



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: May 31, 2012
Ref: Program-related Applications – Review and Processing Timeframe

The Accrediting Bureau of Health Education Schools (ABHES or the Commission) has observed a significant increase in program-related applications over the past several months. These include Applications for New Program Approval; Application for Minor Program Revision; Application for Substantive Program Revision; applications related to additional outside (student preparation) hours; as well as others. On average, the Commission office receives 40 program applications each month. **Therefore, effective immediately, program-related applications will be reviewed and processed within eight (8) weeks.**

Members are reminded, as noted in the January 24, 2012 ABHES Bulletin, “all new programs and revisions to existing programs must be reported to ABHES prior to implementation using the required application.” Further, all applications must be submitted within an appropriate timeline to coincide with the projected start date of the program. For example, do not submit an Application for Substantive Program Revision on June 1, 2012, and identify the implementation date on the application as July 1, 2012.

Incomplete or inaccurate submissions or other extenuating circumstances such as substantive changes as outlined in III.B., *Institutional Changes*, of the *Accreditation Manual* may impact the approval timeframe. Applications must be submitted in hard copy and on flash-drive or CD and must include the corresponding fee.

For questions regarding new or revised applications and submission requirements, please contact Thomas J. Cornacchia, Director of Curriculum and Policy Development at 703.917.9596 or tcornacchia@abhes.org.

For questions regarding distance education (initial or expansion of), please contact Christy Bailly-Byers, Distance Education and Communications Specialist, at 972.539.7599 or cbyers@abhes.org.

For questions about federal financial aid assistance and applicable calculations, school personnel are advised to contact their respective internal federal student aid specialists or their external federal case management team or other professional resources.

ABHES will continue to monitor policies and procedures regarding program submissions. School personnel are advised to review and monitor the ABHES webpage for additional information in this regard.