



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
7777 Leesburg Pike Suite 314 N · Falls Church, Virginia 22043
Tel. 703/917.9503 · Fax 703/917.4109 · E-Mail: info@abhес.org

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

Name					
Name of Organization					
Address					
Telephone		Facsimile		Email	
Title			Years in Current Position		
Has this person been employed by an ABHES-accredited institution or program within the past five years?		<input type="checkbox"/> Yes <input type="checkbox"/> 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)

Name of Person Making Nomination					
Title					
Name of Organization					
Address					
Telephone		Facsimile		Email	

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!