



Accreditation Commission for Acupuncture and Oriental Medicine
8941 Aztec Dr., Eden Prairie, MN 55347 || tel 952-212-2434 || fax 952-657-7068 || info @ acaom.org

Document Submission Instructions

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

HOW TO SUBMIT DOCUMENTS:

ACAOM no longer accepts self-studies, substantive change applications, or other reports via mailed or shipped flash drives.

Please use one of the following means to submit documents:

1. E-mail attachment

- E-mail attachments must be submitted to submissions@acaom.org
- Documents submitted to other ACAOM E-mail addresses, including individual staff addresses, will not be considered formal submissions; they may ultimately be returned to you, and ACAOM 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 25MB in total size. Larger submissions must be delivered via another method.

2. Cloud storage: GoogleDrive

- GoogleDrive folders may be shared with ACAOM to convey a document submission.
- If share permissions are required, they must be granted to acaom.staff@gmail.com, in order for ACAOM staff to access your submission.
- We cannot foresee a circumstance where a submission would exceed practical GoogleDrive capacity.
- Please place submissions in a reasonable file tree/subdirectory structure within a single GoogleDrive share folder.

3. Cloud storage: 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@acaom.org.
- We cannot foresee a circumstance where a submission would exceed practical Dropbox or OneDrive capacity.
- Please place submissions in a reasonable file tree/subdirectory structure within a single shared folder.

4. Cloud storage: Other solutions

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

HOW TO SUBMIT FEES:

Various fees may apply for particular submissions. You may or may not receive an invoice from ACAOM, depending on the submission type. Please consult the [ACAOM Schedule of Fees and Dues](#) to determine currently applicable fees.

1. Fees should be submitted via US Mail or commercial carrier to:

ACAOM
8941 Aztec Dr.
Eden Prairie, MN 55347
Attn: Accreditation Services

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

GUIDELINES FOR SUBMITTED DOCUMENTS:

1. All documents whose length is in excess of letter must be accompanied by or must include a table of contents or manifest of included documents. This is to allow ACAOM

staff to match the documents that you sent with the documents that ACAOM receives or stores in its file archive.

2. Please keep formatting to a minimum. We will be moving to submissions via an accreditation management system in 2018, which limits submissions to text and attached files. Stylized print document formatting is not only unnecessary, but may limit ACAOM's ability to archive documents in the future accreditation management system.
3. ACAOM will not accept consolidated Adobe PDF documents, where the document consists of a main "page" with internal "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 ACAOM staff before making PDF formatting decisions.
4. You may imbed internal hyperlinks to supporting documents within a PDF self-study narrative, if you wish. However, the links created by Adobe Acrobat are relative in nature. While ACAOM staff will make every effort to keep files in the same relative folder structure, there are no guarantees that a peer reviewer/site visitor will do the same.
5. 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 a long name.

So, you might think your file is called "*CH 501 Organic Chemistry Spring 2016 Term – McAllister.pdf*" ... but to your 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/CH 501 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 exhibit files at risk!*

6. Please avoid using periods, apostrophes or punctuation other than dashes or underscores within file names or folder names