

Dear ABHES Membership:

The 2020-2021 Annual Report is now open. If you have trouble logging into the ABHES [Member Portal](#), please contact [annualreport@abhes.org](mailto:annualreport@abhes.org).

The ABHES Annual Report, which includes the applicable sections below, is due at **5:00 p.m., EST, on Tuesday, November 2, 2021:**

- An online questionnaire that will require verification of the programs offered, ownership information, and enrollment data.
- Program spreadsheets that will be created by the system for any programs that were active as of June 30, 2021. Each spreadsheet will be unique to each approved program and identifiable by the program name, credential awarded, and total clock hours.
- Program outcomes backup data. This is a new feature of the 2020-2021 Annual Report for those members who have been randomly selected to provide such data. If you have been notified by ABHES to provide this information, you will be required to upload it to the Program Information section (applicable only to ABHES institutions and programs selected for random backup data review).
- A financial report that will require audited financial statements and financial information to be uploaded (applicable only to ABHES institutional members).
- Annual sustaining fees in the amount stipulated in Appendix G, Fees, of the *Accreditation Manual*. Payments are to be remitted online via ACH or credit card. For assistance, contact [accounting@abhes.org](mailto:accounting@abhes.org).

Please note, for the best user experience please use Microsoft Office 2019 or above.

The first webinar training will be held tomorrow at 12:00 p.m., EST, to demonstrate how to complete the Annual Report and answer any questions in real-time. If you can't attend tomorrow's webinar, will hold follow-up webinars on September 14, 2021, and October 12, 2021. Please use the following link to access the webinars (<https://us02web.zoom.us/j/82422523934?pwd=cjBESkFHa3IDQXdUL2UrRHlaZEVGdz09>)

**The ABHES Annual Report, which includes all of the noted applicable sections above, is due at 5:00 p.m., EST, on Tuesday, November 2, 2021. At that time, the system will be locked and any institution that has not submitted a complete Annual Report and sustaining fee will be assessed a \$2,500 late fee per Appendix G, Fees, of the *Accreditation Manual*.**

If you have questions or concerns about the new Member Portal and/or the 2020-2021 Annual Report, please contact us at [annualreport@abhes.org](mailto:annualreport@abhes.org).