



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS | ABHES

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ELECTRONIC DELIVERY

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February 28, 2019

Dr. Mary A.Y. Okada
President
Guam Community College
1 Sesame Street
Mangilao, Guam 96913

Dear Dr. Okada:

This letter is to confirm that we have received a copy of the completed *ABHES Application for Programmatic Accreditation*, including the \$4,000 payment, Ownership Disclosure Form, Attestation of Responsibility, evidence of program approvals, and catalog. After a thorough review of the information provided, it appears that the **Medical Assisting (Certificate) program** meets the initial requirements for programmatic accreditation.

Please note that only the programs listed on the application, described in the Self Evaluation Report (SER) and evaluated by the visitation team can be considered in the accreditation process. If the institution modifies the programs listed on the application after the on-site evaluation visit has been conducted, the accreditation process may be delayed as a grant cannot be awarded pending review and Commission consideration of any program changes.

Instructions for Completion of the SER

The program must complete the SER, which is based upon its compliance with the *ABHES Accreditation Manual*, 18th Edition effective **January 1, 2019**. To obtain a copy of the 2018 SER for completion, the program must download it from the ABHES website at <http://www.abhes.org/selfevaluationreport>. It is imperative to utilize the *Accreditation Manual* for guidance and reference when completing the SER; thus, the *Accreditation Manual*, effective **January 1, 2019**, should also be downloaded from the ABHES website at <http://www.abhes.org/accreditationmanual>. You will note that the accreditation standards are identified in bold print with a detailed explanation found directly beneath each standard, which again, is essential to examine when completing the SER.

You must complete the narrative portion of the SER in a concise, yet detailed, manner and respond directly to the standard providing specifics on how the program meets each standard and identify what evidence exists to confirm compliance. **Please be advised that simply restating the standard language or referring to external documents is NOT sufficient.** Involvement of all constituencies including staff, faculty, students, graduates, employers, and advisory committee members is essential to the successful completion of the SER. You are also required to identify the individuals responsible for completing each section of the SER within the report. Please take care in completing SER as the visiting evaluation team and Commissioners will base their judgments, in part, on this document.

The programmatic SER format is consistent with the *Accreditation Manual* and programmatic applicants are required to complete the following applicable sections:

1. **Chapter II**
2. **Chapter V**
3. **Chapter VI** (applicable only to programs where a degree is awarded);
4. **Chapter VII** (applicable to Medical Assisting, Medical Laboratory Technology, and/or Surgical Technology programs); and
5. **Chapter IX** (applicable only to any courses and/or programs offered via distance education)

Preliminary Visitation

The preliminary visit is conducted as a means of advising the institution of whether it is in substantial compliance with the ABHES standards and ready to undergo a full on-site team visit. It is also a time for the institution to address any questions or concerns with staff in a consultative manner.

According to the Application, the institution has opted to waive the preliminary visit.

SER Submission Guidelines

The final SER (narrative and exhibits) will be due on **November 1, 2019**, in preparation to undergo the on-site team visitation between February and early May for review by the Commission at its July 2020 meeting.

The SER must be submitted as one seamless Portable Document Format (.pdf) file. The one file should contain a cover letter, SER narrative and the required exhibits saved on a USB drive or CD Rom, in accordance with the “**SER Electronic Submission Instructions**” found under the Forms Tab/Self-Evaluation Report on the ABHES Website at www.abhes.org/selfevaluationreport.

It is imperative that the USB drive or CD Rom is labeled with the (1) institution’s name, (2) city/state/zip, (3) title “PROGRAMMATIC SER”, and (4) the Date of submission.

ABHES staff will review the SER upon receipt to confirm its completeness. Institutions must be mindful of the necessity for accuracy in the development of the SER. The narrative report must respond completely and accurately to each standard. **Incomplete and/or failure to submit in the required format will be returned for correction and resubmission** which may delay consideration of the application. The accreditation process is your process and should be used to the fullest extent for the continued enhancement of your institution/program.

The institution should retain at least one hardcopy of the SER for its files and for use during the on-site team visit. Once the visit date has been confirmed, the assigned ABHES staff member will forward the visit confirmation letter which will include the names of the visiting team members. It is at that time that copies of the SER should be sent to the team members.

Site Visit Information

It is anticipated that a 3-member team would be assembled for the on-site team visit. **In preparation for the on-site team visit, the institution will be required to remit a visit fee of at least \$6,000 (\$1,500/day per evaluator for the first day; \$500/day, per evaluator, for the second day) and any additional costs incurred for each evaluator given the additional travel time required to and from the United States.** The fees must be remitted in the form of a check made payable to ABHES and submitted,

just prior to the on-site team visit per the visit confirmation letter to be provided. Should you cancel or postpone the on-site team visit once confirmed, the fee will be refunded minus any cancellation fees. **Failure to remit the visit fee by the due date will result a late fee assessment and/or a delay in the accreditation process.**

Workshop Requirement

ABHES requires that a representative from the institution, preferably from the **Medical Assistant program**, attend the ABHES Accreditation Workshop prior to submission of the SER due **November 1, 2019**. The individual(s) designated to attend the workshop should be directly involved in the accreditation and self-evaluation process (e.g., program director, director of education, etc.). According to our records, Katsuyoshi Uchima attended the Accreditation Workshop in February 2019, which satisfies the workshop attendance requirement at this time.

If you have any concerns or questions regarding the enclosed materials, please call the ABHES office at (703) 917-9503. We look forward to establishing a future relationship with your institution!

Sincerely,



India Y. Tips
Executive Director

Required Downloads (2019 Programmatic SER and *Accreditation Manual*)

C: Katsuyoshi Uchima, Program Director