

ABHES SCHOOL GUIDE – PREPARING THE PEP

HOW TO PREPARE THE PROGRAM EFFECTIVENESS PLAN (PEP)

Bayside Projects Consulting Free Download Reference Guide

Included next are suggestions to help you get started with the PEP Annual Report. Once it is issued, we recommend a quarterly review documented with meeting minutes.

SUGGESTED STRATEGIC PLAN SECTIONS

1. Cover Page with Revision Date
2. Table of Contents
3. Program Information
4. Program Objectives
5. Process and Timetable for Annual Assessment
6. Program Retention Rate
7. Credentialing Examination Participation Rate
8. Credentialing Examination Passing Rate
9. Job Placement Rate
10. Surveys: student, clinical extern affiliates, graduate, and employer
11. Delivery Method Assessment
12. Demographics for Student Retention and Placement

PEP REPORT ANNUAL PROCESS

1. If this is your first time preparing a PEP Annual Report, we recommend completing [ABHES101 Developing a Program Effectiveness Plan \(PEP\) CEU Course](#)
2. Compile and summarize data: survey reports, program outcomes, demographic information.
3. Conduct Annual Program Advisory Meetings. Present collected data and document recommendations by the Program Advisory Members.
4. Conduct Annual Faculty Program Reviews. Present collected data and document recommendations by Faculty Members.
5. Conduct Institutional Assessment Meeting. Present collected data and recommendations by advisory members, faculty members, and document decisions on the implementation of applicable recommendations. As an outcome of this meeting, the executive team will identify the changes in strategies and/or activities that will be made to increase program effectiveness. Identify the Retention Goal for the next reporting year.
6. Present final PEP Annual Report at the Annual Staff Meeting.
7. Distribute final PEP Annual Report via email to staff, faculty, and advisory committee members.
8. Conduct Quarterly Institutional Assessment Meetings to follow on PEP recommendations, action items, and to establish any necessary corrections on program related topics.
9. Document all meetings with proper minutes.

REFERENCES

10. [ABHES Program Effectiveness Plan Guidebook](#).
11. [ABHES101 Developing a Program Effectiveness Plan \(PEP\) CEU Course](#).

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](#)