



MAERB Spring Report 2025

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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 Michelle Everett (meverett@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 Statement: 2/14/25 USDE Dear Colleague Letter

The Medical Assisting Education Review Board (MAERB) is providing this statement in response to the **Dear Colleague Letter** (DCL) issued by the United States Department of Education (USDE) on February 14, 2025. The DCL provides guidance regarding President Trump’s January 21, 2025, Executive Order, *Ending Illegal Discrimination and Restoring Merit-Based Opportunity*.

CAAHEP has prepared an **Informational Statement** addressing the DCL and the Executive Order, which MAERB encourages all stakeholders to review.

Key Information

MAERB has reviewed its policies, procedures, and curriculum requirements. Below are the key factors confirming alignment with current federal directives:

1. **No Admission Requirements in MAERB Policies or Standards**
MAERB’s Policies and Procedures Manual and the *2022 Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting* do not include provisions related to institutional admissions policies or programming.

2. Curriculum Requirements Related to Diversity

The MAERB Core Curriculum includes two items related to diversity in healthcare settings:

- V.C.14: Identify issues associated with diversity as it relates to patient care.
- A.5: Respect diversity.

These curriculum requirements prepare students to address individual differences, such as cultural, physical, emotional, and neurological differences, that they may encounter in healthcare environments.

3. Legal Analysis from the American Association of Medical Assistants (AAMA)

Donald Balasa, CEO and Legal Counsel of the American Association of Medical Assistants (AAMA), provided a legal analysis of the Executive Order in the latest **CAAHEP Communiqué**. His analysis concluded that the Executive Order protects First Amendment speech, allowing credentialing organizations to include related topics in exams.

MAERB strongly encourages programs to carefully evaluate the implications of the Dear Colleague Letter and Executive Order within their own institutions. Programs should ensure compliance with federal laws, as well as applicable state and local regulations. Institutional leaders are advised to consult with legal counsel or compliance officers to review policies, procedures, and programming to determine alignment with these directives.

MAERB will continue to monitor developments in federal regulations and guidance to support accredited programs and quality education.

[MAERB at the 2025 AAMA Conference](#)

The MAERB is planning to be at the AAMA Annual Conference in Arlington, VA, September 19-22, 2025. MAERB will be hosting the following events for Program Directors on the date and times below:

Friday, September 19, 2025, 8:00 am – 5:00 pm EASTERN: 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 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 2025, once the AAMA publishes the conference schedule. The programs that have visits scheduled in 2026, 2027, and 2028 will be

contacted and given first preference for registering, after which point registration will be open to the broader community.

**Sunday, September 21, 2025, 3:30 – 5:30 EASTERN:
MAERB Forum**

During the MAERB Forum, you will receive a report about MAERB's activities in academic year 2024-2025; at this time, we do not have many details yet about the substance of the Forum, but we will share that information as it becomes available. We wanted, however, to let you know that we will be there. We look forward to receiving your feedback.

Annual Report Form (ARF) 2024 and 2025 Deadlines

Looking ahead, below you will find a schedule for the 2024 ARF deadlines as well as an outline of the 2025 ARF submission schedule. 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 September 2024, 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 10, 3:00 – 4:30 pm EASTERN. Look below 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 review the information during the last two weeks before the ARF is due. Here are important dates for the next round of ARFs:

Spring Submissions, 2024 ARF

(2023 admission cohorts and 2023 graduates, as well as updates to prior years)

March 7, 2025: Firm deadline for submission of the 2024 ARF.

Fall Submissions, 2025 ARF

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

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.

Training Webinar: ARF Tracking Tool, Thursday, April 10, 2025, 3:00 – 4:15 pm EASTERN

As you know, 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. In April 2025, MAERB will be holding a webinar (very similar to the September 2024 webinar) for 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.

The registration link for the webinar on Thursday, April 11, 3:00 – 4: 15 EASTERN is listed below. There is currently a video of a webinar that took place in September 2024 posted on the MAERB's website (www.maerb.org) under the *Resources* tab on the page ARF Information. The April 2025 webinar will be recorded and posted on the website, replacing the September 2024 video.

You can register for the webinar at the following link:

<https://us02web.zoom.us/meeting/register/0q450LxCQZ6CSFv6tHVuHA>

MAERB Accreditation Fee Schedule Changes REPUBLISHED INFORMATION

The information outlined below was shared with the community several times during the fall of 2024, and we are republishing again for clarity.

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 the summer of 2025, 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.

Comprehensive Review (i.e., Site Visit) Fees (The increases outlined below in red would go into effect for site visits that take place in spring 2026 and beyond.)

- | | |
|---|-------------------------|
| 1. One program on one campus (2 surveyors for a 2-day visit) | \$3,000/ \$3,300 |
| a. Additional Surveyor (adding a 3 rd or 4 th surveyor) | \$1,500/ \$1,650 |
| b. Additional Day (lengthening the visit to a 3 rd day) | \$800/ \$900 |

Due to increased travel fees, the Comprehensive Review Fee has increased, starting with programs that will be visited in Spring 2026. The Comprehensive Review Fee pays for the travel, lodging and food of the surveyors who visit the program site. The fee will be due at the time of

submission of the Self-Study Report, four months prior to the actual visit. Programs will be required to pay additional expenses if the actual site visit expenses exceed the fee. If this occurs, the program will be invoiced for the entire amount of excess costs at the conclusion of the survey. The program will be responsible for the additional expenses incurred if, when a scheduled surveyor is not able to attend the visit, the program determines that the survey should not continue, even if the remaining available surveyor is qualified to conduct the survey as a sole surveyor. There will be no refunds of a paid Comprehensive Review Fee.

Mandated Focused Site Visit Fee

- 1. Focused Visit on campus Actual visits costs plus \$500
- 2. Virtual Focused Visit \$500

If MAERB schedules a program for a focused site visit, based upon specific issues that have emerged, the institution will be charged the actual survey expenses (travel, lodging, hotel) of the surveyors, and the program will be invoiced after the visit. This fee goes into effect immediately, but focused site visits are always scheduled 12-18 months in advance, and currently, there are no focused site visits scheduled to which these fees apply.

Self-Study and other Accreditation Workshop Fees

The fee increases outlined below in red will go into effect for events scheduled after July 1, 2025.

- 1. One representative of a currently accredited CAAHEP medical assisting program that has paid the Annual Program Service Fee \$200/~~\$300~~
- 2. One additional representative from each additional program or campus that has paid the additional Award Program or campus fee, along with the Annual Program Service Fee \$200/~~\$300~~
- 3. A representative from an unaccredited program that has paid the Initial Accreditation Application Fee \$200/~~\$300~~
- 4. A representative from an unaccredited program that has not yet paid the application fee or the application fee was paid over 12 months prior to the workshop \$200/~~\$300~~
- 5. A representative from a currently accredited program that already has the maximum number attending. \$200/~~\$300~~

MAERB is now able to award AAMA Continuing Education credits for its Self-Study workshops, and there is an additional cost associated with that great benefit. Due to that addition, the cost of the Self-Study workshops will increase.

Virtual Program Director Boot Camp Fee

- 1. New Program Directors \$0
- 2. Current Program Directors \$100/~~\$150~~

Change Fees

- 1. Curriculum Change
 - a. 10-50% change in total credit or clock hours \$300
 - b. 51% or greater change in total credit or clock hours \$500

c. Distance Education (shift to 100% distance)	\$500
2. Change of Award (Change a degree to a certificate/diploma or vice versa)/Addition of another accredited program	\$500
3. Personnel Change	
a. Program Director	\$400
b. Practicum Coordinator (additional or replacement)	\$75
4. Teaching Invasive or Protective Competencies via Distance Education (TIPCDE)	\$250

The new fee regarding a program's shift to becoming a 100% distance education program is not new, as, previously, it had been charged as a Curriculum Change fee of \$500. However, for the sake of clarity, we wanted to specify the cost on the Accreditation Fee Schedule.

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.

Throughout this Spring 2025 MAERB Report, you were informed of several optional training sessions. You can find a complete list under the *About* tab on the *Events* page. 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:

- *Home* page: New important dates have been added, and the MAERB Office holidays are listed.
- *ARF Information*
 - **Updated:** 2024 *ARF Instructions* were updated for programs submitting their ARF by March 7, 2025.
- *Site Visits and Program Resources*
 - **Updated:** ARF Raw Data and On-Site Documents, 2022 Standards
 - **Updated:** SharePoint Instructions
 - **New:** MAERB Dashboard FY24
 - **New:** Spring 2025 *MAERB Report*
- *Educator Videos*
 - **Updated:** Site Visit Preparation for Program Directors
 - **New:** SharePoint Logistics
 - **New:** MAERB Virtual Forum 2024

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: 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.