

Dear Medical Assisting Program Director,

Below is your weekly **Tipping Point** from the MAERB office, which is being sent to all program directors of a CAAHEP-accredited program. It relates to any new assignment of a program director or medical assisting faculty member. Don't hesitate to contact your MAERB Program Manager if you have any questions:

Definition of Educational Theory and Techniques:

The CAAHEP Standards require all program directors and medical assisting faculty to have received instruction in educational theory and techniques. MAERB is not looking for seminars or classes that relate to professional development. Instead, we are looking for topics such as 1) learning theory; 2) curriculum design; 3) test construction; 4) teaching methods; 5) assessment. Technical instruction, such as the use of Blackboard or Canvas, does not meet this requirement.

In addition, MAERB needs to be able to see proof that the instruction was received. If the topic under consideration is not clear based upon the title, MAERB may ask for a content outline. The instruction may take the form of a formal class, online instruction, a seminar or workshop that was attended, or an in-service that is offered by the sponsoring institution.

In order to show documentation of instruction received, programs may submit any one of the following items, as appropriate: a check-in sheet (showing the person's name); a certificate of completion (including the participant's name, the date, the topic, and the signature of the presenter or workshop representative); an unofficial or official transcript (including the name of the student and the grade issued for the class); or a signed, formal letter from the institution, confirming the specific instruction that was presented on a given date and including the participation of the individual in question.