



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
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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 ~~256~~ 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.