

Dear Medical Assisting Program Director,

CORRECTION: After sending out the **Tipping Point** on January 10th, we became aware of another program director that belongs as #19 in the “Top 30” of longest-serving PDs.

#19 Hany Eissa, MD, DMRD, RMA (AMT)
years

South University (Savannah, GA)

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Congratulations to Dr. Eissa!

Below is your weekly **Tipping Point** from the MAERB office, which is being sent to all program directors of a CAAHEP-accredited program. Don't hesitate to contact your MAERB Program Manager if you have any questions:

What is meant by a Formal Admissions Process?

Almost every medical assisting program has a slightly different process of admission into the program. That being said, from MAERB's perspective, it boils down to two distinct types of admission: 1) You either admit students based on a Formal Admissions Process, or 2) you admit students based on those who enroll in and pass what MAERB calls a “Trigger Course.” Today we are going to discuss the former.

How do I know if I have a formal admissions process or not?

- Does your program have an admissions process that is unique among the other fields of study at your school?
- Do you have some sort of application process by which you can accept certain potential students and reject others?

If you answered “yes” to these questions, then your program uses a Formal Admissions Process. Programs with a Formal Admissions Process should not think or speak in terms of having a Trigger Course. It's impossible to have both a Formal Admissions Process and a Trigger Course.

If you utilize a Formal Admissions Process, then your admissions cohort will consist of those individuals who are “accepted” into your program, show up for the first day of class, and continue in that class beyond the typical week or two during which students are allowed to drop a class.

For example, let's say that 17 students apply for your program and that you accept 14 of the 17 applications. However, let's imagine that only 12 of the 14 students respond and agree to join your program. Then, on the first day of class, only 11 students show up. At the end of the first week, while students may still drop a class without penalty, 1 of the 11 students decides to drop the class. You are then left with 10 admitted students who compose your Admissions Cohort. Those 10 individuals are the ones that you should enter onto your ARF Tracking Tool and report on your online Annual Report Form (ARF).