Articles of Incorporation.

**Section 3. Annual Meetings.** The annual meeting of the Council for the transaction of such business as may come before the meeting shall be held in August, September, October, or November in each calendar year, as may be specified more particularly in the notice or call for the meeting. It is provided, however, that if the annual meeting does not in fact occur at the time, said annual meeting shall be held at such time and place as the Board of Directors may direct.

**Section 4. Deferred Annual Meetings.** If for any reason the annual meeting of the Council is not held as heretofore provided, such annual meeting shall be called by the president, or by the directors, as soon as may be convenient. If the annual meeting has not been held as heretofore provided, it shall be the duty of the secretary, upon the request of one or more members, to call a meeting of the Council for the transaction of any business that may be considered at an annual meeting.

**Section 5. Consent Meetings.** Whenever all parties entitled to vote at any meeting, whether of directors or members, consent either by writing in the records of the meeting or oral consent so entered in the minutes, or by taking part in the deliberations at such meeting without objection, the doings of such meeting shall be valid as if held at a meeting regularly called and noticed, and at such meeting any business may be transacted which is not excepted from the written consent, or to the consideration of which no objection for want of notice or such consent, provided a quorum was present at such meeting, the proceedings of such meeting may be ratified and approved and rendered likewise valid and the irregularity or defect therein waived by a writing signed by all parties having the right to vote at such meeting. Such ratification and approval may be by proxy or power of attorney.

**Section 6. Quorum.** A majority of the voting members of the Council shall constitute a quorum. Once a quorum has been present at a meeting, the meeting may continue and business may be transacted, although fewer than a majority of the members remain present.

**Section 7. Voting Rights; Proxies.** Each voting member shall be entitled to one vote upon all items of business transacted at a meeting of the Council. Voting may not be by proxy as to any matter coming before the Council, whether as a meeting of members or as a meeting of directors.

**Section 8. Officers.** The president of the Corporation shall normally preside at all meetings of the Council. In the president's absence, the vice president shall preside. The secretary of this Corporation shall act as secretary at all meetings of the Council, but in the secretary's absence, the assistant secretary, if any, shall act as secretary of the meeting, and if there is no assistant secretary, the presiding officer may appoint any person to act as secretary of the meeting.

**Section 9. Order of Business.** At all meetings of the Council, the following order of business shall be observed, as far as is consistent with the purposes of the meeting:

- (1) Calling the roll to determine the members present at the meeting;

- (2) Reading of notice and proof of call of meeting;
- (3) Election of directors;
- (4) Reports of secretary (minutes), treasurer (budget), vice president, and president;
- (5) Reports of committees;
- (6) Unfinished business not related to the recognition of a college or program;
- (7) New business not related to the recognition of a college or program;
- (8) Business related to the recognition of a college or program (closed session);
- (9) Election of officers; and
- (10) Miscellaneous business.

### **Article III: Directors**

---

**Section 1. Powers.** The property, business, and affairs of the Corporation shall be controlled and managed by the Board of Directors.

**Section 2. Number and Terms.** The number of Directors shall be as set forth in the Articles of Incorporation, and their terms shall be determined as set forth in the Bylaws of the Corporation.

**Section 3. Vacancies.** A vacancy in the Board of Directors shall exist upon the death, resignation, disqualification, or removal of any director, or upon the expiration of the term of any director. Any vacancy in the Board of Directors shall be filled as set forth in the Articles of Incorporation.

**Section 4. Action by Board.** The acts of a majority of the directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors, except in cases where the statutes of the District of Columbia may otherwise provide.

**Section 5. Time and Place of Meetings.** In addition to the annual meeting, a semi-annual meeting shall be held by the Council at such times and at such places as determined by the Council. If feasible, the specific location of each regular semi-annual meeting of the Council shall be determined at the preceding meeting of the Council, but if it is not determined at that time, the specific place, date, and time shall be announced in a notice of the meeting mailed or emailed to the members of the Council not fewer than thirty days before the date of the meeting. The notice of the meeting shall be mailed or emailed by or on behalf of the secretary. If the specific place, date, and time of meeting of a regular semi-annual meeting is determined by the Council not later than the preceding regular meeting, no notice need be given any member of the Council of that regular meeting.

**Section 6. Special Meetings.** Special meetings of the Council may be called by or at the request of the president and shall be called by the president upon the written request of a majority of the members of the Council. The time and place for holding any special meeting of the Council shall be fixed by the president.

**Section 7. Notice.** Notice of all regular and special meetings of the Council, except as set forth above, shall be given by written notice delivered personally, mailed or emailed, or given by telegram to each member of the Council at the member's last known business address at least ten days and not more than fifty days prior to such meeting. Neither the business to be transacted at, nor the purpose of, any regular meeting need be specified in the notice, except that notice must be given of any intended amendment to the Articles of Incorporation or of the Bylaws. The nature of the business to be transacted, or the purpose of, any special meeting shall be specified in the notice.

**Section 8. Tie Votes.** In the event of a tie vote on any matter coming before the Council, the tie may be broken only as hereinafter set forth. On a rotating basis, a tiebreaking vote shall be assigned to one member or director, who may, at the director's option, vote the tie-breaking vote. After one member or director has the opportunity to break one tie, the right to break the next tie shall pass to the next member or director on the rotating basis. It is provided, however, that the member or director who has the option to cast a tie-breaking vote shall have the option to do so, also, on any motion to reconsider that vote. The rotating basis shall be determined as follows:

- (a) **Order of Rotation.** First, a public member; second, an institutional member representative; third, a profession member; thereafter, the process will be repeated;
- (b) **Failure to Exercise.** Failure to exercise an option to cast the tie-breaking vote, whether because of abstention or absence, shall cause the right (to cast that vote) to pass to the next member or director to break that tie;
- (c) **Implementation of Rotation System.** To implement the rotation system, the Board of Directors shall from time to time prescribe such regulations as are needed.

**Section 9. Compensation.** The Board of Directors, by affirmative vote of a majority of the directors then in office, and regardless of any personal interest of any of its members, may establish reasonable compensation of all directors for services to the Council as directors, officers or otherwise, or may delegate such authority to an appropriate committee.

**Section 10. Fiscal Year.** The fiscal year of the Council shall begin on January 1 and end on the succeeding December 31. An audit of the Council's financial records by an independent certified public accountant will be performed no less than every three years.

#### **Article IV: Officers**

---

**Section 1. Principal Officers.** The principal officers of the Council shall be a president, a vice president, a secretary, and a treasurer.

**Section 2. Election and Term of Office.** The officers of the Council shall be elected biennially in odd-numbered years by and from the Board of Directors at an annual meeting. Each officer shall assume office upon election and hold office until a successor shall have been duly elected or until the officer's prior death, resignation, disqualification, or removal. No officer shall serve more than two successive terms, except that the treasurer may not serve successive terms.

**Section 3. Removal.** Any employee or agent may be removed by the Board of Directors whenever in its judgment the best interests of the Council will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Employment or appointment shall not of itself create contract rights. Any officer of the Council may be removed for cause by a two-thirds majority vote of the entire Board of Directors.

**Section 4. Vacancies.** A vacancy in any principal office shall be filled by the Board of Directors at its first meeting following the occurrence of the vacancy for the unexpired portion of the term.

**Section 5. President.** The president shall be the principal executive officer of the Council and subject to the control of the Board of Directors. The president shall in general supervise and control all business and affairs of the Council. The president shall normally preside at all meetings of the Council and shall have authorities, subject to such rules as may be prescribed by the Council, to appoint such agents and employees of the Council as the president shall deem necessary, to prescribe their powers and duties, and to delegate authority to them. Such agents and employees shall hold office at the discretion of the president. The president shall have the power to appoint committees and delegate authority to them. In general, the president shall perform all duties incident to the office of president and such other duties as may be prescribed by the Council from time to time. As a member of the Board of Directors, the president shall be entitled to one vote on all matters on which the president is entitled to vote as a director.

**Section 6. Vice President.** In the absence of the president, or in the event of the president's inability or refusal to act, or in the event for any reason it shall be impracticable for the president to act personally, the vice president shall perform the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the president.

**Section 7. Secretary.** The secretary of the Council shall:

- (a) Keep the minutes of the meetings of the Council;
- (b) See that all notices are duly given in accordance with the provisions of these Bylaws (or as required by law); and
- (c) In general perform all duties incident to the office of secretary and have such other duties and exercise such authority as from time to time may be delegated or assigned to by the president or by the Board of Directors.

**Section 8. Treasurer.** The treasurer shall:

- (a) Have charge and custody of, and be responsible for, all funds of the Council;
- (b) Receive and give receipts for moneys due and payable to the Council from any source whatsoever and deposit all such moneys in the name of the Council in such bank, trust company, or depository as shall be selected by the Council;
- (c) In general perform all duties incident to the office of treasurer and have such other duties and exercise such authority as from time to time may be delegated or assigned to the treasurer by the president or by the Board of Directors; and
- (d) Give a bond for the faithful discharge of the treasurer's duties and with such surety or sureties as the Board of Directors shall determine.

#### **Article V: Contracts, Loans, Checks, and Deposits**

**Section 1. Dues.** Annual dues and assessments may be set by the Council for institutional members. The Council may determine such penalties as it deems appropriate for non-payment.

**Section 2. Contracts.** The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute or deliver any instrument in the name of and on behalf of the Council, and any such authorization may be general or confined to specific instances. In the absence of any other designation, all such contracts and instruments shall be executed in the name of the Council by the president or one of the other officers, and when so executed no other party to such instrument or contract or any third party shall be required to make inquiry into the authority of the signing officer or officers.

**Section 3. Loans.** No indebtedness shall be contracted on behalf of the Council, and no evidence of any such indebtedness shall be issued in its name, unless authorized by or under the authority of a resolution of the Board of Directors. Such authorization may be general or confined to specific instances.

**Section 4. Checks, Drafts, etc.** All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Council shall be signed by such officer or officers, agent or agents, of the Council and in such manner as shall from time to time be determined by or under the authority of a resolution of the Board of Directors.

**Section 5. Deposits.** All funds of the Council not otherwise employed shall be deposited from time to time to the credit of the Council in such banks, trust companies, or other depositories as may be selected by or under the authority of a resolution of the Board of Directors.

---

Bylaws Adopted by the Board of Directors, August 27, 1978.  
Amended by the Board of Directors, April 26, 1986.  
Amended by the Board of Directors, April 13, 1991.  
Amended by the Board of Directors, September 7, 1994.  
Amended by the Board of Directors, June 10, 2002.  
Amended by the Board of Directors, August 23, 2005.

### **III. Council Administration and Communications**

The Council on Naturopathic Medical Education is administered by its executive director. The executive director reports to the president of the Council's Board of Directors on all matters except those related to a naturopathic medicine program with which the president may be affiliated. On these matters, the executive director reports to the vice president. The president is an officer elected by the Council's Board. The president or any member of the Council may be contacted through the Council's office. The names and professional affiliations of the Council's members are provided upon request. Correspondence on any matter related to the Council may be addressed to the executive director:

Daniel Seitz, J.D., M.A.T.  
Council on Naturopathic Medical Education  
342 Main Street, PO Box 178, Great Barrington, MA 01230  
Phone (413) 528-8877 • Fax (413) 528-8880 • [www.cnme.org](http://www.cnme.org)

## IV. GLOSSARY

### **Accreditation**

A status of public recognition that an accreditor gives to an educational institution or program that meets the accreditor's evaluative criteria.

Accreditation indicates an accreditor has evaluated, and will continue to evaluate, an educational institution or program and has determined its quality and integrity warrant the confidence of the educational community, governmental agencies, other agencies and organizations, and the general public. A program accredited by the Council is in compliance with the Council's eligibility requirements, standards, and policies.

### **Accreditation Action**

A decision by the Council that affects the accreditation of a naturopathic medicine program. The term refers to decisions related only to accreditation, not candidacy. See Recognition Action.

The six accreditation actions the Council may take are (1) deferral of accreditation, (2) denial of initial accreditation, (3) granting initial accreditation, (4) reaffirming accreditation, (5) imposing a sanction, and (6) withdrawing accreditation.

### **Accreditor**

A legal entity that conducts accrediting activities through voluntary peer evaluations and makes decisions concerning the accreditation or pre-accreditation of educational institutions, programs, or both.

The two basic types of accreditors are (1) institutional accreditors, which may be regional, national, or international accrediting agencies; and (2) programmatic accreditors, which accredit specialized and professional programs, either nationally or internationally. A "recognized accreditor" or a "recognized accrediting agency" is one recognized by the U.S. Secretary of Education.

### **Adverse Accreditation Action**

The denial or withdrawal of a program's accreditation by the Council. The term refers only to decisions regarding accreditation, not candidacy. See *Negative Recognition Action*.

### **Annual Report**

A report that accredited and candidate programs file with the Council by January 15.

The Council's executive director sends a reporting form to the chief administrative officer of each institutional member in October. The report informs the Council of significant changes in areas such as enrollment, finances, the faculty, and physical resources.

### **Candidate for Accreditation (Candidacy)**

The pre-accredited recognition given a naturopathic medicine program that meets the Council's eligibility requirements and has demonstrated it is making satisfactory progress toward accreditation.

A naturopathic medicine program that has candidacy meets the Council's eligibility requirements, complies with its standards to the degree expected of the program for its stage of development, has demonstrated its potential for achieving accreditation within five years of having received candidacy, and abides by the Council's policies. Candidacy is not accreditation and does not assure eventual accreditation. A candidate program that does not achieve accreditation within five years loses its status with the Council.

### **Clinical Practicum**

That portion of a naturopathic medicine program's academic curriculum where students experience aspects of naturopathic practice in a clinical setting, primarily under the supervision of licensed naturopathic physicians.

For students at programs that the Council accredits, a minimum of 1,200 clock hours of clinical work is required.

### **Core Curriculum**

Courses in basic and clinical science, but not the clinical practicum or electives.

The courses in basic science provide an in-depth study of the human body, using both lecture and lab. The courses in clinical sciences prepare students to diagnose the cause of a disease and to treat effectively patients who have diseases, using naturopathic therapeutics. For students at naturopathic medicine programs that the Council accredits, 4,100 total clock hours are required for graduation, including 1,200 clock hours in the clinical practicum.

## Degree

The credential awarded a graduate of a post-secondary institution.

In this *Handbook*, “Doctor of Naturopathic Medicine degree” also means the “Doctor of Naturopathic Medicine diploma” awarded by naturopathic medicine programs in Canada recognized by a provincial licensing authority.

## Eligibility Requirements

The criteria that educational institutions and programs must meet before they may submit an application for pre-accreditation or accreditation to an accrediting agency.

## Evaluation Visit

An on-site review of an educational institution or program, conducted by a team whose members are qualified by their experience and training to evaluate educational quality.

A comprehensive or full-scale evaluation visit is a review of the naturopathic medicine program accordance with the Council’s eligibility requirements, standards, and policies. It takes place before the Council decides on granting or reaffirming accreditation or candidacy. A focused evaluation visit is a review to determine if a previously noted non-compliance or marginal compliance with an eligibility requirement, standard, or policy, or an unacceptable practice, has been corrected or that satisfactory progress is being made.

## Faculty

Refers to the full-time and part-time employees of or contractors with an educational institution or program who teach courses or have clinical practicum assignments.

As used in this *Handbook*, the term “faculty” does not include administrators, counselors, and other non-teaching employees or contractors who may have faculty rank. Full-time faculty members are those whose major responsibility is related to teaching, although a portion of their assignment may be in research, service, or academic administration. Part-time or adjunct faculty are those whose major responsibility is not related to the program but who, customarily, teach one or two classes or have a small number of clinical practicum assignments.

## Institutional Member

Denotes a naturopathic medicine program that has accreditation or candidacy with the Council.

The Council has three positions on its board for institutional member representatives. The representatives are the voting members of the

Council. They do not represent the interests of their institutions but serve in the same capacity as the Council’s other members, supporting the Council’s mission and objectives and remaining mindful of the constituencies the Council serves.

## Interim Report

A report submitted by an accredited or candidate program with regard to a concern previously expressed by the Council.

As the Council may require, programs submit interim reports between comprehensive evaluation visits. Programs must submit an interim report prior to a focused visit.

## Letter of Advisement

A non-public sanction of an accredited program in the form of a letter from the Council to the chief executive officer of the college or program.

The letter states the specific deficiencies or practices that, if they continue, will result in probation or the issuance of a show-cause letter.

## Mission and Objectives Statement

A statement developed by an educational institution or program that identifies its purpose and aims.

The mission portion of the statement briefly describes the role or purpose of the institution or program in society. The objectives portion of the statement specifically states the aims of the institution or program B what it seeks to accomplish in terms of its own advancement and that of its students, naturopathic medical education, naturopathic medicine and the public welfare. The statement as a whole serves as a guide for decisions about such matters as course offerings, budget allocations, admission policies, graduation requirements, faculty selection, and capital improvements.

## N.D. or N.M.D.

The initials used to abbreviate the Doctor of Naturopathic Medicine degree and used by licensed naturopathic practitioners in the U.S. and Canada.

In all states and provinces that regulate naturopathic medicine, except Arizona, naturopathic physicians use the N.D. initials after their names. In Arizona, they may use either the N.D. or N.M.D. initials; the different sets of initials do not indicate a difference in scope of practice, but only a preference by the individual physicians. The N.D. initials also refer to the Doctor of Naturopathy degree, which is the same degree as the Doctor of Naturopathic Medicine degree; an educational institution may call its naturopathic doctoral degree by either name.

### **Naturopathic Medicine Program**

As used in this *Handbook*, denotes a four-year, in-residence program of naturopathic medical education leading to the Doctor of Naturopathic Medicine or Doctor of Naturopathy degree, whether the program is, or is part of, an institution of higher education.

### **Negative Recognition Action**

The denial or withdrawal of a naturopathic medicine program's accreditation or candidacy by the Council.

### **Outcome**

The end result of an educational program in terms of student achievement and success after completion.

Educational institutions and programs document and assess the degree to which they meet their missions and objectives with outcome measures, including grades, grade-point averages, student theses or portfolios, completion rates, results of licensing examinations, student evaluations by preceptorship physicians, and surveys of graduates.

### **Planning**

The process by which an educational institution or program determines its mission and objectives and in specifying the means of achieving them.

Ongoing planning enables an educational institution or program to adapt to external and internal changes so that it may continue to meet its mission and objectives.

### **Policy of the Council**

A statement adopted by the Council that establishes procedures, practices, requirements, or definitions related to the Council, its members, or applicants for candidacy or accreditation.

A proposed policy affecting naturopathic medicine programs may be adopted after a period of public comment. Policies related to Council's internal operations are not subject to a public-comment period.

### **Probation**

A public sanction of an accredited program imposed by the Council when the program fails to respond satisfactorily to a letter of advisement, or at any time that the Council determines a program is in non-compliance with the eligibility requirements, standards, or policies.

### **Profession Member**

A licensed naturopathic physician elected by the Council to serve a three-year term.

Profession members meet the criteria stated in the Policy on Council Membership. Profession members bring the perspective of practicing naturopathic physicians to the Council. From four to six profession members may serve on the Council.

### **Progress Report**

A report submitted every two years by candidates for accreditation, prior to the two-year evaluation visit, or a report submitted by an accredited or candidate program that has received the Council's approval for a substantive change, due four-to-six months after implementation of the change.

### **Public Member**

An individual who serves on the Council as a representative of the general public.

Two or three public members may serve on the Council. They have no affiliation with naturopathic medicine programs or the naturopathic medical profession.

### **Recognition Action**

A decision by the Council that affects the accreditation or candidacy of a naturopathic medicine program.

The eleven recognition actions the Council may take are the six accreditation actions, plus five others that apply to candidacy: (1) denial of candidacy, (2) granting initial candidacy, (3) reaffirming candidacy (4) issuing a show-cause letter to a candidate college or program, and (5) withdrawing candidacy.

### **Self-Study**

A comprehensive analysis of an educational institution's or program's resources and effectiveness in relation to its mission and objectives.

The self-study process is an ongoing effort by the institution's or program's own administrators, faculty, staff, and governing board to enhance educational quality. The self-study report, based on the Council's standards, is a written description and analysis of the findings of the self-study process at a particular point in time. A naturopathic medicine program submits a self-study report to the Council before a comprehensive evaluation visit. Prior to a focused evaluation visit, the Council requests that the program submit an interim report.

### **Show-Cause Letter**

A public sanction of an accredited or candidate program in the form of a letter issued by the Council to the program's chief administrative officer.

The letter states the reasons why and a specific date when accreditation or candidacy will be withdrawn unless the program can demonstrate its status should be continued.

**Standards**

Statements adopted by the Council for the purposes of (a) guiding the Council in determining the quality and integrity of a college or program, and (b) guiding colleges and programs in their self-study and improvement.

Standards describe the conditions, principles, and practices that are characteristic of educational effectiveness. They serve as a means for measuring a program's quality and for improving it. The Council has adopted 11 standards related to 11 aspects of a naturopathic medicine program. The standards, with the Council's eligibility requirements and policies, serve as a guide in determining whether a program merits accreditation. The Council also uses the standards in determining whether a program merits candidacy, which requires compliance with the standards to the degree expected for the program's stage of development.

**State**

As used in this *Handbook*, the term refers to a state of the Union, the District of Columbia, a U.S. commonwealth or territory, or a province or the Northwest Territories of Canada.

**Substantive Change**

A change in an accredited or candidate program that may significantly affect its quality, such as a change in its scope or location of educational offerings, credentials offered, or control.

A program receives the approval of a Council committee before implementing a substantive change, and, after implementing the change, the approval of the Council itself before the change is included in the program's accreditation or candidacy.

**Teach-Out Agreement**

A written agreement between institutions that provides for the equitable treatment of students and the continuation of their education when one of the institutions stops offering a program before all students have completed the program.

## V. INSTITUTIONAL MEMBERS

### DECEMBER 2007

#### Accredited Programs

##### **Bastyr University - Naturopathic Medicine Program**

14500 Juanita Dr. N.E.  
Kenmore, WA 98028-4966  
(425) 823-1300  
[www.bastyr.edu](http://www.bastyr.edu)

Initial accreditation granted April 1987 and last reaffirmed September 2004. The next full-scale evaluation is scheduled for spring of 2008. The university is also accredited by Northwest Association of Schools and Colleges.

##### **Canadian College of Naturopathic Medicine**

1255 Sheppard Ave. East  
North York, ON M2K 1E2 Canada  
(416) 498-1255  
[www.ccnm.edu](http://www.ccnm.edu)

Initial accreditation granted September 2000, and last reaffirmed in March 2006. The next full-scale evaluation visit is scheduled for fall 2008, with a decision on continued accreditation to be made in spring 2009. The college is recognized by all Canadian provinces that license naturopathic practitioners.

##### **National College of Naturopathic Medicine - Naturopathic Medicine Program**

049 S.W. Porter  
Portland, OR 97201  
(503) 552-1660  
[www.ncnm.edu](http://www.ncnm.edu)

Initial accreditation granted April 1991 and last reaffirmed March 2006. The next full-scale evaluation visit is scheduled for fall 2009, with a decision on continued accreditation to be made in spring 2010. The college has institutional accreditation with the Northwest Commission on Colleges and Universities.

##### **Southwest College of Naturopathic Medicine & Health Sciences**

2140 E. Broadway Rd.  
Tempe, AZ 85282  
(480) 858-9100  
[www.scnm.edu](http://www.scnm.edu)

Initial accreditation granted in 1999 and re-affirmed in March 2005. The next full-scale evaluation visit is scheduled for fall 2008, with a decision on continued accreditation to be made in spring 2009. The college has institutional accreditation with the North Central Association of Colleges and Schools.

##### **University of Bridgeport College of Naturopathic Medicine**

60 Lafayette St.  
Bridgeport, CT 06601  
(203) 576-4109  
[www.bridgeport.edu](http://www.bridgeport.edu)

Initial accreditation granted in March 2006. The next full-scale evaluation is scheduled for fall 2008, with a decision on continued accreditation to be made in spring 2009. The university has institutional accreditation with the New England Association of Schools and Colleges.

#### Candidate Programs

##### **Boucher Institute of Naturopathic Medicine**

435 Columbia Street, Suite 300  
New Westminster, BC V3L 5N8 Canada  
(604) 777-9981  
[www.binm.org](http://www.binm.org)

Candidacy was initially granted in December 2003 and reaffirmed in March 2006. An evaluation for initial accreditation is scheduled for fall 2008.

**VI. CNME BOARD OF DIRECTORS**  
**DECEMBER 2007**

**Brian J. Henderson, M.Ed.**  
Perth, Ontario  
Principal, Health Team Associates (retired)  
*Public Member. 2<sup>nd</sup> term expires spring 2009.*

**David W. Lescheid, Ph.D., N.D.**  
Ottawa, Ontario  
Practicing Naturopathic Physician  
*Profession Member. 1<sup>st</sup> term expires summer 2009, renewable.*

**Nancy L. Mitzen, C.P.A.**  
Portland, Oregon  
CFO, Western States Chiropractic College  
*Public Member. 1<sup>st</sup> term expires summer 2009, renewable*

**Joni Olehausen, N.D.**  
Scottsdale, Arizona  
Dean of Clinical Education  
Southwest College of Naturopathic Medicine and Health Sciences  
*Institutional Member Rep. Term expires summer 2008*

**Marcia Prenguber, N.D.**  
Goshen, Indiana  
Practicing Naturopathic Physician  
*Profession Member. 2<sup>nd</sup> term expires spring 2008.*

**Gannady Raskin, M.D., N.D.**  
Kenmore, Washington  
Dean of Naturopathic Medicine  
Bastyr University  
*Institutional Member Rep. Term expires summer 2009.*

**Susanna Reid, Ph.D., N.D.**  
Honolulu, Hawaii  
Practicing Naturopathic Physician  
*Profession Member. 1<sup>st</sup> term expires summer 2008, renewable.*

**Guru Sandesh Khalsa, N.D.**  
Bridgeport, Connecticut  
Dean, College of Naturopathic Medicine  
University of Bridgeport  
*Institutional Member Rep. Term expires summer 2010.*

**David Scotten, N.D.**  
New Westminster, British Columbia  
Dean of Academic Education  
Boucher Institute of Naturopathic Medicine  
*Profession Member. 1<sup>st</sup> term expires spring 2009, renewable.*

**JoAnn Yanez, N.D.**  
Oakland Gardens, New York  
Practicing Naturopathic Physician  
*Profession Member. 2<sup>nd</sup> term expires summer 2010.*

**Officers of the Board**

President.....Marcia Prenguber, N.D.  
Vice President.....Brian J. Henderson, M.Ed.  
Treasurer..... Nancy L. Mitzen, C.P.A.  
Secretary.....David W. Lescheid, Ph.D., N.D.

**Executive Director**

**Daniel Seitz, J.D., M.A.T.**  
Council on Naturopathic Medical Education  
PO Box 178, 342 Main Street, Great Barrington, MA 01230  
Phone: (413) 528-8877 ■ Fax: (413) 528-8880 ■ Email: [staff@cnme.org](mailto:staff@cnme.org)  
Website: [www.cnme.org](http://www.cnme.org)