

# Sample ABHES Accreditation Plan

In accordance with Title 5, California Code of Regulations (5, CCR) section 71105.5, **[Institution Name]** presents its Accreditation Plan to the Bureau for Private Postsecondary Education.

**[Institution Name]**

5, CCR section 71105(b)(1): **[Institution Name]** has identified The Accrediting Bureau of Health Education Schools (ABHES) as its accreditation agency.

5, CCR section 71105(b)(2): ABHES Accreditor Eligibility Criteria

ABHES Accreditation Eligibility Requirements:

**a) Institutional Eligibility**

In order for a postsecondary institution to apply for accreditation by the Commission and to remain accredited, it must meet the following minimum criteria:

- (1) It is (a) an institution in the private sector whose principal activity is education, (b) a hospital or laboratory-based training school, (c) a vocational training institution, or (d) a federally-sponsored training program.
- (2) It is an educational institution that offers programs predominantly in the health education field. An institution meets this requirement if (a) 70 percent or greater of its students are enrolled in active health programs, or (b) 70 percent of its active programs are in the health education field, provided that a majority of an institution's students are enrolled in those programs. A program is active if it has a current student enrollment and is seeking to enroll students.
- (3) All of its programs are career focused and designed to lead to employment or advancement in career field.
- (4) It is located in the United States or its territories.
- (5) It is properly licensed, chartered or approved to provide education beyond the secondary level under the laws and regulations of the state(s) or territories or other regulatory agencies in which it operates.
- (6) It must have been legally operating and continuously providing instruction as an institution for at least the prior two years.
- (7) It has enrollment in the program(s) to be included in the grant of accreditation to allow evaluation of student outcomes. (Does not apply to current-institutionally-accredited members).
- (8) It has at least one graduating class from at least one program(s) currently offered to determine the overall educational effectiveness of the program(s) of study offered.

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5, CCR section 71105(b)(3): ABHES Minimum Requirements for Institutional Accreditation

It is expected that an applicant institution is in compliance with each and every required accreditation standard by the time of the team visit. The ABHES Commission will require an institution/program to demonstrate full compliance with the accreditation standards prior to receiving initial accreditation.

5, CCR section 71105(b)(4) (A-D): An outline of the process and timeline whereby the institution will achieve full accreditation within five years of provisional approval:

## 1. Retrieve Application Packet

Visit the ABHES Website at [www.abhes.org](http://www.abhes.org) and click the link, [Apply for Institutional Accreditation](#), or [Apply for Programmatic Accreditation](#). Both links can be found on the bottom left side of the homepage and contain instructions with hyper links to the required forms to be submitted with the application, including the eligibility criteria, ownership disclosure form, fees, etc. If unsure which application to complete, see [Frequently Asked Questions](#) link for the explanation of “*What is the difference between institutional and programmatic accreditation?*”

## 2. Application Submission

Once you confirm that your institution or program meets the Basic Eligibility criteria from Chapter II of the *Accreditation Manual* and your institution or program is ready to apply for accreditation, complete the Institutional or Programmatic Application for Accreditation and submit it along with the other required documents outlined in the instructions noted in Step 1 above.

**NOTE: ABHES’s acceptance of the institution’s Application for Institutional Accreditation and required application fee meets BPPE’s requirement for achieving pre-accreditation or accreditation candidacy as defined by 5, CCR section 70000(s).**

## 3. Self-Evaluation Report (SER) Preparation

Upon receipt of the completed application packet, the institution will be provided the Self Evaluation Report (SER) for completion. There are two SER deadlines each year: May 1st and November 1st. The due dates assigned depend on the time the application is received and accepted. See the [Accreditation Timeline](#) link for details.

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## 4. Accreditation Workshop Attendance

ABHES requires that all initial and renewal applicants seeking a grant of accreditation must attend the applicable Institutional or Programmatic Accreditation Workshop prior to submission of the SER. The Accreditation Workshop is open to all who wish to attend; however, once an institution submits an application for accreditation, a representative from each campus and/or program (programmatic applicants) is required to attend the workshop prior to submission of the SER. The workshop attendance is valid for a one year period. Should the institution decide to delay the process and/or does not receive its initial grant of accreditation at its originally scheduled Commission meeting, then a second attendance at the accreditation workshop may be required. There are approximately four accreditation workshops held each year. See the [Listing of Workshops](#) for details. You may also register online at [Workshop Registration](#).

## 5. Preliminary Visit

Initial institutional applicants are required to undergo a preliminary visit following attendance at the Accreditation Workshop. The preliminary visit is conducted following receipt of the DRAFT SER as a means of ensuring that the institution complies with all eligibility criteria and is in substantial compliance with ABHES standards. It is also a time for the institution to address any questions or concerns with staff in a consultative manner. Should it be determined on the preliminary visit that your institution is not in substantial compliance with the ABHES Standards, submission of the FINAL SER will be postponed and the institution may be required to undergo a second preliminary visit; thus, delaying the accreditation process. See the [Accreditation Timeline](#) for scheduled DRAFT SER due dates.

## 6. SER Submission

The SER is the most important step in the accreditation process. Care should be taken in completing this report as the visiting evaluation team and Commissioners will base their judgments, in part, on this document. The SER must be completed based on the institution's compliance with the current ABHES *Accreditation Manual* (visit [www.abhes.org](http://www.abhes.org) and click the "publications tab" to view and download the most current *Manual*). Note that the accreditation standards are identified in **bold print** and the detailed explanations (i.e., guidelines) are found directly beneath each standard, which are essential to review.

The SER must be completed in a concise, yet detailed, manner providing specifics on how the institution meets each standard and a description of the evidence that exists to confirm compliance. **Please be advised that simply restating the standard language or referring to external documents is NOT acceptable.** Involvement of all constituencies including staff, faculty, students, graduates, employers, and advisory committee members is key to the successful completion of the SER.

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## **7. On-Site Team Visit**

Upon receipt of the SER, a staff member will contact the institution to schedule the on-site team visit. Visits are usually scheduled for two days and the number of evaluators is determined by the number of like programs offered by the institution. Each team consists of a team leader, program specialist(s), and an ABHES staff member. If any portion of any program/course is offered via distance education, a distance education specialist will also be a part of the evaluation team. The primary purpose of the on-site team visit is to confirm the information the institution provided in its SER and assess whether there is documentation in place to evidence compliance with the accreditation standards.

## **8. Institutional Response**

Accrediting procedures provide an institution and/or program the opportunity to respond to the on-site visitation reports, concentrating specifically on areas of concern and violations, if any. The primary purpose of this step is to provide the institution and/or program an opportunity to document changes made by the institution and/or program to evidence compliance with a standard that was cited as a violation in the team's visitation reports.

## **9. Commission Review**

The Commission meets at least twice per year and the commissioners are provided with necessary information pertinent to the application, including the institution's/program's SER, team's visitation reports, and its response to the team's visitation reports for review and action. The Commission can opt to grant accreditation between 1 through 6 years, defer action and review at the next Commission meeting (held 6 months later), issue a show-cause directive (renewal applicants only), or deny an application. The Commission's decision is then provided to the applicant in writing approximately 6 weeks following the Commission meeting.

## **10. Annual Report**

Upon receipt of a grant of accreditation, schools are then required to complete an Annual Report for the most recent ABHES reporting period, July 1 to June 30. Schools are required to report its activities within the given timeframe and are required to pay an annual sustaining fee that is based upon gross annual tuition for institutional members or annual total program enrollment for programmatic members.

See Appendix H, Fees, of the Accreditation Manual at <https://www.abhes.org/accreditationmanual> for a complete listing of all User Fees.

# Sample ABHES Accreditation Plan

## **INITIAL ABHES ACCREDITATION TIMELINE**

ABHES has two travel cycles per year. The first travel cycle is from February through early May for Commission review in July; and the second travel cycle is from August through early November for Commission review in the following January.

## **WORKSHOP ATTENDANCE REQUIREMENT**

Accreditation Workshop attendance is required within 12 months PRIOR to the SER deadline. Workshops are held in February, April, September and October of each year. Visit [Listing of Workshops](#) for current workshop listing and/or to register online.

### Initial Applications RECEIVED between August 1, 2018, and January 31, 2019

PROGRAMMATIC SER's due May 1, 2019

- On-Site Team Visit between August and early November 2019
- Reviewed by the Commission at its January 2020 Meeting

INSTITUTIONAL Draft SER due May 1, 2019

- Prelim Visitation between August and October 2019
- Final SER due November 1, 2019
- On-Site Team Visit between February and early May 2020
- Reviewed by the Commission at its July 2020 Meeting

### Initial Applications RECEIVED between February 1, 2019, and July 31, 2019

PROGRAMMATIC SER's due November 1, 2019

- On-Site Team Visit between February and early May 2020
- Reviewed by the Commission at its July 2020 Meeting

INSTITUTIONAL Draft SER due November 1, 2019

- Prelim Visitation between February and April 2020
- Final SER due May 1, 2020
- On-Site Team Visit between August and early November 2020
- Reviewed by the Commission at its January 2021 Meeting

# Sample University ABHES Accreditation Plan

Section 71105(b)(4)	Timeline whereby the institution will achieve full accreditation within five years of provisional approval						
2019-2020	ABHES EXAMPLE TIMELINES						
Tasks	May 2019	June 2019	Sep 2019	Oct 2019	Nov 2019	Feb-Apr 2020	July 2020
Contact Accreditor/ Submit initial Application	x						
Determine Eligibility		x					
Attend Workshop			x				
Draft Self-Evaluation Report (SER) & Preliminary Visit				x			
Final SER					x		
Team Visit Financial Statements						x	
Team Report & School Response						x	
Accreditor Decision							x

**Note: This is a sample accreditation plan. The requirements and dates for each individual plan will vary by institution.**

**\*Note:** “Pre-accreditation” or Accreditation “Candidacy” as used in sections 94885.1 and 94885.5 of the Code means that an institution has submitted a completed application for initial accreditation with the required fee, which was accepted by the accreditor.