

25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: 727-210-2350 / Fax: 727-210-2354
www.caahep.org



September 23, 2019

Tuesday Stanley, EdD
President
Westmoreland County Community College
145 Pavilion Lane
Youngwood, PA 15697

Dear Dr. Stanley:

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is pleased to inform you of its vote on **September 20, 2019** to award **continuing accreditation** to the Medical Assisting Diploma program at Westmoreland County Community College, Youngwood, PA.

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 **Fall 2028**.

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.).

In order to comply with the need for public disclosure, CAAHEP publishes on its website the accreditation award letters and accreditation actions summaries. Award letters can be found within individual program listings in the "Find An Accredited Program" section of the CAAHEP website. Accreditation actions summaries include a list of actions taken at each meeting, including accreditation statuses awarded and dates of the next reviews/comprehensive evaluations. Summaries can be found by clicking the "Recent Accreditation Actions" link on the home page of the CAAHEP website.

The accreditation standards are established by CAAHEP, MAERB, American Association of Medical Assistants (AAMA), American Medical Technologists (AMT), and National Healthcareer Association (NHA).

The commission commends you and your colleagues for your commitment to continuous quality improvement in education, as demonstrated by your participation in program accreditation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Glen Mayhew', written in a cursive style.

Glen Mayhew, DHSc, NRP
President

cc: Bruce Wassung, MPH, Dean of Health Professions, School of Culinary Arts and Hospitality
Amy Voytek, MBA/MHA, MT, CT, RMA (AMT). OHCC, RPT, Medical Assisting Program
Director
Rebecca L. Walker, CMA (AAMA), BS, CPC, Chair, MAERB
Connie M. Morgan, MEd, RN, CMA (AAMA), Co-Vice Chair, MAERB
Karon G. Walton, MEd, CMA (AAMA), Co-Vice Chair, MAERB
Sarah R. Marino, PhD, Executive Director, MAERB



Commission on
Accreditation
of Allied Health Education Programs

The Commission on Accreditation of Allied Health Education Programs, upon the recommendation of the Medical Assisting Education Review Board (MAERB), verifies that the following program

*Medical Assisting - Diploma
Westmoreland County Community College
Youngwood, PA*

is judged to be in compliance with the nationally established standards and awarded continuing accreditation on September 20, 2019.

A handwritten signature in black ink, appearing to read 'Glen Mayhew', written over a horizontal line.

**Glen Mayhew, DHSc, NRP
President, CAAHEP**

A handwritten signature in black ink, appearing to read 'Rebecca L. Walker', written over a horizontal line.

**Rebecca L. Walker, CMA (AAMA), BS, CPC
Chair, MAERB**



The Final Step in the CAAHEP Accreditation Process

Congratulations! Now that your program has earned CAAHEP accreditation, there is just one more item to be done to complete the accreditation process. Within a week, the **program director** will receive an email with a link to an electronic Accreditation Process Assessment Survey. Response to this brief survey will complete the accreditation process and give CAAHEP valuable feedback about your program's experience.

In this packet you will find:

- This congratulatory notice, which includes information on CAAHEP;
- A Certificate of Recognition, suitable for framing; and
- Policy 302 Public Use of CAAHEP Accreditation Status by Programs and Institutions.

If you are missing any of the above items, if an error was made, or if you have any questions, please contact us at 727-210-2350 ext. 104 or via email at Katie@caahep.org.

Some important notes:

- The [CAAHEP website](#) receives numerous visits every day from potential students looking for accredited programs. Please check the accuracy of your program's data by reviewing the list of [Accredited Programs](#). If an error is found, please email the correction to updates@caahep.org. Also, keep this information handy if your web address, phone number, dean, program director, or other key contact information changes. Please help CAAHEP keep its website accurate by keeping your program's information up to date.
- In accordance with CAAHEP's recognizing body, the Council for Higher Education Accreditation (CHEA), CAAHEP provides public accessibility to information about the accreditation process, the results of the accreditation reviews, and student achievement. An individual who is reviewing an accredited program's record on the CAAHEP website will find the Program Director's name and contact information as well as the address of the program, its current accreditation status, the degree(s) and concentrations or tracks offered, the most recent CAAHEP award letter, and the URL to the program's outcomes on the program's website. If any of this information changes, please provide the correct information to updates@caahep.org.
- In order to comply with the need for public disclosure, CAAHEP publishes a summary of accreditation actions taken at each of its meetings. The summary includes actions identified by profession, status awarded, date of the next evaluation, and whether a progress report (to improve program compliance with Standards) is required. Summaries can be found on the [CAAHEP website](#).
- In promoting your CAAHEP accreditation, if your institution would like to establish a link to our website, you have permission to do so. Please use the URL <http://www.caahep.org>.

Publication of a program's accreditation status must include specific language, including the full name, mailing address, and telephone number of CAAHEP. Please refer to [Policy 302 Public Use of CAAHEP Accreditation Status by Programs and Institutions](#) which is attached, and can also be found in the [CAAHEP Policies and Procedures Manual](#).

- In addition, your program and institution are welcome to use the CAAHEP logo in marketing materials. The logo can be downloaded from the [CAAHEP website](#).

The logo must be used in accordance with CAAHEP **Policy 303 Use of CAAHEP Logo by Programs and Sponsoring Institutions**. This policy requires that any use of the logo and any reference to CAAHEP **must** be accurate. Remember, CAAHEP accreditation is programmatic, so there should be no reference that implies other programs or the institution itself is "CAAHEP-accredited."

Be sure you have CAAHEP's current address:

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- If your program experiences any type of substantive change as defined in the CAAHEP Standards under Section **V.E. Fair Practices-Substantive Change** or **Appendix A, A.3. Program and Sponsor Responsibilities-Administrative Requirements for Maintaining Accreditation** these changes must be shared with the appropriate [Committee on Accreditation](#) and CAAHEP immediately. Failure to do so may result in a withdrawal of accreditation.

(Please refer to the appropriate set of Standards and Guidelines, found on the [CAAHEP website](#).)

Background Information on CAAHEP

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) was incorporated as a non-profit organization on July 1, 1994. Prior to the formation of CAAHEP, the Committee on Allied Health Education and Accreditation (CAHEA) performed its allied health accrediting functions. CAHEA was both sponsored by and housed within the American Medical Association (AMA). The AMA continued to be CAAHEP's primary sponsor through a three-year transition period, ending on December 31, 1996. Currently, the AMA is one of CAAHEP's approximately 70 sponsoring organizations.

CAAHEP accredits educational programs that prepare health professionals in a variety of disciplinary areas. Accreditation is one step in a process that is meant to protect the public and ensure a supply of qualified health care professionals. Programs are accredited when it is determined that they meet the educational Standards and Guidelines established by the profession.

The 32 CAAHEP professions are:

- Advanced Cardiovascular Sonography Technology
- Anesthesia Technology
- Anesthesiologist Assistant
- Art Therapy
- Assistive Technology
- Cardiovascular Technology
- Clinical Research
- Cytotechnology
- Diagnostic Medical Sonography
- Emergency Medical Services-Paramedic
- Exercise Physiology
- Exercise Science
- Intraoperative Neurophysiologic Monitoring
- Kinesiotherapy
- Lactation Consultant
- Medical Assisting
- Medical Illustration
- Neurodiagnostic Technology
- Orthoptics
- Orthotic and Prosthetic Assistant
- Orthotist/Prosthetist
- Orthotic and Prosthetic Technician
- Pedorthist
- Perfusion
- Personal Fitness Training
- Polysomnographic Technology
- Recreational Therapy
- Rehabilitation/Disability Studies
- Respiratory Care
- Specialist in Blood Bank Technology/Transfusion Medicine
- Surgical Assisting
- Surgical Technology

CAAHEP is the accrediting body. However, 25 committees on accreditation (each representing one or more of the CAAHEP accredited professions) do the day-to-day work of accreditation. These committees are composed of professionals from the individual disciplines. Each committee on accreditation is responsible for reviewing self-studies, performing on-site reviews, and making recommendations to the CAAHEP Board of Directors for final action.

For more information about CAAHEP or the Committees on Accreditation with whom CAAHEP works, visit our website at www.caahep.org or call 727-210-2350.



302 Public Use of CAAHEP Accreditation Status by Programs and Institutions

CAAHEP requires institutions and programs to be accurate in reporting to the public the program's accreditation status.

Publication of a program's accreditation status must include the full name, mailing address and telephone number of CAAHEP.

CAAHEP requires a program to inform all current students and applicants in writing of the program's accreditation status in cases of Probation or Withdrawal (Voluntary and Involuntary).

A. Except for paragraphs 2 and 3 below, if a program has not yet been accredited by CAAHEP and has not yet been scheduled for an initial site visit by the appropriate Committee on Accreditation, no mention of CAAHEP accreditation may be made.

1. Once a site visit has been scheduled by the appropriate Committee on Accreditation, a program may publish the following statement:

"The [name of program] at [institution] has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted."

There should be no claims of timelines or when accreditation will be achieved.

2. If a program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) they may publish that fact with the following statement:

"The EMT-Paramedic program at [institution] has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation."

3. If a program has been issued Candidacy status by the appropriate Committee on Accreditation, they may publish that fact with the following statement:

"The [name of profession] program at [institution] has been issued Candidacy status by the [name of CoA]. This is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards to warrant that status. However, it is NOT a guarantee of eventual accreditation."

B. If a program has CAAHEP accreditation, the sponsor must use the following language when referring to that accreditation:

1. In at least one of its comprehensive publications customarily used to officially convey institutional information, it must state:

“The [name of program] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of [name of Committee on Accreditation].

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2. Provided the requirements of paragraph B.1 have been met, when the sponsor additionally publishes the accreditation status of the program, it must state:

“The [name of program] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of [name of Committee on Accreditation].

3. Provided the requirements of paragraph B.1 have been met, the sponsor may choose, but is not required, to include the program accreditation statement in small publications such as newspaper ads, flyers, pamphlets, etc.

C. If a program has been placed on Probationary Accreditation by CAAHEP, it must inform all students and applicants in writing, and must disclose this sanction whenever reference is made to its accreditation status, by including the statement:

“[Name of program] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of [name of Committee on Accreditation]. The program has been placed on Probationary Accreditation as of [date of Probation action].”

Since Probationary Accreditation is a temporary status, publications that are published less frequently than once a year (e.g., catalogues) are not required to carry the above wording. However, whenever such publications are distributed to the program’s current students or potential applicants, they must include an insert containing the above language. Any promotional pieces, print advertisements or areas on the program’s website that make reference to accreditation status must include the above language about Probationary Accreditation.