

ACAHM Accreditation Commission for Acupuncture and Herbal Medicine

Position Paper Title: Guidelines for Developing Certificate Program Accreditation Requirements

Approved By: ACAHM Executive Committee

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Related Commission Policies: [Glossary](#); [Notification of Change Policy](#); [Standards Review Policy](#)

References: Federal Student Aid Handbook;

Responsible Official: ACAHM Director of Accreditation Services

These guidelines were prepared to inform and assist ACAHM-accredited programs and institutions when creating *certificate* programs (as defined in *ACAHM's Glossary*) and drafting proposed programmatic components of accreditation criteria for the Commission's consideration. Only programs for which ACAHM has established accreditation standards and criteria are accreditable. Proposals for additions to, or revisions of, accreditation standards and criteria are considered by the Commission in accordance with *ACAHM's Standards Review Policy*.

CERTIFICATE PROGRAMS

Only certificate programs having the following characteristics are eligible for ACAHM accreditation status:

1. the program has all necessary state approvals;
2. the program is East Asian medicine-related;
3. the program's courses are taught at the masters or higher level;
4. the program's courses are credit-bearing;
5. the program or institution awards an acknowledgement of program completion; and
6. the program may be Title IV-eligible subject to U.S. Department of Education regulations.

DRAFTING ACCREDITATION CRITERIA

1. ACAHM's established accreditation criteria identified as "applicable to all programs" apply to proposed *certificate* programs.
2. Additionally, proposals for new certificate programs must expound upon the following:

Criterion 5.02: ADMISSIONS

Applicants for proposed certificate programs must, at minimum, meet ACAHM's master's level and graduate certificate program admission requirements, including English language proficiency and undergraduate-level education requirements. Proposed certificate program standards may define admissions requirements that exceed ACAHM's master's level and graduate certificate program admission requirements.

Criterion 5.03: TRANSFER CREDIT/TRANSFER STUDENTS

Proposed certificate program standards must define the maximum percentage of transfer credits a program may accept.

Criterion 7.02: MINIMUM PROGRAM LENGTH, CREDITS, AND HOURS

Proposed certificate programs must be at least one (1) academic year in duration, including at least 18 semester credits of instruction accounting for a minimum of 300 clock hours of instruction.

Criterion 7.04: PROFESSIONAL COMPETENCIES

Proposed certificate programs must:

- A. provide training that prepares a student for gainful employment in a recognized occupation.
- B. include a distinct set of competencies, rather than identifying a selection of existing masters-level competencies. If the certificate program addresses and leads to the development of any of the existing masters-level competencies, duplication of existing competencies in the certificate proposal is acceptable.

Criterion 7.05: CLINICAL TRAINING (if applicable)

Proposed certificate programs that provide clinical training must identify training requirements, such as:

- A. patient treatment minimums
- B. acceptable clinical settings
- C. clinical specialty emphasis

Revision History

Date Revised	Summary of Revisions	Approved By
220204	Adjusted terminology throughout for ACAHM name change and removal of "Oriental" term; no material revisions made	ACAHM Executive Director
220219	Revised 5.02 requirements, removing bachelor's degree requirement & replacing with master's program requirements	ACAHM Executive Director
240123	Reviewed; no revisions	ACAHM Executive Director