



7777 Leesburg Pike Suite 314 N. · Falls Church, Virginia 22043
Tel. 703-917-9503 · Fax 703-917-4109 · E-Mail info@abhes.org

Memorandum

TO: ABHES-accredited Institutions and Programs
Interested Parties

FROM: Carol Money maker, Executive Director

DATE: April 29, 2011

SUBJECT: Revisions to Policies, Bylaws Clarification, Glossary Definition, and Appendix

As ABHES moves ever closer toward re-recognition by the U.S. Secretary of Education, it needs to make changes to its policies described in Chapters I and III of the *Accreditation Manual* in order to maintain consistency with recognition requirements. This memorandum provides notice of recent changes to policies approved by the Commission, as well as a clarification to Bylaws and a revised glossary definition, both relative to the definition of a public member.

Changes do not affect accreditation standards for which public comment is required and are effective immediately. Revisions are in red (new language underlined, deleted language ~~struck~~.)

You are invited to send comments directly to the Executive Director, Ms. Carol Money maker.

I. POLICY REVISIONS

CHAPTER I – GENERAL INFORMATION

SECTION B – Policies Affecting Institutions and Programs

Subsection 1 – Disclosure to governmental and recognition agencies

The Commission submits to the Secretary of the United States Department of Education information regarding an institution's compliance with federal student aid program requirements if (1) the Secretary requests such information, or (2) the Commission believes (a) that the institution is failing to meet its Title IV program responsibilities or (b) is involved in fraud and abuse with respect to Title IV programs.

Such notification from ABHES based on (2) (a) or (b) above will be referred to the appropriate Department of Education staff through the Executive Director. Prior to submitting information to the Secretary based on (2) (a) above, the institution will be given an opportunity, if appropriate and at the discretion of the Executive Director, to comment on the Commission's findings and to evidence compliance. The Executive Director of ABHES will determine on a case-by-case basis whether the disclosure of information pursuant to 2 (a) or (b) to the Secretary should be confidential and will maintain confidentiality if requested by the Department.

An applicant for accreditation explicitly agrees that, if accreditation is granted, all records pertaining to that institution may be made available to the Secretary, the state licensing agency, and other state regulatory agencies. The Commission also provides, at the time notice is given the institution or program but not later than thirty days after it reaches the decision written notice of the following actions to the Secretary, the state approving agency, and the public:

- Initial and renewal grants of accreditation;
- Voluntary withdrawals or expirations of accreditation; and
- A final decision to deny, withdraw, suspend, revoke, or terminate the accreditation of an institution or program.

In addition, the Commission notifies the Secretary of an action to deny or to withdraw the accreditation of an institution that participates in the federal student aid programs simultaneously with the issuance of its notice of the action taken to the institution, even if the appeal process is not complete.

Within 60 days of a final negative action, the Commission makes available to the Secretary, appropriate state agencies, recognized accrediting agencies, and the public ~~upon request~~, a brief statement summarizing the reasons for the negative action determination and the official comments, if any, that the institution or program made with regard to the Commission's decision, ~~or in the absence of official comment from the affected institution of program evidence that the institution or program was offered the opportunity to provide official comment.~~ ~~In addition, the Commission notifies the Secretary of an action to deny or to withdraw the accreditation of an institution that participates in the federal student aid programs simultaneously with the issuance of its notice of the action taken to the institution, even if the appeal process is not complete.~~

If the Secretary provides the Commission with information regarding an institution's non-compliance with Title IV program requirements, the Commission considers that information and an investigation ensues.

Subsection 2 – Public participation

The Commission provides all accredited institutions and programs, the Secretary of Education, state licensing agencies, other state regulatory agencies, accrediting agencies, and other interested parties, an opportunity to comment on proposed new accreditation standards or changes to existing standards to which ABHES-accredited institutions and programs are subject. ABHES also provides opportunity to comment on institutions or programs seeking new or renewal grants of accreditation. If ABHES determines that it needs to make changes to its standards, it initiates action within 12 months to make the changes and completes that action within a reasonable period of time.

CHAPTER III - GENERAL PROCEDURES

SECTION A - Application, Evaluation, Approval Process and Recordkeeping

Subsection 7 – Teach-out requirements *(last paragraph)*

If ABHES approves a teach-out plan that includes a program that is accredited by another recognized accrediting agency, ABHES will notify that accrediting agency of its approval. If an institution or program it accredits enters into a teach-out agreement, either on its own or at the request of ABHES, with another institution the accredited institution or program must submit that teach-out agreement to ABHES for approval. ABHES will only approve the teach-out agreement if the agreement is between institutions

or programs that are accredited or preaccredited by a nationally recognized accrediting agency, is consistent with applicable standards and regulations, and provides for the equitable treatment of students by ensuring that-

- (i) The teach-out institution has the necessary experience, resources, and support services to-
 - (A) Provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by the institution that is ceasing operations either entirely or at one of its locations; and
 - (B) Remain stable, carry out its mission, and meet all obligations to existing students; and
- (ii) The teach-out institution demonstrates that it can provide students access to the program and services without requiring them to move or travel substantial distances and that it will provide students with information about additional charges, if any.

SECTION B – Institutional Changes

Subsection 1 – Substantive Change

A. Reporting substantive change

~~An accredited institution or program must notify ABHES of every substantive change and must obtain ABHES approval before that change may be included within the institution's grant of accreditation. Approval will not be granted to any substantive change that adversely affects the capacity of the institution to continue to meet accreditation requirements.~~

~~ABHES will evaluate each substantive change, both singly and in the context of other substantive changes already approved or proposed since the institution's or program's grant of accreditation to determine whether substantive changes are sufficiently extensive to require a new comprehensive evaluation of the institution or program. In making this determination, ABHES requires a new comprehensive evaluation when believes that any change or changes, taken separately or in the context of other changes raises a reasonable question whether the institution or program will maintain compliance with all accreditation criteria.~~

~~Depending on the substantive change, ABHES requires either the submission of an application and fee or written notification. Visit www.abhes.org and link to "Applications." Each application identifies the notification requirement and fee.~~

~~Substantive changes include the following:~~

~~*Note: * (m-p) does not apply to programmatic accreditation*~~

- ~~a. Change in the established mission or objectives of an institution or objectives of a program;~~
- ~~b. Change in legal status, ownership, or form of control;~~
- ~~c. The addition of courses or programs that represent a significant departure from the existing offerings of educational programs, or method of delivery, from those that were offered when the agency last evaluated the institution;~~
- ~~d. The addition of programs of study at a degree or credential level different from that which is included in the institution's current accreditation;~~
- ~~e. A change from clock to credit hours;~~

- ~~f. An increase or decrease in the number of clock or credit hours awarded for successful completion of a program;~~
- ~~g. Execution of a contract under which another organization or institution not certified to participate in Title IV, HEA programs offering more than 25 percent of one or more educational programs;~~
- ~~h. Change or expansion in method of delivery, including distance education, from that previously offered and approved;~~
- ~~i. Addition of a separate classroom space;~~
- ~~j. Change of location;~~
- ~~k. Change of name of controlling institution;~~
- ~~l. A negative action, including probation, placed upon an institution or program by a recognized accrediting agency, state licensure body, or federal regulatory agency.~~
- ~~m.* addition of new program~~
- ~~n.* Change from non-main to main campus;~~
- ~~o.* Addition of non-main campus;~~
- ~~p.* Addition of satellite campus.~~

~~Institutions and programs are reminded that ABHES must receive prior notification of any educational activity undertaken, including the offering of non Title IV or contractual programs.~~

~~During an institution's or program's first year of accreditation and for institutions or programs under a show-cause directive or negative action, prior approval from the ABHES Executive Committee for the acceptance of any substantive change application must be received. An institution's or program's request for acceptance of the application must include justification for the change and its effect on the institution's or program's operation.~~

~~B. Evaluation of substantive change~~

~~Upon review of an institution's or program's submission, the Commission notifies an institution or program in writing of the action taken. Following approval of the application for substantive change, the following applications require a site visit, normally within six months, and final action by the Commission:~~

~~Note: * does not apply to programmatic accreditation~~

- ~~a. Change in legal status, ownership, or form of control;~~
- ~~b. A change to a higher level credential than currently approved (e.g., diploma to degree);~~
- ~~c. Change in the established mission or objectives of the institution or program;~~
- ~~d. Change or expansion in method of delivery from traditional to distance education (see Appendix H, Distance Education);~~
- ~~e. Addition of a separate classroom;~~
- ~~f. Change of location;~~
- ~~*g. Addition of a non-main campus;~~
- ~~*h. Addition of a program(s) outside of health education; and~~
- ~~*i. Satellite campus~~

~~The verification site visit to assess an institution's or program's understanding of requirements to change delivery method or to offer a degree is required only the first time an institution or program applies for such a change.~~

~~While ABHES regularly shares information relative to its accreditation actions with other regulatory agencies, it is an institution's responsibility to ensure it has reported all changes and actions to the U.S. Department of Education and appropriate state licensing agencies.~~

~~———— **Subsection 2 – Program Modifications, Discontinuations and Additions**~~

~~Modifications in an institution's or program's academic offerings require observing the following procedures for reporting to the Commission:~~

~~Note: * does not apply to programmatic accreditation~~

~~**A. — Notification**~~

~~The following modifications to a program require submission of an application for approval to ABHES. Institutions and programs should be aware that review by ABHES may take several weeks; thus, timely notification is necessary so that changes are approved prior to implementation.~~

~~———— a. ——— A revision of under 25 percent of program content (total hours or courses)~~

~~———— *b. ——— The discontinuation of a program(s) (defined as any program that has not
———— been in operation for a continuous twelve-month period)~~

~~**B. — Revised Program Application**~~

~~A modification to 25 to 49 percent of program content (total hours or courses) requires submission of an Application for Program Revision.~~

~~**C. — New Program Application**~~

~~The following modifications to a program require prior submission of an Application for New Program Approval:~~

~~———— a. ——— A modification from a currently approved program to a higher degree~~

~~———— b. ——— A modification to 50 percent or more of program content (total hours or
———— courses)~~

~~———— *c. ——— The addition of a new program, or reactivation of a discontinued program~~

~~A non-degree granting institution or program seeking approval for the first time to add a degree program(s) must undergo a verification visit within six (6) months of program approval.~~

~~**D. — Change in Delivery**~~

~~Completion of the Application for Change in Method of Delivery is required for the addition of a distance education component to a currently approved program.~~

~~For those institutions or programs applying for the first time to offer program(s) by distance education (not approved and evaluated previously by ABHES to offer by distance delivery), a verification visit is conducted by a distance education specialist within six (6) months of approval. The verification visit is~~

~~used to ensure early on that the institution has in place what is necessary to deliver effectively by distance learning.~~

~~It is the responsibility of an institution to make appropriate notification of program modifications to local, state, and federal entities. If a program must be approved by a state before it can be offered, an institution or program obtains state authorization to offer the degree prior to applying for Commission approval. In cases where accrediting standards and state regulations differ, the more stringent apply.~~

Subsection 1 - Changes Requiring Approval

The following changes must be submitted to ABHES for approval on the appropriate applications (www.abhes.org) for consideration by staff. The Commission may become involved in the consideration if necessary.

(* denotes a site visit required)

- i. *Change of location;
- ii. Change of name of controlling institution;
- iii. Addition of new program that does not represent a significant departure from the existing offering of educational programs or method of delivery;
- iv. *Change from non-main to main campus;

Subsection 2 - Approval of Substantive Change

(* denotes a site visit required)

An accredited institution or program must notify ABHES of every substantive change using the appropriate application and must obtain ABHES approval before that change may be included within the institution's grant of accreditation. The ABHES Executive Committee acts on applications for substantive change that occur within a grant of accreditation and grants approval for inclusion of the change into an existing grant of accreditation when it determines that the institution or program continues to meet all accreditation requirements.

Approval will not be granted to any substantive change that adversely affects the capacity of the institution to continue to meet accreditation requirements.

In order for a substantive change to be considered for approval and inclusion in a grant of accreditation, ABHES requires submission of the appropriate application, required documentation, and fee.. Visit www.abhes.org and link to "Applications." Each application identifies the application requirements and fee. Approvals of substantive changes are effective as of the date of the letter from ABHES unless the approval letter specifies a different effective date.

Substantive changes that must be approved prior to inclusion in a grant of accreditation are the following:

(* denotes a site visit required)

- a. Change in the established mission or objectives of an institution or objectives of a program;
- b. *Change in legal status, ownership, or form of control;

- c. *The addition of courses or programs that represent a significant departure from the existing offerings of educational programs, or method of delivery, from those that were offered when ABHES last evaluated the institution;
- d. *The addition of programs of study at a degree or credential level different from that which is included in the institution's current accreditation;
- e. A change from clock to credit hours;
- f. A substantial increase in the number of clock or credit hours awarded for successful completion of a program.
- g. Execution of a contract under which another organization or institution not certified to participate in Title IV, HEA programs offers more than 25 percent of one or more educational programs;
- h. *The establishment of an additional location geographically apart from the main campus or approved non-main campus. This provision applies regardless of the classification of the additional location as a non-main, separate classroom or satellite campus.
- i. The acquisition of any other institution or any program or location of another institution.
- j. The addition of a permanent location at a site at which the institution is conducting a teach-out for students of another institution that has ceased operating before all students have completed their program of study.

Subsection 3 - Substantive Changes that Require a New Comprehensive Evaluation

The Commission will be apprised by the Executive Director of any institution or program that undergoes, and is approved for, three substantive changes within any twelve- month period. The Commission will consider the need for a comprehensive evaluation, including a Self-Evaluation Report and Team Visit Report, and accreditation decision by the Commission based upon the nature of the changes, their potential impact on the operation, and the extent to which accumulated changes have so transformed the institution or program that it has, in effect, ceased to operate under the conditions upon which the grant of accreditation was originally based.

Subsection 4 - Additional Requirement Regarding Specific changes

Whether or not they constitute a Substantial Change and are also subject to the provisions set forth above in Sections III.B.2 or III.B.3, the following modifications in an institution's or program's academic offerings require observing the following procedures for reporting to the Commission:

(** denotes does not apply to programmatic accreditation)

A. Revised Program Application

The following modifications to a program require submission of an application for approval to ABHES. Institutions and programs should be aware that review by ABHES may take several weeks; thus, timely notification is necessary so that changes are approved prior to implementation.

- a. A revision of under 25 percent of program content (total hours or courses)
- b. A modification to 25 to 49 percent of program content (total hours or courses) requires submission of an Application for Program Revision.

B. New Program Application

The following modifications to a program require prior submission of an Application for New Program Approval:

- a. A modification from a currently approved program to a higher degree
- b. A modification to 50 percent or more of program content (total hours or courses)
- **c. The addition of a new program, or reactivation of a discontinued program

A non-degree granting institution or program seeking approval for the first time to add a degree program(s) must undergo a verification visit within six (6) months of program approval.

C. Notification

- a. A negative action, including probation, placed upon an institution or program by a recognized accrediting agency, state licensure body, or federal regulatory agency.
- b. **The discontinuation of a program(s) (defined as any program that has not been in operation for a continuous twelve-month period)
- c. **Hiring of a new On-site Administrator (e.g., Campus President, Director).

D. Change in Delivery

Completion of the Application for Change in Method of Delivery is required for the addition of a distance education component to a currently-approved program.

For those institutions or programs applying for the first time to offer program(s) by distance education (not approved and evaluated previously by ABHES to offer programs by distance delivery), a verification visit is conducted by a distance education specialist within six (6) months of approval. The verification visit is used to ensure early on that the institution has in place what is necessary to deliver effectively by distance learning.

It is the responsibility of an institution to make appropriate notification of program modifications to local, state, and federal entities. If a program must be approved by a state before it can be offered, an institution or program obtains state authorization to offer the degree prior to applying for Commission approval. In cases where accrediting standards and state regulations differ, the more stringent apply.

Subsection 35 – Addition of non-main or satellite campus

An institution must submit to ABHES an *Application for Non-Main Campus Inclusion* or an *Application for Satellite Campus Inclusion*, which includes a business plan for the addition of a non-main campus or satellite campus. This business plan will demonstrate that the institution has the administrative and financial ability to operate the non-main or satellite campus.

Upon receipt and review of these documents, action is taken to approve, defer or deny inclusion of the campus in an institution's current grant of accreditation. If inclusion is granted, the campus is required to undergo a staff verification visit within six (6) months of the date students begin instruction. ~~In all cases, the verification visit will be conducted within nine (9) months of the approval of the campus inclusion, or~~

~~reapplication is required.~~ The results of the verification visit are made available to the Commission at its next meeting.

Following a verification visit, an institution is required to submit a Self-Evaluation Report, date to be determined by ABHES staff based on the expected date of the campus's first graduates. A full campus inclusion visit is conducted within 24 months of the approval of the campus inclusion. All information relative to an application, including the Self-Evaluation Report and the visitation report will be considered by the Commission at its next scheduled meeting.

The Commission reserves the right to require an on-site evaluation to the main campus and the proposed non-main or satellite campus prior to the inclusion of the campus. An institution may not file more than one application for a non-main or satellite campus within a twelve-month period.

A newly accredited institution owned or operated by an individual(s) or organization that did not previously hold ABHES accreditation through another institution(s) may not file a non-main or satellite campus application until a 12-month period of initial accreditation has transpired.

If an owner with no prior accreditation history with ABHES acquires a main campus that is ABHES accredited, the school cannot apply for a non-main or satellite campus until a after a 12-month period of ownership has transpired

A new non-main or satellite campus may be included within a main campus's grant of accreditation without the prior two-year operational period required of a new institution.

Subsection ~~4~~6 – Separate classroom(s)

An institution or program must submit to ABHES an *Application for Separate Classroom Inclusion* for the addition of a separate classroom. A site visit to the separate classroom is conducted within six (6) months of inclusion.

An institution may not have more than one separate classroom assigned to any one campus (main or non-main) and no more than one per program for programmatically accredited members. If additional separate classroom(s) is/are necessary, documentation demonstrating need and administrative capabilities must be submitted to the Commission and approved prior to the submission of an application and use of the facility.

Subsection ~~5~~7 – Change from non-main to main campus

A non-main campus may seek reclassification as a main campus under the same conditions and procedures required of any new applicant for institutional accreditation. Institutions seeking reclassification should be aware that reclassification might affect their eligibility to participate in federal student aid programs.

Subsection ~~6~~8– Change of location

An institution or program must submit a completed application to ABHES of a change in location at least 15 days prior to moving. The Commission evaluates the information provided and conducts an on-site visitation to the new location within six (6) months of the date of relocation.

Subsection ~~7~~9– Change in legal status, ownership or form of control

An institution or program must advise ABHES of any change in its organizational oversight or legal structure as it may constitute a change in legal status, ownership or form of control, herein referred to as a

change in control. Based upon this notification, ABHES will determine whether the change constitutes a change in control and is subject to further reporting.

A change in control includes, but is not limited to:

- a. Sale of an institution or the majority of its assets.
- b. Transfer of controlling interest of stock of an institution or its parent corporation.
- c. Merger of two or more eligible institutions.
- d. Division of one or more institutions into two or more institutions.
- e. Transfer of controlling interest to a parent corporation.
- f. Transfer of liabilities of an institution to its parent corporation.
- g. Change of 50 percent or more in Board members within a 12-month period.
- h. Change in status from profit to non-profit, or vice-versa.

The sale or transfer of ownership interest after the death or retirement of an owner of an institution to either a close family member or a current stock holder of the corporation may not be considered a change in ownership leading to a change in control, particularly where the recipient party of the stock has been actively involved in the prior operation of the institution. The Commission may determine that other transfers should also be excluded.

Sale of a non-main campus automatically suspends inclusion of that non-main campus within the grant of its main campus. A non-main campus is no longer accredited when it is sold separately from the institution from which it originally derived its accreditation.

Accreditation is not automatically transferable with a change in control; therefore, the institution's grant of accreditation is suspended on the date when a change in control occurs. A **complete** application for approval of the change in ownership/control must be submitted to the Commission within 10 days of the close of the transaction.

Based on a completed application, the Executive Committee of the Commission has the ability to approve the change of control. The date of a change in ownership is effective on the date of its approval by ABHES if the accreditation decision is made within 30 days after the change in ownership. If ABHES is unable to approve a change of ownership within 30 days of the effective date of the change, then the approval date will be the actual date of approval by ABHES. In any case, ABHES will not approve a change of ownership effective the date of the actual change if a complete application for approval of the change of ownership is not submitted to ABHES within 10 days after the date of the legal change of ownership. If a complete change of ownership is submitted within this time frame and if ABHES grants approval within 30 days of the legal change, then the date of approval is ~~Once reinstated, there is and~~ no hiatus of ~~in~~ accreditation ~~status occurs, and approval is retroactive to the date of purchase provided that the institution has submitted a complete application within 10 days after a legal change in ownership.~~ Only the full Commission can defer or deny an application. An on-site visitation to an institution will be made within six (6) months after Commission approval of a change in control.

Institutions participating in Title IV programs are reminded of their responsibility to notify the U.S. Department of Education in writing of all such changes and that approval by ABHES in no way indicates approval by any other agency.

Subsection 8 10– Change in method of academic measurement

An institution or program seeking to change its method of academic measurement must submit the appropriate application prior to a change taking place. The institution or program must adhere to the conversion methodology described in Chapter IV.G.2.

Subsection 9 11– Change of name

An institution or program must submit the appropriate application at least 15 days prior to initiating the change.

Chapter III, SECTION C - Commission Actions *(last paragraph)*

The Commission may, for good cause, extend the period for achieving compliance, defined as significant improvement by the institution in the deficient area(s) (e.g., finances, student outcomes rates) and/or the need for sufficient time to demonstrate full compliance (e.g., graduate licensure due to delay beyond the control of the institution, program, or student).

SECTION D – OTHER REVIEWS, NOTIFICATION, PUBLICATION, AND REAPPLICATION

Subsection 1 – Regard for decisions of States and other accrediting agencies

ABHES will not accredit any institution or program that lacks legal authorization under applicable State law to provide a program of education beyond the secondary level.

Except as provide below, ABHES will not grant initial accreditation or as renewed grant of accreditation to an institution or program if ABHES has a reasonable basis to believe that the institution or the institution sponsoring a program is the subject of:

1. A pending or final action brought by a State agency to suspend, revoke, withdraw, or terminate the institution's legal authority to provide postsecondary education or to provide one or more of the programs offered;
2. A decision by a recognized accrediting agency to deny accreditation;
3. A pending or final action brought by a recognized accrediting agency to suspend, revoke, withdraw, or terminate the institution's accreditation,
4. Probation or an equivalent status imposed by a recognized accrediting agency.

ABHES will grant accreditation to an institution or program described in the paragraph above only if upon complete review of all relevant evidence ABHES concludes that the action by the other agency or body and the basis for that action does not preclude the institution or program from compliance with all ABHES accreditation criteria. If ABHES reaches this conclusion and grants accreditation to an institution or program described in the paragraph above, it will within 30 days of the action granting

accreditation provide the Secretary of the United State Department of Education a thorough explanation of its conclusion.

Should ABHES grant accreditation to an institution or program subject to an adverse action by another body, ABHES will provide to the Secretary of the United States Department of Education, within 30 days of its action, a thorough and reasonable explanation, consistent with its standards, why the action of the other body does not preclude ABHES's grant of accreditation.

If ABHES learns that an institution or program that it accredits is the subject of an adverse action by another recognized accrediting agency, then ABHES will promptly review its accreditation of the institution or program to determine whether it should also take adverse action.

ABHES will share upon request from an appropriate recognized accrediting agency or recognized State approval agency information about the accreditation status of and any adverse actions taken against an institution or program accredited by ABHES.

Institutions and programs applying for accreditation or currently accredited by ABHES must advise ABHES immediately of any adverse or potentially adverse action, including a show-cause directive or placement on probation, by another oversight agency, including a recognized accrediting agency or state licensing body.

II. BYLAWS CLARIFICATION

Section 4.6.1. Specific Appointed Seats and Qualifications.

(d) **Appointed Seats 5 and 6 - Public Member.** As provided for in the United State's Secretary of Education's Recognition Regulations for Accrediting Agencies, a Public Member is defined by ABHES as an individual who is not (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that is accredited by ABHES or has applied for accreditation, ~~or~~ (2) A spouse, parent, child, or sibling of an individual identified in paragraph (1) of this definition, or (3) a member of any trade association or membership organization related to, affiliated with, or associated with the ABHES.

III. GLOSSARY DEFINITION

Public Member – An individual who is not (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that is accredited by ABHES or has applied for accreditation, or (2) A spouse, parent, child, or sibling of an individual identified in paragraph (1) of this definition, or (3) a member of any trade association or membership organization related to, affiliated with, or associated with ABHES. ~~–serving on the ABHES Commission who is neither a healthcare-related practitioner nor directly affiliated with healthcare-related education.~~

IV. APPENDIX H

APPENDIX H DISTANCE EDUCATION

This appendix has been developed for institutions engaged in distance education delivery methods. NOTE: Requirements identified throughout the ABHES *Accreditation Manual* apply, in their entirety, to

distance delivery methods. The following is a list of additional requirements to be applied to distance delivery.

An institution or program adheres to the following:

Student Support Services

Orientation and Student Services

1. Provides orientation specific to distance learning to students prior to the first day of class to acclimate them to the distance education learning methodology and navigating the online classroom.
2. Provides ~~student services and~~ technical support specific to distance education activities to assist students in completing the requirements of the program.
3. Provides documentation to evidence that the institution provides the student services as is required in Chapter V, Section G of the Accreditation Manual to students enrolled in distance education. (ABHES requires the same student services to be provided to all students without regard to the method of instructional delivery).

(no other changes to appendix)