

ABHES SCHOOL GUIDE - ANNUAL MEETINGS

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Suggested annual meetings for ABHES-accredited schools. Schedule and meetings may vary depending on the institution's scope and size. ABHES standards are subject to change. We recommend confirming your institution meetings comply with best practices, licensing, ABHES, and any additional regulatory standards that may apply.

Meeting	Frequency	Participants	External Members?	January Meeting	April Meeting	July Meeting	October Meeting
INSTITUTIONAL ASSESSMENT and PLANNING MEETING <i>(Reviews the PEPs, action items, program outcomes reports, and related topics)</i>	Quarterly	Personnel representing each department of the school (directors).	NO	X	X	X	X
PROGRAM ADVISORY BOARD MEETINGS <i>(Reviews school programs as per ABHES standards. One meeting per program or programs' cluster)</i>	Annual	External advisory members and school representatives such as the President, Director of Education, faculty members.	YES		X		
PROGRAM REVIEWS BY ACADEMIC DEPARTMENT <i>(Reviews each program as per ABHES standards)</i>	Annual	Director of Education and faculty members	NO		X		
STAFF MEETING <i>(Informs personnel of last year's results and reports, presents PEP, current year plans, and Receive personnel feedback)</i>	Annual	All school personnel listed in the organizational chart and catalog: administrative and faculty	NO		X		
ACADEMIC MEETING <i>(Reviews academic topics)</i>	Quarterly	Director of Education and faculty.	NO	X	X	X	X
FINANCIAL MEETING <i>(Reviews financial topics)</i>	Quarterly	President, Financial Director, Accountant, Financial Auditor.	NO	X	X	X	X

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](#)