

Policy 1 Reimbursement of Expenses

Members of the Board of Directors and individuals assigned by the Board to carry out its' work, shall be reimbursed for certain travel expenses in connection with meetings of the Board of Directors and other officially approved activities of the CCEI. Reimbursement shall be based on tourist/economy air-fare and/or first class train-fare, reasonable charges for lodging and food for attendance at the above events, and other related expenses as detailed below. All claimed expenses from Directors associated with attendance at CCEI Board meetings must be submitted to the sponsoring agency, and reimbursement will be paid by the Director's respective agency. The President must approve all other claimed expenses for CCEI related work. These expenses must be documented with original receipts and submitted directly to the Secretariat of CCEI, and will be reimbursed directly by CCEI.

Directors are expected to schedule meetings and events at times and locations which are cost-effective and suitable for CCEI to carry out its business. Directors and any others to be reimbursed are expected to purchase tickets well in advance in order to secure the lowest available air-fare, to select reasonably priced yet suitable lodging, and to be reasonable with costs for meals.

Reasonable and full travel expenses incurred by CCEI representatives in connection with special missions or work for specific agencies, associations, institutions or educational program will be charged by CCEI directly to the entity involved, and will be paid by CCEI to the representative. In cases where a CCEI representative must forego normal daily income while participating on special missions, he/she may receive honoraria upon written statement of such foregone income. This honorarium (to be established in advance between the CCEI President and the involved agency) will be charged to the involved agency or program when not specified otherwise.

General stipulations regarding travel reimbursement:

1. Expenses for approved travel for CCEI business other than the CCEI board meetings, as authorized by the President and undertaken by Directors and/or the Executive Director, will be reimbursed from CCEI funds in keeping with this policy.
2. Expenses incurred in connection with special missions for agency recognition or program accreditation, or for work requested by an association, institution, agency, program, or other entity will be reimbursed to CCEI by the association, institution, agency, program or other entity receiving the service.
3. CCEI meetings will be held on weekends whenever possible.
4. Expense claims documented in currency other than US Dollars will be reimbursed in US Dollars adjusted according to the rate of exchange as established by Standard and Poor's Comstock and in force on the date of CCEI action.

Reimbursement allowances fixed by CCEI:

1. Transportation by personal vehicle to and from airport or train station shall be reimbursed at the standard US government (IRS) rate per mile, converted to kilometers when appropriate.

2. Airport or train station parking shall be reimbursed per receipt of expense.
3. Transportation to and from airport or train station by commercial means shall be reimbursed per receipt of the expense.
4. Transportation by personal vehicle to and from CCEI meetings shall be reimbursed at the standard US government (IRS) rate per mile, converted to kilometers as appropriate, but such reimbursement may not exceed the cost for tourist air-fare or first-class train fare.
5. Hotel expenses shall be reimbursed at the cost of a single room.
6. Expenses for meals in connection with above-mentioned meetings shall be reimbursed if the expenses are reasonable, but reimbursement may not exceed \$100 US per day unless specifically approved by the CCEI President.
7. Expenses must be verified with original bills or receipts. Claims for transportation by personal vehicle must be a written statement of actual miles/kilometers driven.
8. Claims to CCEI for reimbursement and documentation of expenses must be submitted in the CCEI approved format.
9. CCEI generally will not reimburse board members for personal alcohol expenses which are not part of a meal.

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Policy 2 Standards Review

High standards serve as the foundation for credibility and effectiveness in the assessment and accreditation of educational programs. In order to be a member of CCEI, an accrediting agency must maintain and implement accreditation standards consistent with the CCEI International Chiropractic Accreditation Standards.

CCEI undertakes a periodic process of review to insure that its International Chiropractic Accreditation Standards are clear, current and appropriately applicable to the roles of chiropractic education accrediting bodies worldwide, and to ensure proper rigor and effective performance in accreditation. This thorough process of review occurs at three-year intervals. CCEI also will undertake housekeeping edits of these same documents on an incidental basis according to identified and substantiated needs. In all cases, authority and responsibility for approval of any such revisions will rest with the CCEI Board.

In conducting the regular periodic review process, CCEI will insure that cognizant and properly interested parties are informed regarding the then current International Chiropractic Accreditation Standards and invited to submit observations and recommendations in due time for consideration by CCEI.

To insure that the accreditation standards of all CCEI member agencies remain consistent with the CCEI International Chiropractic Accreditation Standards, CCEI will review those standards on an ongoing basis.

Policy 3 Communication

The President is the official spokesperson for CCEI on all matters of policy and in all official relationships. While much of the responsibility for communication on matters of business, ongoing projects and general correspondence is delegated to the Executive Director, the President retains the final authority for official communication on all matters.

Statements on policy interpretation, on sensitive issues and on CCEI positions should first be cleared by the President and, at the President's discretion, be referred to the Executive Committee or all Board members for consideration and comment prior to publication.

Communication to and among members of the CCEI Board of Directors normally shall be conducted via electronic mail with backup via facsimile. The Executive Office of each CCEI member entity shall receive copies of all communication sent to members of the CCEI Board. All correspondence between and among members of the Board shall be copied to the CCEI Secretariat.

Official correspondence to external entities and individuals shall be sent via surface mail, even if also sent via other means.

Correspondence received from external entities individuals bearing on CCEI business or interests shall be copied to members of the Board along with any CCEI responses to such correspondence.

Policy 4 Role of the Executive Director

The Executive Director shall be appointed by the Board of Directors, shall serve at the pleasure of the Board, and shall be responsible to the President, who shall direct the work of the Executive Director. The employment agreement for the Executive Director shall be developed by the Officers of the Board, subject to ratification by the Board.

The Executive Director shall perform the duties specified in the Bylaws and all other duties necessary for operation of the Secretariat, including general receipt of correspondence and sending of all routine CCEI correspondence relating to administrative matters. The Executive Director shall insure timely and accurate communication of issues and materials within CCEI, shall advise the President and Board on various matters as appropriate to the role, shall communicate with external parties on CCEI matters within parameters established by policy and Board decisions, and shall maintain the official records of all CCEI activity.

Policy 5 Equivalence of CCEI Member Agency Standards and Degrees Granted by Accredited Entities

Equivalence of Accreditation Standards

The expectations, requirements and processes of educational accrediting agencies, normally stated as "standards", serve as core elements in assessing and assuring educational quality through accreditation. Consequently, effective and credible accrediting bodies consider, approve and state their standards with great care. Accrediting bodies publish their standards to achieve broad awareness and understanding.

As a requirement for membership in the Councils on Chiropractic Education International (CCEI), the CCEI Bylaws note that all member accrediting agencies are required to subscribe to, endorse and implement the International Chiropractic Accreditation Standards and Policies established by CCEI. (CCEI Bylaws, 1.2.2) Furthermore, all CCEI member bodies are required to be "organized to assess and make determinations regarding the quality and content of educational programs that graduate entry-level chiropractic practitioners, as evaluated according to the criteria and processes stated in the International Chiropractic Accreditation Standards adopted by CCEI." (CCEI Bylaws 1.1.1)

Thus, the CCEI International Chiropractic Accreditation Standards are the basis and means for fundamental equivalence in assessment and accreditation of chiropractic education by CCEI member agencies around the world. CCEI undertakes a regular periodic process of review to insure that its International Chiropractic Accreditation Standards are clear, current and appropriately applicable to the roles of chiropractic education accrediting bodies worldwide, and to ensure proper rigor and effective performance in accreditation. This thorough process of review occurs at three-year intervals. (See CCEI Policy #2, Standards Review)

To insure that all member agencies properly adhere to and implement the CCEI International Chiropractic Accreditation Standards as part of their accreditation actions, the published standards of all member agencies are examined to verify consistency with the CCEI International Chiropractic Accreditation Standards before an agency can be admitted to membership in CCEI. All member agency standards are further reviewed on an ongoing basis to assure consistency with the CCEI International Chiropractic Accreditation Standards.

To insure timeliness and accuracy in this review process, a current version of all agency accreditation standards and agency constitutions (articles/bylaws) must be provided and kept on file with CCEI. A copy of any revised version of an agency's standards or constitution must be provided to CCEI immediately upon approval by the member agency, and the member agency must clearly identify all revisions made to the former version. The Executive Committee of CCEI will review all such changes for compliance with CCEI requirements and report its findings to the CCEI Board for discussion and/or action as might be necessary.

With all the above as foundation, it is the carefully considered position of CCEI that the standards for accreditation, as published and implemented individually by all CCEI member agencies, are fundamentally equivalent. Their standards are highly effective as the basis and means for assessment and accreditation of chiropractic education by CCEI member agencies around the world. The consistency and quality assurance afforded by this equivalence is a sound basis for confidence in the accreditation practices of all CCEI member agencies. These agencies, along with various entities and individuals associated with the chiropractic profession, benefit from this mutual recognition of their individual accreditation actions.

Equivalence of Degrees Awarded

The Councils on Chiropractic Education International (CCEI) recognizes that, while the tradition in some parts of the world is to issue the professional degree of Doctor of Chiropractic (D.C.) upon completion of the prescribed curriculum, the tradition in other parts is to issue academic qualifications such as BSc Hons. Chir., MSc Chir., Cand Manu. etc.

CCEI acknowledges that credentials conferred by programs or institutions accredited by CCEI member agencies are issued after completion of equivalent courses of study and are recognized by all CCEI member agencies. CCEI confirms that these credentials represent comparable performance expectations, clinical competencies, and required outcomes for graduation. Therefore, CCEI validates these credentials as equivalent.

Policy 6 Role of the Executive Committee

Operating within the parameters of the bylaws and policies approved by the CCEI Board of Directors, the Executive Committee assures conduct of the day-to-day business of CCEI and makes necessary determinations on behalf of the organization as such needs may arise.

The Executive Committee will review and must approve any correspondence conveying positions or views of CCEI not already established by Board action, will remain available to the Executive Director for consultation and advice, and will be helpful to the Executive Director in exercise of that role.

In discharging these fiduciary responsibilities between meetings for the Board, the Executive Committee will neither establish new policy nor revise existing policy and will not authorize purchases or contracts/agreements necessitating expenditure of more than \$5000 US.

The Executive Committee will ensure that the Board is fully informed regarding all important actions by copy of relevant correspondence or by incidental reports on such matters.

Policy 7 Applications for Accreditation from Programs Operating in a Region not having a CCEI Recognized Accrediting Agency

1. An application for accreditation from an educational entity located in a country or region not served by a CCEI member agency will be referred to the member agency designated by CCEI as responsible for the region. The Secretariat shall inform the member agency involved and extend any relevant correspondence, and shall provide the applying entity with all relevant information about the referral and the responsible member agency.
2. When an educational entity operates components of a chiropractic education program in more than one location within one country or region, and the program content, language of instruction and verification extended upon satisfactory completion are identical, all such components of the program shall be considered simultaneously and the educational entity issued a single accreditation decision.
3. Due to differing jurisdictional and/or cultural requirements, minor variations may exist within program components operated at different sites but within the same agency's area of responsibility. In

such cases, the entity may choose to have the program components accredited simultaneously provided that they are taught in the same language and graduates receive the same verification of completion.

4. Where an educational entity wishes to achieve accreditation for a new site component of an existing accredited program, it will be noted that, ordinarily, multiple site components of the same program within the same country do not require a separate accreditation action. However, any new site component must be assessed by the accrediting agency before its initial inclusion in the overall program accreditation, and all site components will, in future accreditation exercises, be included in the accreditation process and the overall program status will be dependent upon all site components satisfying the standards.

5. Educational entities may establish a joint or collaborative venture resulting in a separate program in a second country still within the area of assigned responsibility of the same CCEI member agency. If the course content, the language in which the program is taught and the issued verification of completion are identical, accreditation for the separate program may be addressed in the same manner as described in Par. 4 above.

6. Should an educational entity establish a joint or collaborative venture in which:

the program course content differs to any substantial degree from that of the accredited program;

the language in which the program is conducted differs;

the program administrative authority differs;

the issued verification of completion distinguishes that program from any of the educational entity's other accredited programs, and/or;

the program site is outside the area of assigned responsibility of the accrediting CCEI member agency,

the collaborative venture will be recognized as separate and distinct and require independent accreditation. In such collaborative or joint ventures, accreditation of the program would be subject to the accreditation standards and procedures of the agency responsible for the country in which the program is presented.

Policy 8 General Accreditation Inquiries from Educational Entities

1. General inquiries regarding accreditation emanating from an educational entity located in a country or region not served by a CCEI member agency will be directed to the CCEI Secretariat.

2. Inquiries will be addressed by the Secretariat, based upon existing CCEI policies and/or precedent. Should no relevant policy or precedent exist, the matter will be referred to the Executive Committee for determination of the appropriate response.

3. Should the inquiry seek specific detail regarding accreditation procedures or standards not delineated by CCEI, the inquiry will be referred to the CCEI member agency responsible for that region

or country. Should such responsibility not have been established, the matter will be referred to the CCEI Executive Committee for appropriate action.

4. To ensure that referred matters are pursued without unnecessary delay, the Executive Committee will be provided with the necessary information relating to the matter and a determination made by postal or teleconference means within one month of receipt of the inquiry.

5. Should the matter require significant policy discussion and development, explanation will be issued to the inquirer within one month and the matter placed before the CCEI Board of Directors at its next meeting with sufficient prior documentation to enable Board deliberation and determination on the issue

Policy 9 Process for Membership

Introduction

The Councils on Chiropractic Education International (CCEI) is an umbrella organization of chiropractic accrediting bodies worldwide. CCEI is committed to excellence in chiropractic education through emphasis on quality in its International Chiropractic Accreditation Standards, and by aiding in the development and recognition of new accrediting bodies in geographic regions where such agencies are not currently recognized. CCEI provides accreditation services, through its assigned member organizations, to chiropractic educational entities situated in areas not currently served by a CCEI member agency.

Accreditation agency actions and status designations for chiropractic educational entities that award equivalent degrees are mutually endorsed on the basis of membership in CCEI.

Evaluation of the Standards (Accreditation Procedures and Criteria) of an applying agency will be accomplished through the following procedures.

1. Membership

1.1 The following types of agencies may become members of CCEI

a. Single purpose professional accrediting bodies that accredit only chiropractic educational entities.

b. Multipurpose professional accrediting bodies that accredit more than one type of educational entity, including chiropractic education.

Both types of agencies may be government funded and/or privately supported. They may be public and/or private, but must operate independently. Membership may be granted to applying agencies that are determined by CCEI to have been operating in full compliance with CCEI requirements and which have accredited at least one chiropractic educational entity in compliance with the CCEI International Chiropractic Accreditation Standards.

1.2 Voluntary nature of application

Application for member status in CCEI is a voluntary action on the part of the applying agency.

2. Eligibility

2.1. To apply for Membership, an agency must:

- a. be a constituted body with clearly expressed mission and goal statements.
- b. have clearly expressed objectives which embrace the CCEI International Chiropractic Accreditation Standards , including a realistic plan for implementation.
- c. have sound financial backing with ongoing budgeting to insure stability of operation for a period of at least three years.
- d. be an incorporated body. It is strongly preferred that the agency be incorporated under the laws of the state/country of origin/operation, as a non-profit making, non-proprietary organization, and exempt from taxation through classification as an accrediting body. There must be no disbursing of funds to the benefit of any party other than normal reimbursement for employees of the agency.
- e. operate in compliance with the CCEI International Chiropractic Accreditation Standards
- f. accredit at least one chiropractic educational entity to the satisfaction of CCEI.
- g. operate in compliance with all points in section 2.1

3. Application

3.1. The first step is a written application to the CCEI Secretariat by the chief officer of the agency, supported by written approval of its Board of Directors. All eligibility documentation for membership must accompany the written application. CCEI shall acknowledge receipt of the application and shall request any additional information deemed necessary.

3.2 If necessary, a meeting between representative(s) from the agency and CCEI will be held to address any areas of uncertainty.

3.3 The CCEI Executive Committee will undertake review of the application materials to determine if all application requirements have been met and to address any further needs in that regard. Once the requirements in 3.1 and 3.2 are determined to have been met, and on the basis of information provided, the Executive Committee will make a recommendation to the CCEI Board of Directors.

3.4 The Board of Directors will make a preliminary decision regarding the application.

3.5 A written report presenting findings of the Board's preliminary decision will be circulated to the applying agency and the CCEI Board. The applying agency must address any areas of disagreement in written form. The CCEI Board will make a final decision, with or without recommendations and/or conditions.

3.6 Decisions regarding membership will be made public by the CCEI Secretariat, which will publish a revised listing of member agencies when changes in membership occur.

4. Maintenance of membership

4.1 Member agencies are required to submit written annual reports to the CCEI Board addressing any substantial changes in their governance, standards, policies and/or practices. CCEI will review the status of all member agencies, including compliance with the CCEI International Chiropractic Accreditation Standards, on an ongoing basis.

5. Appeal

5.1 If the CCEI Board rejects an application for membership status, or refuses reaffirmation of a member agency, the concerned agency may submit an appeal to an Appeal Panel consisting of:

- a. one member appointed by the CCEI Board, but not a member on the Board
- b. one member appointed by the appealing agency, but not associated with the agency
- c. one member appointed by the CCEI Board of Directors, who is neither associated with the CCEI Board nor any of the member agencies

The Appeal Panel shall select its own chairperson and secretary, set a hearing date and advise both parties of its procedure.

5.2 Any appeal must be filed with the CCEI Secretariat within 60 days of agency receipt of the CCEI Board determination, and shall be acted upon by CCEI within the following 90 days. To be valid the appeal must contain a written copy of a formal action authorising the appeal, as taken at a lawfully constituted meeting of the board of the agency.

5.3 The appeal shall be based on the same documentation used in the original decision made by the CCEI Board. The Appeal Panel will not receive documents or testimony on events or activities by the agency occurring after the date of the CCEI Board decision being appealed.

5.4 Appeal activity shall not include a dispute on any specific issues unless the appellant provides evidence that the issue previously brought before the CCEI Board was clearly erroneous.

5.5 A representative of the CCEI Board and a representative of the appealing agency will present relevant written evidence to the Appeal Panel at least twenty-one days prior to the appeal hearing. One representative each from the CCEI Board and the appealing agency shall have the right to appear before the Appeal Panel at the hearing. The names of those representatives who will be present at the hearing shall be filed with the CCEI Secretariat at least ten days in advance of the hearing.

5.6 The Appeal Panel shall make one of the following decisions;

- a. sustain the action of the CCEI Board

b. refer the matter to the CCEI Board for reconsideration of its decision, with recommendations for the appropriate action, in written form and copied to the appealing agency.

5.7 An agency holding membership in CCEI at the time of a CCEI Board decision to withdraw membership status shall not lose such membership until either the time for filing an appeal has passed or the appeal process has been concluded.

5.8 The costs of the appeal process, other than those incident to the preparation of reports and appearances before the Appeal Panel, will be borne equally by the appealing agency and CCEI.

6. Complaints

Complaints received by CCEI regarding CCEI member agencies will be investigated by the CCEI Board through a process to be established by the Board in response to that specific complaint. The CCEI Board is the final authority in all matters pertaining to the CCEI International Chiropractic Accreditation Standards.

Policy 10 Observers at Meetings of the CCEI Board of Directors

The CCEI Board of Directors welcomes approved observers at its Board meetings according to the following qualifications and conditions.

1. Observers must have a bona fide interest in the work of CCEI as it pertains to international accreditation practices and efforts to support and maintain high standards for chiropractic education around the world.
2. A person wishing to observe a given meeting, or the Board member wishing to request approval of a person to observe, must contact the CCEI Executive Director at the CCEI Secretariat before the meeting to identify the bona fide interest and to request such observation. All such requests are forwarded to the CCEI President, who must approve observations.
3. While present, observers must refrain from comment on matters before the CCEI Board unless called upon and recognized to provide comment or make inquiry.
4. At times, observers may be asked to leave the room during discussion of certain matters privy only to the CCEI Board of Directors.

Policy 11 Conflict of Interest

Members of the CCEI Board are obligated immediately to identify to the Board any occurrence of a conflict of interest or appearance of conflict of interest involving them or their activities. Such conflicts would include:

An official position in an organization whose interests or goals conflict or compete with those of CCEI;

Participation in an organization that could experience gain as a result of one's simultaneous role in CCEI or as a result of the actions of CCEI;

Participation in any paid work or projects that could be enhanced or experience gain as a result of one's simultaneous role in CCEI or as a result of the actions of CCEI.

Procedure for Implementation of Policy on Conflict of Interest

Upon internal or external identification of an organizational or professional relationship that could cause the fact, or the appearance, of a conflict between the goals, purposes or interests of CCEI and those of the involved party(ies) or organization(s), or could result in favorable or preferential treatment to either party(ies) or organization(s), the following steps will be engaged. In order to be addressed under these procedures, any identification to CCEI of a potential conflict of interest must be received in writing and signed by the person submitting the written statement. In all cases, this process will resolve the situation in the best interest of CCEI.

1. Led by the President, or by the Vice President if the conflict involves the President, the CCEI Executive Committee will receive and review all relevant facts pertaining to the conflict. The Executive Committee will determine if:
 - a. The matter is inconsequential and no action is necessary, and will report the matter and this finding to the Board.
 - b. The conflict of interest warrants certain action by the Board member (e.g., refrain from discussion, or from a meeting; refrain from voting on an issue; removal or termination of the conflict by whatever means necessary; relinquishment of a position with the conflicting organization, removal from the CCEI Board; etc.). Such a determination by the Executive Committee will be referred to the entire Board for its action.
2. If the matter is referred to the entire Board of Directors, the Board, led by the President, or by the Vice President if the conflict involves the President, will consider the same information and factors as considered by the Executive Committee, will consider the recommendation of the Executive Committee, and will make a determination in the matter. The decision of the Board is final.
3. If a matter of conflict of interest is identified and addressed in a timely and thorough manner, as outlined above, no action or contract made by CCEI with knowledge of the conflict of interest will be voided due to such knowledge.

Stipulation regarding confidentiality

A director may not disclose, take advantage of or use to his/her benefit, or to the benefit or any other organization with which the director may be associated, any CCEI information generally not available to the public. A director may not disclose any confidential CCEI information without authorization by the CCEI Executive Committee. Matters addressed under this CCEI policy and procedure will be considered confidential to CCEI.

(As revised, June 6, 2008)

CCEI recognizes that unaccredited chiropractic education programs in areas not served by CCEI member accrediting agencies will need information, assistance and services for quality assurance and toward eventual accreditation. Therefore, CCEI assigns such regions as the responsibility of member CCEs.

In view of the CCEI role and responsibility for international oversight and development of accreditation worldwide, such assignments may be subdivided upon the recognition of additional accrediting agencies. Consequently, these assignments are not concrete and will be adjusted according to needs in particular accreditation situations.

The initial assignments are as follows:

European Council on Chiropractic Education: Europe, including the Eastern Mediterranean, and Africa as a secondary assignment.

Australasian Council on Chiropractic Education: Australia and Asia

Council on Chiropractic Education Canada and Council on Chiropractic Education United States of America: The Americas, as a joint assignment