

## **Document Submission Instructions**

These general guidelines will apply to all application/document/report submissions to ACAHM. Please check to be sure you have the most current version of this document before you make a submission.

### **HOW TO SUBMIT DOCUMENTS:**

Please use one of the following means to submit documents.

#### **1. EDvera**

The following documents must be submitted via ACAHM EDvera:

- Annual Institution and Program Report
- All reporting related to the [Notification of Change Policy](#):
  - 1.01: Location changes
  - 1.02/1.03: New locations
  - 1.04: Acquisitions
  - 1.05/1.06/1.08/1.16: New programs
  - 1.07: Add languages
  - 1.09: Program hours
  - 1.10: Mission & objectives
  - 1.11: Control & ownership
  - 1.12: Closures
  - 1.13: Progress & measurements
  - 1.14: Non-Title IV contracts
  - 1.15: Distance education
  - 2.XX: Prior notification and reviews (includes 2.01-2.06)
  - 3.XX: Post-implementation notifications (includes 3.01-3.06)
- Waiver Request

These documents are no longer available via the Commission website. Submissions via the methods described elsewhere in these Instructions will no longer be accepted.

## 2. **E-mail attachment**

- E-mail attachments must be submitted to [info@acahm.org](mailto:info@acahm.org). Document submissions to other ACAHM Email addresses will have to be re-submitted to info@acahm.org.
- Documents submitted to other ACAHM E-mail addresses, including individual staff addresses, will not be considered formal submissions; they may ultimately be returned to you, and ACAHM will not guarantee the receipt of submissions to other addresses.
- Be sure to add an appropriate subject line that identifies both the submitting program and the content of the submission – for example, PIEDMONT COLLEGE SELF-STUDY SUBMISSION.
- E-mail submissions should be in the form of an attached ZIP file that contains all relevant documents.
- ZIP file attachments may not exceed 20MB in total size. Larger submissions must be delivered via another method.

## 3. **Cloud storage: GoogleDrive**

- Commission staff must be notified via [info@acahm.org](mailto:info@acahm.org) when a submission is made via GoogleDrive
- If share permissions are required, they must be granted to [acaom.staff@gmail.com](mailto:acaom.staff@gmail.com), in order for ACAHM staff to access your submission.
- It is unlikely that a submission would exceed practical GoogleDrive capacity.
- Please place submissions within a single GoogleDrive share folder. You may compress your entire submission into a ZIP file if you wish.

## 4. **Cloud storage: Dropbox or OneDrive**

- Commission staff must be notified via [info@acahm.org](mailto:info@acahm.org) when a submission is made via Dropbox or OneDrive
- Dropbox and OneDrive shares generally do not require assignment of permission to a specific user or Email address; however, if you have an enterprise version of either storage solution where this is necessary, you may assign permission to [info@acahm.org](mailto:info@acahm.org).
- It is unlikely that a submission would exceed practical Dropbox or OneDrive capacity.
- Please place submissions in a reasonable file tree/subdirectory structure within a single shared folder. You may compress your entire submission into a ZIP file if you wish.

## 5. **Cloud storage: Other solutions**

- If you use another cloud storage solution, please contact the ACAHM office to make arrangements for downloading your submission. ACAHM cannot guarantee compatibility with every file storage solution.

### **HOW TO SUBMIT FEES:**

ACAHM utilizes QuickBooks Online (QB) to invoice all customers for all services with payment due as noted on the respective invoice. Please consult the [Schedule of Fees and Dues](#) to determine currently applicable fees and contact [info@acahm.org](mailto:info@acahm.org) with any questions.

Invoices for self study reports, site visits and other scheduled activities are typically prepared in advance and application/document/report submissions will not enter the review process prior to receipt of applicable fees. Invoices for other submissions are typically prepared after the submission is received, and are due upon receipt.

ACAHM does accept EFT or other electronic fee submissions at this time, via QB invoices.

Otherwise, fees should be submitted via US Mail or commercial carrier to:

Accreditation Commission for Acupuncture and Herbal Medicine [ACAHM]  
500 Lake Street, Suite 204  
Excelsior, MN 55331

For mailed fees:

1. If you received an invoice, please include a printed copy of the invoice with the submitted fee. If you did not receive an invoice, please include an explanatory note that identifies the purpose for the enclosed fee.
2. If possible, reference the relevant submission on the Memo line of any enclosed checks.

### **GUIDELINES FOR SUBMITTED DOCUMENTS:**

1. All submitted documents whose length is in excess of a business letter must be accompanied by or must include a table of contents or manifest of included documents. This is to allow ACAHM staff to match the documents that you have sent with the documents that ACAHM receives or stores in its document archives.
2. Please keep document formatting to a minimum. Stylized print document formatting is not only unnecessary but may limit ACAHM's ability to archive documents in the EdVera accreditation management system.

3. ACAHM will not accept consolidated Adobe PDF documents, or “binders”, where the document consists of a main “page” with internal attachments or folders. These single documents are not tablet-friendly and are unwieldy for site visitors to use when reviewing information and conducting their visits. If you have questions about this, please contact ACAHM staff before making PDF formatting decisions.
4. Do not embed internal hyperlinks to supporting document folders or Cloud storage locations within a PDF report narrative. Do use text citations to direct readers and reviewers to supporting documents, as appropriate. Hyperlinks to documents/information publicly posted on an institutional website are acceptable.
5. Please avoid using periods, apostrophes, or punctuation other than hyphens or underscores within file names or folder names.
6. In nearly all cloud storage environments, total file names including the names of folders and subfolders as well as spaces **must** be 256 characters or less. This most often becomes a problem in self-study exhibits, where documents may be stacked in several layers of subfolders, each with its own name.

So, you might think your file is named “*CH 501 Organic Chemistry Spring 2016 Term – McAllister.pdf*” ... but to a cloud drive, the file name is actually: “*C:/2016 UNIVERSITY OF MINNESOTA MASTERS ORIENTAL MEDICINE SELF STUDY/SUPPORTING DOCUMENTS AND EXHIBITS/STANDARD 8 – PROGRAM OF STUDY/COURSES/SYLLABI/BIOMEDICAL SCIENCES/CHEMISTRY/CH501 Organic Chemistry Spring 2016 Term – McAllister.pdf*”.

Why does this matter? Total file names longer than 256 characters are truncated by most cloud storage environments; some systems will fail to save or transfer files with very long names, which *puts your supporting document files at risk!* Please, balance clarity and length when naming files and folders/subfolders – keep names as short as possible while remaining descriptive.

Examples:

- For a folder, STD 8 is a better choice than STANDARD 8.
  - For dates used in file names, consider using YYMMDD as a format (November 8, 2019 is 191108).
7. When organizing a series of subfolders or files numerically, please start with 01, rather than 1. This assures that 10 follows 09 in an alphanumeric sort.

## **GENERAL SUBMISSION DEADLINES:**

Self-study reports are due April 1 (for February meetings) or October 1 (for August meetings) of the year prior to the Commission meeting at which review is scheduled. For example:

- if the Commission has scheduled comprehensive review for February 2023, the related self-study report is due by April 1, 2022;
- if the Commission has scheduled comprehensive review for August of 2023, the related self-study report is due by October 1, 2022.

Progress reports and other scheduled reports are generally due December 1 for February meetings, or June 1 for August meetings. Always consult the relevant Commission action letter for specific dates and requirements.

Some substantive change applications are reviewed by the Commission on a rolling basis. However:

- applications received between December 1 and the February Commission meeting will not be reviewed until after the February meeting concludes;
- applications received between June 1 and the August Commission meeting will not be reviewed until after the August meeting concludes.

Future Annual Institution and Program Reports will likely be due on or around April 15 of each year.

## **CHANGES TO DUE DATES/PLANNED SUBMISSION DATES:**

Requests for changes to due dates/planned submission dates must be made by submitting a Waiver Request via EDvera. Such requests must be made sufficiently in advance for the Commission to review and take action on a waiver request prior to the due date/planned submission date. The Commission will not accept requests for changes in due dates/planned submission dates submitted less than 30 days in advance.