To: ABHES-Accredited Institutions and Programs and Interested Parties

From: Carol A. Moneymaker, Executive Director

Date: October 3, 2012

Subject: Commissioner Vacancy – Nominations due October 20, 2012

The Accrediting Bureau of Health Education Schools (ABHES or the Commission) continues to seek a practitioner in one of the three fields it accredits programmatically – medial assisting, medical laboratory technology, surgical technology – to fill the following vacant commissioner term through June 30, 2014.

**Appointed Seat 1 - Practitioner in Specialty Area. Must be currently or recently directly engaged in a significant manner as a health-care related specialist in a field for which ABHES is recognized as a programmatic accreditor by the Secretary of the U.S. Department of Education.**

While ABHES has received numerous inquiries regarding the position, most inquiries are primarily educators in one of the three fields, and not practitioners; or, others have come from individuals practicing in a field somewhat related to one of the three fields identified above. (e.g., nurse supervising medical assistants). An example of a potential candidate may be an individual serving on your institution’s medical assisting program advisory committee who is currently employed in a doctor’s office as a medical assistant, and possesses the requisite educational background and credential.

In order to conduct ABHES business effectively, Commissioners meet and participate in several activities throughout the year.

i. Attendance at 3, 2-4 day Commission meetings, typically held in January, May, and July; and voluntary, but recommended, attendance at the annual conference in February.

ii. Participation on at least one standing or other committee.

iii. Regular computer and telephone access for standard communication and electronic votes.

The successful candidate will possess excellent verbal and written communication skills together with a strong, working knowledge of computers for school and policy considerations.

Travel expenses for all Commission-related activities are reimbursed by ABHES, including honorarium provided for Commission meeting attendance. A sincere commitment to higher education, combined with high standards of integrity and impartiality, is mandatory. Completion of a signed statement regarding conflicts of interest and confidentiality is required prior to a commissioner taking office.

If you believe you can recommend a strong candidate for this position, please complete the attached Nomination Form and submit it to me, via the directions on the form, by October 20, 2012.

Attachment: ABHES Commissioner Nomination Form
ABHES COMMISSIONER NOMINATION FORM

Please complete by the deadline date identified in the Notice and return to:
Carol Moneymaker, Executive Director
Accrediting Bureau of Health Education Schools
cmoneymaker@abhes.org

I. Nominee Information

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Title | Years in Current Position

Has this person been employed by an ABHES-accredited institution or program within the past five years?

- [ ] Yes
- [ ] No

II. Qualifications and Reasons for Recommendation

In a two-page (maximum) narrative, please describe why you believe this individual is qualified to serve and will perform well as an ABHES Commissioner. (Attach narrative)

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III. Attachments

Please attach the following information with this completed nomination form and submit to ABHES as noted at the top of page one:

i. Narrative describing reason for nomination
ii. Nominee’s resume or curriculum vitae
iii. Copy of credential(s), as applicable
iv. Nominee’s letter of interest, including willingness to serve (two-page narrative)

Thank you for your nomination!