



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
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MEMORANDUM

This notification serves to inform ABHES accredited institutions and programs that two emails were sent to the primary contact of each institution on Friday, October 16, 2015 regarding the 2014-2015 ABHES Annual Report. One email was to recover your password and the other email was inviting you to complete the verification report. Once you recover your password and submit the verification report, you will receive a third email inviting you to complete the annual report.

Attached are instructions for completing your verification report and helpful tips on navigating the annual report. These documents can also be found on the ABHES website at www.abhes.org/annualreport along with the instructions for completing your annual report and the ABHES required back-up documentation forms.

Your 2014-2015 ABHES Annual Report will be due no later than 5:00 p.m. Eastern Time on Tuesday, December 1, 2015. Keep in mind that while your annual report will be submitted online, your sustaining fees should be submitted separately to the ABHES office. Your sustaining fee is considered part of your annual report and is also due by 5:00 p.m. Eastern Time on Tuesday, December 1, 2015.

Any institution whose 2014-2015 ABHES Annual Report is not submitted by the due date will be assessed a \$2,500 Annual Report Delinquency Fee.

As a reminder, following this announcement all other correspondence will be sent from annualreport@abhes.org. Please be sure to save annualreport@abhes.org to your safe receivers/safe senders email list.

[ABHES Verification Report Instructions](#)

[Navigating the Annual Report Online Platform](#)