MAERB Fall Report

2025

Contents

MAERB Office and Staff

The MAERB office is open from 8:00 am – 4:30 pm **EASTERN,** Monday – Friday. As always, you have your dedicated Program Manager, either Jim Hardman (jhardman@maerb.org) or Shannon Cannon (scannon@maerb.org), as your central contact, so you can reach out to them with questions. If you do not know who your Program Manager is, please contact maerb@maerb.org, and you will receive an answer to that question. Leah Millett (lmillett@maerb.org) is MAERB's part-time administrative assistant who does a lot of work in the background, so you may occasionally hear from her. And Sarah Marino (smarino@maerb.org), MAERB's Executive Director, is always available as well.

NEW MAERB Program Manager: Shannon Cannon

MAERB welcomes our new Program Manager: Shannon Cannon. Shannon joined the office on August 4, 2025, and she is rapidly learning all that she needs to know to help support you in your role as Program Directors. We have sent a note to all the Program Directors who Shannon will serve as Program Manager, and the rest of you will get to know her as well when you participate in MAERB's activities.

Shannon lives in Georgia, and she loves the outdoors, playing with her many animals (dogs, cats, and chickens), solving puzzles, watching college football, reading, and a host of other activities. She has an MEd in Adult and Continuing Education and Teaching, on top of her BA in Business Administration. She has worked in both academic institutions and veterinary clinics, so she has a wide array of administrative skills.

Shannon is delighted to be able to serve such a robust and dedicated community of educators. Reach out to say welcome to Shannon at scannon@maerb.org!

MAERB Dashboard: MAERB Activities and Aggregated Program Outcomes

In fall 2024, MAERB rolled out a new resource, the 2024 MAERB Dashboard. The Dashboard contained information about community participation in MAERB's activities and other general information. In addition, the MAERB Dashboard provided you with charts about the aggregated outcomes of all the CAAHEP-accredited medical assisting programs.

There is a new 2025 MAERB Dashboard available, and you will find it on the MAERB Website under the *Resources* Tab on the Site Visits and Program Resources page in the section "MAERB Reports."

We have put the information in a PowerPoint presentation, as we hope that you will use it to demonstrate to your communities of interest the virtue and value of accreditation. The number of Program Directors who participate in MAERB's activities is impressive. Also, you might find it a useful resource when sharing your program outcomes with your administrators and Advisory Committee. The aggregated program outcomes will help those communities of interest see the larger picture.

Annual Report Form (ARF) 2024 and 2025 Deadlines

Below you will find a schedule for the 2025 ARF deadlines. Please remember that you should be updating your ARF Tracking Tool regularly so that you can easily fill out your Annual Report Form each year. The MAERB office held a training on the ARF Tracking Tool in April 2025, and you can find a recording of that under the *Resources* tab on the *ARF Information* page of the MAERB website (www.maerb.org). MAERB is offering the Tracking Tool webinar again on September 17, 2025, from 3:00 pm – 4:15 pm EASTERN. Look below at the section, MAERB Virtual Events, for more details.

For the 2025 ARF, we are again extending the timeframe for completion of the Annual Report Form, from five weeks to seven weeks, to allow the MAERB staff more time to review the ARFs in advance of the deadline. The MAERB staff will be glad to review your ARF in advance of submission, but you must complete your ARF (including the uploading of the 3 documents) and request a staff review at least two weeks prior to the final deadline. They will not be able to respond to requests during the last two weeks before the ARF is due. Here are important dates for the next round of ARFs:

Fall Submissions, 2025 ARF
(2024 admission cohorts and 2024 graduates, as well as updates to prior years)

> **COMPLETED August 11, 2025**: Program Directors will receive a notice informing them that in approximately 30 days the 2025 ARF will be accessible online.
> **September 11-12, 2025**: Program Directors will be sent an email with ARF logistics, along with the green light to proceed.
> **October 17, 2025**: Last day to request a review of your completed ARF before submission.
> **October 31, 2025**: Firm deadline for submission of the 2025 ARF.

Spring Submissions, 2025 ARF
(2024 admission cohorts and 2024 graduates, as well as updates to prior years)

> **December 15, 2025**: Program Directors will receive a notice informing them that in approximately 30 days the 2025 ARF will be accessible online.
> **January 15-16, 2025**: Program Directors will be sent an email with ARF logistics along with the green light to proceed.
> **February 20, 2025**: Last day to request a review of your completed ARF before submission.
> **March 6, 2025**: Firm deadline for submission of the 2025 ARF.

The MAERB office does not give extensions for submitting the ARF. There is a late fee if it is submitted late.

MAERB at the 2025 AAMA Conference

Sarah Marino and Jim Hardman will be at the 2025 AAMA Conference in Arlington, VA, from September 19 – 22, 2025, so please stop us and say "hello," when you see us in the hallways. We might need to ask you to remind us of your name and institution when you do so, but we are always friendly, even if we are somewhat forgetful.

MAERB will be holding the **MAERB Forum** on Sunday, September 21, 2025, from 3:30 – 5:30. The forum is open to all conference registrants and attendees will receive two AAMA CEUs. Please join us, as we have a great deal to share with you. We will be discussing some of the new initiatives that we put into place in 2025 and asking for your feedback. In addition, we will be sharing some of our upcoming projects. We will also be asking for your feedback on some potential changes. You will also have the opportunity to talk with each other and ask us questions. For those of you who cannot attend the conference, we will hold a virtual MAERB forum on September 24th, 2025, from 3:00 pm – 4:15 pm EASTERN, and there are details below in the section, MAERB Virtual Events.

In addition, we will be holding a **Self-Study Workshop** on Friday, September 19th, which does require pre-registration. If you are interested in attending, you can go to the MAERB website, www.maerb.org, and click on the *About* tab and go to the *Events* page. You will find information about the Self-Study workshop and how to register, but you will need to do so by **September 5, 2025**.

We look forward to seeing some of you at the AAMA conference!

MAERB Virtual Events

Outlined below are webinars and meetings that MAERB is sponsoring virtually during the fall term. You will find the events and descriptions listed below, along with the dates and timeframes. Please sign up, as it is a good chance to meet your colleagues and to learn more about how to effectively implement the CAAHEP *Standards and Guidelines* into your program. You will also find this list on the MAERB website under the *About* tab on the *Events* page.

ARF Tracking Tool Webinar
September 17, 2025, 3:00 pm – 4:15 pm

All Program Directors are required to annually submit their fully updated ARF Tracking Tool that substantiates the aggregated data that they are reporting on their current ARF. This webinar is designed to help Program Directors to learn effective ways to use the ARF Tracking Tool. Attendance is optional; however, for those who have never attended an ARF Tracking Tool training, it is encouraged. This webinar is designed to help you to prepare for the ARF submissions for the 2024 admission and graduate cohorts to be submitted in the fall of 2025 and spring of 2026.

There is currently a video of a webinar that took place in April 2025 posted on the MAERB's website (www.maerb.org) under the Resources tab on the page ARF Information. The September 2025 webinar will be recorded and posted on the website, replacing the April 2025 video.

Register in advance for this meeting:
https://us02web.zoom.us/meeting/register/7tVlS1PCQYubWhlTI4snJQ

After registering, you will receive a confirmation email containing information about joining the meeting.

MAERB Virtual Forum
September 24, 2025
3:00 pm – 4:15 pm EASTERN

This virtual MAERB Forum contains the information that will be shared at the MAERB Forum during the AAMA Conference in September 2025 for those who were not able to attend. MAERB will be updating you regarding our recent activities, sharing our upcoming plans and projects, and answering any questions that you might have about CAAHEP accreditation and medical assisting programs. We are looking forward to a good discussion.

Register in advance for this webinar: https://us02web.zoom.us/webinar/register/WN_Rb5rioSkTS-QzSFKlSv4QQ

Networking Sessions—Sharing Questions and Best Practices for CAAHEP Accreditation
This networking session is designed for general questions about CAAHEP accreditation and sharing of best practices to ensure compliance with the CAAHEP Standards and Guidelines and MAERB's Policies and Procedures.

Each session will begin with a brief presentation, and then participants will be put into small groups with experienced Program Directors to share questions as well as best practices.

Space is limited, so we ask that you sign up for only one of the sessions so that we can serve as many people as possible.

> **Session A**
> Thursday, October 16, 2025, 3:00 pm – 4:15 pm EASTERN
> Register here: https://us02web.zoom.us/meeting/register/8cN-bewfT5SxlOcR_ZgnhA

> **Session B**
> Wednesday, October 22, 2025, 3:00 pm – 4:15 pm EASTERN
> Register here: https://us02web.zoom.us/meeting/register/Eyg3b19bS_mzbC1TSC2MaQ

> **Session C**
> Friday, October 24, 2025, 1:00 pm – 2:15 pm EASTERN
> Register here: https://us02web.zoom.us/meeting/register/T_mVFU3ZSnKrKljSbqbs0w

MAERB Resources

To achieve our goal of continuous quality improvement, MAERB is always updating the resources that are provided to the Program Directors of CAAHEP-accredited programs. The MAERB resources are now located on several different pages under the *Resources* tab on the main page of the MAERB website.

We do regularly update our materials, and those updates are shared in the weekly Tipping Points. The updates, corrections, and new resources are outlined below indicating the page on which they can be found under the *Resources* tab:

- *ARF Information*
    - **Updated:** 2025 *ARF Instructions* were updated for programs submitting their ARF in fall 2025.
    - **Updated:** The *ARF Tracking Tool Guidance* was updated.
    - **Updated:** The Outcomes Thresholds Chart was edited, with no changes to the Outcomes.
- *Site Visits and Program Resources*
    - **Updated:** The Initial Accreditation SSR Template and the Continuing Accreditation Self-Study Report Template were updated to remove wording that was obsolete. In addition, it clarified the supporting documents required for the Faculty Qualifications Attestation Form.
    - **New:** The *Site Visit Documents* handout has replaced the *ARF Raw Data and On-Site Documents* handout.
    - **Updated:** The *Site Visit Agenda* template has been updated for clarity.
    - **Updated:** The *Checklist: Lab Equipment and Supplies* has been updated with instructions that it cannot be used as an inventory for the Self-Study Report.
    - **New:** MAERB Dashboard FY25
    - **New:** Fall 2025 *MAERB Report*
    - **Updated:** *Program Director Handbook* for 2025
    - **Updated:** *Organization of Documents for Submission* handout was updated to clarify the supporting documents required for the Faculty Qualifications Attestation Form.
- *Educator Videos*
    - **Updated:** Site Visit Preparation for Program Directors

MAERB's Contact Information

Telephone: The telephone number for MAERB remains the following: 312-392-0155. When you listen to the message, you will hear the extensions for the MAERB staff. Please call us when you have questions. As mentioned earlier, MAERB's office hours are 8:00 am – 4:30 pm EASTERN, Monday - Friday.

Submitting Self-Studies, Progress Reports, and other Accreditation Materials: If your submission is not large or multi-layered, you are encouraged to send the documents via email to your Program Manager.

Program Directors have the capacity to upload large submissions, such as Self-Study Reports, Progress Reports, and other special reports on the *Submissions* tab of the MAERB website. The directions for doing so are on the *Resources* tab of the MAERB website (www.maerb.org) on *the Program Resources/Accreditation Resources* section. The instructions are titled, "Submitting Documents, MAERB website." Program Directors can access the *Submissions* tab by using their ARF password. This upload system of the *Submissions* tab is designed for any large collection of documents.

Mailing Address: To remit payments via check to MAERB, use the following address:

> MAERB
> 2339 N. California Ave., #47138
> Chicago, IL 60647

Virtues of Accreditation

The MAERB showcases Virtues of Accreditation on a regular basis in its biannual MAERB Report. At the September 2019 MAERB Forum, participants requested that MAERB provide a brief outline of the virtues of accreditation so that Program Directors and other instructional staff of CAAHEP-accredited medical assisting programs can discuss the benefits of CAAHEP accreditation with administrators at the organizations that sponsor the medical assisting program.

Below you will find a list of accreditation virtues that we first published in fall 2019 with subsequent updates. The MAERB welcomes your participation in this process, as we realize that you, too, have a list of advantages that you outline when you speak to students, administrators, and employers. Please contact Sarah Marino (smarino@maerb.org) if you have additional ideas.

- **Accreditation assures professional competence**: Graduates from a CAAHEP-accredited program have covered the comprehensive MAERB Core Curriculum and achieved the psychomotor and affective competencies to ensure patient safety.
- **Accreditation offers standardization, uniformity, and consistency**: All CAAHEP-accredited programs cover the same MAERB Core Curriculum, so employers can be guaranteed that the students know a given body of entry-level knowledge.
- **Accreditation requires external verification, review, and validation**: In fulfilling the standards, CAAHEP-accredited programs submit their outcomes to MAERB for an annual review and go through a comprehensive site visit review with CAAHEP every ten years.
- **Accreditation protects resources:** The accreditation *Standards and Guidelines* specify that the students and faculty have access to specific resources to ensure that the program can comply with the national standards.
- **Accreditation enhances the institution's reputation**: Institutions participating in programmatic accreditation distinguish themselves from other institutions.
- **Accreditation is public**: CAAHEP-accredited programs are listed in a CAAHEP database for student and educator access, and CAAHEP-accredited programs post their status and outcomes.
- **Accreditation travels well**: Employers across the country recognize the value of accreditation.
- **Accreditation advances the profession**: The standardization, uniformity, and consistency that accreditation ensures, as well as the review of the *Standards and Guidelines* and MAERB Core Curriculum, move the profession forward toward greater recognition in the allied health field.

- **Accreditation acknowledges accountability**: Educational programs graduating prospective healthcare workers must be accountable in ensuring patient safety, and accreditation supports the process of accountability with curriculum that is innovative, relevant, and current.

You can help us by adding to this list, so please contact Sarah Marino (smarino@maerb.org) with your suggestions, and we will continue with this list.