



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS  
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To: ABHES Accredited Institutions and Programs  
From: Carol Money maker, Executive Director  
Date: October 31, 2013  
Subject: 2012 - 2013 ABHES Annual Report

This notification serves to inform ABHES accredited institutions and programs accredited prior to or by June 30, 2013 that the 2012-2013 Annual Report is ready for completion. Please visit [www.abhes.org/annualreport](http://www.abhes.org/annualreport) to download the 2012-2013 Annual Report and applicable forms. Institutions and programs accredited by ABHES are required to submit the completed Annual Report, including all required documentation, on USB drive. Please view the Instruction Manual for more information on your electronic submission. All information, including sustaining fee, is due on or before close of business, **Tuesday, December 10, 2013.**

The December due date extends the time period to approximately two additional months from previous years for institutions and programs to report the employment of their graduates for the July 2012-June 30, 2013, reporting period.

ABHES is developing a new online format for the annual report with a focus on a full automated accreditation management system, which we expect will better serve our membership and ABHES accreditation requirements as well as facilitate the completion process. We thank those institutions that have volunteered to test the new format upon its completion.

Again, all completed Annual Reports must be submitted on or before the close of business, **Tuesday, December 10, 2013.** No extensions will be granted. Failure to submit the completed annual report timely will result in a \$1,500 annual report delinquency fee and a show-cause directive will be issued after 10 days following the deadline.

Feel free to contact [annualreport@abhес.org](mailto:annualreport@abhес.org) or call the ABHES office directly at (703) 917-9503 if you have any questions concerning completion of the report. Thank you.