



The Councils on Chiropractic Education International  
6100 Leslie Street, Toronto ON  
M2H 3J1, Canada | [www.cceintl.org](http://www.cceintl.org)

## **Policy 7 Process for Membership**

The Councils on Chiropractic Education International (CCEI) is an international organization of chiropractic accrediting bodies. CCEI is committed to excellence in chiropractic education through emphasis on quality in its International Framework for Chiropractic Education and Accreditation and by aiding in the development and recognition of new accrediting agencies in geographic regions where such agencies are not currently recognized or do not currently exist. CCEI's member agencies may provide accreditation services 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 and Procedures of an applying agency will be accomplished through the following procedures.

### **1. Membership**

The following types of agencies may become members of CCEI

- 1.1. Single purpose professional accrediting bodies that accredit only chiropractic educational entities.
- 1.2. 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 agencies whose standards meet or exceed the International Framework for Chiropractic Education and Accreditation established by CCEI, who align with the mission and goals of CCEI, and who comply with all relevant provisions of the CCEI Bylaws and Policies.

### **2. Eligibility for membership**

See By-law 1.

### **3. Application for Membership**



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

- 3.1. An application should be made to the CCEI Executive Secretary by the chief officer of the agency, supported by the 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 within 30 days.
- 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 within 60 days. The CCEI Board will make a final decision, with or without recommendations and/or conditions within 60 days.
- 3.6. Decisions regarding membership will be made public by the CCEI Executive Secretary, who will publish a revised listing of member agencies when changes in membership occur.

#### **4. Maintenance of Membership:**

In order to maintain membership, 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 Framework for Chiropractic Education and Accreditation, on an ongoing basis.

#### **5. Re-Application:**

An agency may re-apply for membership in CCEI one year after the decision of the CCEI Board.

#### **6. Appeal**



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- 6.1. If the CCEI Board rejects an application for membership status, or refuses reaffirmation of a member agency, the concerned agency may submit an appeal.
- 6.2. Any appeal must be filed with the CCEI Executive Secretary 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.
- 6.3. CCEI will appoint an Appeal Panel consisting of:
  - 6.3.1. One member appointed by the CCEI Board, but not a member of the Board;
  - 6.3.2. One member appointed by the appealing agency, but not associated with the agency; and
  - 6.3.3. One member appointed by mutual agreement of both parties.

The Appeal Panel shall select its own Chairperson and Secretary, set a hearing date and advise both parties of its procedure. Due to the international nature of CCEI, the hearing may be held electronically. The costs of the appeal will be the responsibility of the appellant.

- 6.4. 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.
- 6.5. 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.
- 6.6. A representative of the CCEI Board and a representative of the appealing agency will present relevant written evidence to the Appeal Panel at least 21 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 Executive Secretary at least 10 days in advance of the hearing.
- 6.7. The decision of the Appeal Panel is final and will be delivered within 30 days following the hearing.

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