# Faculty Qualifications Attestation Form

The 2022 CAAHEP *Standards and Guidelines,* under Standard III.B.2.b., outline the qualifications required for medical assisting faculty in CAAHEP-accredited programs:

Medical assisting faculty and/or instructional staff must be current and competent in the *MAERB Core Curriculum* content included in their assigned teaching, as evidenced by education or experience and have documented education in instructional methodology.

This attestation form is to be submitted for any faculty (whether full-time, part-time, or adjunct) who, according to the 2022 CAAHEP *Standards and Guidelines*, is teaching one or more courses that are specifically designed for and unique to the medical assisting program, even if that person has already completed a program director or practicum coordinator workbook.

If there is a faculty member who is only teaching a course(s) that is taught in the other allied health-related disciplines within the school that medical assisting students take, there is no need to submit a Faculty Qualifications Attestation form, because the 2022 CAAHEP *Standards and Guidelines* state the following: “*Medical assisting faculty includes individuals who teach courses specifically designed and unique to the medical assisting program.”*

Programs do not need to submit any documentation with this form, as the attestation serves as a self-reported statement that the faculty member is qualified. At the same time, the documentation (this form and supporting documents) will need to eventually be compiled, when the program will submit it together with the Self-Study in preparation for the program’s next comprehensive review.

## Program Sponsor

|  |  |
| --- | --- |
| Institution/Organization Name | Click here to enter text. |
| City, State | Click here to enter text. |

## New Faculty Information/Ongoing Faculty Information

|  |  |
| --- | --- |
| Full Name | Click here to enter text. |
| Educational Credentials (highest degree) | Click here to enter text. |
| Professional Credentials | Click here to enter text. |
| Title | Click here to enter text. |
| Date of Appointment | Click here to enter text. |
| Employment Status (Full, part-time, or adjunct) | Click here to enter text. |
| Institutional Email | Click here to enter text. |
| Phone Number | Click here to enter text. |

## List of courses taught or to be taught by this faculty member

|  |  |
| --- | --- |
| **Course Prefix and Number** | **Course Title** |
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## Attestation of Qualifications

Is current and competent in the MAERB Core Curriculum content included in their assigned teaching, as evidenced by education or experience

Has documented education in instructional methodology\*

\*Based on guideline in the 2022 CAAHEP *Standards and Guidelines*, “*Instructional methodology education may be demonstrated by documentation of completed workshops, in-service sessions, seminars, or completed college courses on topics including, but not limited to, learning theory, curriculum design, test construction, teaching methodology, or assessment techniques.”*

## Attestation of Responsibilities

Provides instruction, supervision, and timely assessments of the student’s progress in meeting program requirements.

## Optional Additional Notes

|  |
| --- |
| Click here to enter text. |

## Program Director Acknowledgment

The Program Director acknowledges that the information above is accurate and recognizes that the faculty qualifications will be verified during the comprehensive review process.

|  |  |
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| Click or tap here to enter text. | Click or tap here to enter text. |
| Program Director Signature  \*Typing your name serves as an electronic signature | Date |

## Documentation Required to Verify Qualifications to be Submitted in Self-Study Report

This information does not need to be sent to MAERB at the time the Faculty Attestation Form is sent; rather, it will be submitted with the program’s Self-Study Report at the time of the comprehensive review, and the site surveyors will be verifying faculty qualifications. It is recommended that Program Directors gather the supporting materials for faculty members at the time of the faculty hire. The information listed below is designed to help the Program Director to gather this information.

1. **Formal Job Description**
   1. This is required to show compliance with Standard III.2.a Faculty and/or Instructional Staff Responsibilities. The job description, at the minimum, should include the responsibilities of faculty, as found in the *Standards and Guidelines*. This should be a formal job description and not a job posting.
2. **Transcripts for Post-Secondary Education/Continuing Education Certificates** 
   1. At least one of these documents needs to be supplied to verify that the faculty member is qualified to teach in the areas identified above with either education or experience.
3. **Documentation of Education in Instructional Methodology**
   1. If a professional development workshop, seminar, or in-house training is being used for this purpose, submit the outline/agenda and documentation of completion. If the faculty member has formal coursework, a transcript can be submitted demonstrating successful completion of a course. The course title will need to be explicit and, if there is a question, it is recommended that a course outline or syllabus be submitted.
4. **Resume**
   1. This is required for verification of the items listed in the Faculty Attestation Form.