

## Policy on Orientation and Training of Councilors

The Board of Councilors is solely responsible for setting policy, establishing criteria and procedures, and making accreditation decisions. Board members assume a fiduciary responsibility for the organization. In order to carry out these functions, it is essential that board members be qualified by virtue of their background and experience, but also through orientation and training regarding the roles and responsibilities of a Councilor. Thus, it is the policy of the Council that all newly appointed Councilors undergo a comprehensive training program during their first year of service and be mentored by senior members of the Council in carrying out the full scope of their duties. New Council members must be thoroughly familiar with written training materials and participate in a formal orientation session prior to their first Council meeting.

Written training materials and documents in the New Councilor Resource File include at least the following:

- Articles of incorporation
- Bylaws
- Procedures manual
- Criteria documents and data templates
- USDE regulations and/or CEPH petition for recognition
- Selected policy statements that affect Councilors
- Meeting minutes for the previous three Council meetings
- Finance and budget information, including the previous year's audited financial statements and Form 990
- History and development of public health accreditation
- Overview of legal concerns for accreditors
- Responsibilities of non-profit boards

Participation in a formal orientation session that includes at least the following:

- Introduction to accreditation
- Development of public health accreditation
- The larger accreditation community
- CEPH's organization and structure
- Operating practices and policies
- Responsibilities re: application of accreditation criteria
- Responsibilities re: policies and procedures
- Responsibilities re: accreditation and related decisions
- All responsibilities as they apply to distance education
- Other responsibilities of board members

Participation in three focused trainings that include:

1. One-hour, web-based training with staff prior to first decision-making meeting on how to manage meeting materials
2. Two-hour meeting with review partner/mentor and staff member prior to the first decision-making meeting to review and discuss assigned accreditation reviews
3. 30-minute, in-person training on presenting accreditation reviews for Council action

Experiential Learning Requirements during the first year of service that include:

- Participation in a site visitor training (if the new Councilor has not already participated in such training within the last two years)
- Participation in a site visit as a site visit team member (if the new Councilor was a trained site visitor at the time of appointment) or as an observer.
- Participation in one decision-making meeting as a secondary reviewer paired with an experienced Councilor

Following successful completion of all training activities, the Councilor completes a training evaluation form.

All training activities are documented on a form signed by the new Councilor and the Executive Director upon completion.

#### Recurrent Training

While Councilors maintain currency with CEPH policies, procedures and criteria within the context of Board meeting discussions and accreditation decision-making, Council members will be required to attend any re-training activities required of on-site visitors or site visit chairs when the need occurs (e.g., following a significant criteria or procedures revision).

In addition, CEPH staff will review decision-making procedures with the Council members at each meeting during which accreditation decisions are made.

Council on Education for Public Health  
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