



SELF EVALUATION REPORT (SER) ELECTRONIC SUBMISSION INSTRUCTIONS

Submission Format

1. The SER must be submitted as one seamless Portable Document Format (.pdf) file on a USB drive. The one file should include the narrative which describes how the institution and/or program(s) comply with each standard followed by the required exhibits. Please ensure that the .pdf is optimized for web and email and has a file size limit of 50mb or less.

Follow the general “rules” below when creating file and folder names:

- a) Use hyphens (dashes) or underscores instead of spaces to separate words in a file and in a folder name. **Do not use:** periods, commas, numbers signs (#) or other punctuation marks in a file name or folder name [other than hyphen (-) or underscore (_)]; and
- b) Choose single words or short phrases and abbreviate words using commonly understood abbreviations.

Failure to adhere to these instructions will result in the return of the submission to the institution and a late fee assessed in accordance with Appendix G of the *Accreditation Manual*.

2. It is imperative that the USB drive is labeled with the (1) institution’s name, (2) city/state/zip, (3) ABHES ID number (Renewal Applicants ONLY), (4) title “INSTITUTIONAL SER”, and (5) the Date of submission

Presentation

Prepare the .pdf file using Adobe Acrobat 7.0 Standards (or higher version) software. Any security features in the PDF document must be disabled. **Other file formats will not be accepted.**

The SER must be professional in appearance and legible. To facilitate review, the requirements set forth below must be followed:

Minimally, the SER must include:

1. A cover letter that identifies the document as the institution/program’s SER with any required documents included per the SER instructions;
2. A detailed narrative describing how the institution/program(s) complies with each standard;

3. Required exhibits* (e.g., Exhibit_7_faculty_data_forms) using electronic bookmarks** placed within the document in a manner that facilitates review of the narrative and applicable exhibit(s).

****Referencing an exhibit with a number only is not sufficient identification***

*****A Response that includes exhibits, which are not electronically bookmarked, will not be accepted.***

4. Bookmarks in a table of contents format to include chapters, subsections and required exhibits.