



ACIS Institutional Accreditation – Process & Requirements



ACIS Institutional Accreditation — Continuing Education Provider Guidelines

For Institutions and Individuals Seeking Board Approval as a CE Provider



Introduction

The Accreditation Commission for Integrative Sciences (ACIS) and the International Board of Trichology & Holistic Medicine (IBTHM) oversee and approve Continuing Education (CE) providers to ensure the highest standards of educational integrity, ethical practice, and professional development within the integrative and trichological sciences.

These guidelines outline the expectations, responsibilities, and standards for all approved CE Providers under ACIS/IBTHM. By applying for and maintaining CE Provider status, you agree to comply with these standards in all current and future offerings.

1. Purpose of Continuing Education Oversight

Continuing Education (CE) oversight ensures that practitioners maintain current knowledge, improve competency, and uphold the integrity of the trichology and holistic health professions.

ACIS/IBTHM evaluates CE Providers to:

- Establish and maintain educational consistency and ethical alignment.
- Validate the accuracy and quality of instructional content.
- Ensure fairness and transparency in CE hour awarding.
- Support ongoing professional growth through evidence-based, integrative learning.

2. Eligibility to Apply

Organizations and individuals eligible to apply for CE Provider approval include:

- Trichology, Holistic Health, or Integrative Science Schools
- Licensed Medical, Wellness, or Educational Institutions
- Independent Educators or CE Program Developers
- Clinics, Wellness Centers, or Professional Associations

All applicants must:

- Be in good standing within their professional field.
- Demonstrate expertise and verifiable credentials in the subject area.
- Have at least one qualified instructor or facilitator for each course offered.



- Submit one complete application **per course** and pay the **non-refundable \$150 review fee** per submission.

3. Course Approval Requirements

Each CE course must demonstrate clear educational value and measurable learning outcomes.

To qualify for approval, each course must include:

- A detailed **Course Outline or Syllabus**
- Clearly defined **Learning Objectives** and **Learning Outcomes**
- Instructor qualifications and professional credentials
- Accurate duration corresponding to CE hours claimed
- Documented assessment or verification of participation (e.g., quizzes, certificates, or attendance records)
- Course materials that are factual, ethical, and relevant to trichology, herbal medicine, or integrative health sciences
- Compliance with all **ACIS/IBTHM Code of Ethics** and advertising guidelines

4. Instructor Qualifications

Lead instructors and presenters must:

- Hold verifiable credentials or certifications relevant to their field of instruction.
- Demonstrate a minimum of **two (2) years of professional experience** in the subject area.
- Adhere to ACIS/IBTHM ethical standards and professional conduct at all times.

Supporting instructors or assistants must be approved by the lead instructor or program administrator and uphold the same standards of professionalism and accuracy.

5. Course Duration and CE Hours

- One (1) CE hour equals **60 minutes of instructional time**.
- Breaks and administrative time should not be counted toward CE hours.
- Providers must issue **Certificates of Completion** showing:
 - Provider Name and ID Number



ACIS Institutional Accreditation – Process & Requirements

- Participant Name
- Course Title
- Date of Completion
- Number of CE Hours Earned
- Instructor or Provider Signature

6. Approval and Renewal

- Course approval is valid for **one (1) year** from the date of issue.
- Providers must submit a **renewal application** and updated materials annually to maintain active status.
- Renewal ensures continued compliance with evolving ACIS/IBTHM standards and accurate educational representation.
- Renewal fees are due upon submission of the renewal application.

Providers who fail to renew within the designated time frame will lose “Approved” status and must reapply as new applicants.

7. Use of the ACIS / IBTHM Name and Seal

Once officially approved, providers may use the “**Approved CE Provider**” badge and statement:

“This course has been approved by the Accreditation Commission for Integrative Sciences (ACIS) and the International Board of Trichology & Holistic Medicine (IBTHM) for continuing education credit.”

Providers **must not**:

- Use the ACIS or IBTHM name, logo, or seal in any misleading or unauthorized manner.
- Imply that ACIS/IBTHM endorses a product, treatment, or commercial entity.
- Represent approval for courses or instructors not individually approved.

Violations of branding or ethical use will result in immediate revocation of provider status.

8. Advertising and Promotional Ethics



ACIS Institutional Accreditation – Process & Requirements

All advertising materials must:

- Accurately describe the course title, objectives, duration, and CE hours.
- Avoid false or exaggerated claims of therapeutic or financial outcomes.
- Clearly identify the approved provider name and ID number.
- Include the ACIS/IBTHM disclaimer if using the seal or name in marketing.

All marketing content must uphold professionalism, transparency, and ethical integrity.

9. Recordkeeping and Auditing

Approved CE Providers must maintain complete course and attendance records for at least **three (3) years** after course delivery.

Records must include:

- Course syllabus and materials
- Attendance logs or online participation records
- Certificates issued
- Assessment results (if applicable)
- Payment receipts and instructor agreements

ACIS/IBTHM reserves the right to audit CE Providers at any time to ensure compliance.

10. Revocation or Suspension of Approval

ACIS/IBTHM reserves the right to suspend or revoke CE Provider status if the provider:

- Fails to comply with these guidelines or ethical standards.
- Submits false or misleading information.
- Engages in unethical, unprofessional, or deceptive practices.
- Misuses the ACIS/IBTHM name, seal, or approval status.

Providers will receive written notice of any disciplinary action and may appeal in writing within **30 days** of notification.



11. Appeals Process

If an application, renewal, or approval is denied, the applicant may submit a written appeal within **30 days** of notice.

Appeals must include:

- A clear explanation addressing the reason(s) for denial.
- Corrective documentation or clarification.
- The applicant's signature and contact information.

Appeals will be reviewed by the Continuing Education Oversight Committee, whose decision is final.

12. Contact Information

Continuing Education Oversight Division

Accreditation Commission for Integrative Sciences (ACIS)

International Board of Trichology & Holistic Medicine (IBTHM)

 Email: ceoversight@aciscommission.org

 Website: www.aciscommission.org

Acknowledgment

By applying to become an ACIS/IBTHM Approved CE Provider, you acknowledge that you have read, understood, and agree to abide by all provisions within these guidelines.

Failure to comply may result in denial, suspension, or revocation of provider status.

Sign-Off

Board of Directors

Accreditation Commission for Integrative Sciences (ACIS)

International Board of Trichology & Holistic Medicine (IBTHM)

© 2025 ACIS. All Rights Reserved.