



ABHES BULLETIN

To: ABHES Accredited Institutions and Programs
Recognized Accrediting Agencies
State Departments of Education
U.S. Department of Education
Interested Parties

From: India Y. Tips, Executive Director

Date: May 17, 2019

Subject: Final Revisions to the *Accreditation Manual* – V.I.1.d.

The Commission of the Accrediting Bureau of Health Education Schools (ABHES) considered the comments received to its February 6, 2019, Call for Comment. The Commission acted to adopt the below final revisions to the 18th Edition of the [Accreditation Manual](#), effective immediately.

New language is underlined, and deleted language ~~struck~~.

V.I.1.d. A program demonstrates that graduates are successfully employed in the field for which they were trained.

An institution has a system in place to assist with the successful initial employment of its graduates. A graduate must be employed for 15 days and the verification must take place no earlier than 15 days after employment.

At a minimum, an institution maintains the names of graduates, place of employment, job title, employer telephone numbers, and employment and verification dates using the ABHES Placement Back-Up Documentation Form. Additionally, an institution must maintain additional documentation and rationale to justify ~~all~~ graduates placed, when the graduate's job title does not match the title of the approved program. If the institution utilizes a graduate attestation, it must have a policy at the campus level to validate the attestation in place. All graduate attestations must be signed and dated by the graduate.

The placement rate is determined by using the ABHES required method of calculation, for the reporting period July 1 through June 30, as follows:

$$\text{Placement Rate} = (P)/(G-U)$$

P = Placed graduates

G = Total graduates

U = Graduates unavailable for placement

Placed graduates are defined as those employed in a position wherein the majority of the graduate's job functions are related to the skills and knowledge acquired through successful completion of the training program.

Unavailable is defined only as documented: health-related issues, military obligations, incarceration, continuing education status, or death. Institutions must have on file additional documentation and rationale to justify graduates identified in this category. Examples of documentation may include but is not limited to a doctor's note, military orders, arrest documentation, enrollment agreement, acceptance letter, or death certificate.

Important Note: graduates pending required credentialing/licensure in a regulated profession required to work in the field should be reported through back-up information required in the Annual Report. This fact will then be taken into consideration if the program placement rate falls below expectations and an Action Plan is required by ABHES.