ABHES WORKSHOPS & MEETINGS REGISTRATION FORM
January 28-29, 2009 – Las Vegas, NV
Paris Resort & Casino
3655 Las Vegas Blvd S
Las Vegas, NV
Reservations: (877) 603-4389 toll-free or (702) 946-7000
Reservations must be made by contacting the hotel directly. Refer to the ABHES block of sleeping rooms to obtain the discounted rate of $189. The room block is reserved on a first come, first served basis. Reservations must be made on or before January 13, 2009.

April 24, 2009
Chicago Marriott Suites O’Hare
6155 North River Road
Rosemont, IL 60018
Phone: (847) 696-4400 or (800) 228-9290
Reservations must be made by contacting the hotel directly. Refer to the ABHES block of sleeping rooms to obtain the discounted rate of $99. The room block is reserved on a first come, first served basis. Reservations by attendees must be made before 5:00 p.m., March 30, 2009.

June 11-13, 2009
Marriott Orlando World Center Resort
8701 World Center Drive
Orlando, Florida 32821
Reservations: 1-800-228-9290 or 407-239-4200 or at www.marriottworldcenter.com
Reservations must be made by contacting the hotel directly. Refer to the CCA Convention block of sleeping rooms to receive the group rate of $199. The room block is reserved on a first come, first served basis. Reservations by attendees must be made on or before May 21, 2009. A deposit of the first night’s room and tax is required to guarantee reservations and your credit card will be charged at the time of reservation. [Hotel Cancellation Policy: Any individual cancellation within 72 hours from the date of arrival will be charged first night’s room & tax to the credit card on file.]

July 29, 2009
Institute of Allied Medical Professions
5673 Peachtree Dunwoody Road, Suite 450
Atlanta, GA 30342
Phone: (404) 255-4500
This workshop will be held on the campus of the Institute of Allied Medical Professions. There is no block of sleeping rooms reserved for this event. Individuals needing hotel accommodations are required to secure on their own. The campus is centrally located and there are several hotel chains within close proximity.

October 3, 2009
Baltimore Inner Harbor Marriott @ Camden Yards
110 South Eutaw Street
Baltimore, Maryland 21201
Phone: (410) 962-0202 or (800) 228-9290
Reservations must be made by contacting the hotel directly. Refer to the ABHES block of sleeping rooms to obtain the discounted rate of $179. The room block is reserved on a first come, first served basis. Reservations by attendees must be made on or before September 10, 2009.

October 14-15, 2009
Hyatt Century Plaza Hotel
2025 Avenue of the Stars,
Los Angeles, California, USA 90067
Tel: 310-228-1234
Reservations must be made by contacting the hotel directly. Refer to the CAPPS Conference block of sleeping rooms to obtain the discounted rate of $239. The room block is reserved on a first come, first served basis.
ACCRREDITATION WORKSHOP (8 HOURS –$500)
This workshop will provide an overview of ABHES standards, self-study preparation and visit procedures. The workshop is designed for initial applicants, institutions undergoing reevaluations and individuals interested in learning more about the accreditation process.

Important Note: The Commission mandates a representative from each campus attend this workshop within one year of grant expiration and prior to submission of the Self-Evaluation Report (SER) for applicants seeking a new or renewed grant of accreditation.

ANNUAL MEMBERSHIP MEETING (NO REGISTRATION FEE)
This is an exciting opportunity to meet and share ideas with other accredited institutions and voice questions and concerns with ABHES Commissioners and staff as these ABHES representatives address updates to its standards and policies, as well as important issues facing the allied health community. Elections of new Commissioners will also take place so don’t miss providing your important input. (Everyone is welcome, including non-ABHES accredited institutions).

NOTE: The January 2009 meeting will provide a brief overview of the new format and standard changes in the ABHES Accreditation Manual, effective January 2010.

EVALUATOR TRAINING WORKSHOP (4 HOURS – NO REGISTRATION FEE)
This workshop will train participants to become an ABHES evaluator to participate on accreditation site visits. You will be trained on the ABHES standards, learn how and where to find visitation report answers, gain expertise in report writing, learn how to address common concerns, and avoid areas of risk. (Target audience: Individuals that possess expertise in administration and/or are current practitioners or educators in a specific program field, such as medical assisting, dental assisting, nursing/home health, diagnostic medical ultrasound, massage therapy, etc.)

REVISED ACCREDITATION MANUAL ORIENTATION SESSION (3 HOURS – NO REGISTRATION FEE)
This workshop will provide a detailed overview of revisions to the new Accreditation Manual, effective January 1, 2010, specifically focused on accreditation standards. The session will clearly describe the differing requirements for those schools seeking or holding institutional and programmatic accreditation. (Target audience: Individuals responsible for accreditation compliance from institutions and programs seeking ABHES accreditation or currently accredited by ABHES).

SURGICAL TECHNOLOGY PROGRAMMATIC EVALUATOR TRAINING & ASSESSMENT (4 HOURS – NO REGISTRATION FEE)
This workshop will train participants to become an ABHES evaluator for surgical technology programs. You will be trained on the ABHES general accreditation standards applicable to all programs, and those specific to surgical technology. Policies and procedures governing site visits will also be discussed. Learn how and where to find visitation report answers, gain expertise in report writing, and address common concerns while avoiding areas of risk. (Target audience: Current practitioners or educators in the surgical technology field)

TEAM LEADER EVALUATOR TRAINING WORKSHOP (4 HOURS – NO REGISTRATION FEE)
This workshop will train participants to become team leaders on ABHES accreditation site visits. You will be exposed to key practices for success in serving in the capacity of team leader. There will be a review of the accreditation standards, policies and procedures, and general evaluation information. (Target audience: Individuals who have conducted evaluation visits for ABHES or other nationally-recognized accrediting agencies and possess excellent organizational, administrative, and leadership skills)
January 28-29, 2009 – Las Vegas, NV
Accreditation Workshop (9:00 a.m. to 5:00 p.m., Wednesday, January 28th – $500 registration fee)
Evaluator Training Workshop (8:00 a.m. to 12:00 p.m., Thursday, January 29th – No fee)
Note: The Annual Membership Meeting & conference breakout sessions will be held from 1:00 p.m. to 4:00 p.m., Thursday, January 29, 2009, prior to the opening reception for the 6th Annual National Conference on Allied Health Education.

April 24, 2009 – Chicago, IL
Revised Accreditation Manual (effective 1/1/10) Orientation Session (12:00 p.m. to 4:00 p.m., Friday – No fee)

June 11-13, 2009 – Orlando, FL
Accreditation Workshop (9:00 a.m. to 5:00 p.m., Thursday, June 11th – $500 registration fee)
***Session to include an overview of the revised Accreditation Manual effective January 2010.
Surgical Technology Evaluator Training & Assessment (8:00 a.m. to 12:00 p.m., Friday, June 12th – No fee)
Team Leader Evaluator Training Workshop (1:00 p.m. to 5:00 p.m., Friday, June 12th – No fee)

July 29, 2009 – Atlanta, GA
Revised Accreditation Manual (effective 1/1/10) Orientation Session (9:00 a.m. to 1:00 p.m., Sat., June 13th – No fee)

October 2, 2009 – Baltimore, MD
Accreditation Workshop (9:00 a.m. to 5:00 p.m., Friday, October 2, 2009 – $500 Registration fee)
***Session to include an overview of the revised Accreditation Manual (effective 1/1/10)

October 14, 2009 – Los Angeles, CA
Team Leader Evaluator Training Workshop (9:00am to 1:00pm, Wednesday, October 14th – No fee)
Revised Accreditation Manual (effective 1/1/10) Orientation Session (9:00 a.m. to 1:00 p.m., Wednesday, October 14th – No fee)
*These workshops are being held just prior to the California Association of Private Postsecondary Schools (CAPPS) Annual Convention.

To register for any of these events, complete this form for each participant and remit applicable payment in the form of a check made payable to ABHES and send the completed registration form to 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043. A confirmation letter will be E-MAILED within approximately 7 business days from receipt of the completed form.

REGISTRATION PAYMENT
A completed registration form and applicable payment must be received no later than 30 days prior to the date of the workshop. If postmarked after the 30-day deadline, an overall $50 late fee will be assessed for each person. Payment must be in the form of a check made payable to ABHES.

Note: The accreditation workshop usually sells out 30 days prior to the scheduled date. If registering within 30 days of an accreditation workshop, you must contact the ABHES office to inquire about availability.

REFUND AND TRANSFER POLICY
If you enroll and have paid the workshop registration fee but cannot attend a workshop, your registration may transfer to another person or you may cancel, in writing, for a full refund at least 14 business days prior to the workshop. Workshop fees can also be credited toward a future workshop. No refunds will be made for cancellations made less than 14 days prior to the workshop.