MEMORANDUM

To: ABHES-Accredited Institutions and Programs

From: Carol Moneymaker, Executive Director

Date: July 15, 2011

Subject: Final Revisions to the Accreditation Manual

The Accrediting Bureau of Health Education Schools (ABHES) approved final revisions to the Accreditation Manual, 16th Edition, as attached.

The revisions are clarifications to procedural requirements relative to program applications and are made for the purpose of consistency. Accreditation standards are not affected; thus, no comment is necessary. Revisions are effective immediately. New language is underlined, deleted language is struck

Revised Requirements for New and Revised Programs are posted at www.abhes.org/forms/applications. The revisions to the Accreditation Manual and the requirement to use the new applications are effective immediately.

Please contact me directly at cmoneymaker@abhes.org with any questions.

Attachment (revisions to Accreditation Manual)
CHAPTER III - GENERAL PROCEDURES  
(APPLIES TO INSTITUTIONS AND PROGRAMS)

SECTION B – Institutional Changes

Subsection 4 - Additional Requirement Regarding Specific changes

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 up to 25 percent of program content (total hours or courses) requires submission of an Application for Minor Program Revision

   b. A modification to 25% to 49.50 percent of program content (total hours or courses) requires submission of an Application for Substantive 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 more than 50 percent of program content (total hours or courses)

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

An institution or program seeking approval for the first time to add a program resulting in a higher level credential than that approved must undergo a verification visit within six (6) months of program approval.