



September 21, 2015

Catherine Snoddy, PhD  
College Director  
Huntington Junior College  
900 Fifth Avenue  
Huntington, WV 25701-2004

*All citations have been resolved;  
the accreditation status and next  
evaluation date remain in place.*

Dear Dr. Snoddy:

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 Associate degree program at Huntington Junior College, Huntington, WV.

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):

**V.C. Fair Practices - Safeguards**

**The health and safety of patients, students, and faculty associated with the educational activities of the students must be adequately safeguarded. All activities required in the program must be educational and students must not be substituted for staff.**

The eyewash station is not located in the room where the laboratory procedures are taught.

*Please submit the following:*

*Photographs and/or a copy of completed work order form that validates the above listed item has been installed in room where laboratory procedures are taught to ensure the health and safety of students.*

CAAHEP requests that two copies of a progress report be sent to the **MAERB** by **February 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.

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.

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Dr. Snoddy

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 the first name being the most prominent.

Thomas K. Skalko, PhD, LRT/CTRS  
President

cc: Linda West, MA, Academic Affairs Director  
Stephanie S. Williamson, BA, CMA (AAMA), 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