

Directions: Institutions seeking to demonstrate eligibility for accreditation for their ayurvedic educational program shall complete and submit the **Initial Application for Candidacy & Accreditation** and **Eligibility Application** to ICAA.

After submission of the two documents, ICAA will contact the institution, offering either phone consultations or workshops. In addition, the ICAA will assist in guiding with completion of the Eligibility Packet.

This document sets forth the guidelines for the preparation of the Eligibility Packet. The Eligibility Packet should be submitted as follows:

1. The maximum number of pages is 60 pages double-spaced or 40 pages 1.5-spaced (for the sake of readability, reports should not be single-spaced). Note that this page limit applies to the body of the report and does not include appendices.
2. Report pages should be numbered.
3. Any easily readable typeface (e.g., Times Roman, Arial) may be used, provided that the type is a minimum of 11-point in size.
4. Margins should be a minimum of one inch on every side: left, right, top and bottom.
5. Block quotations should be indented and may be single-spaced.
6. The report should be divided into sections pertaining to each of the eligibility requirements, and tabs or some other system should be used to indicate the location of sections and appendices.
7. Whenever the report references information contained in a document placed in an appendix, the report should specify the relevant page numbers of the document.
8. The report must be bound or placed in a loose-leaf binder (for ease of last-minute revisions, a loose-leaf binder is recommended). No more than two separate volumes may be submitted (e.g., a report binder and an appendices binder); however, catalogues, handbooks, manuals, etc., may be provided as separate documents and do not need to be part of the bound report (it's helpful if they are placed in a binder insert or pocket).
9. The application's narrative section must be in English even if a program is offered in a language other than English, or is housed in an institution in a location where English is not the official language. If any required documents contained in appendices are not in English, such as a charter or similar document that authorizes the legal operation of the institution, they must be accompanied by either an English translation of the document or an accurate summary of the document in English.

Questions regarding appended documents that may require an English translation or summary should be directed to the ICAA executive director.

10. Appendices shall include the relevant documentation for each standard as outlined in the **ICAA Eligibility Requirements Checklist**.

Listed below are the 17 eligibility standards in order and the required information for the narrative section of the Eligibility Packet.

1. The program is located at a legally organized educational institution that has authorization from the appropriate state or provincial agency to grant the ayurvedic degree or designation. Note that a program in Canada is not eligible for *initial accreditation* by ICAA unless it first obtains provincial approval for participation in government-funded student-aid programs.

Attachments required:

- A letter, certificate or other document from a state or provincial regulatory body showing that the institution is a legally incorporated, non-for-profit institution.
 - A letter, certificate or other document from a state or provincial regulatory body showing that the institution is legally permitted to grant a Ayurvedic degree or designation.
2. The program is located at an institution with an advisory board that meets yearly to provide feedback to the administration about the program(s). At least two-thirds of the individuals who serve on the board must have no contractual, employment or personal financial interest in the institution or program.

Attachments required:

- A list of the current members of the governing board, including officer title (if any), employment relationship with the institution (if any), and brief biographical information on each member.
3. The program is located at an institution that has an appropriately qualified chief executive officer (e.g., president) whose full-time or major responsibility is to the institution.

Attachments required:

- Résumé/CV of the institution's chief executive officer.
4. The program has an appropriately qualified chief academic/administrative officer (e.g., dean)—or an appropriate academic leadership team—whose

major responsibility is to the program. There are mechanisms in place to allow all appropriate constituencies within the program—including faculty, administrative staff and students—to communicate their needs and provide input to the program's leadership team.

Attachments required:

- Résumé/CV of the program's chief administrative officer/dean (if applicable).
5. The program has a clear, concise and realistic mission statement that identifies what it intends to accomplish, and encompasses the educational preparation of ayurvedic practitioners. The mission is accompanied by a set of programmatic goals and objectives—consistent with the mission—that address instruction and that guide the program in establishing specific measurable educational outcomes for students in the program.

Attachments required:

- A copy of the program's mission and programmatic goals and objectives.
6. The program has an appropriately qualified and stable administrative staff sufficient in size to meet the needs of the program and achieve the program's mission.

Attachments required:

- An organizational chart for the institution showing how the program's administration fits within the larger institution.
 - An organizational chart for the program showing the reporting structure of the program's administrative staff.
 - A list of the program's administrators, including their full-time-equivalent (FTE) status, teaching role (if any), and brief biographical information on each member.
7. Faculty members for didactic and clinical courses have appropriate education and experience for their teaching positions/responsibilities in the program.

Attachments required:

- A grid or list of the program's faculty members, including their teaching assignments per month.
- Brief biographical information on each of faculty member.

8. The program meets the didactic clock hours and clinical hours outlined in the subject areas specified in the ICAA Accreditation Standards.

Attachments required:

- An outline of the program of study listing each course, including clock-hour and credit amounts.
- An outline of academic requirements for students in the clinical portion of the program.
- Information on the program's clinical training sites.

9. The program has learning resources, including a library and supplies to achieve its mission and objectives.

Attachments required:

- A summary of the library and information resources available to students in the program, including those resources directly related to the study of ayurvedic medicine.

10. The program has in place—or is in the process of developing—processes for evaluating each student's academic and clinical performance and achievement in relation to the program's mission and educational requirements.

Attachments required:

- A copy of the program's documentation for evaluating academic and clinical performance.

11. Assessing overall program outcomes and effectiveness in relation to the program's mission and programmatic objectives.

Attachments required:

- A copy of the program's academic assessment plan or a detailed description of its assessment process.

12. The program publishes and adheres to a student admission policy that clearly specifies the educational prerequisites, personal characteristics and minimum qualifications of applicants that the program considers necessary for academic and professional success.

Attachments required:

- A copy of the program's catalog/calendar or other document that outlines admissions requirements.

- A copy of any additional materials provided to potential students containing admissions information.

13. The program has a current catalog or academic calendar and other official publications available to students and the public, in print or electronic form, that accurately set forth:

- a. Current mission and programmatic objectives
- b. Admissions requirements and procedures
- c. Transfer credit and advanced standing policies, including the criteria for accepting transfer credit
- d. Tuition, fees and refund policies
- e. Opportunities and requirements for financial aid (if applicable)
- f. Academic performance requirements
- g. Policies and procedures related to satisfactory academic progress
- h. Rules for student conduct
- i. Student disciplinary procedures
- j. Student grievance procedures
- k. Grading and attendance policies
- l. Program completion requirements
- m. Members of the administration, including their positions
- n. Professional education and qualifications of full- and part-time faculty
- o. Members of the governing board
- p. Non-discrimination policy
- q. Academic calendar
- r. Program sequence or outline
- s. Description of each major component of the academic program, including the curriculum and course descriptions for each course
- t. Description of the learning and other physical resources
- u. Sources of information on the legal requirements for licensure and entry into the profession.

Attachments required:

- A copy of the program's catalog/calendar.
- A copy of the program's student handbook.

14. The institution in which the program is located must be financially sound, and provide resources to the program sufficient to carry out the program's mission and educational objectives in the current, short and long term. Adequate resources must be available to meet debt-service requirements of short- and long- term indebtedness without adversely impacting the quality of the program.

Attachments required:

- A copy of the institution's budget for the current fiscal year.
- A copy of the program's budget for the current fiscal year.

15. The institution in which the program is located must provide financial statements showing a balance sheet statement, a statement of revenue and expenditures, and a report on the change in fund balance and/or financial position.

Attachments required:

- A copy of the institution's most recent financial statements

16. The program discloses to the Council all information required by the Council to carry out its evaluation and accrediting functions.

No documentation required

17. The program understands and agrees that the Council may, at its discretion and in accordance with its policies, make known to any agency or members of the public who may request such information the nature of any action, positive or adverse, regarding its status with the Council.

No documentation required