

Council on Homeopathic Education

SPONSORSHIP AND ENDORSEMENT OF SEMINARS & CONFERENCES FOR HOMEOPATHIC PROFESSIONALS

Criteria for Evaluation & Application Materials

SPONSORSHIP AND ENDORSEMENT OF SEMINARS AND CONFERENCES FOR HOMEOPATHIC PROFESSIONALS

This packet contains the materials needed to understand and utilize the Council for Homeopathic Education's accreditation process for seminars and conferences on classical homeopathy. Accreditation permits sponsors to provide participants with the continuing homeopathic educational credits required by homeopathic certification boards for professional certification and recertification.

THE COUNCIL ON HOMEOPATHIC EDUCATION

The North American homeopathic community established the Council on Homeopathic Education (CHE) in September 1982 to address the community's need for high quality educational experiences for homeopathic professionals.

The role of the CHE is to accredit institutions that provide classical homeopathic professional education in the range of formats. These include organizations offering continuing education in the form of episodic seminars and educational conferences, and schools that provide comprehensive programs that train professional homeopaths from the ground up. The CHE board is composed of organizational representatives from the community it serves. It uses standards that the community has developed to evaluate the competency of educational programs.

The CHE uses these established criteria defined by the homeopathic community to evaluate a program's capacity to provide professionals with the skills, knowledge sets and competencies needed to practice homeopathy as a professional.

The documents listed below and included in this Sponsor Packet provide the information an institution or individual needs to become accredited by the CHE to provide continuing education to homeopathic professionals.

- 1. *An explanation of the Council on Homeopathic Education's criteria for evaluation and accreditation of sponsoring institutions***
- 2. *Application for endorsement of a seminar or conference***
- 3. *Sample student feedback form***
- 4. *Sample continuing education completion certificate for students***

CRITERIA FOR THE EVALUATION OF SPONSORS OF CONFERENCES AND SEMINARS

Professional homeopathic education in North America is currently provided in three formats: comprehensive programs, institutional conferences, and episodic seminars. The CHE accredits all three assuring education of the highest quality.

Comprehensive programs train students from the beginning to homeopathic maturity. They meet the full range of students needs to become a competent homeopathic professional. These programs are offered by accredited schools and are covered under separate CHE accrediting criteria.

Continuing education provides focused, educational experiences for homeopathic professionals at all stages of development. The CHE uses the following definition for conferences and seminars:

Conferences are meetings with an educational focus, sponsored by one or several organizations, at which lectures by multiple presenters are given over a day or several days on unrelated or related topics (e. g. National Center for Homeopathy Annual Meeting).

Seminars, both single and extended, are commonly presented in a didactic format for ongoing homeopathic training. Seminars are appropriate for introductory programs and continuing education of homeopathic professionals.

A seminar is a focused educational experience presented for a part or a whole of one day. An extended seminar is a seminar occurring on several consecutive days. (e.g. a seminar by visiting homeopath from overseas).

An episodic seminar is either a series of one-day or extended seminars held over a period of several months or years for the purpose of providing a defined course of study, (e.g. New England Homeopathic Academy's Homeopathy for the Primary Care Provider or Lou Klein's Master Clinicians Course). These programs fall short of a comprehensive training program by a fixed school with a formal curriculum and satisfying the Homeopathic school accreditation criteria.

Sponsors for conferences and episodic seminars must demonstrate the resources necessary to conduct quality educational programs in classical homeopathy. The CHE requires sponsors possess the physical and fiscal resources and policies necessary to conduct quality homeopathic education, and that these policies are backed by congruent practices. Specifically, the CHE requires the institution maintain an appropriate record keeping system to track enrollments and tuition and refund policy.

Application for specific events, Periodic institutional review and a complaint process allow the CHE to monitor compliance with CHE standards.

Consistent with current accepted continuing education policies, seminar accreditation requires a high quality education experience with assessment, including student feedback regarding the seminar quality and learning experience. Sponsors provide the CHE with samples of its post-seminar evaluations as part of the application process.

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These evaluations are to be used by the sponsor for internal audit and assessment. They are reviewed by the CHE during the accreditation process and if requested after seminar completion. A summary of evaluations is requested upon completion of the seminar.

The Accreditation fee for continuing homeopathic education is \$5 per credit hour.

By this formula, 6 hours of teaching per day for a two-day seminar would be awarded 12 hrs of CHE approved credit. The institution would pay a \$60 fee for that two-day seminar (2 X 6 hrs X \$5). Using the same formula, a 14-day seminar would award up to 84 hrs of CHE Credits to each of the students in the approved seminar (according to attendance), and the institution would pay \$420.00 (14 X 6 hrs X \$5).

Application materials must be submitted to the CHE ideally during the planning stage for the event so the CHE approval can be stated in the promotional materials, but no later than one-month prior to the event and will include the following information:

1. Organizational structure of the Sponsor (i.e. corporation, non-profit, individual, etc., the primary staff members and website or other organization information source).
2. Scope of anticipated educational activities including an outline of seminar / conference content (include any curriculum outline material or handouts).
3. Student / Participation evaluation materials with summary of feedback on content, faculty performance, and facilities (sample form enclosed).
4. Fee schedule; refund policy; enrollment forms and any other course policy.
5. Credentials and Biographical materials for speakers.
6. Promotional materials or brochures.

Upon receipt of all materials, the CHE will conduct a review and approval process. CHE review takes approximately 3-4 weeks after receipt of all material. Please plan appropriately to ensure completion before your seminar / conference date.

We have enclosed a sample feedback questionnaire for your use. Additionally, a template for a certificate of continuing education completion for students is enclosed. We recommend that each student receive a certificate the hours of accredited training completed for their records.

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APPLICATION FOR ENDORSEMENT OF A CONFERENCE / SEMINAR

Sponsoring
Organization: _____

Contact Person: _____

Address: _____

Phone number(s): _____

Fax number(s): _____

Email: _____

Date of event: _____

Location: _____

Number of actual hours of the conference (not incl. breaks and meals): _____

Please send the completed application and the following materials:

1. An outline of the content of the seminar.
2. Credentials of the speakers (CV or Bio).
3. Copy of any promotional materials or brochure (should include a statement of CHE accreditation and the refund policy).
4. Evaluation form to be completed by participants.
5. A summary of completed evaluations from most recent previous seminar (if applicable).
6. A check or money order of \$5 per credit hour applied payable to the Council on Homeopathic Education.

The application materials should be mailed to:

Council on Homeopathic Education
C/O John Millar, ND
187 sherbrooke st.,
Peterborough Ontario K9H 2N2

Applications should be mailed at least one month prior to conference.

Inquiries regarding your application should be directed to the above address.

For C.H.E. Use Only

Date received: _____ Date Acted on: _____ Date notification sent: _____

Status: _____ Number of CHE Credits Approved: _____

801 North Fairfax St., Suite 306
Alexandria, VA 22314
www.chedu.org

CERTIFICATE OF HOMEOPATHIC EDUCATION

Student Name

This certificate confirms that the above named person completed _____ hours
of a ____-hour homeopathic education program on
_____/_____/_____ through ____/____/_____.

(Title of Program)

(Faculty Name(s))

Sponsored by

(Sponsor Name)

The Council on Homeopathic Education is committed to upholding high standards of education in Homeopathy and has approved this event for ____ continuing homeopathic education units (CHEU).

(Signature)

Sponsor