



Policy Title: ACAOM Policy on Reporting to the U.S. Secretary of Education

Approved By: ACAOM Executive Director

Document History: Implementation Date: 15 December 2015

Last Updated: 17 July 2017

Related Policies: [ACAOM Public Disclosure Policy](#); [ACAOM Commission Actions Policy](#);

References: [20 U.S. Code §1099b](#); [34 CFR §602](#)

Responsible Official: ACAOM Executive Director

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**Policy Summary:** This guidance outlines how the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM or Commission) meets its reporting obligations to the U.S. Secretary of Education.

## REPORTING PROTOCOL

### A. Commission Decisions Regarding Accreditation Status

The Commission will provide written notice to the Secretary of the US Department of Education, the appropriate State licensing or authorizing agency, appropriate accrediting agencies, and the public at the same time it notifies the institution/program of a Commission decision, but no later than 30 business days after it makes:

1. a decision to award pre-accreditation, initial accreditation, or continuing accreditation to an institution/program;
2. a decision to place a program or institution on *Warning*;
3. a final decision to place a program or institution on *Probation* or *Show Cause* status;
4. a final "*adverse action*" to deny, withdraw, suspend, revoke, or terminate the pre-accreditation or accreditation status of an institution/program;  
**or when**
5. a pre-accredited or accredited program/institution voluntarily withdraws from pre-accreditation or accreditation, or
6. a program/institution allows its pre-accreditation or accreditation status with ACOAM to lapse.

For a final adverse action as listed under #4 above, ACAOM will make available to the Secretary, the appropriate State licensing or authorizing agency, and the public, no later than 60 days after the decision:

- a brief statement summarizing the reasons for the agency's decision, and the official comments that the affected program/institution may wish to make regarding that decision, or
- evidence that the affected institution has been offered the opportunity to provide official comment. Any official comments made by a program/institution is subject to terms and conditions outlined in ACAOM's [Public Disclosure Policy](#).

### B. Summary of Major Accrediting Activities During Preceding Year

Commission Staff will submit to the U.S. Secretary of Education, upon request, the Commission's major accrediting activities for the preceding year.

**C. Title IV / HEA Program Responsibilities**

The Commission Staff will submit to the U.S. Secretary of Education, upon request, information regarding any pre-accredited or accredited program's compliance with Title IV and HEA program responsibilities, including a program/institution's eligibility to participate in Title IV or HEA programs, for the purpose of assisting the Secretary in resolving problems with the institution's participation in these programs.

**D. Programs in Non-Compliance with Title IV, HEA Program Responsibilities and Programs Engaging in Fraud or Abuse**

The Commission staff will promptly provide the U.S. Secretary of Education with the name of any program accredited by ACAOM which the Commission has reason to believe is failing to meet its Title IV or HEA program responsibilities, or is engaged in fraud or abuse. Staff will provide the reasons for the Commission's concerns with relevant supporting documentation, if any.

**E. Changes in Commission Policies, Procedures or Standards**

Commission staff will promptly submit to the U.S. Secretary of Education in writing any proposed change in the Commission's policies, procedures, or standards that might alter the Commission's scope of recognition or compliance with the U.S. Secretary of Education's *Criteria for Recognition*.

**Revision History**

Date Revised	Summary of Revisions	Approved By
170718	Adapted, updated and revised existing content previously addressed in the ACAOM Commissioners' Manual	ACAOM Executive Director