

Dear ABHES Membership:

The 2021-2022 Annual Report is now open and available online through the [ABHES Membership Portal](#). If you have trouble logging into the membership portal, please contact annualreport@abhes.org.

The ABHES Annual Report, which includes the applicable sections below, is due **at 5:00 p.m., ET, on Tuesday, November 1, 2022:**

- An online questionnaire that will require verification of the programs offered, completion of ownership information, and enrollment data.
- Program spreadsheets for any programs that were active and in teach-out as of June 30, 2022.
- Random selection documentation. For those members who have been randomly selected to provide such data, you will be required to upload it to the Program Information section (applicable only to ABHES institutions and programs selected for random backup data review).
- A financial report (applicable only to ABHES institutional members).
- Annual sustaining fees in the amount stipulated in Appendix G, Fees, of the *Accreditation Manual*. Payments are to be remitted online via ACH. For assistance, contact accounting@abhes.org.

The ABHES Annual Report, which includes all of the noted applicable sections above, is due at 5:00 p.m., ET, on Tuesday, November 1, 2022. At that time, the system will be locked and any institution that has not submitted a complete Annual Report and paid their sustaining fees will be assessed a \$2,500 late fee per Appendix G, Fees, of the *Accreditation Manual*.

If you have questions or concerns about the Membership Portal and/or the 2021-2022 Annual Report, please contact us at annualreport@abhes.org.