



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS | ABHES

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To: Accredited Institutions and Accredited Programs  
From: India Y. Tips, Interim Executive Director, ABHES  
Date: December 20, 2018  
Subject: New Facility Classification – Separate Educational Center

As provided in the August 17, 2018, Notification of Final Revisions to the *Accreditation Manual*, effective January 1, 2019, the Commission of the Accrediting Bureau of Health Education Schools (ABHES) has a new facility classification, Separate Educational Center, which replaces the Separate Classroom and Satellite Campus classifications. A currently approved separate classroom will automatically be designated by ABHES as a separate educational center on January 1, 2019.

A separate educational center has its educational offerings included in the main or non-main campus to which it is assigned, and students enrolled at a separate educational center are designated as enrollments at the main or non-main campus to which it is assigned.

The difference between a separate educational center and the separate classroom classification is that a full program may be offered at the separate educational center, which was not permitted under the separate classroom classification.

The difference between a separate educational center and the satellite campus is that the instruction at the separate educational center may be less than a full program or more than one program, and student records and certain student services may or may not be offered at the separate educational center, which was not permitted under the satellite campus classification.

Prior approval of the separate educational center must be received by ABHES prior to enrollment in a separate educational center. An institution or program must submit to ABHES an Application for *Separate Educational Center Inclusion* for the addition of a separate educational center. If less than 50% of a program is offered at the separate educational center, ABHES will consider the application as notification. If at least 50% of an educational program is delivered at the separate educational center, then the application is considered as a substantive change.

Applications for separate educational center approval will be available on the ABHES Website in January 2019.

Below is the full definition of a separate educational center from the *Accreditation Manual*, **effective January 1, 2019**:

**Subsection 3 – Separate educational center**

A separate educational center is an extension of an approved main or non-main campus and meets the following requirements:

- a) It is licensed or otherwise exempted by the appropriate state regulatory body.
- b) It is located at a different address from the main or non-main campus. (If the educational center is within reasonable walking distance, it is considered a part of the main or non-main campus.)
- c) The main or non-main campus ensures that all educational and student services are provided and readily accessible to students at the separate educational center.
- d) Student records are readily accessible to the separate educational center and students.
- e) All administrative and enrollment services are delivered by the main or non-main campus.
- f) The purpose of the facility is delivery of instruction.
- g) If a complete program of study is offered, then a majority of programs offered must be conducted at the main or non-main campus.

Facilities used to provide distance education methods of delivery are exempt from meeting the requirements for a separate educational center. If no instruction is provided at the separate facility, then it is not considered a separate educational center.

**Questions?**

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