



MAERB Fall Report

2026

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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.

MAERB's Tipping Points—Updated, Aligned, New!

For several years now, Jim Hardman (Assistant Director/Program Manager) has sent out weekly Tipping Points designed to help Program Directors remember the details of the accreditation process. While some Tipping Points are general reminders, others are strategically sent at specific times of year as important reminders.

Beginning this fall, you may notice that many of the Tipping Points have been updated, along with the introduction of some brand new Tipping Points, based upon questions and comments that the MAERB office has received. In addition, you will find them aligned with the other resources that you have available to help you, most specifically the *Program Director Handbook* and the *MAERB Policies and Procedures Manual*. Finally, the calendar for sending them out has been revised and updated so that they align with the academic calendar. The goal for this alignment is to help Program Directors develop their own accreditation calendars. In the *Program Director Handbook*, in the section “Annual Responsibilities,” you will find an extended discussion of the yearly, academic term, and bi/monthly responsibilities of accreditation.

Below you will find an abbreviated version of the discussion in the *Program Director Handbook*, just to give you a sense of the possibility of how to calendar your accreditation activities.

Yearly	Academic Term	Bi/Monthly
• Advisory Committee Meeting and Logistics (recruiting, communicating, and so on) • Resources Assessment Process and Form • Annual Report Form (Submission Fall or Spring) • Practicum sites—Recruitment and Review • Program/Institutional Policy Updates and Reviews	• Submit Faculty Qualifications Attestation Form or Practicum Coordinator workbook, if applicable • Review syllabi for compliance • Update your Curriculum Map, if applicable. • Gather practicum evaluations from students and the sites. • Review gradebooks and competency tracking mechanism • Gather student evaluations of courses.	• Send out Graduate and Employer Surveys, following the time frame required in Policy 205. • Update your ARF Tracking Tool with the appropriate status for students and graduates. • Add items to the advisory committee meeting agenda, as relevant.

You will find that the Tipping Points align with this activity schedule to help you with creating your own accreditation calendar, and we will continue to make sure that the Tipping Points are relevant and helpful.

As always, MAERB looks forward to your feedback about the Tipping Points!

[MAERB at the 2026 AAMA Conference](#)

Sarah Marino and Shannon Cannon will be at the AAMA Annual Conference in Reno, NV, September 14-17, 2026, so please stop us and say “hello,” when you see us in the hallways.

MAERB will be hosting the following events for Program Directors on the date and times below:

Monday, September 14, 2026, 8:00 am – 5:00 pm, local time **Self-Study Workshop, 2022 *Standards and Guidelines***

This Self-Study Workshop is designed to help continuing and initial accreditation programs prepare for the comprehensive review process. The workshop is based upon the 2022 *CAAHEP Standards and Guidelines* and will focus on the MAERB resources to help you prepare for the Self-Study, walk you through the Self-Study template, discuss how to ensure that you are effectively implementing the MAERB Core Curriculum, and provide an overview of how to prepare for the site visit.

The workshop is led by MAERB staff and experienced surveyors, who will share their expertise and knowledge of the *Standards* and the survey process. There is a \$300 fee for attending the workshop, and registration is separate from any AAMA-sponsored activity that you'd like to attend during the annual conference in Reno. Please contact Shannon Cannon (scannon@maerb.org) at the MAERB Office if you would like to register, or go to the *Events and Announcements* page under *About* at the MAERB website.

Wednesday, September 16, 2026, 2:45 – 4:15 pm, local time:
MAERB Forum

During the MAERB Forum, you will receive a report about MAERB's activities over the past 12 months; we will update you on proposed policy changes for the Resource Assessment Form and the Advisory Committee, with the goal of providing greater clarity on the timelines and MAERB's expectations. In addition, we will also be discussing the Annual Report Form (ARF) pre-submission review process, soliciting your feedback and sharing plans for the coming ARF season. Finally, we will be outlining MAERB's process for reviewing and potentially updating the CAAHEP *Standards and Guidelines* and the MAERB Core Curriculum, a process that will start in 2027.

MAERB Virtual Forum

Thursday, September 24, 2026, 2:30 – 3:45 pm Eastern

Registration Link: https://us02web.zoom.us/meeting/register/t2irYyQbQtyMWf_Tq8iyVg

We want to make sure that everyone has access to the information that will be shared in the MAERB Forum at the AAMA Conference. For this reason, we are offering a virtual Forum for those people who cannot attend the Conference. In the virtual MAERB Forum, we will be sharing precisely the same information that we shared with the community at the AAMA Conference, and we look forward to getting feedback from the larger community. If you wish to participate in the Virtual MAERB Forum, you can register at the link above, or you can go to the MAERB website and use the same link.

MAERB Accreditation Fee Schedule Changes REPUBLISHED INFORMATION

The information outlined below was first shared with the community in January 2026 and published in the February 2026 *MAERB Spring Report*. We are republishing it again here as you work on your upcoming budget, and we'll continue to send out other reminders.

On a regular basis, MAERB evaluates its *Fee Schedule* to ensure that the expenses associated with the specific activities align with MAERB's income. Outlined below you will find several upcoming fee changes which will be implemented in 2027, along with a brief explanation for each change. In addition, you will note below the time frame for each fee change. Finally, you can access the [MAERB Accreditation Fee Schedule](#) on the MAERB website under the *About* tab.

The chart below indicates the current fee in black font, which remains in effect for calendar year 2026. The Annual Program Service Fee that will be sent out mid-October 2026 and due by January 15, 2027, will remain the same. The amount that is seen in red font is what will go into effect on January 1,

2027. The Annual Program Service fee that will be sent out mid-October 2027 and due by January 15, 2028, will be the increased amount in red.

Annual Program Service Fees:

1. One program on one campus \$1,700/**\$1,975**
 - a. Each additional program \$850/**\$985**
 - b. Each additional campus \$850/**\$985**
2. Initial Accreditation granted after June 30th of invoiced year for one program on one campus \$850/**\$985**
 - a. Each additional program \$425/**\$490**
 - b. Each additional campus \$425/**\$490**

Since budgets are projected in advance, we wanted you to have access to this information. You will receive the notification again by email. In addition, the information is posted on the MAERB website (www.maerb.org) under the *About* tab on the *Fees* page.

MAERB Annual Report Form (ARF) Fall 2026 & Spring 2027 Deadlines

Looking ahead, below you will find an outline of the MAERB ARF submission schedule for submissions in the fall of 2026 and the spring of 2027. **You will submit the data for your 2025 admission and graduate cohorts and update the information, if applicable, for the 2021 – 2024 admission and graduate cohorts so that the 2021 – 2025 outcomes are accurate.** Remember that you should update your ARF Tracking Tool regularly so that you can easily fill out your Annual Report Form each year.

We are again extending the time frame 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. This ARF review process, which began formally in 2024, has been very successful. Outlined below are the percentages of programs that requested a review of their ARF prior to submission.

Year	Fall ARFs: Percentage of Programs Requesting a Review	Spring ARFs: Percentage of Programs Requesting a Review
2025-26	86%	78%
2024-25	77%	69%

For the upcoming ARF cycle scheduled for the fall of 2026 and the spring of 2027, the MAERB staff will be glad to review your ARF in advance of submission, but you must complete your ARF (including the *General Information* questions and uploading the 3 required documents) and request a staff review at least two weeks prior to the final ARF deadline. The MAERB office will not accept requests for reviews during the last two weeks before the ARF is due. Here are important dates for the ARFs due in the fall of 2026 and the spring of 2027:

Fall Submissions, MAERB ARF

(2025 admission and graduate cohorts, as well as updates to data submitted for 2021-2024)

- **September 10-11, 2026:** Program Directors will be sent an email with ARF logistics, along with the green light to proceed.
- **October 16, 2026:** Last day to request a review of your completed ARF before submission
- **October 30, 2026:** Firm deadline for submission of the ARF

Spring Submissions, MAERB ARF

(2025 admission and graduate cohorts, as well as updates to data submitted for 2021-2024)

- **December 18, 2026:** Program Directors will receive a notice informing them that in approximately 30 days the new ARF will be accessible online.
- **January 14-15, 2027:** Program Directors will be sent an email with ARF logistics along with the green light to proceed.
- **February 19, 2027:** Last day to request a review of your completed ARF before submission
- **March 5, 2027:** Firm deadline for submission of the ARF

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

Training Webinar: ARF Tracking Tool, Wednesday, September 9, 2026, 2:30 – 3:45 EASTERN

Registration Link: <https://us02web.zoom.us/meeting/register/fVQVr8IxQueRtLeQjO5kPQ>

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 upcoming MAERB ARF submissions for your 2025 admission cohorts and your 2025 graduates, which you will be reporting to MAERB either in the fall of 2026 or the early spring of 2027.

There is currently posted on the MAERB's website (www.maerb.org) under the *Resources* tab on the *ARF Information* page a video of the ARF Tracking Tool webinar that took place in April 2026. The September 9, 2026, webinar will be recorded and posted on the website, replacing the April 2026 video.

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 MAERB website.

Throughout this Spring 2026 *MAERB Report*, you have been informed of optional training sessions. You can find a complete list under the *About* tab on the *Events* page. We do regularly update our training materials, and those updates are shared in the weekly Tipping Points email that is sent out by the MAERB office. The recent updates, corrections, and new resources are outlined below, indicating the page on which they can be found under the *Resources* tab:

- **New Page:** Under the *Resources* tab, there is a new page, labeled *Initial Accreditation*, which is designed specifically for programs that are applying for Initial Accreditation.
- **ARF Information**
 - **Updated:** ARF Instructions document was just updated for programs required to submit their MAERB ARF by the October 30, 2026, deadline. The programs will be submitting data for the 2025 admission and graduate cohorts and updating the information, if applicable, for the 2021 – 2024 admission and graduate cohorts
 - **Updated:** ARF instructional videos
- **Site Visits and Program Resources**
 - **Updated:** SharePoint Instructions
 - **New:** Fall 2026 MAERB Report
 - **Updated:** Program Director Handbook (with changes/additions listed in the front of the document)
 - **Updated:** Advisory Committee Agenda Template (with minor wording changes)
 - **Updated:** Syllabus Template and Checklist
 - **Updated:** Working Curriculum Map Template (Added in a column to align it with the Curriculum Map that is used with the Self Study Report (SSR) template)
- **Standards and Policies**
 - **Updated:** Curriculum Change Workbook (Added a row that helps programs to keep track of total clock hours, not including Practicum hours)
- **Educator Videos**
 - **Updated:** Site Visit Preparation for Program Directors

Networking Sessions—Practicum Best Practices

MAERB will be holding three sessions in fall 2026 for Program Directors and other instructional faculty to virtually meet and connect with each other. The topic for the sessions will be the required practicum. Program Directors, working in small groups, will have the opportunity to discuss the challenges, rewards, and best practices of conducting the practicum. In addition, Program Directors and others will be able to discuss how they prepare students for the practicum by means of their other clinical experiences in the program. Program Directors will be put into small groups to share and discuss with their peers.

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.

Networking, Session A

Wednesday, October 7, 2026, 3:00 pm – 4:15 pm Eastern

Registration Link:

<https://us02web.zoom.us/join/Pp3-huf5T1aog13TzK4erw>

Networking, Session B

Thursday, October 8, 2026, 2:30 – 3:45 pm Eastern

Registration Link: <https://us02web.zoom.us/join/4LdwsWF8S6O3aihmGFzz9w>

Networking, Session C

Wednesday, October 14, 2026, 2:30 – 3:45 pm Eastern

Registration Link: <https://us02web.zoom.us/meeting/register/fDk6uGdTQ4m0z95u1IOFBg>

MAERB's Contact Information

Telephone: The telephone number for the MAERB office remains as follows: 312-392-0155. When you listen to the message, you will hear the extensions for the MAERB staff. Please call or email us whenever 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: Self Study Reports, along with other large, multi-layered submissions, are always to be submitted at MAERB's *Submissions* tab. 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.

However, regarding other reports, if your submission is not large or multi-layered, you are encouraged to send the documents via email to your Program Manager.

Mailing Address: In order 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 *The Virtues of Accreditation* on a regular basis in its bi-annual *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 and have updated since then. 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.