



## MEMORANDUM

This notification serves to inform ABHES accredited institutions and programs that an email was sent to the primary contact of each institution on Thursday, August 8, 2019, regarding the 2018 – 2019 ABHES Annual Report. To access the report, please visit <https://ams.abhes.org/#/auth/login>.

For instructions on completing the reports and helpful tips on navigating the annual report management system, please view the [Annual Report Guidebook](#). The Annual Report Guidebook, as well as other helpful documents and videos for completing your report, including the ABHES required back-up documentation forms can be found on the ABHES website at [www.abhes.org/annualreport](http://www.abhes.org/annualreport).

Your 2018 – 2019 ABHES Annual Report will be due no later than 5:00 p.m. Eastern Time on Tuesday, November 5, 2019. Keep in mind that while your annual report will be submitted online, your sustaining fees should be submitted separately to the ABHES office. Your sustaining fee is considered part of your annual report and is also due by 5:00 p.m. Eastern Time on Tuesday, November 5, 2019.

Any institution whose complete 2018 – 2019 Annual Report is not submitted by the due date will be assessed a \$2,500 Annual Report Delinquency Fee.