

ABHES SCHOOL GUIDE – MOVING FROM LICENSED TO ACCREDITED

THE 4 MILESTONES INSTITUTIONS MUST ACCOMPLISH TO ACHIEVE ACCREDITATION

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Accreditation is probably the most challenging and rewarding experience your institution will ever go through. Are you an ABHES new applicant? This chart will help you visualize the internal process institutions go through to move from licensed to accredited. The tasks to be accomplished are grouped into 4 distinctive milestones.

Each milestone builds the foundation for the next. No skipping!

MILESTONE 1 – ALIGNING YOUR INSTITUTION WITH ABHES STANDARDS		
<ul style="list-style-type: none"> Reviewing ABHES’s eligibility criteria and establishing a plan to address pending items necessary to qualify for application. Submitting ABHES accreditation application. Attending ABHES accreditation workshop. Aligning your institution with ABHES standards: Policies, Procedures, Student Files, Employee Files, Catalog, Employee Manual, Faculty Handbook. 	Completed? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Free Reference Guides Eligibility Self-Assessment Policies and Procedures Operations Manual Graduate File Documents Withdraw File Documents Employee File Documents
MILESTONE 2 – IMPLEMENTING ANNUAL EVALUATIONS		
<ul style="list-style-type: none"> Issuing Your Institution’s Annual Operations Calendar. Conducting meetings ABHES compliant: staff, advisory committee, faculty, financial, institutional planning. Conducting surveys ABHES complaint: graduates, students, end of course, employers, employees, policies and procedures. Conducting program reviews ABHES compliant: reviews by advisory committee and faculty. 	Completed? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Free Reference Guides Operations Calendar Sample Annual Meetings Annual Surveys
MILESTONE 3 – ISSUING YOUR ANNUAL PROGRAM EFFECTIVENESS PLANS (PEPs)		
<ul style="list-style-type: none"> Publishing your first Program Effectiveness Plans (PEPs) Conducting and documenting quarterly PEPs reviews. 	Completed? <input type="checkbox"/> <input type="checkbox"/>	Free Reference Guides Preparing the PEP
MILESTONE 4 – PREPARING THE ACCREDITATION DOCUMENTS AND VISITS		
<ul style="list-style-type: none"> Preparing the Self Evaluation Report (SER) and Exhibits. Preparing for ABHES Preliminary Visit. Hosting ABHES Preliminary Visit. Submitting the final Self Evaluation Report (SER) and Exhibits. Hosting the Accreditation Visit. Responding to the On-Site Evaluation Report 	Completed? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Free Reference Guides Readiness Self-Assessment Preparing Institutional SER Preparing Programmatic SER

Requirements may vary depending on your institution’s scope and programs. This is a sample guide to help you get started. We recommend confirming current accreditation standards and requirements before starting the process.

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](#)