

Policy Statement on Public Disclosure

This policy statement of the Council on Education for Public Health (CEPH) establishes guidelines about what information is to be disclosed regarding documents generated in the accreditation process and what is to be held in confidence or reserved for limited distribution. It is the basic policy of the Council that it will publicly disclose information about the Council itself, its policies and procedures, and basic and essential information about the schools and programs it accredits. The Council also requires that schools and programs provide public information about their accreditation status, their self-study documents and official accreditation reports.

This document further delineates the Council's policy on disclosure.

1. The following information is available on CEPH's website. This information is updated on a continuous basis.

- a. **Accreditation Procedures** - this document includes but is not limited to a description of each type of accreditation granted by the Council and identifies the procedures for applying for accreditation, carrying out an accreditation review, making decisions about accreditation status, conducting an appeal and submitting complaints.
- b. **Accreditation Criteria** – these documents present the standards against which schools or programs will be evaluated and an accreditation decision will be made.
- c. **List of Accredited Schools and Programs** - This information includes the name and address of the school or program, the name of the dean or program director, the initial date of accreditation and the date by which the next scheduled review must take place. It also identifies the type of accreditation held by the unit (e.g., accredited, probation).
- d. **Applicants for Accreditation** – this information includes the name of the school or program and information about category, date of application acceptance, preliminary self-study due date, site visit date, anticipated accreditation decision date and whether the applicant has been granted an extension.
- e. **Notice of Actions** – following each decision-making meeting the agency posts all actions taken that affect the accreditation status of a school or program.
- f. **Council Members & Staff** – information includes the names, academic and professional qualifications, and relevant employment and organizational affiliations of the members of the CEPH Board of Councilors and CEPH staff members.
- g. **Current Fee Schedule**
- h. **CEPH's most recent Annual Report** – this report includes all final accreditation decisions from the most recent calendar year, including decisions to grant or withdraw accreditation status, decisions to confer probationary accreditation status, and decisions of schools or programs to voluntarily withdraw from the review process.

2. The following information is available, electronically, upon request:

- Articles of incorporation
- Bylaws
- Form 990 for most recent year
- Audited financial statements
- Roster of potential site visitors
- List of scheduled site visits for the coming academic year

- Site visit team lists for site visits that have already occurred
- Recognition applications submitted by CEPH to the US Department of Education
- Information that is specified in the Council's adopted procedures manual as being available to the public, including a copy of a school or program's official accreditation report, accompanied by a written response (if any) by the school or program. Initial inquiries about the official accreditation report will be referred to the school or program prior to CEPH responding to the request.

3. The following information must be provided to the public by the accredited school or program either by publishing on its website or via direct and easily accessible request:

- Accreditation status
- Most recent final self-study document
- Most recent final CEPH accreditation report, accompanied by a written response (if any) by the school or program

4. The following information is not available:

- a. CEPH does not disclose working documents which have not been vetted by the Board of Councilors or documents which have been created by the school or program, except as noted in this policy. Examples include drafts of the site visit team report, interim/annual or other reports submitted by the school or program, written communications between a school or program and CEPH, written third-party testimony about a school or program in preparation for an accreditation site visit and records of investigations or appeals. Written complaints about a school or program will not be made available except as provided for in the CEPH Accreditation Procedures.
- b. The Council will not disclose documents and other materials that include institution-specific information that is not already in the public domain. Examples are notes taken during site visits by team members and staff, confidential materials provided to the site visit team on site, agency files, minutes of CEPH meetings, and written materials prepared for meetings of the Board of Councilors.
- c. The Council will not disclose information which legally cannot be disclosed without the consent of the individual who provides it. The Council will honor the confidentiality of information that is protected by law or comparable privilege which results from certain relationships. Examples are student and personnel files maintained by an institution or budget information with individual identifiers.

Council on Education for Public Health
 Adopted September 19, 1985
 Revised May 28, 1998
 Revised: August 15, 2011
 Revised: February 2, 2018