ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS | ABHES

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INSTRUCTIONS FOR THE PROGRAMMATIC SELF EVALUATION REPORT

1. Involving broad participation from all constituencies, including staff, faculty, students, graduates, employers, and advisory committee members in preparing the report is recommended.

2. Accreditation standards are identified in **bold print**. Refer to the 18th Edition of the ABHES *Accreditation Manual* at http://www.abhes.org/ to review the detailed guidelines found under each standard as you complete each narrative.

3. Please indicate all individuals responsible for completing each section in the space provided.

4. Institutions seeking **programmatic accreditation** are to complete Chapters II, V, and applicable chapters VI, VII, and IX. For programs with multiple-credentials offered in the same program area, complete only once to include all credential levels.

	Chapter II	Chapter IV	Chapter V	Chapter VI	Program-Specific Chapters VII and VIII	Chapter IX – Distance Education
Programmatic Applicants-Non-degree	X		X		If program offered	If any portion of the program is offered via distance education
Programmatic Applicants-Degree	X		X	X	If program offered	If any portion of the program is offered via distance education

5. Write the narrative portion of the report next to each standard in a concise, yet detailed, manner and **respond directly to the standard giving specifics on how the institution meets each standard and its guidelines**. Responses are not limited to the space provided. Narrative column will expand to accommodate your response. No exhibits beyond those required are to be submitted with the SER. A well-written, professional report is a must. Sample narrative responses are provided on the following two pages.

Standard	Narrative
V.A.4. **Instructional continuity is maintained through faculty stability.**	The faculty members for the Medical Assistant program have met all employment requirements, including background and reference checks prior to being offered a position with ABC College. Faculty members are required to actively participate in both in-service training and professional development activities yearly to promote a strong teaching environment in the educational setting. In order to promote instructor continuity, ABC College offers faculty members more competitive salary than industry standards, including a benefits package that is available to full-time and part-time employees. Through student end of course surveys, 30-day classroom evaluations of new faculty, and annual performance reviews, instructors are assessed. Immediate intervention and remediation occurs, if necessary, to create stability and a strong learning environment for program students. Size of the program is assessed at the end of each term to ensure enough faculty is available to instruct all upcoming courses for projected enrollment. **Medical Assistant Faculty Members** **Name** · **Hire Date** · **Length of Service** Bradley Smith · 3/23/2011 · 8 years Tracey Austin · 8/18/2015 · 4 years Nathan Devine · 9/08/2018 · 6 months

Standard	Narrative
V.B.2. **Competencies required for successful completion of a program are identified in writing and made known to students.**	The required competencies for each course of the Medical Assistant program are published in each course syllabus, as applicable. Each course syllabus is reviewed on the first day of class for each course. Students are made aware that all course competencies for the Medical Assistant program must be satisfactorily completed as a requirement to attain successful course completion.

Standard	Narrative
V.D.1. **An institution adheres to its admission policies and enrolls only students who can reasonably be expected to benefit from the instruction.**	ABC College adheres to a policy of enrolling only students who can reasonably be expected to benefit from instruction. Applicants under the age of 18 can be accepted only with the consent of a parent or guardian. **Admissions Procedures (detailed on page 36 of the ABC College Catalog, v6)** It is recommended that applicants visit the college to gain an understanding of the school and view its facilities and equipment. To apply at ABC College, an appointment with an Admissions Coordinator is scheduled. Applicants receive a copy of the catalog during this appointment. Applicants are given the opportunity to review and discuss enrollment documents. Upon the decision to enroll, the applicant is asked to complete an Enrollment Agreement. The following enrollment documents must be completed in order for the school officials to review the applicant's enrollment and evidence is maintained in the student's admission file: • Enrollment Agreement • Proof of high school graduation or its equivalent • Score of 23 or higher on the Entrance Readiness Test

	• Interview with the Program Director is required for entrance into the Surgical Technology program ABC College does not accept non-high school graduates (ATB students). The Admissions Department Assistant, Jennifer James, reviews evidence of high school equivalency for legitimacy and checks to make sure the high school is legitimate and approved within the state before an applicant is accepted.

Standard	Narrative
V.D.4. **Students are provided academic progress reports and academic advising to meet their individual educational needs.**	Students are routinely informed by the course instructor of their grades received for tests and outside class work requirements. At the mid-term of the course, the instructor provides students their current grade to date for the course. At the end of each term, students receive their final course grades and their overall program academic progress reports. These reports are maintained in students' files. The Campus Director holds regular meetings with each student to review his/her progress. For the Medical Laboratory Technician program, there are four distinct progress reporting periods. During the progress review meetings, the Campus Director will discuss any personal issues or areas of concern the student might have that would impede the student's satisfactory progress. The Campus Director is also available to meet with students at any time. If instructors become aware of personal concerns they will refer the student to the Campus Director for advising. To guarantee sufficient time for student/instructor contact, instructors are required to be in the classroom at least five minutes before class begins and remain in the classroom five minutes after class ends. Each instructor schedules weekly office hours in order to be available for tutoring of students or for classroom preparation. These sessions are conducted outside of scheduled classroom hours. Students requiring extra help beyond this seek the assistance of the classroom instructor on an individual basis; they are told this during Orientation and in each course syllabus.

6. The SER must be submitted electronically per the published electronic submission instructions detailed on the next page.

SELF EVALUATION REPORT (SER)
ELECTRONIC SUBMISSION INSTRUCTIONS

Submission Format

1. The SER must be submitted as **one seamless Portable Document Format (.pdf) file** and uploaded to the ABHES DropBox account. Instructions on how to create a seamless pdf can be found later in this document.

2. Create a zip file with all the required documents
   a) How to create a zip file.
      - Locate the file or folder that you want to zip.
      - Press and hold (or right-click) the file or folder, select (or point to) Send to, and then select Compressed (zipped) folder.
      - A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select Rename, and then type the new name.
   b) It is imperative that the file be renames with the (1) institution's name, (2) city/state, (3) ABHES ID number (Renewal Applicants Only), (4) title "SER", and (5) the Date of submission.

      Examples: ABC College Miami FL SER 5 2020 or I-900 ABC College Miami FL SER 5 2020

Click on the following link and follow the on-screen instructions to upload the file
https://www.dropbox.com/request/JXnRnPoZ59FgmImgzQDE

3. The file should include the narrative which describes how the institution and/or program(s) comply with each standard followed by the required exhibits. Please ensure that the .pdf is optimized for web and email and **has a file size limit of 50mb or less**.

Failure to adhere to these instructions will result in the return of the submission to the institution and a late fee assessed in accordance with Appendix G of the *Accreditation Manual*.

Presentation

Prepare the .pdf file using Adobe Acrobat 7.0 Standards (or higher version) software. Any security features in the PDF document must be disabled. **Other file formats will not be accepted.**

The SER must be professional in appearance and legible. To facilitate review, the requirements set forth below must be followed:

Minimally, the SER must include:

1. A cover letter that identifies the document as the institution/program's SER with any required documents included per the SER instructions.

2. A detailed narrative describing how the institution/program(s) complies with each standard.

3. Required exhibits* (e.g., Exhibit_7_faculty_data_forms) using electronic bookmarks** placed within the document in a manner that facilitates review of the narrative and applicable exhibit(s).

*Referencing an exhibit with a number only is not sufficient identification

**A Response that includes exhibits, which are not electronically bookmarked, <u>will not be accepted</u>. Later in this document, you can see how to format bookmarks.

CREATING ONE PORTABLE DOCUMENT FORMAT (.PDF) FILE

Part 1: Creating One Seamless PDF

Description

You can quickly merge multiple documents into a single PDF file, with the documents appearing in the order you choose.

Method

Combining multiple documents into one PDF file (Shown using Adobe® Acrobat Pro XI®)

Step 1. Prepare the documents – Make sure you've made final edits and saved the files you want to combine as a pdf.

Step 2. Combine Files into a Single PDF – Select your SER pdf and required exhibits in your File Explorer, right click, and select "Combine files in Acrobat…"
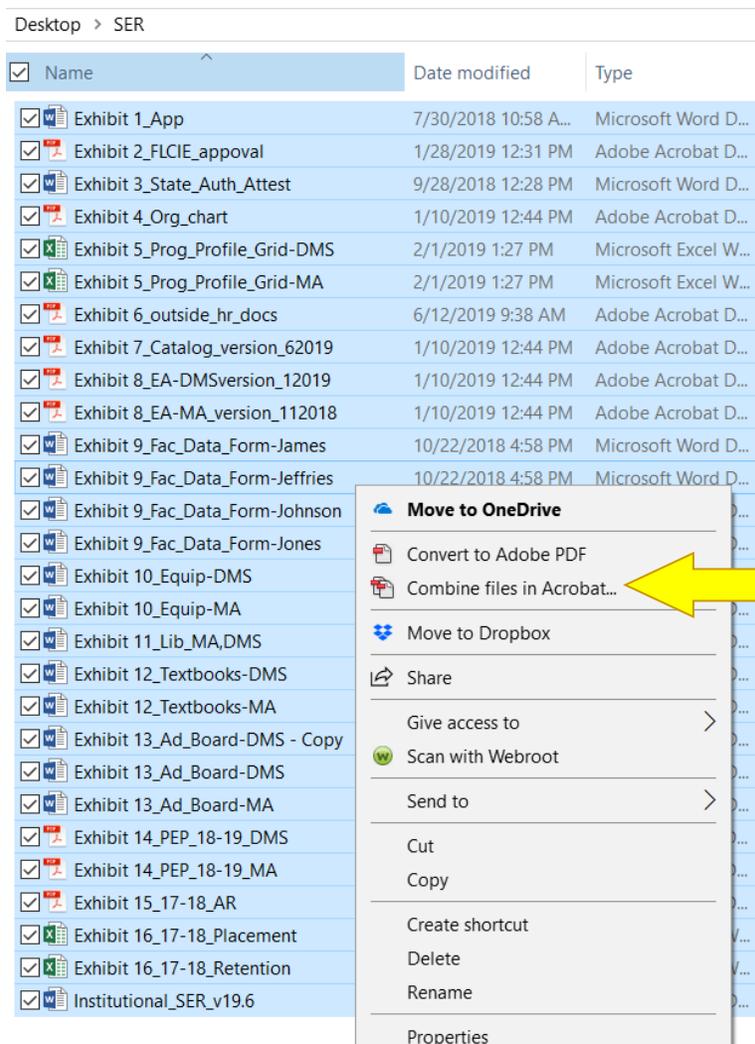
Instructions for the Programmatic SER

Step 3. Choose the order you want the files to be inserted into the SER pdf binder by dragging and moving. Select Combine Files to merge them in the order selected.
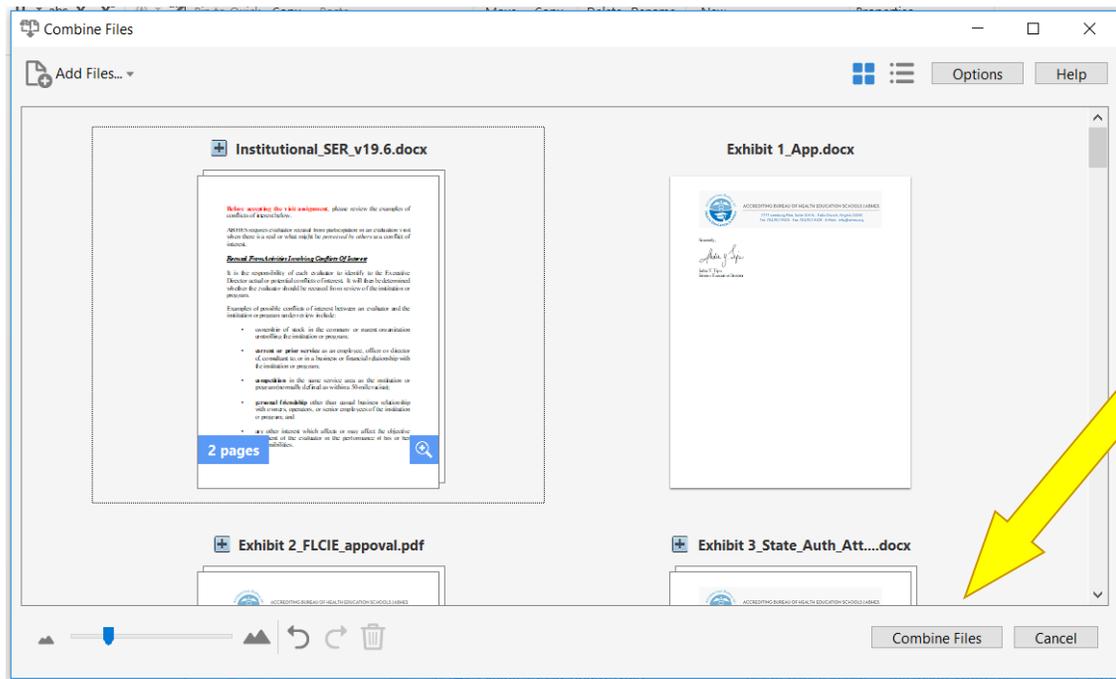

Step 4. Save the SER – the SER name should include:
  (1) ABHES ID number (Renewal Applicants Only)
  (1) Institution name (Initial Applicants Only) and City/State
  (2) title "SER"
  (3) the date of submission (EX: 62019)

Examples: I-888_SER_112019
                 MA-777_SER_52020
                 ABC_Coll_MiamiFL_SER_52020

Step 5. Organize the pages so that any blank pages are deleted and all pages are oriented the best way for viewing in the tools section of Adobe.
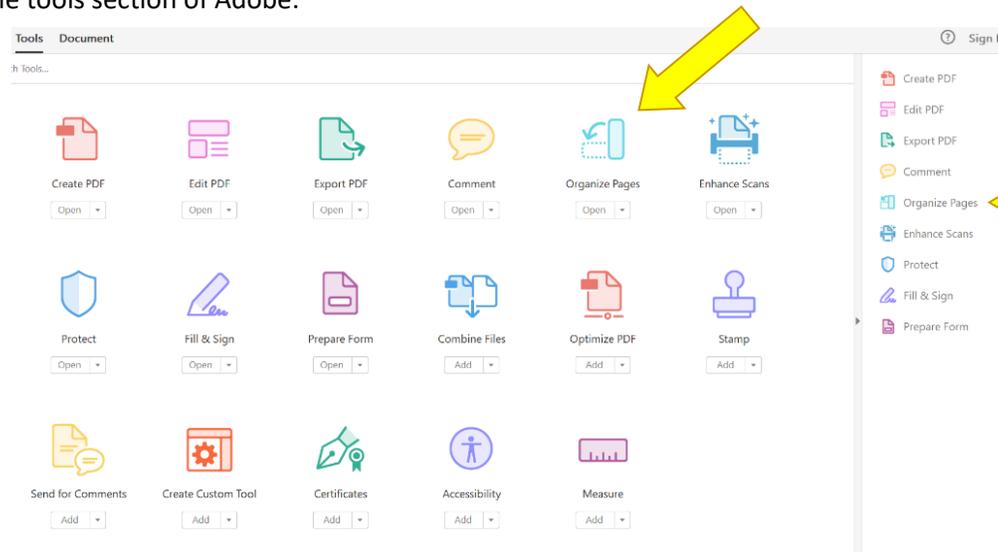
Part 2: Bookmarking

The intent of this technique is to make it possible for reviewers to quickly locate and navigate to content and exhibits using bookmarks. Bookmarks provide an overview of the document and act as a clickable table of contents.

Method
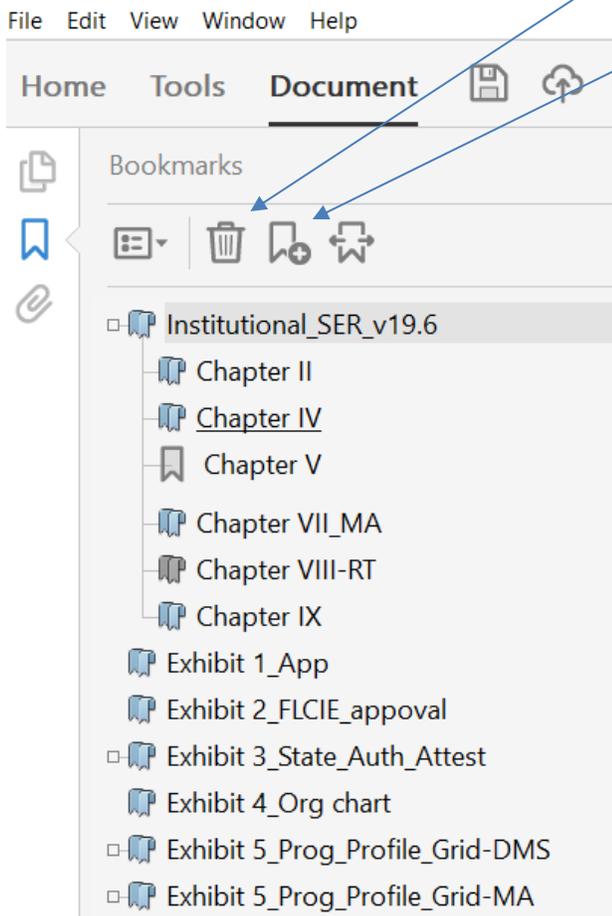
Creating bookmarks

Step 1. Open the SER packet created in Part 1. By combining the files in that manner, bookmarks will automatically be created for each document.

Step 2. To edit bookmarks, open the bookmark pane by clicking here:
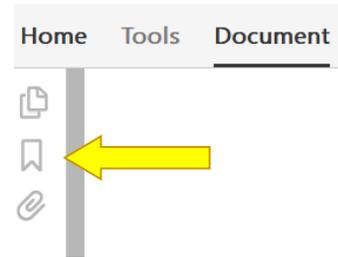
Step 3. Review in the bookmark pane to rearrange, delete, rename, create new, and edit as needed.

REMINDERS BEFORE YOU SEND YOUR SER TO ABHES

The SER must be submitted in accordance with the SER Instructions and then sent to the ABHES office via DropBox SER.

Failure to submit a completed report and all other items listed shall result in a late fee assessment per Appendix G Fees of the Accreditation Manual.

No extensions will be granted.

RENEWAL APPLICANTS
- Renewal Application Fee in accordance with Appendix G, Fees, of the Accreditation Manual.
- Completed and signed (with original signature) Self-Evaluation Report (Narrative & Exhibits) submitted in accordance with the SER Submission Instructions found on the ABHES Website at www.abhes.org/.

INITIAL APPLICANTS
- Completed and signed (with original signature) Self-Evaluation Report (Narrative & Exhibits) submitted in accordance with the SER Submission Instructions found on the ABHES Website at www.abhes.org/.

The ABHES Commission & Staff thanks you for your promptness and thoroughness! If you have questions regarding the SER, contact the ABHES office at (703) 917-9503 or email your questions to applications@abhes.org.