

Sample University ABHES Accreditation Plan

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

Sample University Plan

5, CCR section 71105.5 (b)(1): Sample University has identified The Accrediting Bureau of Health Education Schools (ABHES) **as its accreditation agency.**

5, CCR section 71105.5 (b)(2): ABHES Accreditor Eligibility Criteria

ABHES Accreditation Eligibility Requirements :

a) **Institutional Eligibility**

In order for an 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 at the postsecondary level whose principal activity is education, (b) a hospital or laboratory-based training school, (c) a vocational institution, or (d) a Veteran Administration hospital, rehabilitation institution, or 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 full-time equivalent students are enrolled in health programs, or (b) 70 percent of its active programs are in the health education field, provided that a majority of an institution's full-time equivalent 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 vocational in nature and are designed to lead to employment.
- (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 or territories in which it is located.
- (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.
- (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.
- (9) During the application process, an audited financial statement must be submitted as a means of assessing an institution's financial capability (see IV.B.1.; IV.B.2. of the *ABHES Accreditation Manual*).

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5, CCR section 71105.5 (b)(3): ABHES Minimum Requirements

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 71105.5 (4) (A-D): An outline of the process and timeline whereby the institution will achieve full accreditation:

1. Retrieve Application Packet

Visit the ABHES Website at 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.

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 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.

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INITIAL ABHES ACCREDITATION TIMELINE

ABHES has two travel cycles each followed by its own Commission meeting 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 of the SER deadline. Workshops are held in February, September and October of each year.

Initial Applications RECEIVED between August 2014 and January 2015

INSTITUTIONAL Draft SER due May 1, 2015

- Prelim Visitation between August and October 2015
- Final SER due November 1, 2015
- On-Site Team Visit between February and early May 2016
- Reviewed by the Commission at its July 2016 Meeting

Initial Applications RECEIVED between February 2015 and July 2015

INSTITUTIONAL Draft SER due November 1, 2015

- Prelim Visitation between February and April 2016
- Final SER due May 1, 2016
- On-Site Team Visit between August and early November 2016
- Reviewed by the Commission at its January 2017 Meeting

Initial Applications RECEIVED between August 2015 and January 2016

INSTITUTIONAL Draft SER due May 1, 2016

- Prelim Visitation between August and October 2016
- Final SER due November 1, 2016
- On-Site Team Visit between February and early May 2017
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Sample University outlines the process and timeline for full accreditation by July 1, 2020

(Note From The BPPE – Please Determine What The Appropriate Timelines Will Be For The Accreditation Agency Your Institution Chooses)

(3) ABHES EXAMPLE TIMELINES

2015-2016

Tasks	May-2015	June – 2015	Sept - 2015	Oct-2015	Nov-2015	Feb-Apr 2016	July-2016
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

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Years 2018-2020 (2) EXAMPLE TIMELINES

Tasks	Nov-2018	Dec – 2018	Feb - 2019	Apr- 2019	May- 2019	Aug- Nov 2019	Jan- 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

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Tasks	May-2019	June – 2019	Sept - 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