

Dear ABHES Membership:

On September 17, 2020, the primary contact of each member should have received an invitation to create an account on the new ABHES Member Portal from annualreport@abhes.org. If you have not received the invitation to confirm your registration, please contact sgelfound@abhes.org. **You must** have an account to access the **ABHES Member Portal**.

The new ABHES Annual Report will be live on **Monday September 28, 2020** and will be due at 5:00 p.m., ET, on **December 1, 2020**. The Annual Report consists of three individual sections:

- An on-line questionnaire that will ask you to verify information about the institution and programs offered as well as enter information pertaining to ownership and enrollment data.
- Program document templates, which replaces the back-up documentation forms previously required for retention, placement, and credentialing. These spreadsheets will be created by the system for any programs that were active as of June 30, 2020. Each spreadsheet is unique to each program and can be identified by the spreadsheet name that uses the following methodology: program name -credential awarded -total clock hours.
- A financial report for ABHES institutional members that will require the upload of audited financial statements and applicable financial information.

A new feature in the 2019-2020 Annual Report is the automatic creation of an invoice for sustaining fees based upon the answers provided in the report.

Training videos for the Annual Report can be found here:

1. How to access portal - <https://youtu.be/FcNPujshi-Y>
2. How to access annual report - <https://youtu.be/WbWt9zAdhpk>
3. How to access spreadsheets - <https://youtu.be/aTLzKnYX4-c>
4. How to complete spreadsheets - <https://youtu.be/tcwRNMActAM>
5. How to upload spreadsheets - <https://youtu.be/sKgzyNhm0ps>
6. How to complete the questionnaire - <https://youtu.be/Wy0P9APruYo>

Upon completion, the institution will see the reported retention, placement, and credentialing exam participation and pass rates. The financial report will be available by mid-October. The 2019-2020 Annual Report will be due on December 1, 2020, at 5:00 PM ET.

Webinar trainings will be held every Wednesday at 12:00 p.m., ET, starting on October 14, 2020, and will continue through November 4, 2020, to demonstrate how to complete the new Annual Report and answer any questions in real time. Webinar invitations will be sent out in the coming weeks.

If you have questions or concerns about the new Member Portal and/or the 2019-2020 Annual Report, please contact me directly at sgelfound@abhes.org.