



# ABHES BULLETIN

To: ABHES-Accredited Institutions and Programs  
Recognized Accrediting Agencies  
State Departments of Education  
U.S. Department of Education  
Interested Parties

From: Amy Rowe, Director of Institutional Review and Development

Date: February 6, 2019

Subject: Proposed Revisions to ABHES Accreditation Manual – Call for Comment

The Accrediting Bureau of Health Education Schools (ABHES) is seeking your thoughtful input regarding the proposed revisions to the *Accreditation Manual* provided below. Please note that the new language is underlined, and the deleted language is ~~struck~~.

ABHES is requesting that you carefully read the proposed revisions below and submit any comments and/or recommendations using the following link:

[Call for Comment on Standard V.I.1.d.](#)

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***V.I.1.d. A program demonstrates that graduates are successfully employed in the field for which they were trained.***

An institution has a system in place to assist with the successful initial employment of its graduates. A graduate must be employed for 15 days and the verification must take place no earlier than 15 days after employment.

At a minimum, an institution maintains the names of graduates, place of employment, job title, employer telephone numbers, and employment and verification dates using the ABHES Placement Back-Up Documentation Form. Additionally, an institution must maintain additional documentation and rationale to justify ~~all~~ graduates placed, when the graduate's job title does not match the title of the approved program. If the institution utilizes a graduate attestation, it must have a policy at the campus level to validate the attestation in place. All graduate attestations must be signed and dated by the graduate.

The placement rate is determined by using the ABHES required method of calculation, for the reporting period July 1 through June 30, as follows:

**Placement Rate = (P)/(G-U)**

P = Placed graduates

G = Total graduates

U = Graduates unavailable for placement

**Placed graduates** are defined as those employed in a position wherein the majority of the graduate's job functions are related to the skills and knowledge acquired through successful completion of the training program.

**Unavailable** is defined only as documented: health-related issues, military obligations, incarceration, continuing education status, or death. Institutions must have on file additional documentation and rationale to justify graduates identified in this category. Examples of documentation may include but is not limited to a doctor's note, military orders, arrest documentation, enrollment agreement, acceptance letter, or death certificate.

**Important Note:** graduates pending required credentialing/licensure in a regulated profession required to work in the field should be reported through back-up information required in the Annual Report. This fact will then be taken into consideration if the program placement rate falls below expectations and an Action Plan is required by ABHES.

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Upon receipt and review of any written comments related to the underlined or ~~struck~~ language only, the Commission may adopt the revision as proposed, adopt the revision with further changes, defer action for additional consideration, or reject the proposed revision. For all adopted revisions, ABHES will establish an effective date and announce the revisions prior to that date.

**Comments must be provided on or before, Wednesday, March 6, 2019, for Commission consideration at the next Commission meeting.**

Thank you in advance for your participation.

## **CHAPTER I – GENERAL INFORMATION**

### **SECTION B – Policies Affecting Institutions and Programs**

**Subsection ~~76~~ –Third-party contracts, transfer credits, ~~and Consortium or a~~Articulation, ~~and consortium~~ agreements**

#### ***Third-Party Contracts***

Third-party contracts refer to situations in which an institution or program arranges to have some portion of its services delivered by another party. ~~This is distinct from transfer of credit by which the institution or program recognizes coursework completed at another accredited institution. In these ease cases, of a third party contract~~ the services provided, including any coursework, are treated as if they ~~services~~ had been provided directly by the institution or program.

An institution or program may contract with a third party to provide a portion of an educational program or to provide other management or services required by ABHES. Third-party contracts providing student instruction must be approved ~~by ABHES~~ prior to implementation. The institution or program seeking approval must submit the following: (1) -a proposal that identifies the third party and the services to be provided under contract; ~~(2)~~ a copy of the proposed contract; ~~;~~ and (3) a statement indicating that the institution or program retains responsibility for compliance with all ABHES requirements.

Please note that Ffor degree programs, no more than 49 percent of program credits or the recognized clock-hour equivalent may be provided by any third party. In addition, Minimally, a minimum of 25 percent of the coursework provided by the institution or program accredited by ABHES must consist of core courses.

#### ***Transfer Credits***

Every institution must have transfer of credit policies that are publicly disclosed in accordance with 34 CFR§668.43(a) (11) of the Higher Education Act (HEA) and include a statement of the criteria established by the institution regarding transfer of credit earned at another institution of higher education. ~~–Institutions are encouraged to accept transfer credits to promote academic mobility and to avoid requiring students to unnecessarily repeat prior equivalent coursework.~~

An institution or program may accept credits or clock hours earned at another institution accredited by an agency recognized by the ~~Secretary~~ United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) to satisfy specific requirements for completion of a program. An institution or program may accept credits or clock hours earned at another institution that is not located in the United States or its territories if the specific foreign education is evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. The institution must use the credential evaluation services of an agency that has published standards for membership, affiliations to U.S. based international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g. NACES and AICE).

The institution or program must demonstrate that it has evaluated the coursework accepted for transfer in accordance with its published policies, and the basis for a conclusion that it is equivalent to the coursework for which it substitutes and meets all ABHES requirements, including competency achievement.

~~As is provided elsewhere in this manual, programs and institutions must clearly state their transfer of credit policies, and they are encouraged to accept transfer credits to promote academic mobility and to avoid requiring students to unnecessarily repeat prior equivalent coursework.~~

### ***Articulation Agreements and Consortium Agreements***

As an alternative to case-by-case consideration of requests for transfer of credit, an institution or program may enter ~~in an~~ a consortium or articulation agreement with an institution accredited by an agency recognized by the ~~Secretary United States Department of Education (USDE) of Education or the Council for Higher Education Accreditation (CHEA).~~ Articulation and Consortium agreements are encouraged to provide opportunities for students' academic mobility.

An articulation agreement formalizes transfer of credits under certain specific conditions stated in the agreement and provides for acceptance of specific credits earned at the other institution to satisfy specific requirements for completion of a program. Credits accepted from another institution pursuant to ~~an articulation~~ such an -agreement are transfer credits and must meet all provisions regarding transfer credits. The receiving institution or program ~~receiving transfer credits~~ must demonstrate the basis for concluding that each transfer credit accepted is equivalent to the credit that it replaces in terms of the knowledge and skill the credit represents in the curriculum design. ~~Articulation agreements are encouraged to provide opportunities for academic mobility.~~

Consortium or contractual agreements are arranged between two (2) or more eligible schools in order that a student continues to receive Federal Student Aid while studying at an institution different than the student's designated school. Under a consortium or contractual agreement, the degree or certificate granting school accepts the credits taken at another institution(s), as if they were offered by the student's designated institution. The assumption is that the institution has found another school or organization's academic standards to be the equivalent to its own level of instruction.

### **Subsection 87 – Minimum completion requirement**

At a minimum, 25 percent of the credits or the recognized clock-hour equivalent required for completion of a program must be earned through coursework offered by and completed at the institution or program granting the credential.