



2019 ANNUAL REPORT REVIEW FORM

Note to reviewers: The primary purpose of the annual report review process is to make sure that CNME-accredited and candidate ND programs are addressing any outstanding recommendations within the specified time period, and that they are otherwise remaining in compliance with CNME accreditation standards and policies. For the review of 2019 annual reports—which will take place in the spring of 2020—we have added a new component to the review form we have been using: see bolded section below.

Primary Reviewer: **[NAME]**; Secondary Reviewer: **[NAME]**

[NAME OF INSTITUTION]

Recommendations adopted by the Council on **[DATE]**

Outstanding Recommendation

[COPY THE TEXT OF AN OUTSTANDING RECOMMENDATION HERE; ADD SECTIONS AS NEEDED]

Did information and/or documentation provided demonstrate progress in addressing the recommendation?

- Yes _____ (*There is evidence of progress*)
- No _____ (*There is no evidence of progress*)

Is there sufficient information and/or documentation to decide whether the recommendation has been fully addressed?

- Yes _____ (*Remove recommendation*)
- No _____ (*Require continued reporting*)

If the recommendation has not been fully addressed and the program will require more than two years (or the time period previously specified by the Council) to address it, has the program met the requirements for an extension based on “good cause” as stated in the CNME Policy on Enforcement of Standards?

- Yes _____ (*Extend time period for _____ [not to exceed six months, if the program has already had two years to address the finding]; indicate the basis for this suggestion in the Comments section below*)
- No _____ (*Initiate immediate adverse action; indicate the basis for this suggestion in the Comments section below*)

COUNCIL ON NATUROPATHIC MEDICAL EDUCATION

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If the time period for addressing the recommendation is extended, should the program be placed on a sanction (i.e., Letter of Advisement, Probation, or Show Cause)?

- *Yes* _____ *(Indicate the basis for this suggestion in the Comments section below)*
- *No* _____ *(Indicate the basis for this suggestion in the Comments section below)*

Outstanding Recommendation

Did information and/or documentation provided demonstrate progress in addressing the recommendation?

- *Yes* _____ *(There is evidence of progress)*
- *No* _____ *(There is no evidence of progress)*

Is there sufficient information and/or documentation to decide whether the recommendation has been fully addressed?

- *Yes* _____ *(Remove recommendation)*
- *No* _____ *(Require continued reporting)*

If the recommendation has not been fully addressed and the program will require more than two years (or the time period previously specified by the Council) to address it, has the program met the requirements for an extension based on “good cause” as stated in the CNME Policy on Enforcement of Standards?

- *Yes* _____ *(Extend time period for _____ [not to exceed six months, if the program has already had two years to address the finding]; indicate the basis for this suggestion in the Comments section below)*
- *No* _____ *(Initiate immediate adverse action; indicate the basis for this suggestion in the Comments section below)*

If the time period for addressing the recommendation is extended, should the program be placed on a sanction (i.e., Letter of Advisement, Probation, or Show Cause)?

- *Yes* _____ *(Indicate the basis for this suggestion in the Comments section below)*
- *No* _____ *(Indicate the basis for this suggestion in the Comments section below)*

Areas of Interest adopted by the Council on [DATE]

Outstanding Area of Interest

Did information and/or documentation provided demonstrate progress in addressing the area of interest?

- Yes _____ (*There is evidence of progress*)
- No _____ (*There is no evidence of progress*)

Is there sufficient information and/or documentation to decide whether the area of interest has been fully addressed?

- Yes _____ (*Remove recommendation*)
- No _____ (*Require continued reporting*)

(Note: the USDE two-year rule does not apply to areas of interest, since they do not represent a finding of non-compliance.)

Reviewer's Comments

*Use this section—and attach additional sheets if necessary—for the following purposes:
(1) to explain the basis for your conclusions regarding the recommendations and areas of interest above, and
(2) to note any problematic areas in the report that may indicate a new compliance issue with
CNME's accreditation standards and policies.*