



September 21, 2015

Elaine Stith, EdD  
Superintendent  
Metro Technology Center  
1901 Springlake Drive  
Oklahoma City, OK 73111-5238

Dear Dr. Stith:

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is pleased to inform you of its vote on **September 18, 2015** to award **continuing accreditation** to the Medical Assisting Certificate program at Metro Technology Center, Oklahoma City, OK.

The recent peer review conducted by the Medical Assisting Education Review Board (MAERB) and CAAHEP's Board of Directors recognizes the program's substantial compliance with the nationally established accreditation Standards. The next comprehensive evaluation of the program, including an on-site review, is scheduled to occur no later than **Spring 2024**.

The MAERB will regularly monitor the program's compliance with the outcomes assessment thresholds through the program's Annual Report as well as other documentation that may be requested (Standard IV.B.).

The following citation merits your institution's attention and resolution in order to strengthen the program's compliance with the Standards (for a complete copy of the Standards, check the CAAHEP website at [www.caahep.org](http://www.caahep.org), or call the office at 727-210-2350):

### **III.C. Resources - Curriculum**

**The curriculum must ensure the achievement of program goals and learning domains. Instruction must be an appropriate sequence of classroom, laboratory, and clinical activities. Instruction must be based on clearly written course syllabi that include course description, course objectives, methods of evaluation, topic outline, and competencies required for graduation, which must be provided prior to implementation of each segment of the curriculum.**

The cognitive objectives and psychomotor and affective competencies of the MAERB Core Curriculum are not listed consistently on all the syllabi.

*Submit the following:*

*Syllabi for all courses including the following: a. learning goals; b. course objectives; c. the cognitive objectives and the psychomotor and affective competencies required for graduation that are taught in each course.*

CAAHEP requests that two copies of a progress report be sent to the **MAERB** by **August 1, 2016** indicating the manner in which this citation is being resolved. *The program must submit the progress report via one of the following: 1) Send two (2) USB thumb drives with all requested information to MAERB at 20 North Wacker Drive, Suite 1575, Chicago, IL 60606 or 2) scan the cover letter (on institution letterhead with appropriate signatures) and documentation into a PDF file and e-mail it to MAERB at [maerb@maerb.org](mailto:maerb@maerb.org).*

Failure to respond satisfactorily to the citation above may result in a withdrawal of accreditation.

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Dr. Stith

The accreditation standards are established by CAAHEP, MAERB, American Association of Medical Assistants (AAMA) and American Medical Association (AMA).

The commission commends you and your colleagues for your commitment to continuous quality improvement in education, as demonstrated by your participation in program accreditation. Questions concerning the submission or content of the progress report should be directed to the MAERB Executive Office.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas K. Skalko". The signature is fluid and cursive, with a large initial 'T' and 'S'.

Thomas K. Skalko, PhD, LRT/CTRS  
President

cc: Deborah Kamphaus, MEd, RN, Health Careers Center Director  
Tamara Kersey, CMA (AAMA), AAS, Medical Assisting Program Director  
Jennifer L. Spegal, MT, MEd, CMA (AAMA), Chair, MAERB  
Mary L. Dey, CMA-AC (AAMA), BS, Co-Vice Chair, MAERB  
Rebecca Walker, CMA (AAMA), BS, CPC, Co-Vice Chair, MAERB  
Sarah R. Marino, PhD, Executive Director, MAERB