

ACAHM Accreditation Commission for Acupuncture and Herbal Medicine

Policy Title:	Public Disclosure Policy
Approved By:	ACAHM Executive Committee
Document History:	Implementation Date: 2011 Last Updated: 23 January 2024
Related Commission Policies:	Commission Actions Policy ;
References:	34 CFR 602
Responsible Official:	ACAHM Director of Accreditation Services

Policy Summary: This guidance explains public disclosure requirements and procedures for ACAHM pre-accredited (Candidate) and accredited programs and institutions.

Table of Contents

Overview	1
1. Directory of ACAHM Accredited and Pre-accredited Programs/Institutions	2
2. Action Letter	2
3. Public Disclosure Notices	2
4. Effective Dates of Commission Actions	2

Overview

The Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM or the Commission) maintains an internet-based directory of all programs/institutions accredited by the Commission, those holding pre-accreditation (“candidate for accreditation” status), and those that previously held status but have since closed, merged, or had their status withdrawn.

The Commission strives to update its internet-based directory within 30 days of a Commission meeting to reflect accreditation actions. The Commission may also publish all or part of its directory in other forms of communication as determined by the Commission. In those instances, where the Commission takes an adverse action, the directory will not be updated until the time has passed for the affected program/institution to seek review of the Commission’s action or complete an appeal/arbitration action.

The Commission reserves the right to disclose any sanction or adverse action it has taken to the public or to relevant state, federal or accrediting agencies. This may be done prior to or while such action is being reviewed, is on appeal, or is being arbitrated in those instances in which the Commission reasonably believes it is legally

required to disclose such information. Disclosure may also be executed where the Commission reasonably believes that there is risk, financial or otherwise, to students, the public, or government funds, or that conditions at a program/institution are sufficiently unstable as to be a threat to students and prospective students. In such instances, the Commission shall include in its notification that time for review, appeal, or arbitration (as applicable) has not yet expired, or that a timely filed petition for review, appeal or arbitration has not yet been decided. Should the Commission notify any state, federal or accreditation agency of a Commission action, the Commission may make available to that agency material in its files pertinent to the action.

1. Directory of ACAHM Accredited and Pre-accredited Programs/Institutions

Upon granting of pre-accreditation, initial accreditation, or continuing accreditation status, and upon taking other official accreditation action, ACAHM will update its Directory of ACAHM [Accredited and Pre-accredited Programs/Institutions](#). All ACAHM pre-accredited and accredited programs and institutions must incorporate, maintain, and publish a dynamic hyperlink on their respective websites to ACAHM's web-based Directory.

For each currently accredited/pre-accredited program/institution the directory provides an ACAHM Statement of Accreditation Status that includes institutional contact information, any *Public Disclosure Statements* that have been issued, and accreditation history for the institution and/or each ACAHM-accredited program.

2. Action Letter

Upon granting pre-accreditation or accreditation status, or taking other accreditation action, ACAHM will provide the corresponding program/institution with an *Action Letter* describing the action(s) taken by the Commission, and outlining any further conditions, requirements and/or deadlines. Summaries of the Commission's accreditation decisions made at each biannual meeting will also be published on ACAHM's website.

3. Public Disclosure Notices

Along with any Action Letter(s), as appropriate, ACAHM will provide the corresponding program/institution with a *Public Disclosure Notice* for incorporation in its public announcements and other publications, including recruiting literature, catalogs, enrollment agreements, websites, and print and online advertisements. Use of language other than that provided in the *Public Disclosure Notice* is not permitted without prior written permission from Commission staff. If the program/institution releases information that misrepresents or is misleading with respect to its accreditation status or any accreditation action by the Commission, the Chief Executive Officer of the institution will be notified and informed that corrective action must be taken. If the misrepresentation or misleading information is not promptly corrected, the Commission may, at its discretion, release a public statement correcting the information and/or take other actions as it deems appropriate.

4. Effective Dates of Commission Actions

Commission actions are effective as of the adjournment of the Commission meeting when the decision is made, or as outlined in the specific Commission action. (See *Commission Actions Policy*)

Revision History

Date Revised	Summary of Revisions	Approved By
161029	Reformatted; Addition of content regarding Accreditation Status Report	ACAOM Executive Director
180221	Clarification of circumstances when the Commission may require institutions/programs to publicly disclosure Commission actions	The Commission
191111	Clarified paragraph 4 when a Commission action becomes effective, and implementation condition for ASR	ACAOM Executive Director
220601	Adjusted terminology throughout for ACAHM name change and removal of "Oriental" term; no material revisions made	ACAHM Executive Director
230206	Replaced reference to <i>Accreditation Status Report</i> with <i>Directory of ACAHM Accredited and Pre-accredited Programs/Institutions</i>	ACAHM Executive Director
240123	Reviewed; no revisions	ACAHM Executive Director