

EDvera User Manual

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Login Instructions for Current Institutions

1. Open a web browser and navigate to https://acahm.edvera.com/new_password
2. Enter the email address you provided to ACAHM on the Verification Form into the Email field and click “Reset my password”.

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Enter your account email below and instructions to reset your password will be emailed to you.

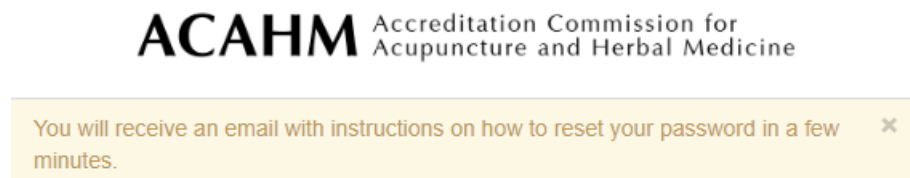
Email

Reset my password

EDvera

Support

3. You should see the confirmation message “You will receive an email with instructions on how to reset your password in a few minutes.”



If you get the error “Could not send password reset instructions successfully to that email” make sure there were no typos and that you are using the same email address you provided to ACAHM through the Verification Form.

Please [submit a ticket](#) if you require additional assistance.

4. Open your email account and find the email from ACAHM from the sender no-reply@edvera.com. Click the “Change my password” link in the email.

Password Reset Instructions Inbox x



ACAHM <no-reply@edvera.com>
to edvera.example ▾

Hello edvera.example@gmail.com!

Someone has requested a link to change your password, and you can do this through the link below.

[Change my password](#)



If you didn't request this, please ignore this email.

Your password won't change until you access the link above and create a new one.

5. Enter your new password twice and click “Set new password and log me in”. The password must be at least 8 characters long.

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Set new password

Passwords must be at least 8 characters long.

New Password

Confirm Password

Set new password and log me in



6. Your password will be updated, and you will then be logged into the system.

Requesting New User Accounts

Institutions are required to verify/update their contacts and associated users yearly when completing the Annual Institution and Program Report.

Current Institutions

Existing institutional users can request the creation of new users by completing a Waiver Request Form in the system.

1. Log into EDvera and start a new Waiver Request Form. For instructions on how to start a new document, reference [Starting a New Document](#).
2. Please see below for a description of what information to put into each field of the Waiver Request Form.

The specific name of the item for which a waiver is sought:	Enter "New User Account Request".
Detailed justification/rationale for waiver:	<p>For the NEW user, specify the desired Roles & Permissions as well as the following information:</p> <p>Email Address: First Name: Last Name: Work Number: Job Title:</p>

3. After entering all the required information click Submit.
4. New accounts will be created within 5 business days of submission. If system access was requested, the new user will receive an email with instructions on how to set their password at the email address provided.

Creating a System Support Ticket

1. Open a web browser and navigate to <https://aca hm.edvera.com>.
2. In the lower right corner, click the blue “Support” icon.

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Sign in

Accreditation Management System

New User?

- Please select the “New User?” button to establish log in credentials.

Email

Password

Remember me [Forgot your password?](#)

Sign in

Support

3. Provide the following information on the form:

- **Your name:** the name of the individual creating the support request.
- **Email address:** the email address that will be used for all correspondence relating to this support ticket.
- **Institution or Client Name:** The name of the associated institution.
- **How can we help you?:** Provide a description of the problem or issue you need assistance with.
- **Attachments:** If possible, include any screenshots or other attachments that may help clarify the purpose of the request.

4. Click the blue “Send” button to complete the submission. You should see the message “Thanks for reaching out” as confirmation that the submission was successful.



Thanks for reaching out

Someone will get back to you soon

5. An ACAHM staff member will reach out/respond to support tickets within 48 hours of submission.

Roles & Permissions

EDvera roles determine what permissions and actions a user can perform in the system. Institutions are responsible for ensuring that only authorized individuals have access to their institution in the EDvera system.

Institutions will update/verify their authorized individuals and associated user roles when completing the Annual Institution and Program Report each year.

The table below summarizes the permissions for each role in the system.

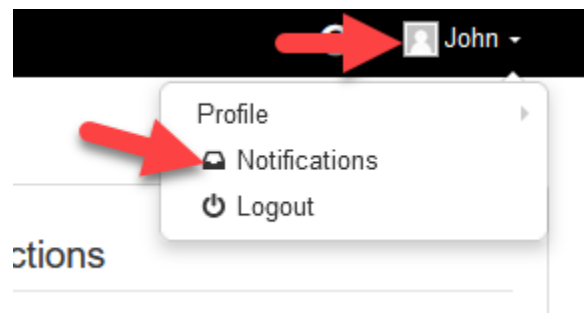
ROLE	PERMISSION(S)
Liaison	View, create, edit, and submit all documents.
Chief Executive Officer	View, create, edit, and submit all documents.
Chief Academic Officer	No access to documents.
Chief Financial Officer	No access to documents.
Clinical Director	No access to documents.
Program Director	No access to documents.
Read Documents	View all documents.
Write Documents	View, create, edit, and submit all documents.
Read AR	View the Annual Institution and Program Report .
Write AR	View, create, edit, and submit the Annual Institution and Program Report.
Read SSR	View the Self-Study Report.
Write SSR	View, create, edit, and submit the Self-Study Report.

Notifications

The ACAHM EDvera system supports system notifications and email notifications. These notifications are inseparable. That is, there is no way to enable only email notifications and disable the system notifications, and vice-versa.

Email notifications are sent to registered user's email addresses associated with their accounts.

System notifications can be viewed within EDvera by clicking your username in the upper right corner and then Notifications:



Enabling/Disabling notifications

Users may disable notifications but should be aware that system notifications and email notifications are inseparable. Disabling notifications will unsubscribe the user from *all* notifications.

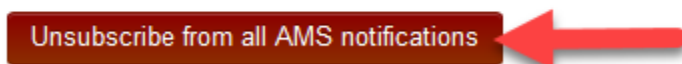
To disable notifications:

1. Click your name in the upper right-hand corner and then select Profile -> Notify Settings.
2. On the Notifications Settings page, click "Unsubscribe from all AMS notifications".



Notification Settings

You are currently setup to receive all system notifications.



To enable notifications:

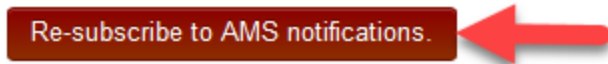
Notifications are enabled by default. If you've disabled them prior and want to re-enable them, follow these steps.

1. Click your name in the upper right-hand corner and then select Profile -> Notify Settings.
2. On the Notifications Settings page, click "Re-subscribe to AMS notifications".



Notification Settings

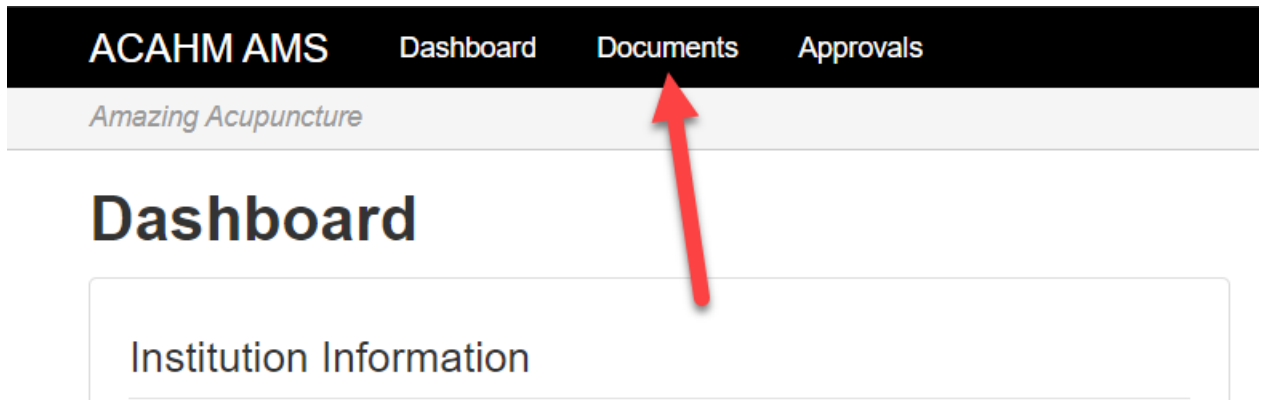
You have opted out of receiving email communications.



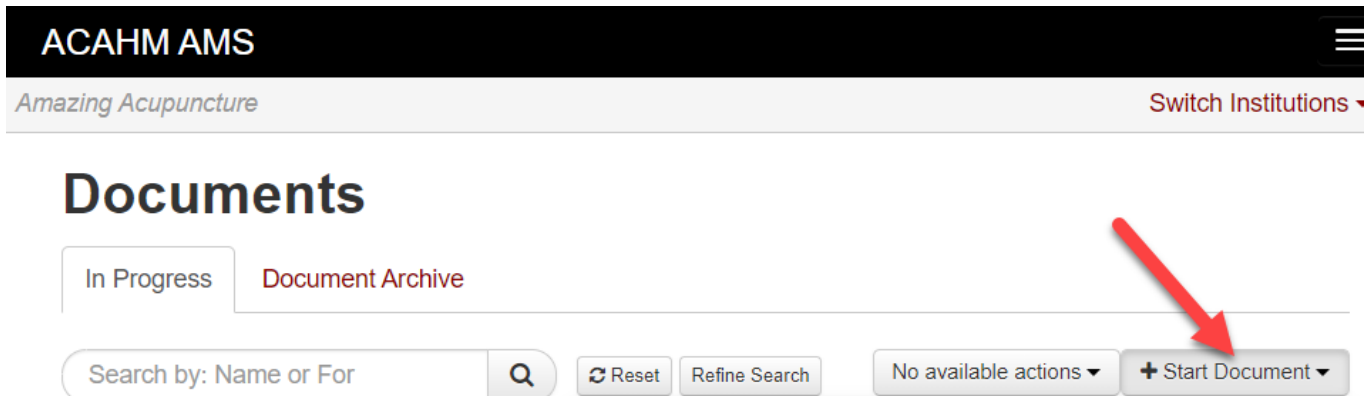
Starting a New Document

The process is the same for starting all new documents in the system. A user must be assigned a role with the Create permission to complete these steps.

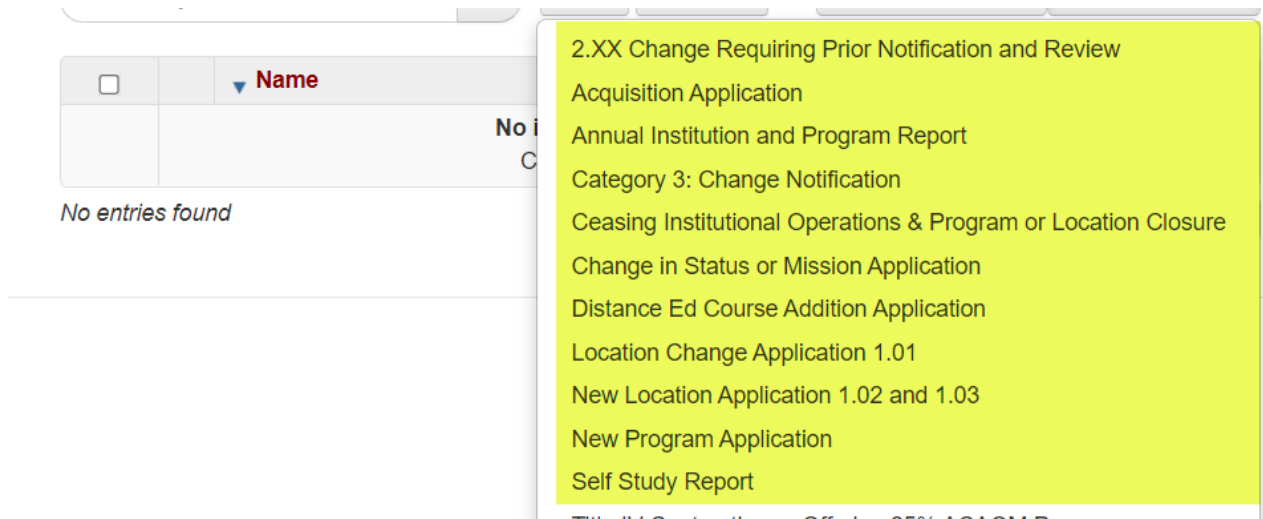
1. Open a web browser and navigate to <https://acahm.edvera.com>. Sign in with your username and password.
2. On the system Dashboard, click the Documents tab.



3. On the Documents page, click the “Start Document” button.



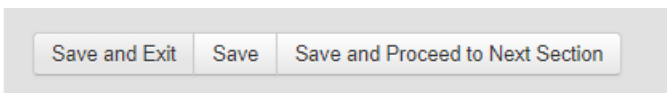
- Select the title of the document you would like to start from the “Start Document” drop-down window that appears.



Saving Documents

Some of the documents in EDvera may require more than one work session to complete. You can save your progress and come back later. We recommend saving your work frequently to ensure no data is lost in the event of an interruption.

Save your work by scrolling to the bottom of any document and clicking one of the “Save” options listed. The different options are self-explanatory.



Navigating Documents

All documents have a main navigation menu. A brief explanation of each tab is below.



Submission – This is the tab you will use when filling out the document.

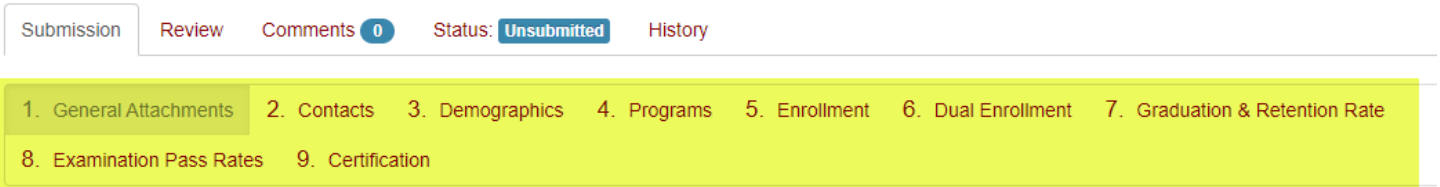
Review – Provides a running preview of the document. It includes a “skip to...” section that can be used to move to a desired section easily.

Comments – ACAHM Staff may provide commentary on certain documents. In that case, you can review the comments on this tab.

Status – Shows a workflow diagram for the document as well as the status of the document.

History – Lists the history of the document as it moves through the workflow.

Below the main navigation menu is the document menu. With the exception of the Self-Study Report, all documents have the same style menu as highlighted in yellow below.



Clicking a tab will take you to the corresponding section in the document.

Printing Documents

You can generate a PDF copy of a document by clicking the Print button in the upper right corner of the page.



Some institutions use this feature to generate a blank PDF prior to document completion. The blank PDF can be used as a template to capture the information/data needed before entering it into EDvera.

Attachments

All EDvera documents require one or more attachments for submission. An attachment is a supplementary file that is attached/uploaded into the EDvera system and included as a part of the document submission.

The following file extensions are supported: .pdf, .jpg, .bmp, .png, .doc, .docx, .rtf, .txt, .xlsx, .xlsm, .xlsb, .xls, .ods, .mp3, .mp4, .mov.

ZIP files are not supported for attachment. Each document to be submitted must be individually uploaded and named.

Attachment/Document Submission Requirements

Please follow the below requirements when adding attachments:

1. Keep document formatting to a minimum – stylized print document formatting is unnecessary and should not be used.
2. Do NOT submit 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 reviewers. If you have questions about this please contact ACAHM staff by opening a support ticket before making PDF formatting decisions.
3. Do NOT embed internal hyperlinks to supporting document folders or Cloud storage locations within submitted narrative documents or PDFs.
4. DO use text citations to direct readers and reviewers to supporting documents, as appropriate.
5. Hyperlinks to documents/information publicly posted on an institutional website are acceptable.
6. Please avoid using periods, apostrophes, or punctuation other than hyphens or underscores within file names or folder names.

7. Keep file names concise.

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 may put your supporting documents at risk!

Please, balance clarity and length when naming files – keep names as short as possible while remaining descriptive.

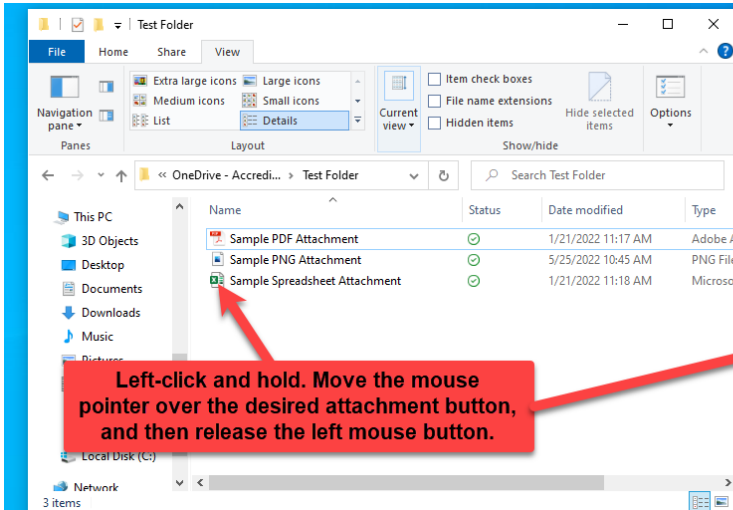
Examples:

- For a file, STD 8 is a better choice than STANDARD 8.
- For dates used in file names, consider using YYYYMMDD as a format (November 8, 2019 is 191108).

Adding Attachments within EDvera

Attachments can be added using two methods.

- 1. Add attachments by drag & drop** - You can add attachments by simply dragging and dropped them into the web browser. To do so, simply drag the desired files over the corresponding attachment button.



1. For the most recent year available, either (a) a full independent institutional audit with management letter by a licensed CPA or (b) independent financial review by a licensed CPA.

To attach a file drag & drop here or click to choose

2. If institutionally accredited by ACAHM: a reviewed and approved annual budget which must include assumptions and three-year projections.

If programmatically accredited by ACAHM: an approved, annual program budget that includes a realistic projection of program revenue and expenditures.

To attach a file drag & drop here or click to choose

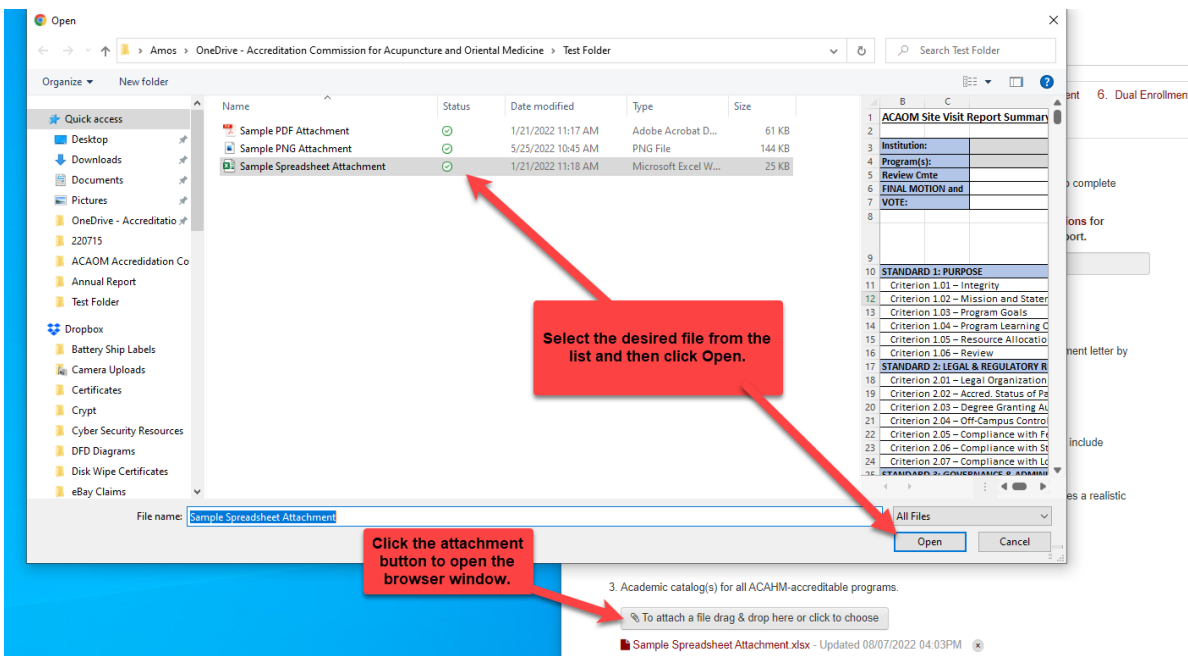
3. Academic catalog(s) for all ACAHM-accreditable programs.

To attach a file drag & drop here or click to choose

4. Most recent copy of Eligibility and Certification Approval Report (United States Department of Education) and copy of Program Participation Agreement (United States Department of Education). If not eligible to administer Title IV federal student aid, please attach a confirming statement.

To attach a file drag & drop here or click to choose

- 2. Add attachments using the browser** – You can add an attachment by using the browser to find and select the desired file. Click the attachment button to begin.

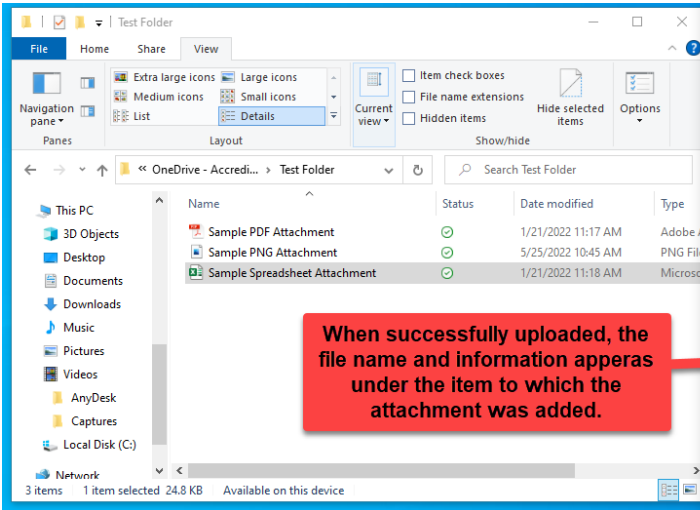


3. Academic catalog(s) for all ACAHM-accreditable programs.

To attach a file drag & drop here or click to choose

Sample Spreadsheet Attachment.xlsx - Updated 08/07/2022 04:03PM

3. Verify/delete attachments – You can confirm an attachment was added successfully by checking to see if it appears under the item to which it was attached. In the example below, the attachment file “Sample Spreadsheet Attachment.xlsx” was added to the item 3. Academic catalog(s) for all ACAHM-accreditable programs.



1. For the most recent year available, either (a) a full independent institutional audit with management letter by a licensed CPA or (b) independent financial review by a licensed CPA.

To attach a file drag & drop here or click to choose

2. If institutionally accredited by ACAHM: a reviewed and approved annual budget which must include assumptions and three-year projections.

If programmatically accredited by ACAHM: an approved, annual program budget that includes a realistic projection of program revenue and expenditures.

To attach a file drag & drop here or click to choose

3. Academic catalog(s) for all ACAHM-accreditable programs.

To attach a file drag & drop here or click to choose

Sample Spreadsheet Attachment.xlsx - Updated 08/07/2022 04:03PM

To remove an attachment, click the "X" next to it.

4. Most recent copy of Eligibility and Certification Approval Report (United States Department of Education) and copy of Program Participation Agreement (United States Department of Education). If not eligible to administer Title IV federal student aid, please attach a confirming statement.

To attach a file drag & drop here or click to choose

Annual Institution and Program Report

This section provides helpful information for filling out the Annual Institution and Program Report. See [Starting a New Document](#) for instructions on how to start a new report.

When you start a new Annual Intuition and Program Report, you will see a message that you are starting a new document. Click Continue to proceed and begin completing the document. Click Cancel if the document was started in error.

Annual Institution and Program Report

You are starting the Annual Institution and Program Report.

To get started, please click Continue.

Cancel Continue



1. General Attachments

Annual Institution and Program Report

Print

Submission

Review

Comments 0

Status: Unsubmitted

History

1. General Attachments

2. Contacts

3. Demographics

4. Programs

5. Enrollment

6. Dual Enrollment

7. Graduation & Retention Rate

8. Examination Pass Rates

9. Certification



Report Filing Year –

The report filing year corresponds to the year from which data is collected. For example, the report filing year 2022 contains data collected between January 1, 2022 and December 31, 2022 unless otherwise specified in this manual.

Attachments –

There are 7 items requiring file uploads/attachments and they are required to submit the report. Please use the following naming convention: append “AR-“ followed by the section letter (“AR-1, AR-2, AR-3, etc.”) and the file name (“AR-1-File_Name”).

Example: An attachment for item 1 might be named “AR-1-Audit Report”.

- 1. General Attachments
- 2. Contacts
- 3. Demographics
- 4. Programs
- 5. Enrollment
- 6. Dual Enrollment
- 7. Graduation & Retention Rate
- 8. Examination Pass Rates
- 9. Certification

Annual Institution and Program Report

Please be sure that you have responded to all Document Attachment items, or you will be unable to complete submission of the report.

Please thoroughly review and reference the relevant section in the **EDvera User Manual** before beginning your Annual Report submission; the instructions provide a definition of terms, methods of calculation, and other key information that will simplify the completion of the report.

Institution name

Ama

File name example: "AR-1-Audit_Report"

Report filing year



1. For the most recent year available, either (a) a full independent institutional audit with management letter by a licensed CPA or (b) independent financial review by a licensed CPA.

To attach a file drag & drop here or click to choose

2. If **institutionally accredited by ACAHM**: a reviewed and approved annual budget which must include assumptions and three-year projections.

If **programmatically accredited by ACAHM**: an approved, annual program budget that includes a realistic projection of program revenue and expenditures.

Reference [Attachment/Document Submission Requirements](#) for guidance on document naming and instructions on how to add attachments.

2. Contacts

Provide the institutional contact information for each role by selecting existing users from the drop-down menu, typing their name in the search box, or clicking the “+” to add a new user. Some roles grant additional permissions and access to the system.

Note: **Section 3.03** of the [Notification of Change Policy](#) requires programs and institutions to notify the Commission of changes in administrative leadership as they occur.

The table below summarizes the permissions for each role in the system.

ROLE	PERMISSION(S)
Liaison	Can view, create, edit, and submit all documents.
Chief Executive Officer	Can view, create, edit, and submit all documents.
Chief Academic Officer	No access to documents.
Chief Financial Officer	No access to documents.
Clinical Director	No access to documents.
Program Director	No access to documents.

ACAHM AMS

Amazing Acupuncture

Swit

Co Use the drop-down menu to search for existing users.

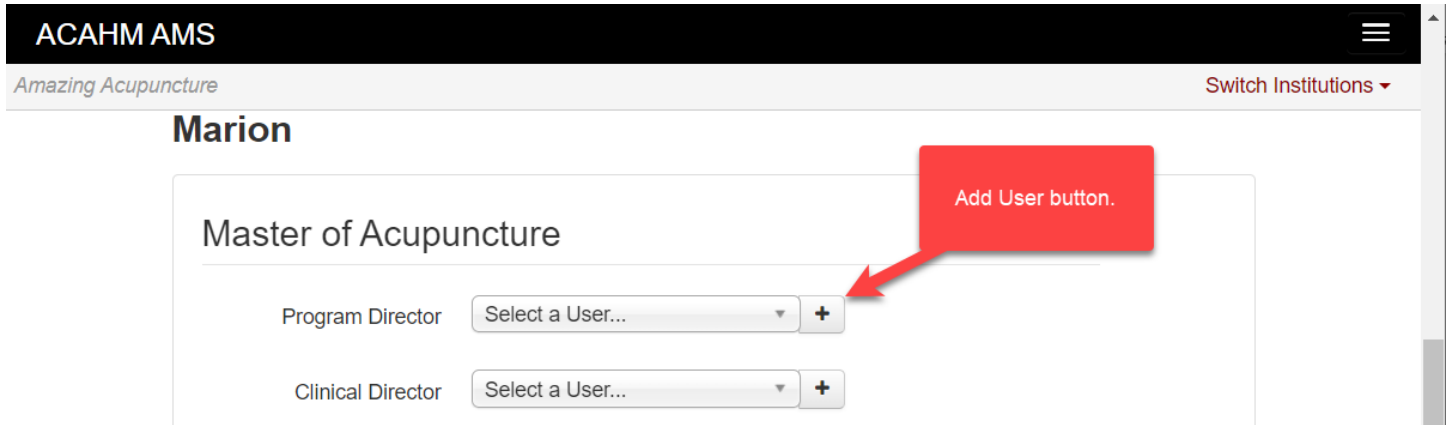
List the contact information for the institution and ACAHM accredited/pre-accredited programs. For each institution, include the president/CEO, chief academic officer, ACAHM institutional liaison, and chief financial officer.

Chief Executive Officer +

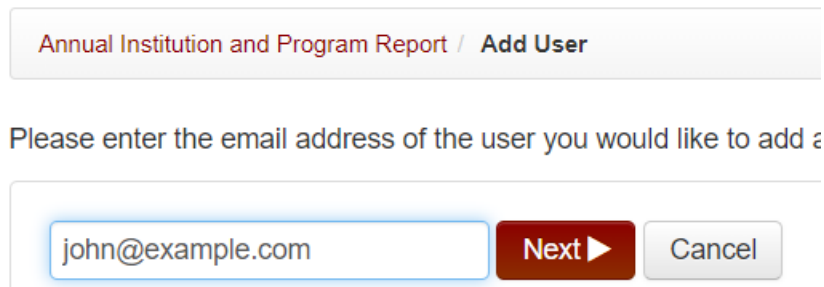
Chief Academic Officer +

New User Tool

- A. You can add a new user to the system by clicking the Add User button next to the corresponding role.



- B. Enter the new user's email address and click Next.



- C. If there is already a user in the system with the specified email address, you will see the message: This user already exists. Click the "Add" button below to add them to the organization.

Verify the user information is correct and click Add to add the user already in the system.

- D. If there is no user in the system with the email address, proceed to enter the required information into the new user form and click Save.

3. *Demographics*

This part of the report collects unduplicated headcount of students enrolled at each location and by race/ethnicity. Your institution's registrar should already have this data for reporting to IPEDS.

In general, institutions should select a specific date within a specific term from which a data "snapshot" will be taken to complete the required information. Institutions should use the same term year after year for reporting. For example, if the school chooses to use the fall term for their 2022 annual report, they should then use the fall term for any subsequent reports.

The gray cells are calculated based on data entered into other fields and should update automatically.

Total Student Headcount – The unduplicated number of students at this location. This number DOES include your international students. Students that are taking program classes at more than one location must be included in only **one** location's data.

International Student Headcount – Enter the number of full-time and part-time international students for this location. This is a subset of your total student headcount.

Headcount by Race/Ethnicity – Provide part-time and full-time student AND faculty by race/ethnicity for this location. Use the same methods of calculation used for data submissions to IPEDS.

Please verify your full-time and part-time total student headcount is equal to the same rows in the race/ethnicity table.

4. *Programs*

This section collects academic calendar and pre-accredited/accredited program data related to tuition/fees, program admission requirements, and curriculum. Data must be provided for each location at which the program is offered.

Curriculum –

Provide the number of clock hours and credits for each program per location. If curriculum areas are not applicable to a specific program, the corresponding “Clock Hours” and “Credits” should be left blank.

For advanced practice doctoral programs, “Credits required for admission” should be left blank.

5. *Enrollment*

Institutions must submit program enrollment information for each program, each language of delivery, and for each location the program is offered.

Program Enrollment –

Students that are taking classes in a single program at more than one location must be reported at only **one** location.

Students enrolled in multiple programs should be included in the relevant program enrollment count for each location.

For entry-level doctoral programs (DAc and/or DAcCHM), enrollment must be indicated separately for full start-to-finish students and doctoral degree completion track students, if applicable.

Doctoral Degree Completion Track –

Institutions offering entry-level doctoral programs are required to provide doctoral degree completion track enrollment information.

Total Program Enrollment –

Total Program Enrollment for each location is automatically calculated based on the values entered into the preceding language data tables.

Please note that cumulative program enrollment data by location may not necessarily equate to the unduplicated headcount entered in *section 3. Demographics*.

6. Dual Enrollment

For each location, institutions must provide unduplicated headcounts for students concurrently enrolled in more than one entry-level program, specifically master's and entry-level doctoral programs. Each student should only be counted once.

7. Graduation & Retention Rate

Institutions must provide graduation and retention rates for each program at each location it is offered.

Graduation Rate

Your graduation cohort may consist of either of the following:

- (1) Students who enroll at any time during the *Cohort Period*; or
- (2) Student who enroll during a particular academic term within the *Cohort Period*. *If you opt for this option, we strongly recommend that you select the term which regularly sees the largest enrollment of the year. It is to your benefit to have a larger cohort, as results are more likely to be stable year over year.*

The *Cohort Period* varies by length of the academic program in question. Shorter programs have a more recent *Cohort Period* than longer ones. Each year, the cohort period dates will advance by one year.

For the 2022 annual report:

<i>Cohort Period</i>		
Program	Start Date	End Date
Master of Acupuncture	August 1, 2017	July 31, 2018
Master of Acupuncture with Chinese herbal medicine specialization	August 1, 2016	July 31, 2017
Doctor of Acupuncture	August 1, 2016	July 31, 2017
Doctor of Acupuncture with Chinese herbal medicine specialization	August 1, 2016	July 31, 2017
Doctor of Acupuncture and Oriental Medicine	August 1, 2018	July 31, 2019
Certificate in Chinese herbal medicine	August 1, 2018	July 31, 2019
Certificate in Asian Medical Bodywork	August 1, 2019	July 31, 2020

For the 2021 annual report, the dates are correspondingly one year earlier.

For the 2020 annual report, the dates are correspondingly two years earlier.

Cohort enrollment date – The enrollment date for the cohort for which graduation rate is being reported. Reference the **latest** start date that occurs within the Cohort Period. If you're choosing to use a single academic term's enrollment, use the start date for that term.

Calculated graduation rate (%) –

Please calculate graduation rates based on your graduation cohort:

- Include all full-time degree/certificate-seeking students who entered a program of study for the first time at any point during the designated COHORT PERIOD, provided that they remained enrolled in that program of study for at least thirty (30) days.
- Do **NOT** include:
 - Students enrolled part-time
 - Transfers into the institution

Graduation rate is expressed as a percentage, for a given cohort. Please reference the information provided above in this manual under Graduation Date and the Cohort Period table for calculation. The formula is:

*Cohort students who graduated on or
before the specified GRADUATION DATE*

Divided by

Total students in the cohort

Example of graduation rate calculation:

- (1) 40 students entered a Master of Acupuncture program between August 1, 2017 and July 31, 2018; or (2) 40 students entered a Master of Acupuncture program on April 9, 2018
- 30 of those students graduated on or before July 31, 2022
- The graduation rate for that cohort is 75% (30/40)

For programs that have not yet graduated students, or for whom the cohort population is zero, report a rate of 0.00%

Expected first graduation date -

For programs that have not yet graduated students, enter the first expected graduation date.

Retention Rate

Retention rate is a one-year rate – a snapshot - calculated based on an entering class.

Your retention cohort should be your largest entering class during the specific enrollment period.

- Include all full-time degree/certificate-seeking students who entered a program of study, provided that they remained enrolled in that program of study for at least thirty (30) days.

Your retention cohort will NOT be the same group as your graduation cohort. You will only be looking back to the year prior to the annual report period.

For the 2022 annual report:

Enrollment period for all programs: August 1, 2020 – July 31, 2021

Retention date for all programs: 12 months following the first day of classes for the selected entering class

For the 2021 annual report, the dates are correspondingly one year earlier.

For the 2020 annual report, the dates are correspondingly two years earlier.

Cohort enrollment date –

Provide the date of the first day of class for the selected entering class.

Calculated retention rate (%) –

Retention rate is expressed as a percentage, for a given entering class:

Students in the selected entering class still enrolled in the program on the RETENTION DATE

Divided by

Total students in the selected entering class

Example of retention rate calculation:

- 40 students entered a Master of Acupuncture program on September 8, 2020
- 32 of those students were still enrolled in that program on September 8, 2021 (12 months later)
- The retention rate for that entering class is 80% (32/40)

8. Examination Pass Rates

ACAHM gathers licensure and certification examination performance data directly from state licensing bodies and the NCCAOM for first-time examinees, and periodically assesses three-year rolling pass rates. You will be contacted directly by ACAHM staff with any questions regarding state licensure examination or NCCAOM examination performance.

A link to the performance data will appear under this section once it is received and attached to the report by ACAHM staff.

Change 1.05, 1.06, 1.08 & 1.16 New Program

This document relates to the Notification of Change Policy, Substantive Changes 1.05, 1.06, 1.08 and 1.16, changes requiring approval of the Commission prior to implementation of the change. For additional information on each item, including the notification timeframes, consult the [Notification of Change Policy](#).

This document accommodates four different types of changes:

- 1.05: The addition of an entry-level program in acupuncture by an institution that already offers an ACAHM-accredited entry-level program in acupuncture with a Chinese herbal medicine specialization at the same degree level
 - For example: DAcCHM is already offered and DAc is being added; or MACCHM is already offered and MAc is being added
- 1.06: The addition of an entry-level program in acupuncture with a Chinese herbal medicine specialization by an institution that already offers an ACAHM-accredited entry-level acupuncture program at the same degree level
 - For example: DAc is already offered and DAcCHM is being added; or MAc is already offered and DAcCHM is being added
- 1.08: The addition of an ACAHM-accreditable doctoral program
 - If a DAOM is being added, it is always a 1.08 change
 - If a DAc or a DAcCHM is being offered for the first time -- for example: MAc and MACCHM are already offered and DAcCHM is being added; or MAc is already offered and DAc is being added
- 1.16: The addition of an ACAHM-accreditable certificate program
 - As of the manual publication date, ACAHM accredits CCHM (Chinese herbal medicine) and CAMB (Asian medical bodywork) certificates

Only ONE change request is allowed per submission. For example, if you are adding a DAOM and a CCHM, you must submit a unique application for each program.

After submitting this document, ACAHM will review the submission and either accept the notification or require further documentation, a higher-level review, a focused site visit, or other Commission action.

Change 1.07 Additional Language

This document relates to the Notification of Change Policy, Substantive Change 1.07, changes requiring approval of the Commission prior to implementation of the change. For additional information consult the [Notification of Change Policy](#).

This document accommodates one type of change:

- 1.07: The delivery of an ACAHM-accredited program in a language other than the currently accredited language(s) of delivery

The Commission will only accept substantive change requests for program delivery in English, Korean, or Mandarin Chinese languages.

In Tab 1 (Introduction), you will be asked to select the desired language of delivery and the program to which the change applies from a dropdown list. The list is composed of the programs already associated with your institution. You will also be asked to identify which location(s) will offer the program in the selected language.

Only ONE program change request is allowed per submission. For example, if you seek to deliver both the MAcCHM and DAOM in an additional language, you must submit a unique application for each program. However, you may select more than one location.

After submitting this document, ACAHM will review the submission and either accept the notification or require further documentation, a higher-level review, a focused site visit, or other Commission action.

Change 1.15 Distance Education

Submission of the Change 1.15 Distance Education application constitutes an institution/program’s request for accreditation of distance education within the United States and will form the basis for the Commission’s review. A complete application is comprised of:

1. A completed narrative template
2. Narrative template supporting evidence
3. Required attachments

Attachments and exhibits should be individually identifiable, and not submitted as a single combined PDF; submissions where all attachments and exhibits are combined in such a way will be rejected.

Please do not include duplicate file attachments in your Change 1.15 Distance Education application. Submissions with duplicate files attached will be reverted to the institutions for correction.

When an attachment is applicable to EITHER or BOTH “Supporting Evidence” and/or “Required Attachments” sections, it should be included under “Required Attachments” and mentioned as such in the narrative.

Supporting Evidence –

When responses in the 1.15 Distance Education Application Narrative Template require additional supporting evidence, upload such into the corresponding section.

Example:

Supporting Evidence:

When responses in the 1.15 Distance Education Application Narrative Template require additional supporting evidence, upload such into the corresponding section below. Multiple files can be uploaded to each section, one at a time. **Please reference the relevant Change 1.15 Distance Education section in the EDvera User Manual for instructions on the file naming convention to use for supporting evidence.**

A. CHARACTERISTICS OF THE CHANGE REQUESTED

To attach a file drag & drop here or click to choose

B. INSTITUTIONAL/PROGRAM CAPACITY

To attach a file drag & drop here or click to choose

C. INSTITUTIONAL TRANSPARENCY AND DISCLOSURES

To attach a file drag & drop here or click to choose

D. ACADEMIC PROGRAMS

To attach a file drag & drop here or click to choose

E. SUPPORT FOR STUDENTS

To attach a file drag & drop here or click to choose

D. ACADEMIC PROGRAMS

1. Provide **evidence** specifically regarding distance education offerings **demonstrating** that the composition of the institution/program’s academic team includes individuals with subject-matter expertise, instructional design training and experience, effective interaction with students, and assessment of student learning competence.
2. Describe the process the institution/program will use for selecting, training and orienting faculty for distance education.

Example: Attach all supporting evidence for section D. of the narrative into the corresponding section under Supporting Evidence inside EDvera.

Document Naming Convention

Use the following naming convention for Supporting Evidence: append “SE-“ followed by the section letter and number (“SE-A, SE-B, SE-C, etc.”) and the file name. Please reference [Attachment/Document Submission Requirements](#) for guidance on document naming.

Example: An attachment for Supporting Evidence section D - “SE-D-File_Name”.

Required Attachments –

Provide the attachments necessary for each item using the naming convention as follows: append “RA-“ and the item number “RA-1, RA-2, RA-3, etc.” and the file name.

Example: An attachment for Required Attachments item 2. - “RA-2_SARA_Auth”.

Change 2.XX Prior Notification and Review

This document relates to and accommodates all changes within the Notification of Change Policy, section 2: Changes requiring prior Commission notification and review. For additional information on each item, consult the [Notification of Change Policy](#).

Only ONE change request is allowed per submission.

After submitting this document, ACAHM will review the notification and either accept the notification or require further documentation, a higher-level review, a focused site visit, or other Commission action.

Submission:

1. Select the applicable change for the document submission.

Check the applicable change – you may submit only ONE (1) notification per document:

Check the radio button next to the type of change being submitted.

- 2.01 Any significant change to present facilities.
- 2.02 Any significant change to an ACAHM-accredited program.
- 2.03 Any change in the name of an ACAHM-accredited institution or any change in the name of an ACAHM-accredited program.
- 2.04 Bankruptcy or reorganization filings.
- 2.05 Voluntary withdrawal of accreditation from ACAHM or another accrediting agency.
- 2.06 Suspending student matriculation in an ACAHM-accredited/pre-accredited program.

2. The items required for submission are dynamic and change depending on which change is selected. Complete the written narrative for the request and attach any supporting materials.

Change 3.XX Post-implementation Notification

This document relates to the Notification of Change Policy, section 3: Changes requiring post-implementation notification. For additional information on each item, consult the [Notification of Change Policy](#).

Only ONE change request is allowed per submission.

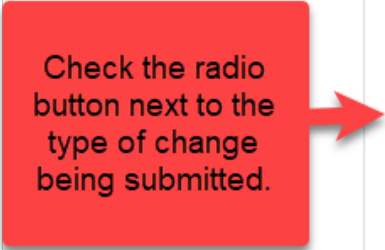
After submitting this document, ACAHM will review the notification and either accept the notification or require further documentation, a higher-level review, a focused site visit, or other Commission action.

Submission:

1. Select the applicable change for the document submission.

Check the applicable change – you may submit only ONE (1) notification per document:

Change



Check the radio button next to the type of change being submitted.

- 3.01 Actions taken by external agencies.
- 3.02 Any qualified or adverse financial statement.
- 3.03 A change in leadership of administration or governing body.
- 3.04 Any matter that may be deemed to significantly impact the character or quality of the institution or ACAHM-accredited program.
- 3.05 A twenty percent (20%) or more increase or decrease in the size of the faculty or student population.
- 3.06 The destruction of an institution or a significant part of its facilities.

2. The items required for submission are dynamic and change depending on which change is selected. Complete the written narrative for the request and attach any supporting materials.