



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS  
7777 Leesburg Pike Suite 314 N · Falls Church, Virginia 22043  
Tel. 703/917.9503 · Fax 703/917.4109 · E-Mail [info@abhес.org](mailto:info@abhес.org)

## ABHES BULLETIN

To: ABHES-Accredited Institutions and Programs  
From: Carol A. Moneymaker, Executive Director  
Date: January 24, 2012  
Ref: Reporting Requirements: New or Revised Programs and Other Information

The Accrediting Bureau of Health Education Schools (ABHES or the Commission) has issued this bulletin in order to provide guidance regarding the submission of the Application for New Program Approval; the Application for Substantive Program Revision; the Application for Minor Program Revision; the Application for the Exclusion of Continuing Education Courses or Program; and other information governing new or revised programs. Please be advised that program-related applications are currently under review. Therefore, ABHES-accredited institutions and programs are advised to consult regularly with the ABHES webpage in order to use the most current and appropriate ABHES (program) applications ([www.abhes.org](http://www.abhes.org)).

### I. Reporting Requirements

All new programs and revisions to existing programs must be reported to ABHES prior to implementation using the required application. See III.B., *Institutional Changes*, of the *Accreditation Manual* and the *Reporting Requirements for New and Revised Programs*. Both documents are available for download at [www.abhes.org](http://www.abhes.org) (Publications and Forms links, respectively).

All applications must be submitted within an appropriate timeline in accordance with the six (6)- week approval time period. For example, do not submit an Application for Substantive Program Revision on January 25, 2012, and identify the implementation date on the application as February 1, 2012. Failure to report new and revised programs timely may result in a show-cause directive and may impact student financial aid funding.

Please be advised that program-related submissions are reviewed, considered, and approved within six (6) weeks from the received date; however, the time may be extended especially if the submission is incorrect or incomplete which may result in multiple submissions. Therefore, considerable care must be given prior to the submission of any application to the Commission office.

### II. Application for New Program Approval

This application is required for a new program or changes to **existing** programs constituting **over 50%** of the total program content (total hours or courses); the elevation of a diploma or certificate program to the degree level; or the Associate Degree to the Baccalaureate Degree level. All new programs must be reported to ABHES prior to implementation using the Application for New Program Approval at:

[http://www.abhes.org/assets/uploads/files/Application\\_for\\_New\\_Program\\_Approval\\_9\\_13\\_11.doc](http://www.abhes.org/assets/uploads/files/Application_for_New_Program_Approval_9_13_11.doc)

### **III. Application for Substantive Program Revision**

This application is required for a modification of 26% to 50% of program content (total hours or courses). Changes to currently approved programs involving the incorporation of distance education delivery, not previously approved by ABHES, requires completion of the *Application for Distance Education Delivery*. Completion and submission of the Application for Substantive Program Revision is not required. All substantive revisions must be reported to ABHES prior to implementation using the Application for Substantive Program Revision at:

[http://www.abhes.org/assets/uploads/files/Application\\_for\\_Substantive\\_Program\\_Revision\\_7\\_15\\_11.doc](http://www.abhes.org/assets/uploads/files/Application_for_Substantive_Program_Revision_7_15_11.doc)  
[www.abhes.org](http://www.abhes.org)

### **IV. Application for Minor Program Revision**

This application is required for changes to an existing and approved program constituting 25% or less of the total program content; clock hours; credit hours; or program name. This application must also be submitted regarding the approval of outside (preparation) hours. A separate (application) form for each program to be modified must be submitted. If it is determined that the program modification represents a substantive revision, the institution is required to submit the appropriate application. All minor program revisions must be reported to ABHES prior to implementation using the Application for Minor Program Revision at:

[http://www.abhes.org/assets/uploads/files/Application\\_for\\_Minor\\_Program\\_Revision\\_9.18.2011.doc](http://www.abhes.org/assets/uploads/files/Application_for_Minor_Program_Revision_9.18.2011.doc)

### **V. Application for Exclusion of Continuing Education Courses or Program**

This application is required for those institutions offering continuing education courses or short-term programs that do not lead to an occupational objective. Institutions may apply to have these courses or programs excluded from the scope of the institution's grant of accreditation. All exclusions must be reported to ABHES prior to implementation using the Application for the Exclusion of Continuing Education Courses or Program at:

[http://www.abhes.org/assets/uploads/files/2011-06-024de78e385344fApplication\\_for\\_Exclusion\\_of\\_Courses\\_or\\_Programs\\_It\\_6.2011.doc](http://www.abhes.org/assets/uploads/files/2011-06-024de78e385344fApplication_for_Exclusion_of_Courses_or_Programs_It_6.2011.doc)

It is important to note the following requirements:

1. Continuing education courses or program do not lead to an occupational objective.
2. All advertising and publications (e.g. catalog) referencing ABHES accreditation clearly states that the excluded continuing education courses or program are not included within an institution's grant of accreditation.
3. Excluded continuing education courses are not combined with other excluded courses to circumvent accreditation requirements and/or those of other governmental bodies.

## **VI. Completion of Applications**

As previously noted, all applications must be submitted in a timely manner and will be reviewed, processed, and approved within a six-week time period. Incomplete or inaccurate submissions or other extenuating circumstances such as substantive changes as outlined in III.B., *Institutional Changes*, of the *Accreditation Manual* may impact the approval time-frame. While each application is designed to address a specific change, the *ABHES Reporting Requirements for New and Revised Programs* details the submission requirements and expectations. School personnel are advised to review the requirements specific to the application submitted. Depending on the application, some or all of the following may be required:

1. Complete program syllabi that comply with syllabi requirements outlined in the Accreditation Manual.

*Note: Reference the definition of credit and the formula used to determine the conversion of lecture, laboratory, and externship hours to credit hours including, as appropriate, the policies, procedures, and rationale to address outside (preparation) hours.*

2. Catalog inserts containing the information relative to the new program or revision.
3. A list of equipment and supplies, as applicable, including a description of the physical facility.
4. A listing of all instructional staff hired for the (new or revised) program, including resumes and a description of their qualifications.
5. A copy of the state licensing body's approval for the (new) program, as applicable.
6. A copy of the externship evaluation form to be used for students in the program.
7. Completed Profile of Clock to Credit Hour Conversion Grid which can be found at [www.abhes.org](http://www.abhes.org) (Forms) for each new program.
8. Completed Profile of Clock to Credit Hour Conversion Grid for the **current** and **revised** program which can be found at [www.abhes.org](http://www.abhes.org) (Forms) for each program being changed.
9. For programs offered by distance education, include all information relative to the delivery method, including key differences between on-campus and on-line delivery, and complete a narrative that describes compliance with Appendix G, Distance Education.
10. Summary of a Market Survey which addresses all relevant information in accordance with the Guidelines for Conducting a Market Survey which may be accessed at:  
  
[http://www.abhes.org/assets/uploads/files/Guidelines\\_for\\_Conducting\\_a\\_Market\\_Survey.doc](http://www.abhes.org/assets/uploads/files/Guidelines_for_Conducting_a_Market_Survey.doc)
11. Application Fee (*See Appendix I in the Accreditation Manual for fee schedule*). **Application fee is not refundable and must be submitted with the respective application.**

## **VII. Submissions**

Accredited institutions and programs are reminded that, prior to the implementation of any of these changes, the required application must be submitted for review and approval. Otherwise, the Commission may exercise the appropriate action. In order to facilitate a more effective submission, the following are recommended:

1. Submission of the most current application via the ABHES webpage: [www.abhes.org](http://www.abhes.org).
2. Complete and accurate applications, including total clock hours; semester or quarter credit hours; length in weeks (day; evening; weekends). Written (cover letter) narrative description to address new program rationale; reason and purpose for modifications, including administrative/faculty and Program Advisory Board rationale; or documentation of the school's policies and procedures regarding outside (preparation) hours.
3. Submission of all required exhibits as outlined in the respective application, including completed Profile of Clock to Credit Hour Conversion Grid which can be found at [www.abhes.org](http://www.abhes.org) (Forms).
4. Submission of one hard copy and one electronic (PDF) submitted as one continuous document, including detailed bookmarks. All documents must be legible and all exhibits must be complete. The submission must be organized for ease of an electronic review. Please include a bookmarked table of contents as well as electronic bookmarks (including named exhibits) placed within the document in a manner that facilitates straightforward navigation and review of the response file.
5. Demonstrated compliance with applicable program requirements as outlined in the *Accreditation Manual*.

## **VIII. Questions and Contact Information**

**For questions regarding new or revised applications and submission requirements**, please contact Thomas J. Cornacchia, Director of Curriculum and Policy Development at 703.917.9596 or [tcornacchia@abhes.org](mailto:tcornacchia@abhes.org).

**For questions regarding distance education** (initial or expansion of), please contact Christy Bailly-Byers, Distance Education and Communications Specialist, at 972.539.7599 or [cbyers@abhes.org](mailto:cbyers@abhes.org).

For questions about federal financial aid assistance and applicable calculations, institutional personnel are advised to contact their respective internal federal student aid specialists or their external federal case management team or other professional resources.

ABHES will continue to monitor policies and procedures regarding program submissions, including the review and evaluation of outside (preparation) hours. School personnel are advised to review and monitor the ABHES webpage for additional information in this regard.