



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS  
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## ABHES BULLETIN

To: ABHES-Accredited Institutions and Programs  
From: Carol A. Moneymaker, Executive Director  
Date: April 3, 2012  
Subject: Webinars - Tools and Tips for Submitting Responses Electronically

If you missed the complimentary pre-conference session "Tools and Tips for Submitting Responses Electronically," ABHES is providing two additional opportunities at no cost to learn the best means to comply with ABHES requirements for electronic responses to on-site evaluation reports.

The objective of the webinar is to demonstrate the best way to format your response to ABHES including how to scan in and save exhibits, add bookmarks and combine PDFs. Also covered will be several tools that will make the process easier for you. Whether you are a .PDF master or just getting started, this session will give you the information you need to get your responses prepped and ready to submit to ABHES.

The webinar will be approximately 45 minutes and be offered on the following dates:

**Friday, April 13 at 3:00 pm EDT**

**Wednesday, April 25 at 4:00 pm EDT**

Please let us know if you plan to attend.

Send an email, which includes your name, email address, telephone number, and school affiliation to [webinar@abhes.org](mailto:webinar@abhes.org).

Please send your email not later than:

- **April 11** for the April 13<sup>th</sup> webinar.
- **April 23** for the April 25<sup>th</sup> webinar.

Instructions to join the webinar via *GoToMeeting* will be emailed to you.