



MAERB Spring Report 2026

Contents

MAERB Office and Staff	2
MAERB at the 2026 AAMA Conference	2
MAERB Policy Changes.....	3
MAERB Policy 225: Administrative Fee for Timely Resource Assessment Form	4
MAERB Accreditation Fee Schedule Changes REPUBLISHED INFORMATION	5
Annual Report Form (ARF) 2025 and 2026 Deadlines	6
Training Webinar: ARF Tracking Tool, Thursday, April 21, 2026, 3:00 – 4:15 pm EASTERN.....	7
MAERB Resources	8
MAERB’s Contact Information.....	8
Virtues of Accreditation	9

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 at the 2026 AAMA Conference

The MAERB is planning to be at the AAMA Annual Conference in Reno NV, September 14-17, 2026. 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 best ensure if you are effectively implementing the MAERB Core Curriculum, and provide an overview of how to prepare for the site visit.

This program 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. We will be opening the registration for the event in late March 2026. The programs

that have site visits scheduled in 2027, 2028, and 2029 will be contacted and given preference for registering, after which point registration will be open to the broader community.

**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 in academic year 2025-2026; at this time, we do not have many details about the substance of the Forum, but we will share that information as it becomes available, and we will be discussing the recent policy changes that we have outlined below. We wanted, however, to let you know that we will be there. We look forward to receiving your feedback.

We look forward to seeing many of you at the AAMA Conference in fall 2026, as it is always good to have the opportunity to mingle in person.

MAERB Policy Changes

MAERB has updated its *Policies and Procedures Manual*, with several important changes. It will be important for you to download the most recent version of the *Manual*, which has been posted on the website. Outlined below you will find a summary of the changes, and there will be further discussion about those changes throughout the year, as MAERB is dedicated to supporting you and your CAAHEP-accredited program in the compliance processes.

MAERB Policy 225: Resource Assessment—The policy was updated to mandate that the resource assessment process and completion of the Resource Assessment form occur at least every 12 months. Programs can still determine to conduct the resource assessment process either every calendar year or every academic year (July/August – June/July), but, based upon Standard III.D., it does need to be conducted every 12 months.

MAERB Policy 230: Advisory Committee—The policy was updated to mandate that the Advisory Committee Meeting occur at least every 12 months. Programs can still determine to conduct their Advisory Committee Meeting either every calendar year or every academic year (July/August – June/July), but, based upon Standard III.D., it does need to be conducted every 12 months.

MAERB Policy 240: Program Director Change/Appointment—MAERB outlined the process for informing the office about any temporary leave (1 to 6 months) of a Program Director. This information is already in the *Program Director Handbook*, but the Policy reinforces the process.

MAERB Policy 325: Progress Reports—The Council of Higher Education Accreditation (CHEA), which recognizes the Commission on Accreditation of Allied Health Education Programs (CAAHEP), now mandates that all citations from a site visit be resolved within four years from the date of the official CAAHEP letter that either acknowledges continuing accreditation or grants initial accreditation after a comprehensive review. This information was added to the policy. Continuing accreditation programs will still have a maximum of two progress reports to demonstrate compliance. Initial accreditation programs will no longer have three progress reports to demonstrate compliance, as the updated policy limits them to two progress reports.

MAERB Policy 335: Negative or Adverse Recommendations: Probation, Withdrawal, and Withhold—The policy outlines the circumstances by which a program would receive a recommendation for probation. While many of the circumstances remain the same, because MAERB is no longer quantifying its curriculum review, it was determined that a program could receive a recommendation of probation if the program was not able to demonstrate that the MAERB Core Curriculum’s cognitive objectives, psychomotor and/or affective competencies are taught and assessed to achieve substantive learning. In addition, there was a corollary added that the combination of multiple, significant deficiencies could potentially lead to a recommendation of probation.

As stated above, there will be further discussions and explications on the implications of these policies to ensure that there is no lack of clarity.

[MAERB Policy 225: Administrative Fee for Timely Resource Assessment Form](#)

As has been the case for many years, Program Directors are required to submit their completed Resource Assessment Form and Advisory Committee Meeting Minutes together with the submission of their Annual Report Form (ARF) each year.

The MAERB office’s review of ARFs consistently shows that most programs are not completing the Resource Assessment form within the mandated time frames based upon Policy 225. The policy requires that the Resource Assessment form be completed either 1) by the end of the academic year or the end of the calendar year or 2) within the first two months following the end of that same time period. Completion is noted by the date of the two required signatures of the Program Director and direct supervisor.

Beginning in fall 2027, with the collection of the 2026 Resource Assessment form, programs that do not complete the Resource Assessment form, including the electronic signatures and dates of both the Program Director and the PD’s immediate supervisor, will be assessed an administrative late fee of \$250, as the assessment of resources was not conducted within a timely fashion and in compliance with CAAHEP and MAERB policy.

Standard III.D of the CAAHEP *Standards and Guidelines* outlines that a program must annually assess the appropriateness and effectiveness of the required resources outlined in the *Standards* to best determine program planning and change. If there are improvements required, programs must create an action plan and document its implementation and results. This Standard focuses on quality improvement, asking you to evaluate your resources for effectiveness. The Resource Assessment form is the product of your annual resource assessment. Quality improvement is an ongoing process. As such, your annual Resource Assessment form must always build upon your program’s completed Resource Assessment forms from previous years.

MAERB Policy 225 provides more details about the process, as Program Directors of CAAHEP-accredited programs must use MAERB’s three required resource surveys and MAERB’s Resource Assessment form. Program Directors have the option to add data from other sources to their annual Resource Assessment. The MAERB Resource Assessment form was radically updated and streamlined in 2023 based upon the good comments and concerns expressed by the Program Directors of the CAAHEP-accredited medical assisting programs.

Assessing the program's resources annually is vitally important for the following reasons:

- The Program Sponsor can see what type of support the CAAHEP-accredited medical assisting program requires to maintain compliance with the *Standards and Guidelines*.
- The annual resource assessment provides the advisory committee with a helpful snapshot of both the program's 1) positive assets and 2) its current challenges.
- The resource assessment provides a written justification for program planning, change, and development.

The three (3) mandated-use surveys and the resource assessment must be conducted and completed in a timely manner, either by the end of the time frame being assessed or within two months after that time frame. During each 12-month period that is being assessed, it is important to survey the students, faculty, and advisory committee that participated in the program. For example, for the 2026 Resource Assessment, you will need to get the information from the students who attended the program, the faculty who taught in the program, and the advisory committee that counseled the program during that time frame. If you assess your resources by calendar year, you will need to have completed your Resource Assessment Form by February 2027. If you assess your resources by academic year (from July 2026 to June 2027), you will need to have the Resource Assessment form completed no later than the end of August 2027.

As stated above, programs not complying with this timeframe will be assessed an administrative late fee of \$250, as the program would not be complying with the required time frames.

This information is shared 18 months prior to MAERB taking any action, so that programs can immediately put in place the necessary corrective actions to avoid this administrative fee. The MAERB office has sent warning notes in the fall of 2025 and the spring of 2026, and it will continue to do so for the next year, well before any fee is assessed during the 2027 ARF season. If your program's 2026 Resource Assessment (either for surveys corresponding to calendar year 2026 or to academic year 2026-2027) is not conducted, completed, and signed within the MAERB-prescribed time frame, it will be assessed the administrative fee.

MAERB Accreditation Fee Schedule Changes **REPUBLISHED INFORMATION**

The information outlined below was shared with the community in January 2026. We are republishing it again for purposes of clarity, 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 amount that is seen in red font is what will go into effect on January 1, 2027.

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.

Annual Report Form (ARF) 2025 and 2026 Deadlines

Looking ahead, below you will find an outline of the 2026 ARF submission schedule as well as a reminder about the 2025 ARF spring deadlines. Remember that you should update 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 September 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 Thursday, April 21, 3:00 – 4:15 pm EASTERN. Look below for more details. The content of this upcoming webinar will not differ substantially from the September 2025 webinar.

For the 2026 ARF, 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	86%	76%
2024	77%	69%

Due to the significant number of programs participating, there has been a dramatic reduction in ARF unlock fees and considerably less stress, for both Program Directors of CAAHEP-accredited programs and MAERB Staff. While stress cannot be quantitatively measured, it does make a difference.

For the upcoming 2026 ARF cycle, the MAERB staff will be glad to review your ARF in advance of submission, but you must complete your ARF (including the general info 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 review the information during the last two weeks before the ARF is due. Here are important dates for the next round of ARFs, with a brief reminder for the programs that are currently working on their 2025 ARF:

Spring Submissions, 2025 ARF

(2024 admission cohorts and 2024 graduates, as well as updates to prior years)

- **March 6, 2026:** Firm deadline for submission of the 2025 ARF.

Fall Submissions, 2026 ARF

(2025 admission cohorts and 2025 graduates, as well as updates to prior years)

- **August 12-14, 2026:** Program Directors will receive a notice informing them that in approximately 30 days the 2026 ARF will be accessible online.
- **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 2026 ARF

Spring Submissions, 2026 ARF

(2025 admission cohorts and 2025 graduates, as well as updates to prior years)

- **December 18, 2026:** Program Directors will receive a notice informing them that in approximately 30 days the 2026 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 2026 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, Thursday, April 21, 2026, 3:00 – 4:15 pm EASTERN

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 ARF submissions regarding 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 a video of a webinar that took place in September 2025 posted on the MAERB's website (www.maerb.org) under the *Resources* tab on the *ARF Information* page. The April 2026 webinar will be recorded and posted on the website, replacing the September 2025 video.

You can register for the webinar at the following link:

https://us02web.zoom.us/meeting/register/_y1EQxUYQjKkgquixaf1GA

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:

- *Home page*: New important dates have been added, and the MAERB Office holidays are listed.
- *ARF Information*
 - **New**: *Diagnosing the Annual Report Form* Video—a resource that helps you review your ARF using the same techniques as the MAERB Staff
 - **New**: ARF Review Checklist—a companion document to the video
 - **Updated**: 2025 *ARF Instructions* were updated for programs that submit their 2025 ARF by March 6, 2026, deadline.
- *Site Visits and Program Resources*
 - **Updated**: Site Visit Documents
 - **Updated**: SharePoint Instructions
 - **New**: Spring 2026 *MAERB Report*
- *Standards and Policies*
 - **Updated**: *MAERB Policies and Procedures Manual* (showing recent policy changes)
- *Educator Videos*
 - **Updated**: Site Visit Preparation for Program Directors

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 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: 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 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 and have been 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.