

ABHES SCHOOL GUIDE – PREPARING THE PROGRAMMATIC SER

HOW TO PREPARE THE PROGRAMMATIC SELF EVALUATION REPORT

Bayside Projects Consulting Free Download Reference Guide

The Self-Evaluation Report 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 PROGRAMMATIC SER

1. Attend ABHES's Workshops.
2. Assign SER committee members.
3. Download ABHES's Programmatic SER template and review the Programmatic 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 the due date provided.
13. Make corrections to Draft SER as per the preliminary visit recommendations.
14. Submit the Final SER as per provided deadline and instructions.

PROGRAMMATIC SER SECTIONS

1. Cover Page
2. Program Information
3. Chapter II – Eligibility and Classifications
4. Chapter V – Educational Programs Standards (one per program)
5. Chapter VI – Degree Program Standards (one per each degree program)
6. Chapter VII – MA – Medical Assisting Standards
7. Chapter VII – MLT - Medical Laboratory Technology Standards
8. Chapter VII – ST – Surgical Technology Standards
9. Chapter IX – Distance Education Standards
10. Exhibits

REFERENCES

- [ABHES Instructions for the Programmatic Self-Evaluation Report.](#)
- [ABHES Accreditation Manual.](#)

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](#)