



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
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ABHES BULLETIN

To: ABHES-Accredited Institutions and Programs and Initial Applicants
From: Carol Money maker, Executive Director
Date: July 12, 2011
Subject: Late Fee Reminder

Institutions holding accreditation by ABHES, and applicants for accreditation, must respond to all directives from ABHES in a timely manner (e.g., response to visit reports, response to grievance against the institution, annual report, self-evaluation report, financial statements). The submission of significantly incomplete information, that is deemed unresponsive to the directive, will also result in a late fee.

The policy governing late responses is included in Appendix K of the *Accreditation Manual*. ***Submissions received after the Commission-directed deadlines are assessed a \$700.00 late fee. A show-cause directive will be issued after 60 days of delinquency.***

Institutions are further reminded that it is essential for ABHES to have the correct and current e-mail address for the institution's on-site administrator (or other designated manager) and, if programmatically accredited (medical assisting, medical laboratory technology, surgical technology), also the correct and current e-mail address for the program supervisor.

Finally, deadline extension requests from institutions, if honored, will also be charged a late fee.