## Practicum Coordinator Workbook

This workbook is designed for programs to submit information about practicum coordinators for a CAAHEP-accredited medical assisting program. According to the 2022 CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting*, practicum coordinators need to have the following qualifications as outlined in Standard III.B:

The practicum coordinator must

1. Possess knowledge of the MAERB Core Curriculum;
2. Possess knowledge about the program’s evaluation of student learning and performance; and
3. Ensure appropriate and sufficient evaluation of student achievement in the practicum experience.

This workbook is designed to provide information about the new practicum coordinator’s background and qualifications. In addition, the program will need to submit the formal job description to ensure that the responsibilities of the practicum coordinator are outlined.

Workbooks need to be submitted for every employee who assumes the responsibilities and duties of the practicum coordinator. For individuals who are concurrently functioning as the program director and practicum coordinator, no practicum coordinator workbook needs to be submitted to MAERB, but there is additional information requested in the Program Director Workbook. There can be multiple practicum coordinators for one program.

For the sake of efficiency, the MAERB office requests that the workbook and the job description be submitted at the same time.

## Sponsoring Institution

|  |  |
| --- | --- |
| Institution Name | Click here to enter text. |
| City, State | Click here to enter text. |
| Award Granted (Diploma, Certificate, or AAS). List all the medical assisting programs that are currently accredited through MAERB with CAAHEP.  | Click here to enter text. |

## Person Responsible for Preparing the Practicum Coordinator Workbook

|  |  |
| --- | --- |
| Person responsible for preparing this report and attesting that the information is accurate | Click here to enter text. |
| Date Prepared | Click here to enter text. |

## New Practicum Coordinator Information/Ongoing Practicum Coordinator 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 as PC | 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. |

## Post-Secondary Education (requested for informational purposes)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School Name** | **Dates Attended** | **Major Area of Study** | **Type of award granted (Cert/Dipl/AAS/BA/and so on)** | **Date Awarded** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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## Employment, if any, related to medical assisting (include teaching experience in a medical assisting program).

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Dates of Employment** | **Position Title** | **Duties**  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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## Additional Notes: Please add any additional notes to clarify the information provided.

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

## Required Documentation

NOTE: When submitting materials only Word or pdf documents will be accepted. Please submit all of the information individually instead of scanning and sending everything in one document. If you have multiple documents for one of the major areas listed below, such as the formal job description or transcripts, you may send those together.

1. **Formal Job Description**

This is required to show compliance with Standard III.3.a & b, Practicum Coordinator responsibilities and qualifications. The job description, at the minimum, should include the responsibilities of practicum coordinators, as found in the *Standards and Guidelines*.

1. **Resume**

This is required for verification of the items listed in this Practicum Coordinator Workbook.