



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS | ABHES

6116 Executive Boulevard, Suite 730 • North Bethesda, MD 20852

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ABHES BULLETIN

To: ABHES-Accredited Institutions and Programs
Interested Parties

From: India Y. Tips, Executive Director

Date: September 16, 2022

Subject: Important Updates

It is hard to believe that summer is coming to an end and fall is now upon us. The month of September is often a welcomed change for many as it usually brings a new chill in the evening air, the leaves begin to change colors, and we all start to crave pumpkin spice everything. The purpose of this Bulletin is to provide important updates and reminders as we reflect upon events occurring over the past several months and look ahead to closing out the year.

The ABHES Commission held its annual Policy Meeting in May, where it engaged a leading national expert on Diversity, Equity, and Inclusion (DEI) to facilitate continued strategic planning initiatives. In accordance with [ABHES' Diversity, Equity, and Inclusion Statement](#), ABHES believes that DEI is essential to its mission in serving as a nationally recognized accrediting organization of health education institutions and specific health education programs and that DEI serves to enhance the quality of education provided by ABHES-accredited institutions and programs. ABHES is committed to continuing its efforts to improve and expand upon its diversity statement and infuse such initiatives throughout its operations.

The ABHES Commission adjourned its final in-person commission meeting of the year on July 14, 2022. All school actions were provided in formal written letters sent via email to the authorized institutional representative of record on August 11, 2022. A list of Commission actions can be viewed on the [ABHES website](#).

ABHES Office Operations

ABHES recently moved to a new state-of-the-art, LEED-certified building in North Bethesda, Maryland, which is approximately 13 miles from its previous location in Falls Church, Virginia. The office is now located at **6116 Executive Boulevard, Suite 730, North Bethesda, Maryland**. Our new main telephone number is **(301) 291-7550**. However, please note all direct extensions for individual staff have remained the same. As a reminder, if you have not done so already, catalogs and publications that reference ABHES' previous address and telephone number must be updated.

ABHES maintains standard operating hours of Monday through Friday, 9:00 a.m. – 5:00 p.m. Eastern Time. Staff are available to address any questions and provide support services via telephone at (301) 291-7550 or via email at info@abhes.org. As a reminder, all correspondence, and payments to ABHES must be submitted

electronically. Please follow the [Submission Requirements](#) to ensure proper and timely processing. For questions or assistance, please contact info@abhes.org.

Staffing Updates

Alison Roope
Accreditation Specialist
aroope@abhes.org



Alison Roope joined ABHES in April 2022 and currently serves as an Accreditation Specialist. Her primary responsibilities include application review, strategic project support, and peer review visits. She also serves as a staff liaison to the Substantive Change Committee, the Distance Education Committee, and the Pharmacy Technician Committee.

Ms. Roope has over 16 years of higher education accreditation, licensure, and compliance experience. Throughout her career, Ms. Roope has served as an Accreditation Specialist, Compliance Officer, Associate Director of Compliance, and Director of Operations in postsecondary institutions. She is an active member of the education community, serving on advisory boards, regulatory committees, and evaluation teams.

Education:

Bachelor of Science in Business Administration with a Concentration in Management, Barton College, Wilson, NC

Jennifer McCadden, MPA, CAE
Director of Operations
jmccadden@abhes.org



Jennifer McCadden serves as the Director of Operations. Ms. McCadden joined ABHES in March 2022. She oversees ABHES' business operations related to finances, human resources, vendor management, risk mitigation, meetings, and events. She also provides support to the Executive Director. Ms. McCadden has over 10 years of association management experience. Throughout her career, Ms. McCadden has served as the Director of Operations, Deputy Executive Director, and Assistant Director of Policy Analysis and Communications, Accreditation for professional trade associations. In addition, she is a Certified Association Executive (CAE) and is an active member of the American Society of Association Executives (ASAE).

Education:

Master of Public Administration, Villanova University, Villanova, PA
Bachelor of Arts in Sociology, Northeastern University, Boston, MA

Shaliah George
Events and Operations Specialist
sgeorge@abhes.org



Shaliah George joined ABHES in August 2022 and currently serves as the Events and Operations Specialist. Her primary responsibilities include the planning and execution of the annual conference and workshops and will provide event support for Commission and committee meetings. The Operations and Event Specialist will also provide operational support to the Director of Operations. Prior to ABHES, Ms. George worked for an association management company, assisting clients with their membership, operations, and event needs.

Education:

Bachelor of Arts in Communications, Minor in Sustainability, University of Maryland, College Park, MD

2021-2022 ABHES Annual Report

The 2021-2022 Annual Report is now open and available online for completion through the [ABHES Membership Portal](#). For assistance with logging into the membership portal, please contact annualreport@abhes.org.

The ABHES Annual Report includes the applicable elements below and must be submitted no later than 5:00 p.m., ET, on Tuesday, November 1, 2022:

- Online questionnaire, which requires verification of the programs offered, enrollment data, and ownership information.
- Program spreadsheets for any programs that were active or in teach-out as of June 30, 2022.
- Random selection documentation (applicable only to ABHES institutions and programs selected for random backup data review). If selected, members must upload the requested information to the Program Information section.
- A financial report (applicable only to ABHES institutional members).
- Remittance of 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.

Annual Report Delinquency Fee

The ABHES Annual Report, including all above noted applicable sections, must be submitted through the [ABHES Membership Portal](#) by 5:00 p.m., ET, on Tuesday, November 1, 2022. Any institution or program that does not submit its completed Annual Report with all noted elements, including remittance of the required sustaining fee, will be assessed the **\$2,500 Annual Report Delinquency 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 annualreport@abhes.org.

ABHES Annual Conference & Membership Meeting

Save the date! ABHES will be hosting its 19th Annual National Conference on Allied Health Education at The Bellagio Las Vegas, March 1-2, 2023. This is an annual ABHES event that brings together the best in postsecondary health care education. Each year's conference promises an industry-current agenda that features dynamic speakers from industry leaders, educators, and those in the know regarding issues facing health care education.

This year's conference will start with pre-conference workshops on Monday and Tuesday, February 27-28, 2023, followed by the Annual Membership meeting on Wednesday, March 1, 2023. This meeting features Commissioners and Staff who present on the year's accomplishments, tasks at hand, and subject matter most relevant to the ABHES membership. The conference kick off will start officially at noon on Wednesday and conclude on Thursday by 6:00 p.m., PT, on March 2, 2023.

A variety of exhibitors showcasing products and services that cater to those in health care education will be on hand throughout the conference. We encourage attendees to bring plenty of business cards and visit with each exhibitor.

Details will be posted this fall on the ABHES website at [ABHES Events](#). For questions, contact Shaliah George at sgeorge@abhes.org. Registration to open later this Fall.

Revised Accreditation Standards – Effective July 1, 2022

Be sure to download and reference the most current [Accreditation Manual](#), effective July 1, 2022. Revisions to the standards can be viewed in track changes in the [June 2021 Bulletin](#) and [February 2022 Bulletin](#). As a reminder, institutions and programs that submitted Self-Evaluation Reports (SER) in the spring and are scheduled for evaluation visits this fall must demonstrate compliance with all applicable standards effective July 1, 2022.

ABHES was pleased with the turnout and appreciated everyone who attended and participated in the webinar held on August 24, 2022, which featured the 2022 revisions made to the accreditation standards. See the list of other upcoming webinars identified in this Bulletin.

New Consortium Application

Institutions and programs using other accredited providers to deliver coursework must complete the new *Application for Education Provider Agreements – Consortium*, located on the ABHES website at <https://www.abhes.org/resources/#Applications>. In accordance with the *Accreditation Manual*, effective July 1, 2022, use of consortium arrangements to deliver instruction requires completion of the noted Application prior to the beginning the arrangement. ABHES considers consortium agreements to be arrangements between two or more institutions or programs accredited by ABHES or another agency recognized by the United States Department of Education (USDE) or the Council for Higher Education (CHEA) to deliver coursework, whether the party is external (another institution) or internal (part of the overall corporate structure). Note that contracts with non-Title-IV entities to deliver instruction do not fall under the ABHES definition of Consortium Agreements and such contracts require completion and submission of a separate application, which can be obtained from the ABHES staff. For additional details, see Chapter I, Section B, Subsection 7 of the *Accreditation Manual* or contact aroupe@abhes.org.

Distance Education

ABHES continues to follow its normal and customary procedures for reviewing distance education applications submitted by institutions and programs intending to offer new or expanded distance education methods per Chapter III, Section B, Subsection 5 (C.) of the *Accreditation Manual*. Approval of the distance education applications provides for formal inclusion of the distance education delivery modalities within the current ABHES grant of accreditation. Distance education applications are available at <https://www.abhes.org/resources/#Applications>.

Institutions and programs that wish to pursue approval of new or expanded distance education but do not wish to continue utilizing such methods once limitations attributable to COVID-19 are lifted are required to submit the customary distance education applications. If an approved program decides it no longer wishes to offer distance education delivery, it may relinquish such approval by submitting a completed *Notification of Discontinuation of Program and/or Distance Education Delivery Methods* available at <https://www.abhes.org/resources/#Applications>.

Please note that distance education applications are not intended for institutions providing temporary accommodations to individual students impacted by the pandemic. Those procedures should be addressed in the institution's emergency preparedness protocols and continuity/operation plans. For questions related to program and delivery method approvals, please contact Crystal Calarusse at ccalarusse@abhes.org.

Updates to Visit Forms

Each December and June, ABHES reviews the forms and processes related to conducting evaluation visits. This includes possible revisions to visitation reports, the Self-Evaluation Report template, the Advisory Board Information Form, the Clinical Experiences Information Form, the Faculty Data Sheet, Meeting Room Material lists, and other visit documentation. To view and download the most current versions of noted documents, visit the following links:

- <https://www.abhes.org/resources/#Forms>
- <https://www.abhes.org/resources/#Reporting>
- <https://www.abhes.org/evaluators/#Visitation>

To ensure use of the most current version of an ABHES application or form, check that the new ABHES address listing reflects North Bethesda, Maryland. If the document still lists the Falls Church, Virginia address, then the document is likely outdated and should be discarded.

ABHES Membership Satisfaction Surveys

Thank you to all who participated in completing this year's Membership Satisfaction Survey. ABHES is pleased to announce that it achieved a 30% survey participation rate and a 99% satisfaction rate. ABHES will continue to analyze the survey data and incorporate the provided feedback in its efforts to broaden and enhance ABHES membership services.

Audited Financial Statement Reminder

ABHES accredited institutions are reminded of their obligation under Chapter III, Section A, Subsection 10 of the *Accreditation Manual* to submit audited financial statements to the Commission within **six months** after the completion of its fiscal year end. The audited financial statements must be emailed to

financial@abhes.org. In addition, institutions that participate in a Federal Student Aid Program are required to comply with the reporting requirements under standard IV.D.2. of the *Accreditation Manual*.

Release of the NEW 19th Edition Accreditation Manual

The ABHES *Accreditation Manual* underwent a makeover this year. In addition to its new look and feel, we have improved its readability through major changes made to its layout and the organization of its contents. As noted in the excerpt preview below, we have added additional headers and descriptors to sections and different colors for glossary terms throughout. We have also inserted a new section titled, *How to Use the ABHES Accreditation Manual*, that includes important details and instructions on how to apply the ABHES standards.

CHAPTER I – GENERAL INFORMATION

Overview
This chapter provides an overview of the Accrediting Bureau of Health Education Schools (ABHES) and outlines general policies and procedures, including those related to complaints, dual enrollment, education provider agreements, and non-instruction service provider contracts.

SECTION A The Bureau

Subsection 1 Mission and objectives

I.A.1.a. The mission of the Accrediting Bureau of Health Education Schools (ABHES) is to serve as a nationally recognized accrediting agency of institutions predominantly providing health education and programmatic accreditation in specific health education disciplines.

I.A.1.b. The objectives of ABHES are as follows:

- i. To enhance the quality of education and training and promote institutional and programmatic accountability in the institutions and programs it accredits.
- ii. To establish eligibility criteria and evaluation standards for the administration and operation of institutions providing predominantly health education and programs in specific health education disciplines.
- iii. To ensure that eligibility criteria and evaluation standards are relevant, valid and reliable, and predictive of successful qualitative outcomes through a comprehensive program of systematic review, enhancement, and follow-up.
- iv. To enhance employment outcomes through quality improvement of institutions and programs.
- v. To promote sound business and ethical standards.

Download this January 2023

The 19th Edition of its *Accreditation Manual*, effective January 1, 2023.

<https://www.abhes.org/resources/#accredManual>

The Manual will also feature upcoming revisions to standards as published in the [August 2022 Bulletin](#). As a reminder, institutions and programs submitting Self-Evaluation Reports (SER) this fall in preparation for evaluation visits to be conducted in spring 2023 must demonstrate compliance with all applicable standards effective **January 1, 2023**, at the time of those visits. See details for upcoming membership webinars being held this fall that will feature these revisions and particulars regarding how to implement the associated changes at your institution.

Accreditation Workshops

You commented and we listened! In response to the feedback provided by past workshop attendees, ABHES will be offering its Accreditation Workshop on a trial basis over a two-day period. The workshop will begin on Monday, October 17, 2022, at 1:00 p.m. and conclude at 1:00 p.m. on Tuesday, October 18, 2022. The workshop will be held at the new ABHES Headquarters in North Bethesda, Maryland. For details and to register, [click here](#).

For those institutions and programs with grants expiring February 28, 2024, please remember that a representative from each campus location seeking a grant of accreditation or inclusion of a non-main campus is required to attend an accreditation workshop within the 12 months prior to submission of the Self-Evaluation Report (SER) per Chapter III, Section A, Subsection 3 of the *Accreditation Manual*. The individual(s) who attends the workshop representing the institution must be directly involved in the accreditation and self-evaluation process (e.g., school director, director of education, or program director).

Following the October 2022 workshop, ABHES will hold its customary one-day Accreditation Workshops on Monday, February 27, 2023, just prior to the 19th Annual National Conference on Allied Health Education in Las Vegas, Nevada. Additionally, plans are underway for workshops to be held in April, September, and October 2023. More details to be posted to the ABHES website later this year.

NEW! Membership Webinars

This year ABHES launched new webinar trainings as part of its initiatives to increase membership services and engagement with more school administrators, faculty, and staff and in an effort to assist accredited institutions and programs in maintaining compliance with ABHES accreditation standards, policies, and procedures. All webinars are open to currently accredited institutions and programs, please visit [ABHES Workshop Schedule](#) to register for any of the following webinars described below.

Courses, Hours, and Credits: Using ABHES Academic Credit Conversion

Thursday, September 22, 2022, 1:00 p.m. – 2:30 p.m. Eastern Time

This webinar will feature details regarding ABHES standard IV.G.1., including areas of note on the Program Profile Grid, and how to calculate clock to credit hour conversions and recognized outside hours.

ABHES Standards: Advisory Board

Wednesday, September 28, 2022, 1:00 p.m. – 2:30 p.m. Eastern Time

This webinar will take a deep dive into advisory boards regarding who should serve, how to make the most of your meetings, and how to document compliance, including recording and maintaining detailed meeting minutes.

ABHES Standards: Catalog

Wednesday, October 19, 2022, 1:00 p.m. – 2:30 p.m. Eastern Time

This webinar will provide instruction and insight into the required elements of ABHES' Appendix C, Catalog, and the 20 plus related ABHES standards.

Following each webinar, attendees will be requested to complete a short survey to let us know what worked and what are opportunities for improvement as to better serve the membership, including what other topics should be presented in future webinars.

Call for ABHES Evaluators!

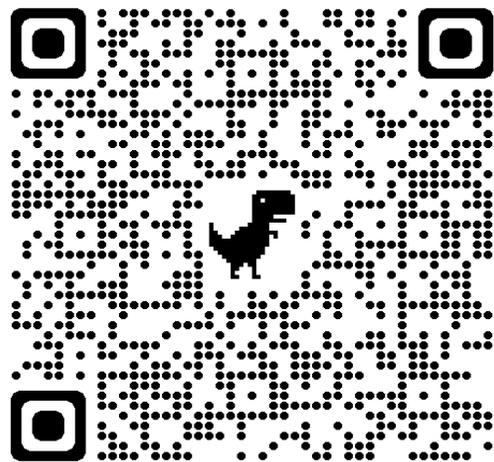
ABHES would like to express a note of gratitude to all of our accredited institutions and programs that have referred faculty and staff to serve as team leaders, program evaluators, or distance education specialists on accreditation visits. We could not do the important work we do without our evaluators!

For any institutions or programs that have not yet referred qualified individuals to serve, please consider doing so as we continue our efforts to increase our evaluator pool. ABHES is especially in need of practitioners with backgrounds in Medical Assisting, Medical Laboratory Technology, Nursing (Associate, Bachelor, and Master's level), and Surgical Technology. Additionally, we are looking for educators with backgrounds in Electrical Trades, Emergency Medical Technician, HVAC-R, Medical Assisting, Massage Therapy, Occupational Therapy, Paramedic, Pharmacy Technology, Physical Therapy, Respiratory Therapy, and Veterinary Assisting/Technology to become ABHES evaluators.

To share a flyer on how to become an ABHES evaluator with your faculty, staff, or advisory board members, please scan the QR code below.



To complete the Evaluator Application, please scan the QR code below.



Questions

Please contact ABHES staff with specific questions concerning your institution or program's compliance or accreditation. Please visit the [Our Staff](#) page on the ABHES website for specific staff member contact information. If you are unsure of where to direct your questions, please contact Denise Thelemaque, Office Manager, at (301) 291-7550 or email info@abhes.org.