



## MEETING ROOM MATERIALS

### Institutional Accreditation

**PLEASE NOTE: The team may request any materials be made available hard copy on-site.**

The following items **must be provided electronically** to the team in accordance with the File Sharing Requirements at <https://abhes.org/resources/#Forms>. These items must be shared by the due date listed in the visit confirmation letter.

FOLDER	DESCRIPTION
1. SER - SER and Exhibits - Updated Information (also needs to be emailed to staff)	A complete copy of the ABHES Self Evaluation Report, including Exhibits and Updated Information.
2. ABHES Correspondence	Any correspondence with ABHES since submission of the SER (for currently accredited institutions this should include program applications and approvals or program/delivery method discontinuations).
3. ABHES Workshop Certificate	ABHES Accreditation Workshop Certificate
4. Staff Roster & Current Org Chart	A staff roster, including names and titles. A current organizational chart.
5. Class Schedules a. Program Name 1 b. Program Name 2...	Schedule of current classes offered, including course numbers, course titles, meeting times, room numbers, instructors, and the enrollment roster for each class on the days of the visit. Note if the course is residential, blended, or full distance education delivery method. If delivered via distance education, note synchronous or asynchronous.
6. Current Student Lists (and email to staff) - Program Name 1 Student List - Program Name 2 Student List...	A list of all students enrolled as of the day specified in the confirmation letter, including name, program, and total enrollment by program. Include the student's start date and state where the student is physically located.
7. Graduate Lists (and email to staff) - Program Name 1 Graduate List - Program Name 2 Graduate List...	A list of students per program who have graduated from the institution within the 12-month period prior to the visitation. Include the student's graduation date.
8. Withdrawn/Dropped Student Lists (and email to staff) - Program Name 1 Withdrawn/Dropped Student List - Program Name 2 Withdrawn/Dropped Student List...	A list of students per program who were terminated or withdrawn from the institution within the 12-month period prior to the visitation.

<p>9. LOA Student Lists (and email to staff)</p> <ul style="list-style-type: none"> <li>- Program Name 1 Withdrawn/Dropped Student List</li> <li>- Program Name 2 Withdrawn/Dropped Student List...</li> </ul>	<p>A list of students per program who were on a leave of absence from the institution within the 12-month period prior to the visitation.</p>
<p>10. ATB Student List (and email to staff)</p> <ul style="list-style-type: none"> <li>- Program Name 1 ATB Student List</li> <li>- Program Name 2 ATB Student List...</li> </ul>	<p>A list of Ability-to-Benefit students per program who were enrolled within the 12-month period prior to the visitation.</p>
<p>11. Clinical Experiences</p> <ol style="list-style-type: none"> <li>a. Program Name 1 <ul style="list-style-type: none"> <li>- Clinical Experiences Information Form</li> <li>- site viability evaluation for each listed active site</li> <li>- current, signed affiliation agreement for each listed active site</li> </ul> </li> <li>b. Program Name 2...</li> </ol>	<p>The Clinical Experiences Information form found at <a href="https://abhes.org/resources/#Forms">https://abhes.org/resources/#Forms</a> must be provided for each program with an external clinical experience. Affiliation agreements and site viability evaluations are to be provided for each active site.</p>
<p>12. Outcomes (<b>Renewals</b>)</p> <ul style="list-style-type: none"> <li>- Back-Up Documentation spreadsheets (submitted with the most recent Annual Report) for each program</li> <li>- Additional supporting documentation (placed with other job title, unavailable for placement, credentialing status)</li> <li>- Additional correspondence and supporting backup documents related to outcomes reporting</li> </ul>	<p><u>Currently accredited institutions</u> – Most recent ABHES Annual Report (currently accredited institutions) Back-Up Documentation spreadsheets as required by the <i>Accreditation Manual</i>. Also provide any correspondence and supporting backup related to outcomes reporting pertaining to the most recently submitted Annual Report.</p>
<p>12. Outcomes (<b>Initials</b>)</p> <ul style="list-style-type: none"> <li>- Back-Up Documentation spreadsheets for each program</li> <li>- Additional supporting documentation (placed with other job title, unavailable for placement, credentialing status)</li> </ul>	<p><u>Initial applicants</u> – The backup documentation must be provided to support the retention, credentialing (if required for employment), and placement rates for the last July 1 through June 30 period for each program using the form found at <a href="https://abhes.org/resources/#Reporting">https://abhes.org/resources/#Reporting</a>.</p>
<p>13. Program Curricula</p> <ol style="list-style-type: none"> <li>a. Program Name 1 <ul style="list-style-type: none"> <li>- Syllabi</li> <li>- Lesson plans/instructional content used</li> </ul> </li> <li>b. Program Name 2...</li> </ol>	<p>Complete program curricula, including syllabi and lesson plans/instructional content used for all programs.</p>
<p>14. Outside Preparation Documentation</p> <ol style="list-style-type: none"> <li>a. Program Name 1</li> <li>b. Program Name 2</li> </ol>	<p><b>For each credit-awarding program</b>, provide documentation to support the outside (preparation) hours required to be presented on course syllabi. Such documentation may include, but is not limited to, policies and procedures that justify, clarify, and/or support the institution’s assignment of the outside hours in compliance with IV.G.1. minimums to demonstrate academic rigor and appropriateness.</p>

<p>15. Program Advisory Board</p> <ul style="list-style-type: none"> <li>a. Program Name 1 <ul style="list-style-type: none"> <li>- Minutes and distribution for the past twelve months</li> <li>- Advisory Board Information form</li> </ul> </li> <li>b. Program Name 2...</li> </ul>	<p>Program Advisory Board Meeting Minutes from the past twelve months. Provide evidence of distribution of meeting minutes.</p> <p>The Advisory Board Information form at <a href="https://abhes.org/resources/#Forms">https://abhes.org/resources/#Forms</a> must be provided for each program in addition to documentation to substantiate the members' qualifications for their role.</p>
<p>16. Program Effectiveness Plans(s)</p> <ul style="list-style-type: none"> <li>a. Program Name 1 <ul style="list-style-type: none"> <li>- Program Effectiveness Plan</li> <li>- Supporting Documentation</li> </ul> </li> <li>b. Program Name 2...</li> </ul>	<p>Program Effectiveness Plan(s), including supporting documentation. Executed constituency surveys must be provided to support the rates provided.</p>
<p>17. Faculty Meeting Minutes</p> <ul style="list-style-type: none"> <li>a. Program Name 1 <ul style="list-style-type: none"> <li>- Date 1 Minutes and Distribution</li> <li>- Date 2 Minutes and Distribution...</li> </ul> </li> <li>b. Program Name 2...</li> </ul>	<p>Minutes of faculty meetings held within the past 12 months and evidence of distribution to personnel and interested parties.</p>
<p>18. Institution Floor Plan</p>	<p>A floor plan of the institution.</p>
<p>19. Advertising</p>	<p>Copies of all advertising.</p>
<p>20. Admissions</p>	<p>Admissions/Recruitment staff training materials and scripts.</p>
<p>21. Core Curriculum for Surgical Technology</p>	<p>Current Edition of the Core Curriculum for Surgical Technology (if applicable). This can be provided as a PDF.</p>
<p>22. Attestation of State Authorization Form</p>	<p>Completed Attestation of State Authorization form found at <a href="https://abhes.org/resources/#Forms">https://abhes.org/resources/#Forms</a>, if operating outside the institution's home state.</p>
<p>23. Agreements</p> <ul style="list-style-type: none"> <li>- Articulation Agreements and Approval</li> <li>- Consortium Agreements and Approval</li> <li>- Education Provider Agreements and Approval</li> <li>- Contracted Agreements</li> </ul>	<p>Copies of executed articulation agreements, consortium agreements, and education provider agreements for entities that provide for a portion of student instruction in a program in addition to documentation of ABHES approval of the agreement. Copies of contracted agreements must also be provided.</p>
<p>24. Catalog and Addenda</p> <ul style="list-style-type: none"> <li>- Catalog</li> <li>- Addenda</li> </ul>	<p>A copy of the institution's current catalog including any current addenda. Provide a table of contents indicating what page(s) each requirement of Appendix C, Catalogs is located on.</p>
<p>25. Regulatory Documents</p> <ul style="list-style-type: none"> <li>- State Approval/License</li> <li>- Current Fire/Safety Inspection</li> <li>- Eligibility and Certification Approval Report (ECAR)</li> <li>- Program Participation Agreement (PPA)</li> <li>- Title IV Financial Aid Compliance Audit</li> </ul>	<p>Copies of the following documents: State Approval/License; Current Fire/Safety Inspections; Eligibility and Certification Approval Report (ECAR); Program Participation Agreement (PPA); and Title IV Financial Aid Compliance Audit, if application.</p> <p>If any of the items are not applicable, please provide a document with a statement indicating why the institution does not have the requested document or it is not applicable.</p>

26. Regulatory Correspondence	Copies of correspondence with oversight agencies (U.S. Department of Education, state approval agencies, programmatic accreditors, etc.) since the most recent grant of accreditation was issued.
27. Grievance Policy Complaint File <ul style="list-style-type: none"> <li>a. Grievance Policy</li> <li>b. Complaints and Resolution <ul style="list-style-type: none"> <li>- Complaint 1</li> <li>- Resolution 1</li> </ul> </li> </ul>	Copies of the institution's published grievance policy and any complaints received including resolution.
28. Emergency Preparedness Plan	Copy of the institution's Emergency Preparedness Plan.
29. Continuing Education Courses <ul style="list-style-type: none"> <li>- CEU 1</li> <li>- CEU 2</li> </ul>	<b>For institutions offering avocational or professional development courses taken by non-matriculated students who are not seeking academic credit only:</b> (1) a summary of the educational objectives, schedule of instruction, course/program description, and delivery method for any currently offered continuing education courses; (2) a description of the intended audience to include the criteria for enrollment (prerequisites, licenses, prior education, etc.) for any currently offered continuing education courses; (3) copies of publications used to identify the continuing education courses; and, (4) a copy of the document used to demonstrate successful completion of the continuing education course.
30. Professional Licensure and Credentialing Disclosure	Provide a web link and/or copy of the institution's professional licensure program disclosures, for applicable programs. To determine if these disclosures are applicable to your program(s) and how to gather information to create the disclosure, related policies, and direct notices, complete the <i>Disclosures for State-Specific Education Requirements for Licensure or Credentialing Form</i> at <a href="https://www.abhes.org/resources/#Forms">https://www.abhes.org/resources/#Forms</a> and provide a copy of the completed form.

The following items may be provided hard copy in person, or you may elect to provide them electronically to the team in accordance with the File Sharing Requirements at <https://abhes.org/resources/#Forms>. These items must be provided to the team at the start of the visit (9am of the first day of the visit).

FOLDER	DESCRIPTION
A. Current Student Files <ul style="list-style-type: none"> <li>- Program Name 1 Student List</li> <li>a. Program Name 1 <ul style="list-style-type: none"> <li>o Selected Student Name 1 <ol style="list-style-type: none"> <li>1. Enrollment agreement</li> <li>2. High school graduation or equivalent</li> <li>3. Admission determination documentation</li> <li>4. Financial records</li> <li>5. Academic transcript</li> <li>6. Attendance records (if applicable)</li> </ol> </li> </ul> </li> </ul>	Copies of applicable documentation for Appendix E, Section A of the <i>Accreditation Manual</i> for students selected from the Current Student List.

<ul style="list-style-type: none"> <li>7. Progress reports or correspondence</li> <li>8. Externship/clinical experience evaluations <ul style="list-style-type: none"> <li>o Selected Student Name 2...</li> </ul> </li> <li>b. Program Name 2...</li> </ul>	
<ul style="list-style-type: none"> <li>B. Graduate Student Files <ul style="list-style-type: none"> <li>- Program Name 1 Graduate List <ul style="list-style-type: none"> <li>a. Program Name 1 <ul style="list-style-type: none"> <li>o Selected Student Name 1 <ul style="list-style-type: none"> <li>1. Enrollment agreement</li> <li>2. High school graduation or equivalent</li> <li>3. Admission determination documentation</li> <li>4. Financial records</li> <li>5. Academic transcript</li> <li>6. Attendance records (if applicable)</li> <li>7. Progress reports or correspondence</li> <li>8. Externship/clinical experience evaluations</li> <li>9. Placement activity <ul style="list-style-type: none"> <li>o Selected Student Name 2...</li> </ul> </li> </ul> </li> </ul> </li> <li>b. Program Name 2...</li> </ul> </li> </ul> </li> </ul>	<p>Copies of applicable documentation for Appendix E, Section A of the <i>Accreditation Manual</i> for students selected from the Graduate List.</p>
<ul style="list-style-type: none"> <li>C. Withdrawn/Dropped Student Files <ul style="list-style-type: none"> <li>- Program Name 1 Withdrawn/Dropped Student List <ul style="list-style-type: none"> <li>a. Program Name 1 <ul style="list-style-type: none"> <li>o Selected Student Name 1 <ul style="list-style-type: none"> <li>1. Enrollment agreement</li> <li>2. High school graduation or equivalent</li> <li>3. Admission determination documentation</li> <li>4. Financial records</li> <li>5. Academic transcript</li> <li>6. Attendance records (if applicable)</li> <li>7. Progress reports or correspondence <ul style="list-style-type: none"> <li>o Selected Student Name 2...</li> </ul> </li> </ul> </li> </ul> </li> <li>b. Program Name 2...</li> </ul> </li> </ul> </li> </ul>	<p>Copies of applicable documentation for Appendix E, Section A of the <i>Accreditation Manual</i> for students selected from the Withdrawn/Dropped Student List.</p>
<ul style="list-style-type: none"> <li>D. LOA Student Files <ul style="list-style-type: none"> <li>- Program Name 1 LOA Student List <ul style="list-style-type: none"> <li>a. Program Name 1 <ul style="list-style-type: none"> <li>o Selected Student Name 1 <ul style="list-style-type: none"> <li>1. Enrollment agreement</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p>Copies of applicable documentation for Appendix E, Section A of the <i>Accreditation Manual</i> for students selected from the LOA Student List.</p>

<ul style="list-style-type: none"> <li>2. High school graduation or equivalent</li> <li>3. Admission determination documentation</li> <li>4. Financial records</li> <li>5. Academic transcript</li> <li>6. Attendance records (if applicable)</li> <li>7. Progress reports or correspondence</li> <li>8. Externship/clinical experience evaluations</li> <li>9. Placement activity <ul style="list-style-type: none"> <li>o Selected Student Name 2...</li> </ul> </li> <li>b. Program Name 2...</li> </ul>	
<ul style="list-style-type: none"> <li>E. ATB Student Files <ul style="list-style-type: none"> <li>- Program Name 1 ATB Student List <ul style="list-style-type: none"> <li>a. Program Name 1 <ul style="list-style-type: none"> <li>o Selected Student Name 1 <ul style="list-style-type: none"> <li>1. Enrollment agreement</li> <li>2. High school graduation or Equivalent</li> <li>3. Admission determination documentation</li> <li>4. Financial records</li> <li>5. Academic transcript</li> <li>6. Attendance records (if applicable)</li> <li>7. Progress reports or correspondence</li> <li>8. Externship/clinical experience evaluations</li> <li>9. Placement activity <ul style="list-style-type: none"> <li>o Selected Student Name 2...</li> </ul> </li> </ul> </li> <li>b. Program Name 2...</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p>Copies of applicable documentation for Appendix E, Section A for of the <i>Accreditation Manual</i> students selected from the ATB Student List.</p>
<ul style="list-style-type: none"> <li>F. Examination Series and Competency Evaluation Forms <ul style="list-style-type: none"> <li>a. Program Name 1 <ul style="list-style-type: none"> <li>1.Examination Series and Competency Evaluation Forms</li> <li>2.Student Name 1 Completed Competency Evaluations</li> <li>3.Student Name 2 Completed Competency Evaluations</li> <li>4.Student Name 3 Completed Competency Evaluations</li> <li>5.Student Name 4 Completed Competency Evaluations</li> <li>6.Student Name 5 Completed Competency Evaluations</li> </ul> </li> <li>b. Program Name 2...</li> </ul> </li> </ul>	<p>The examination series and competency evaluation forms for each program, including the process used to assess each competency required for successful program completion. Include five complete graduated student's competency evaluation/assessment forms/examination series for the entire program.</p>
<ul style="list-style-type: none"> <li>G. Faculty Personnel Records <ul style="list-style-type: none"> <li>a. Program Name 1</li> </ul> </li> </ul>	<p>A list of all current program faculty.</p>

<ul style="list-style-type: none"> <li>- List of all current program faculty <ul style="list-style-type: none"> <li>o Faculty Name 1 (Last Name, First Name) <ol style="list-style-type: none"> <li>1. Signed job descrip</li> <li>2. Resume/CV</li> <li>3. Educational transcripts</li> <li>4. Current license/credential</li> <li>5. Annual performance eval within past 12 months</li> <li>6. 30-day classroom eval</li> <li>7. Professional development within past 12 months</li> <li>8. In-service training within past 12 months</li> <li>9. ABHES Faculty Data Sheet</li> <li>10. Hep B documentation</li> </ol> </li> <li>o Faculty Name 2...</li> </ul> </li> <li>b. Program Name 2 <ul style="list-style-type: none"> <li>- List of all current program faculty <ul style="list-style-type: none"> <li>o Faculty Name 1...</li> </ul> </li> </ul> </li> </ul>	<p>Faculty personnel files, which contain all applicable items of Appendix E, Section B of the <i>Accreditation Manual</i>.</p>
<p>H. Program Supervisor Personnel Record(s)</p> <ul style="list-style-type: none"> <li>a. Program Name 1 <ul style="list-style-type: none"> <li>- List of individuals who manage each program <ul style="list-style-type: none"> <li>o Individual Name 1 (Last Name, First Name – Job Title) <ol style="list-style-type: none"> <li>1. Signed job descrip</li> <li>2. Resume/CV</li> <li>3. Educational transcripts</li> <li>4. Current license/credential</li> <li>5. Annual performance eval within past 12 months</li> <li>6. 30-day classroom eval</li> <li>7. Prof Dev within past 12 months</li> <li>8. In-service training within past 12 months</li> <li>9. ABHES Faculty Data Sheet</li> <li>10. Hep B documentation</li> <li>11. Education related management training</li> </ol> </li> <li>o Individual Name 2...</li> </ul> </li> <li>b. Program Name 2 <ul style="list-style-type: none"> <li>- List of individuals who manage each program <ul style="list-style-type: none"> <li>o Individual Name 1...</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p>A list of all current individuals who manage each program as identified in standard V.E.1.a. of the SER.</p> <p>Personnel files, which contain all items of Appendix E, Section B of the <i>Accreditation Manual</i> with the exception of 5, 6, 8, and 10 unless the individual is also part of the program faculty. In addition to the requirements of Appendix E, Section B, the institution must also provide education related management training for each individual who is part of the program management as described in the institution’s narrative for standard V.E.1.a. as required by standard V.E.1.d. of the <i>Accreditation Manual</i>.</p>

<p>I. Administrative Personnel Records</p> <p>a. Personnel Record 1 (Last Name, First Name – Job Title)</p> <ol style="list-style-type: none"> <li>1. Signed job descrip</li> <li>2. Resume/CV</li> <li>3. Prof Dev</li> </ol> <p>b. Personnel Record 2...</p>	<p>Files for on-site administrators and management (e.g., Campus President, Director of Education, Director of Admissions, Director of Career Services, Director of Financial Aid, Registrar, Director of Student Services) including job descriptions, resume/CV, and recent professional development.</p>
<p>J. Learning Resource Personnel Record(s)</p> <p>a. Personnel Record 1 (Last Name, First Name – Job Title)</p> <ol style="list-style-type: none"> <li>1. Signed job descrip</li> <li>2. Resume/CV</li> <li>3. Educational transcripts, if applicable</li> <li>4. Prof Dev, if applicable</li> </ol> <p>b. Personnel Record 2...</p>	<p>File(s) for learning resource personnel/librarian including job descriptions and resume/CV as well as educational transcripts and recent professional development, if applicable per Chapter VI of the <i>Accreditation Manual</i>.</p>
<p><b>Bachelor’s and master’s only</b></p> <p>K. Student Support Services Personnel Record(s)</p> <p>a. Personnel Record 1 (Last Name, First Name, Job Title)</p> <ol style="list-style-type: none"> <li>1. Signed job descrip</li> <li>2. Resume/VC</li> <li>3. Educational transcripts, if applicable</li> </ol> <p>b. Personnel Record 2...</p>	<p>File(s) for student support services personnel including job descriptions and resume/CV as well as educational transcripts, if applicable.</p>

A private room must be provided with workspace for team members to comfortably spread out to work. The room must have a computer with internet access for the team and wireless internet access or Ethernet cables for team members. **Any surveillance equipment and/or recording devices in the facility need to be disclosed to the team.**

The following items must be provided hard copy in person and placed in an orderly fashion in the meeting room for each team member prior to the team’s arrival at the start of the visit.

DOCUMENTS	DESCRIPTION
<p>a. Staff Roster &amp; Current Org Chart</p>	<p>A staff roster, including names and titles. A current organizational chart.</p>
<p>b. Catalog and Addenda</p> <ul style="list-style-type: none"> <li>- Catalog</li> <li>- Addenda</li> </ul>	<p>A copy of the institution’s current catalog, including any addenda. Provide a table of contents indicating what page(s) each requirement of Appendix C, Catalogs is located on.</p>