



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
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ABHES BULLETIN

To: ABHES-Accredited Institutions and Programs and Interested Parties
From: Ms. Florence Tate, Executive Director
Date: January 16, 2015
SUBJECT: ABHES Fees Structure and Other Notifications

The Accrediting Bureau of Health Education Schools (ABHES or the Commission) announces the following updates based on the recent meeting of the Commission:

- On-site Evaluation (Visit) Expense Fees
- Non-main Campus to Main Campus Reclassification
- Non-ABHES Business Activities
- Financial Statements – Late Fee Submission
- Distance Education
- Grant Length

On-site Evaluation (Visit) Expense Fees

Over the past 12-18 months, ABHES reviewed its current fee structure. In particular, the Commission reviewed the visit expenses as related to the ABHES scope of institutional or programmatic accreditation.

Effective July 1, 2015, the fees associated with ABHES on-site evaluations will transition to a flat or fixed visit expense fee structure. A recent review of visit expenses indicates an increase in the associated travel expenditures in conjunction with conducting on-site evaluations. Increased expenses (e.g., higher airline fares and related travel fees; hotel room rates; rental cars; taxi-fares; tolls; fuel; and taxes increases) indicate that visit expense deposits charged in advance of visits for on-site evaluations during fiscal year 2014 were insufficient to cover actual expenditures.

The Commission determined that to cover these increased expenditures and to reduce administrative costs to ABHES and its members, the following fixed fees will apply (Note: the *Accreditation Manual* will be updated accordingly):

\$1,500 per team member for the first day.
\$ 500 per team member for each additional day.

Institutions undergoing an on-site evaluation during the second travel cycle (July-November 2015) will be assessed on-site evaluation fees in accordance with the aforementioned visit fee expense structure. The new visit expense structure applies to any on-site evaluation (Note: the Commission-Directed Focus Visit fee assessment remains unchanged).

Non-main Campus to Main Campus Reclassification

As noted in the August 8, 2014, ABHES Final Revisions to the *Accreditation Manual* (**effective January 1, 2015**), memorandum, the Commission adopted an application to address when an institution reclassifies or elects to re-designate its approved status from a non-main campus to a main campus with ABHES. Please see III.B.7. of the *Accreditation Manual*.

Institutions seeking to reclassify its currently approved non-main campus location to that of a main campus must first seek Commission approval. The Application for Reclassification to a Main Campus is available at www.abhes.forms. (Note: The Application for Reclassification to a Main Campus only applies to institutionally-accredited members). The application fee is \$3,000.

Non-ABHES Business Activities

As noted in the August 8, 2014, ABHES Final Revisions to the *Accreditation Manual* (**effective January 1, 2015**), memorandum, the Commission adopted an application to address institutional activities which are unassociated and/or excluded from the ABHES scope of institutional or programmatic accreditation. Please see III.B.1.vii. of the *Accreditation Manual*.

Institutions conducting other business (e.g., massage therapy studio, dental practice) on school premises and not included in ABHES accreditation must first seek approval for such arrangements and must document that the activities taking place in no way impact the ABHES-accredited institutional and educational operations. Please be advised that separate personnel; equipment; resources; facilities; and space may be required to accommodate these activities, as necessary, to assure there are no adverse impacts on institutional operations. The Application for Approval to Conduct Other Business on School Premises is available at www.abhes.forms. (Note: The Application for Approval to Conduct Other Business on School Premises only applies to institutionally-accredited members). The application fee is \$150.

Financial Statements – Late Fee Submission

Per Chapter III.A.10. of the *Accreditation Manual*, ABHES-accredited institutions “*must submit audited financial and other statements to the Commission within six months after the completion of their fiscal year or 30 days after an audit is released, whichever is earlier.*” The Commission acted to introduce a Financial Statements Late Submission Fee in the amount of \$1500 for those institutions which fail to submit financial statements within the prescribed time period. **Please note that this requirement is effective immediately.**

Distance Education

At its January 2015 meeting, the Commission considered the ABHES Application for Approval of Shared or Common Distance Education Courses. This application addresses the expansion of distance education delivery to an existing program, utilizing shared courses from a program currently approved for distance education (e.g., shared or common general education courses). The Application for Approval of Shared or Common Distance Education Courses is available at www.abhes.forms. The application fee is \$750.00. **Please note that this requirement is effective immediately.**

Grant Length

Effective immediately, the maximum ABHES grant of accreditation is six (6) years. The Commission determined that a six-year grant is more in keeping with ABHES compliance measurements, timelines, and accreditation requirements and supports a more effective monitoring of institutional and programmatic compliance. Therefore, the Commission may, at its discretion, confer a grant of accreditation for no longer than six (6) years.

The *Accreditation Manual* (III.C.1.) will be updated accordingly (deleted language is ~~stricken~~; new language is underlined):

Subsection 1– Grants

A grant of accreditation may be an initial grant to a new applicant or a renewal grant to a currently accredited institution or program. The Commission issues a grant of accreditation when it determines that an applicant institution or program is in compliance. The length of the grant varies, but in no case may it exceed six (6) ~~eight (8)~~ years. In the cases of initial grants of accreditation, only programs reported in the Self-Evaluation Report and evaluated on site by an ABHES program specialist will be included in the accreditation letter.