

ABHES SCHOOL GUIDE – PREPARING THE INSTITUTIONAL SER

HOW TO PREPARE THE INSTITUTIONAL SELF EVALUATION REPORT (SER)

Bayside Projects Consulting Free Download Reference Guide

The SER is a document prepared in a narrative format that, along with the Exhibits, will demonstrate your institution's compliance with ABHES standards.

RECOMMENDED STEPS FOR PREPARING THE SER

1. Attend ABHES's Workshops.
2. Assign SER committee members.
3. Download ABHES's Institutional SER template and review the Institutional SER Instructions.
4. Share ABHES workshop information with the SER committee members.
5. Issue the school's Policies and Procedures Manual aligned with ABHES's standards.
6. Provide training to all personnel on newly adopted Policies and Procedures.
7. Committee members start working on the writing of the SER sections and Exhibits.
8. Conduct weekly SER committee meetings to confirm progress.
9. Ask committee members to provide feedback on SER sections assigned to other personnel.
10. All personnel must be involved with the SER and Exhibits: creation, data collection, and review.
11. Consult often with ABHES staff for clarifications and guidance.
12. Submit Draft SER as per due date.
13. Make corrections to Draft SER as per the preliminary visit recommendations.
14. Submit the Final SER as per provided deadline and instructions.

SER SECTIONS

1. Cover Page
2. Program Information
3. Chapter II – Eligibility and Classifications
4. Chapter IV – Institutional Accredited Members
5. Chapter V – Educational Programs (one per program)
6. Chapter VI – Degree Program Standards (one per each degree program)
7. Chapter VII – MA – Medical Assisting Standards
8. Chapter VII – MLT - Medical Laboratory Technology Standards
9. Chapter VII – ST – Surgical Technology Standards
10. Chapter VIII – DA I – Dental Assisting Standards
11. Chapter VIII – DA II – Dental Assisting Standards
12. Chapter VIII – DMS – Diagnostic Medical Sonography Standards
13. Chapter VIII – MTB – Massage Therapy and Bodywork Standards
14. Chapter VIII – PHT – Pharmacy Technician Standards
15. Chapter VIII – RT – Radiologic Technology/Radiography Standards
16. Chapter IX – Distance Education Standards
17. Exhibits

REFERENCES

- [ABHES Instructions for the Institutional Self Evaluation Report.](#)

Need assistance with your institution's ABHES initial accreditation? We are glad to help. Visit our [ABHES Accreditation Page](#) for the application process information and additional reference guides. Visit [ABHES Accreditation Consulting](#) for a list of the services we provide. Request a complimentary Consultation. [Bayside Projects Consulting](#)