



Policy Title: ACAOM Public Disclosure Policy

Approved By: ACAOM Executive Committee

Document History: Implementation Date: 2011
Last Updated: 29 October 2016

Related Policies: ACAOM Accreditation Status Report Form; ACAOM Commission Actions Policy

References:

Responsible Official: ACAOM Executive Director

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

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Overview

The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM 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for accreditation" status), and those that previously held status but have since closed, merged, or had their status withdrawn.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 directory also includes for each program/institution, as more fully described below: an *Accreditation Status Report*; any *Public Disclosure Notices* that have been issued; and a summary of the most recent Commission *Action Letters* for accreditation activities occurring after February 2017.

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 its newsletters, blogs, and 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 for the affected program/institution to seek review of the Commission's action, or complete an appeal/arbitration action has passed.

The Commission reserves the right to disclose any 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, upon the taking of adverse action, 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 an adverse action, the Commission may make available to that agency material in its files pertinent to the action.

1. Accreditation Status Report (or ASR)

Upon granting of Candidacy, initial accreditation or continuing accreditation status, and upon taking other official accreditation action, ACAOM will generate, maintain and publish a current *Accreditation Status Report* for the corresponding program/institution in ACAOM's Directory. All ACAOM Candidacy and accredited programs and institutions must incorporate, maintain and publish a dynamic hyperlink on their respective websites to their respective *Accreditation Status Report* maintained by ACAOM in its web-based Directory.

2. Action Letter

Upon granting Candidacy or accreditation status, or taking other accreditation action, ACAOM will provide the corresponding program/institution with an *Action Letter* describing the action or actions taken by the Commission, and outlining any further conditions, requirements and/or deadlines. Summaries of the Commission's actions will also be published in ACAOM's web-based Directory as part of a program's/institution's Accreditation Status Report.

3. Public Disclosure Notices

Along with any Action Letter(s), as appropriate, ACAOM 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. (See *ACAOM Commission Actions Policy*)

Revision History

Date Revised	Summary of Revisions	Approved By
161029	Reformatted; Addition of content regarding Accreditation Status Report	ACAOM Executive Director