



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS | ABHES

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MEETING ROOM MATERIALS

Institutional Accreditation Virtual Visit

FOLDER	DESCRIPTION
1. SER a. SER and Exhibits b. Updated Information	A complete copy of the ABHES Self Evaluation Report, including Exhibits and Updated Information.
2. ABHES Correspondence	Any correspondence with ABHES since submission of the SER (for currently accredited institutions this should include program applications and approvals or program or delivery method discontinuations).
3. ABHES Workshop Certificate	ABHES Accreditation Workshop Certificate
4. Staff Roster	A staff roster, including names and titles.
5. Class Schedules a. Program Name 1 b. Program Name 2	Schedule of current classes offered, including course numbers, course titles, meeting times, room numbers, instructors, and the enrollment roster for each class on the days of the visit. Please note if the course is residential, blended, or full distance education delivery method and note synchronous or asynchronous if delivered through distance education.
6. Current Student Lists and Files - Program Name 1 Student List a. Program Name 1 - Selected Student Name 1 1. Enrollment agreement 2. High school graduation or equivalent 3. Admission determination documentation 4. Financial records 5. Academic transcript 6. Attendance records (if applicable) 7. Progress reports or correspondence 8. Externship/clinical experience evaluations - Selected Student Name 2... b. Program Name 2...	A list of all students enrolled as of the day of the visit, including name, program, enrollment (D/E), and total enrollment by program.

<p>7. Graduate Lists and Files</p> <ul style="list-style-type: none"> - Program Name 1 Graduate List a. Program Name 1 <ul style="list-style-type: none"> -Selected Student Name 1 1. Enrollment agreement 2. High school graduation or equivalent 3. Admission determination documentation 4. Financial records 5. Academic transcript 6. Attendance records (if applicable) 7. Progress reports or correspondence 8. Externship/clinical experience evaluations 9. Placement activity - Selected Student Name 2... a. Program Name 2... 	<p>A list of students per program who have graduated, including the graduation dates, from the institution within the 12-month period prior to the visitation.</p>
<p>8. Withdrawn_Dropped Student Lists and Files</p> <ul style="list-style-type: none"> - Program Name 1 Withdrawn_Dropped Student List a. Program Name 1 <ul style="list-style-type: none"> -Selected Student Name 1 1. Enrollment agreement 2. High school graduation or equivalent 3. Admission determination documentation 4. Financial records 5. Academic transcript 6. Attendance records (if applicable) 7. Progress reports or correspondence - Selected Student Name 2... a. Program Name 2... 	<p>A list of students per program who were terminated or withdrawn from the institution within the 12-month period prior to the visitation.</p>
<p>9. LOA Student Lists</p> <ul style="list-style-type: none"> a. Program Name 1 <ul style="list-style-type: none"> -Selected Student Name 1 1. Enrollment agreement 2. High school graduation or equivalent 3. Admission determination documentation 4. Financial records 5. Academic transcript 	<p>A list of students per program who were on a leave of absence from the institution within the 12-month period prior to the visitation.</p>

<ul style="list-style-type: none"> 6. Attendance records (if applicable) 7. Progress reports or correspondence 8. Externship/clinical experience evaluations 9. Placement activity <ul style="list-style-type: none"> - Selected Student Name 2... b. Program Name 2... 	
<ul style="list-style-type: none"> 10. ATB Student List and Files <ul style="list-style-type: none"> - Program Name 1 ATB Student List b. Program Name 1 <ul style="list-style-type: none"> - Selected Student Name 1 1. Enrollment agreement 2. High school graduation or Equivalent 3. Admission determination documentation 4. Financial records 5. Academic transcript 6. Attendance records (if applicable) 7. Progress reports or correspondence 8. Externship/clinical experience evaluations 9. Placement activity <ul style="list-style-type: none"> - Selected Student Name 2... a. Program Name 2... 	<p>A list of Ability-to-Benefit students that lists their program who were enrolled within the 12-month period prior to the visitation.</p>
<ul style="list-style-type: none"> 11. Clinical Experiences <ul style="list-style-type: none"> a. Program Name 1 <ul style="list-style-type: none"> - master list of clinical site information - master list of current students participating in clinical experiences - site viability evaluation for each site in master list - current, signed affiliation agreement for each site in master list b. Program Name 2... 	<p>Clinical Experiences/Externship information: affiliation agreements as applicable (sorted by active, inactive, and pending) and site viability evaluations. A list of current extern students, identifying each student's externship site(s), date/time of externship, supervisor's name, and contact telephone number.</p>

<p>12. Outcomes (Renewals)</p> <ul style="list-style-type: none"> a. PDF of ABHES Annual Report including required attachments (backup documentation forms) b. Additional supporting documentation (placed with other job title, unavailable for placement, credentialing status) c. Additional correspondence and supporting backup documents related to outcomes reporting 	<p><u>Currently accredited institutions</u> – Most recent ABHES Annual Report (currently accredited institutions) and Backup Documentation as required by the <i>Accreditation Manual</i>. Also provide any correspondence and supporting backup related to outcomes reporting pertaining to the most recently submitted Annual Report.</p>
<p>12. Outcomes (Initials)</p> <ul style="list-style-type: none"> a. Backup documentation forms for retention, credentialing, and placement b. Additional supporting documentation (placed with other job title, unavailable for placement, credentialing status) 	<p><u>Initial applicants</u> – The backup documentation described above must be provided to support the retention, credentialing, and placement rates for the last July 1 through June 30 period.</p>
<p>13. Program Curricula</p> <ul style="list-style-type: none"> a. Program Name 1 <ul style="list-style-type: none"> - Syllabi - Lesson plans/instructional content used b. Program Name 2... 	<p>Complete program curricula, including syllabi and lesson plans/instructional content used for all programs.</p>
<p>14. Outside Preparation Documentation</p> <ul style="list-style-type: none"> a. Program Name 1 b. Program Name 2 	<p>Documentation for each credit-awarding program that supports the outside (preparation) hours as presented on course syllabi. Such documentation may include, but is not limited to, institutional (or program) policies and procedures that justify, clarify, and/or support the institution’s assignment of the outside hours.</p>
<p>15. Examination Series and Competency Evaluation Forms</p> <ul style="list-style-type: none"> c. Program Name 1 d. Program Name 2 	<p>The examination series and competency evaluation forms for each program, including the process used to assess each competency required for successful program completion.</p>
<p>16. Program Advisory Board</p> <ul style="list-style-type: none"> a. Program Name 1 <ul style="list-style-type: none"> - Minutes and distribution for the past two meetings - List of advisory board members and their roles b. Program Name 2... 	<p>Program Advisory Board Meeting Minutes for the past two meetings and a list of board members noting their role on the Advisory Board and qualifications for that role.</p>
<p>17. Program Effectiveness Plans</p> <ul style="list-style-type: none"> a. Program Name 1 <ul style="list-style-type: none"> - Program Effectiveness Plan - Supporting Documentation 	<p>Program Effectiveness Plan(s), including supporting documentation. Executed constituency surveys must be provided.</p>

<p>b. Program Name 2...</p>	
<p>18. Faculty Personnel Records</p> <ul style="list-style-type: none"> a. Program Name 1 (First Name Last Name) <ul style="list-style-type: none"> - List of all current program faculty - Faculty Name 1 <ol style="list-style-type: none"> 1. Signed job descrip 2. Resume/CV 3. Educational transcripts 4. Current license/credential 5. Annual performance eval within past 12 months 6. 30-day classroom eval 7. Professional development within past 12 months 8. In-service training within past 12 months 9. ABHES Faculty Data Sheet 10. Hep B documentation - Faculty Name 2... b. Program Name 2 <ul style="list-style-type: none"> - List of all current program faculty - Faculty Name 1... 	<p>A list of all current program faculty. Faculty personnel files, which contain all items of Appendix E, Section B of the <i>Accreditation Manual</i> (these files may be provided upon the team’s arrival for security purposes).</p>
<p>19. Program Supervisor Personnel Records</p> <ul style="list-style-type: none"> a. Program Name 1 <ul style="list-style-type: none"> - List of individuals who manage each program - Individual Name 1 (First Name Last Name – Job Title) <ol style="list-style-type: none"> 1. Signed job descrip 2. Resume/CV 3. Educational transcripts 4. Current license/credential 5. Annual performance eval within past 12 months 6. 30-day classroom eval 7. Prof Dev within past 12 months 8. In-service training within past 12 months 	<p>A list of all current individuals who manage each program. Personnel files, which contain all items of Appendix E, Section B of the <i>Accreditation Manual</i> with the exception of 5, 6, 8, and 10 unless the individual is also part of the program faculty (these files may be provided upon the team’s arrival for security purposes). In addition to the requirements of Appendix E, Section B, the institution must also provide education related management training for each individual who is part of the program management as described in the institution’s narrative for Standard V.E.1.a.</p>

<p>9. ABHES Faculty Data Sheet</p> <p>10. Hep B documentation</p> <p>11. Education related management training</p> <ul style="list-style-type: none"> - Individual Name 2...(First Name Last Name – Job Title) <p>b. Program Name 2</p> <ul style="list-style-type: none"> - List of individuals who manage each program - Individual Name 1...(First Name Last Name – Job Title) 	
<p>20. Faculty Meeting Minutes</p> <ul style="list-style-type: none"> a. Program Name 1 <ul style="list-style-type: none"> - Date 1 Minutes and Distribution - Date 2 Minutes and Distribution... b. Program Name 2... 	<p>Minutes of faculty meetings held within the past 12 months and evidence of distribution to personnel and interested parties.</p>
<p>21. Institution Floor Plan</p>	<p>A floor plan of the institution, which must include room dimensions.</p>
<p>22. Advertising</p>	<p>Copies of all advertising.</p>
<p>23. Admissions</p>	<p>Admissions/Recruitment staff training materials and scripts.</p>
<p>24. Core Curriculum for Surgical Technology</p>	<p>Current Edition of the Core Curriculum for Surgical Technology (if applicable). This can be provided as a PDF.</p>
<p>25. Attestation of State Authorization Form</p>	<p>Completed Attestation of State Authorization form, if operating outside the program’s home state.</p>
<p>26. Agreements_Contracts</p> <ul style="list-style-type: none"> a. Articulation Agreements and Approval b. Consortium Agreements and Approval c. Third-Party Contracts and Approval 	<p>Copies of executed articulation agreements, consortium agreements, and third-party contracts, which provide for a portion of student instruction in a program, and documentation of ABHES approval of the agreement.</p>
<p>27. Institution and Program Facility Tours</p> <ul style="list-style-type: none"> a. Administration and Shared Resources <ul style="list-style-type: none"> o Administrative Office and Student Services o Common Areas o Library Resource Center_Library b. Program Facilities and Equipment <ul style="list-style-type: none"> - Program Name 1 <ul style="list-style-type: none"> o Classroom Space o Laboratory Space o Program Equipment - Program Name 2... c. Documenting a Separate Educational Center 	<p>Virtual tours of the institution and program facilities. Please refer to Virtual Tour of Institution & Program Facilities Requirements document.</p>

<ul style="list-style-type: none"> - SEC Address o Separate Educational Center I SEC o SEC Classroom Space o SEC Laboratory Space o SEC Program Equipment 	
<p>28. Catalog and Addenda</p> <ul style="list-style-type: none"> a. Catalog b. Addenda 	<p>A copy of the institution's current catalog including any current addenda. Table of contents indicating what page(s) each requirement of Appendix C, Catalogs are located.</p>
<p>29. Administrative Personnel Records</p> <ul style="list-style-type: none"> a. Personnel Record 1 (First Name Last Name – Job Title) <ul style="list-style-type: none"> 1. Signed job descrip 2. Resume/CV 3. Prof Dev b. Personnel Record 2... 	<p>Files for key administrators (e.g. Campus President, Director of Education, Director of Admissions, etc.) including job descriptions, resume/CV, and recent professional development.</p>
<p>30. Regulatory Documents</p> <ul style="list-style-type: none"> a. State License/Approval b. Current Fire/Safety Inspection c. Eligibility and Certification Approval Report (ECAR) d. Program Participation Agreement (PPA) e. Title IV Financial Aid Compliance Audit 	<p>Copies of the following documents: State License/Approval; Current Fire/Safety Inspections; Eligibility and Certification Approval Report ECAR); Program Participation Agreement (PPA); and Title IV Financial Aid Compliance Audit, if application.</p> <p>If any of the items are not applicable, please provide a document with a statement indicating why the institution does not have the requested document or it is not applicable.</p>
<p>31. Regulatory Correspondence</p>	<p>Copies of any correspondence with any oversight agency (e.g. U.S. Department of Education, state approving agencies, programmatic accreditor, etc.) since the institution's most recent grant was issued.</p>
<p>32. Grievance Policy_Complaint File</p> <ul style="list-style-type: none"> a. Grievance Policy b. Complaints and Resolution <ul style="list-style-type: none"> - Complaint 1 o Complaint o Resolution 	<p>Copies of the institution's published grievance policy and any complaints received including resolution.</p>
<p>33. Emergency Preparedness Plan</p>	<p>Copy of the institution's Emergency Preparedness Plan.</p>
<p>34. Continuing Education Courses</p> <ul style="list-style-type: none"> - CEU 1 - CEU 2 	<p>For initial institutional applicants offering continuing education courses only: (1) a summary of the educational objectives, schedule of instruction, course/program description, and delivery method for any currently offered continuing education courses; (2) a description of the intended audience to include the</p>

	<p>criteria for enrollment (prerequisites, licenses, prior education, etc.) for any currently offered continuing education courses; (3) copies of publications used to identify the continuing education courses; and, (4) a copy of the document used to demonstrate successful completion of the continuing education course.</p>
<p>35. Learning Resource Personnel Record(s)</p> <ul style="list-style-type: none"> a. Personnel Record 1 (First Name Last Name – Job Title) <ul style="list-style-type: none"> 1. Signed job descrip 2. Resume/CV 3. Educational transcripts, if applicable 4. Prof Dev, if applicable b. Personnel Record 2... 	<p>File(s) for learning resource personnel/librarian including job descriptions and resume/CV as well as educational transcripts and recent professional development, if applicable per Chapter VI.</p>