



APPLICATION FOR SEPARATE EDUCATIONAL CENTER

The application approval process may take up to twelve weeks.

This application is to be submitted for the establishment of a separate educational center which is an educational facility that is considered an extension of an ABHES approved main or non-main campus, or approved location of an ABHES accredited program. The separate educational center is also considered an additional location when more than 50 percent of a program is offered at the facility per Chapter II, Section B, Subsection 3 of the *Accreditation Manual*.

A facility with a different address from the main or non-main campus, or address of an ABHES accredited program that is located within a reasonable walking distance (normally within one mile) from that location is considered part of the approved facility and is not a separate educational center. Institutions must notify ABHES in writing to seek inclusion of such a facility.

Please review carefully and provide all the requested information. Incomplete applications will be returned for resubmission, which will delay the review process.

1. GENERAL INFORMATION:

NAME OF INSTITUTION:

ABHES ID#:

NAME OF PRIMARY

CONTACT:

(SPECIFY DR., MR., MS., MRS.)

TITLE:

EMAIL ADDRESS:

DIRECT PHONE #:

A. How many separate educational centers (SEC) are currently approved for this campus?

2. SEPARATE EDUCATIONAL CENTER INFORMATION:

ADDRESS:

CITY:

STATE:

ZIP:

A. Business operations at the SEC will begin on:

APPLICATION FOR SEPARATE EDUCATIONAL CENTER

- B. Classes at the SEC will begin on:
- C. Distance from the main/non-main campus:
- D. Average commute time from the main/non-main campus:
- E. Is the SEC within the same ownership as the main or non-main campus or the same sponsor of an ABHES accredited program to which it is assigned? Yes No
- F. Describe the short- and long-term intended use of the SEC.
- G. Describe how educational and student services are provided and readily accessible to students attending classes at the SEC. Note: Services must approximate the quality and scope of the same services provided to students at the main or non-main campus, or approved location of an ABHES accredited program.

Please indicate the name and title of person responsible for supervision and administration of the SEC:

NAME: (SPECIFY DR., MR., MS., MRS.) **TITLE:**

EMAIL ADDRESS: **DIRECT PHONE #:**

Will this person be located at the: main/non-main campus separate educational center

PROGRAM(S) OFFERED:

Please complete the table below for ABHES-approved program(s) that will be offered at the separate educational center. Reminder, a SEC located beyond a reasonable and customary commuting distance from the main or non-main campus or ABHES accredited program may only offer up to 50 percent of the number of total active programs offered at its assigned main or non-main campus.

Program Name	In Class Clock Hours	Recognized Outside Clock Hours	Total Clock Hours	Length In Weeks	Academic Credit Hours*	Method of Delivery	Credential Awarded	% of Program Offered at the SEC**
					<input type="checkbox"/> Quarter <input type="checkbox"/> Semester			
						Method of Delivery		% of program
						Method of Delivery		% of program
						Method of Delivery		% of program
						Method of Delivery		% of program
						Method of Delivery		% of program
						Method of Delivery		% of program

*Based on required academic conversions outlined in IV.G.1.a. of the *Accreditation Manual*.

** The separate educational center is also considered an *Additional Location* when more than 50 percent of a program is offered at the facility. As a reminder, ABHES accredited programs may operate a portion of a program, not to exceed 50 percent, at a separate educational center.

COURSE(S) OFFERED:

Please complete the table below only if the entire program is NOT offered at the separate educational center.

Program Name	Course Number	Course Name	Clock Hours	Academic Credit Hours*	Method of Delivery	Type of Course
				<input type="checkbox"/> Quarter <input type="checkbox"/> Semester		
					Method of Delivery	Type of Course
					Method of Delivery	Type of Course
					Method of Delivery	Type of Course
					Method of Delivery	Type of Course

*Based on required academic conversions outlined in IV.G.1.a. of the *Accreditation Manual*.

3. SEPARATE EDUCATIONAL CENTERS LOCATED BEYOND A REASONABLE AND CUSTOMARY COMMUTING DISTANCE:

The following section must be completed for SECs located beyond 50 miles or more than one hour from the main or non-main campus or ABHES accredited program (Note: the following section is not applicable to SECs located within 50 miles or an hour commuting distance from the main or non-main campus).

- A. Describe how student records are readily accessible to the SEC and students.
[Click here to enter text.]
- B. Identify the staff assigned to be available and responsive to the needs of the faculty, staff, students, and general administrative operations, and describe their qualifications to perform the duties of the position as prescribed by the institution and evidence training, experiences and/or education to fulfill their responsibilities and functions.
[Click here to enter text.]
- C. If a faculty member is assigned to administrative responsibilities, describe how that faculty member’s teaching load and other duties allow for fulfillment of additional duties as to ensure that the faculty member is not overburdened.
[Click here to enter text.]
- D. Complete the chart below for all on-site staff supporting the SEC (supporting documentation to be provided in Exhibit 3).

Employee Name	Title	Duties	Summary of Training, Experience, and/or Education

4. REQUIRED EXHIBITS:



Please attach the following exhibits to this application:

Exhibit 1	Documentation of legal authorization to operate by the appropriate regulatory body(ies) in the state where the SEC is located and operates or documentation of exemption from authorization and any other regulatory approvals necessary to operate. FLORIDA SCHOOLS ONLY: Documentation to evidence that the institution is on provisional licensure, annual licensure, or licensure by means of accreditation. <i>If the new location will be at least 45 miles from the current location, approval from the Florida Commission for Independent Education must be submitted with the application.</i>
Exhibit 2	Draft catalog language for the main or non-main campus that describes the SEC.
Exhibit 3	For a SEC greater than reasonable commuting distance, documentation evidencing training, experience, and/or education to fulfill the responsibilities and functions for assigned staff indicated in question 3.D.

5. CERTIFICATION:

I certify to the best of my knowledge that the information submitted within this form is current and correct. I understand that it is the institution's responsibility to demonstrate compliance with the ABHES Accreditation Standards as outlined in the [Accreditation Manual](#) and that the Commission's deliberations and decisions are made on the basis of the written record.

I understand that failure to evidence the information provided herein and attached hereto this application may result in a delay and/or the Commission taking a negative action.

Authorized Signature:			
NAME:	Click or tap here to enter text.	TITLE:	Click or tap here to enter text.
SIGNATURE:	Click or tap here to enter text.	DATE:	Click or tap to enter a date.

SUBMISSION REQUIREMENTS

The completed application must be submitted as one seamless Portable Document Format (.pdf) file to ABHES online via [DropBox Applications](#). The application may not be submitted to the Commission via e-mail. The file name must include the ABHES ID#, Separate Educational Center, and date of submission (ex: I-100_SEC_72022).

FEES

The required application fee is listed in Appendix G, Fees, of the [Accreditation Manual](#). To remit payment, you must contact the ABHES Accounting Department at accounting@abhes.org to obtain an invoice.



If you have any questions regarding the application, please contact ABHES at 301-291-7550.