

### **Guidelines for approval of CAE Centres**

1. Any organization under-
  - a) Central Government/State Government/Local Body
  - b) Registered Private or trust
  - c) Missionary or any other organization registered under Society Registration Act
  - d) Company incorporated under section 25 of Company's Act are eligible to conduct Continuing Acupuncture Education (CAE)  
Shall be eligible to apply for accreditation / approvals of CAE centres
2. Those institutes registered under section (1) above in the state and are conducting acupuncture classes for more than five years will be given accreditation to conduct Continuing Acupuncture Education (CAE) after assessment by the council.
3. Organizers of CAE will have to submit audited statement of income and expenditure of each CAE to the Council.

#### **Factors for Grant of Accreditation**

1. CAE programs meant for graduate/Diploma/Eligibility Test acupuncturist to have a brief session on national health programs on relevant subjects along with adequate exposure to recent advances, changing modalities of treatment, adequate exposure of consumer protection and medical insurance (whenever allowed) laws, record keeping and acupuncture audit.
2. The Organization should have all the requisite and demonstrated ability to plan and implement CAE programs to cover the targeted group (graduate/Diploma/Eligibility Test acupuncturist) etc.
3. The organizations should provide the schedule and transcripts of each CAE activity to the council for approval.
4. Organizations should make arrangements for advance publicity to the targeted group of participants.
5. The methodology of feedback evaluation program by a standard feedback form [of each delegate] duly signed by organizing secretary and observer should be maintained by each association.
6. The organization should undertake to publish handouts, bring out a brief report of each CAE and also prepare a list of participants and delegates. The Attendance sheet [with registration numbers] duly signed by organizing secretary and observer should be maintained by the association. One copy to be sent the council for record purpose.
7. The transcript of each CAE program will be considered relevant to updating the knowledge of the acupuncture practitioners by way of latest acupuncture advances in acupuncture therapy. National Health Program, and the local needs of the Area / zone/State.
8. Credit points will be granted to CAEs having MCA accredited speakers. Details of the speakers will be made available on the web site.
9. The organization should evaluate CAE to indicate the benefits accrued to participants by way of updating of knowledge, upgrading their ability and benefit to the patients.
10. Accreditation shall be for a period of maximum five year. After 5 year renewal will be done for further five year. Accreditation may be cancelled for valid reasons.

## **THE RESPONSIBILITIES OF ACCREDITED ORGANISATIONS**

1. The accredited organization will be held responsible for any irregularity while conducting CAE programs as stand alone or wherever they are collaborating with other organization / institute.
2. It will be the responsibility of accredited organizations to see that adequate standards are maintained and also ensure that no excessive fees are charged from the delegates.
3. Fees of Rs.15000/- will be charged to the association for granting accreditation to it for 5 years. The said organization shall submit undertaking to follow the rules and regulations in conducting CAE's which is available on the website.
4. Delegate fees charges should be intimated to MCA along with application form granting for CAE credit points. Reasonable charges per point should be charged. Special prior permission from MCA will have to be taken in case of higher fees and explanation pertaining to justification of high charges should be presented before MCA.
5. If there is any complaint regarding unreasonable delegate registration fees by the accredited association, MCA will take strict action against concern association.
6. Yearly review (Performance Audit) will be done of such organizations by MCA. Accreditation can be given maximum for 5 years subject to review every year.
7. Each association will be given a code by MCA and password for individual CAE for online submission of the participants by official observer.
8. It will be responsibility of the organization arranging the CAE to deposit requisite MCA dues as prescribed. After clearance of dues, the organization will be permitted to arrange the next CAE.

### **Modalities for accreditation**

1. All organizations conducting acupuncture workshop/conference/classes etc. at present, should approach the Maharashtra Council of Acupuncture for accreditation as per guidelines.
2. Every branch of the association/ organization will have to apply separately.
3. The other category will be Acupuncture colleges and teaching Institutions recognized by the Maharashtra Council of Acupuncture.
4. There will be an arrangement for online submission of application for CAE with facility for uploading the data & payment of Application fees of Rs.1000/-. Associations fulfilling the criteria shall apply online. Application form will be made available on council website (CAE Guidelines).
5. Online application will have to be made preferably one month before CAE. Accreditation committee will have power to waive this time limit in some specific circumstances
6. MCA can seek additional information and will inspect the applying organization before granting approval.
7. Inspection fees of Rs.5000/- will have to be paid by the association/organisation. Inspection form is available on the website. Inspection team shall consist of acupuncture teachers approved by the Maharashtra Council of Acupuncture.
  - a) Inspector will be MCA approved Hon. acupuncture teacher or Part A {Section 20 (3)} teacher or Part B {Section 20(4)} teacher of MCA or teacher in Acupuncture approved by MUHS.
  - b) Local conveyance plus incidental expenses plus DA as per prevailing rate approved by Govt. of Maharashtra/MUHS will be paid to inspectors for inspection.