



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

TO: The Honorable Members of the Board of Regents

FROM: Sarah S. Benson *Sarah S. Benson*

SUBJECT: New York School for Medical and Dental Assistants, Inc.: Application for Permanent Degree Authority to Confer Degrees

DATE: July 6, 2023

AUTHORIZATION(S): *Betsy...*

SUMMARY

Issue for Decision (Consent)

Should the Board of Regents grant permanent degree authority to New York School for Medical and Dental Assistants, Inc. (NYSMDA)?

Reason(s) for Consideration

Required by State statute and regulation.

Proposed Handling

The issue will come before the Full Board for action at its July 2023 meeting.

Procedural History

At its June 12, 2018, meeting, the Board of Regents granted provisional authority to NYSMA to confer the Associate in Occupational Studies (A.O.S.) degree for a five-year term.

Background Information

Pursuant to §224 of the Education Law, the consent of the Board of Regents is required for a for-profit institution to award degrees. Section 3.58 of the Rules of the Board of Regents authorizes the Board of Regents to determine whether to grant permanent authority, extend the provisional authority to confer degrees for an additional period of up to five years, or deny continuing degree-conferring authority past the term of the previously

granted provisional authority. NYSMDA submitted an application in May 2022 requesting permanent authority to confer degrees.

NYSMDA is a proprietary school located in Queens, New York. The School was established in 1966 admitting its first students in 1967. It has operated as a licensed private school under the Bureau of Proprietary School Supervision (BPSS) of the New York State Education Department (the Department) since 1997. NYSMDA is accredited by The Accrediting Commission of Career Schools and Colleges (ACCSC). As indicated previously, the Board of Regents granted provisional authority to NYSMA in 2018.

The School is owned by CLIDO, Inc., a New York State Subchapter S Corporation. The two owners of the School are active in the day to day operations of the School. They also serve on the Board of Trustees. CLIDO, Inc. also operates a massage therapy school in Idaho and has been since May 2012.

Currently the school offers non-credit certificate program in Dental Assisting, a credit-bearing certificate program in Medical Assisting and an A.O.S. program in Medical Assisting. The mission of the School is to provide quality education to allow students of diverse educational, cultural, and personal backgrounds to have successful careers in the healthcare field. The School strives to afford students quality placement opportunities and instill in all the graduates a desire for lifelong education and learning.

Staff members reviewed the application and determined that the School meets the provisions specified in Section 3.58 of the Rules of the Board of Regents. As part of the review process, staff members participated in the February 2023 peer review site visit to the School. The peer reviewer was a Dean of Allied Health Professions at a private institution in New York.

Related Regents Items

June 2018: [New York School for Medical and Dental Assistants, Inc. Provisional Authority to Award the Associate in Occupational Studies \(A.O.S.\) Degree](https://www.regents.nysed.gov/sites/regents/files/618brca3.pdf)
(<https://www.regents.nysed.gov/sites/regents/files/618brca3.pdf>)

Recommendation

It is recommended that the Board of Regents take the following action:

VOTED: That the Board of Regents grant permanent degree-granting authority to NYSMDA.

Timetable for Implementation

The Regents action will take effect immediately.

Attachment: Factual Basis for Recommendation

New York School for Medical and Dental Assistants, Inc. (NYSMDA) is a proprietary school located in Queens, New York. The School was established in 1967. It has operated as a licensed private school under the Bureau of Proprietary School Supervision (BPSS) of the New York State Education Department (the Department) since 1997. NYSMDA is accredited by The Accrediting Commission of Career Schools and Colleges (ACCSC). The Board of Regents granted provisional authority to NYSMA at its June meeting in 2018.

Currently the school offers non-credit certificate program in Dental Assisting, a credit-bearing certificate program in Medical Assisting and an A.O.S. program in Medical Assisting. Based on all the available evidence, including the School's application for permanent degree-granting authority, peer review site visit report, and the School's response, it is determined that the School is in compliance with section 3.58 of the Regents Rules on proprietary college permanent degree-conferring authority, including meeting the program registration standards. Therefore, the Deputy Commissioner recommends granting permanent authority to the School to confer the A.O.S degree. Presented below are findings supporting this recommendation:

§3.58 (b)(3)(i): need for each degree program that the institution seeks to offer in New York based upon demand by students and/or employers and/or need of society for such programs, in accordance with section 137 of chapter 82 of the laws of 1995;

Finding:

According to the Bureau of Labor Statistics, medical assistant job growth on the national level is projected at 16 percent between 2021 and 2031. This is much faster than average. The national median wage of a Medical Assistant is \$17.88 per hour or \$37,190 per year. On the state level the New York State Department of Labor (NYSDL) estimates that as of 2020 there are 28,160 employed medical assistants in the state. Between 2020 and 2030 job growth is projected at 27.2 percent so that 35,820 medical assistants will be employed by 2030. On the local level NYSDL projects medical assistant jobs to grow 40.6 percent between 2018 and 2028 in New York City. Medical assistant employment is projected to rise from 13,670 to 19,220 during this time.

According to the Bureau of Labor Statistics, dental assistant job growth on the national level is projected to grow at 8 percent between 2021 and 2031. This is faster than average for all occupations. The median wage for a dental assistant is \$18.69 per hour or \$38,660 per year. On the state level the New York State Department of Labor (NYSDL) estimates that the dental assistant employment will expand from 17,710 in 2020 to 21,120 in 2030 for growth of 19.3 percent. On the local level NYSDL estimates that dental assistant employment will grow in New York City from 8,450 to 10,750 between 2018 and 2028 for a growth rate of 27.2 percent.

§3.58 (b)(3)(ii): capacity to operate as an institution in compliance with the Education Law, the program registration standards set forth in Part 52 of this Title and other federal and state statutes, regulations, and policies related to the operation of an institution;

Finding:

Resources: NYSMDA leases a 20,500 square foot facility. The facility hosts ten (10) classrooms, 16 offices, a spacious reception area, four bathrooms, an 800 square foot library and spacious hallways that are lined with student lockers. NYSMDA's current lease expires on December 31, 2024. NYSMDA intends to assess its real estate options later in 2023 and decide whether the School should extend its lease or should find a new home that might better fulfill the educational needs of students.

NYSMDA has adequate financial resources and facilities to accomplish its objectives. The School has had revenues in excess of expenditures under the current ownership. The School has no debt and has built a strong financial reserve base. Retained earnings are in excess of \$1 million. The School uses a five-year financial projection showing revenues and expenses through 2026. The projection shows the School's commitment to providing sufficient resources to support the new programs.

The team recommends that the School partner with organizations or private offices so students can gain experience operating Panorex, CEPH, CBCT, and CEREC equipment. In its response, the School indicates that they have started to work with the externship sites to implement the site visit team's recommendation.

Faculty: At the time of the visit, the full-time faculty include three instructors for the MA programs, three for the DA program, and two faculty members in Liberal Arts. There are also five adjunct faculty for the MA programs, four for the DA program, and seven in Liberal Arts. The full-time faculty include program chairs for the Medical Assisting, Dental Assisting, and Liberal Arts programs. Review of faculty CVs indicates that they are qualified to teach the courses to which they are assigned. During the interviews, current students and alumni indicated that faculty members are invested in their success both during the program and upon graduation.

Curriculum: The objectives of the Medical Assistant program are to produce graduates who possess the necessary clinical skills and knowledge of office procedures to be efficient Medical Assistants; to produce Registered Medical Assistants and Certified National Phlebotomists; and to develop critical thinking, problem solving and analytical skills that enable individuals to prepare for and advance in their professional lives and contribute to lifelong learning.

NYSMDA is currently offering two Medical Assisting programs. The AOS in

Medical Assisting has a total 62 semester credits (1250 clock hours) with 13 semester credits (195 clock hours) in General Education, 3 semester credits (45 clock hours) in Applied Gen Ed courses, 1 semester credit (15 clock hours) in “Other courses” and 45 semester credits (995 clock hours) in Technical/Core courses, including 275 clock hours of supervised clinical externship. The Medical Assisting Certificate program consists of 44 semester credits and also includes the 275 clock hours of the externship training at the designated clinical facilities.

The objectives of the Dental Assistant program are to graduate caring and skilled dental assistants who are prepared to enter the healthcare workforce and serve the community; and to produce New York State Registered Dental Assistants. The Dental Assisting program consists of 900 clock hours including 300 hours of clinical externship. The School has signed agreements with medical and dental facilities that accept NYSMDA’s externs.

The School’s curriculum is reviewed on a continuous basis through quarterly Advisory Board meetings, weekly meetings with Campus Directors and Program Directors. Faculty meetings are held with program directors to discuss teaching and learning strategies and to evaluate perceived barriers students may have in achieving programmatic goals.

The team notes that students may benefit from additional instruction on reading x-rays. The program might also include a class on professional communication with patients, as well as more course content on career paths, resume building, interview techniques and understanding State registration requirements. In order to facilitate valuable feedback for program improvement and to monitor the success of the programs, graduate surveys to follow up with alumni are also recommended. In its response, the School indicated that a new 15 hour course entitled The History of Dentistry and the NYS Registered Dental Assistant in the first module. The School also shared a survey to program graduates.

Admission: In Spring 2023, NYSMDA had an enrollment of 196 students with 85 in the Medical Assisting AOS program, 22 in the Medical Assisting Certificate program, and 89 in the Dental Assisting program. Among the students, 67% identify as Hispanic, 21% identify as Black, 5% identify as White, 5% identify as Asian and 2% are unknown.

NYSMDA requires documented proof that applicants possess a high school diploma, foreign equivalent, or GED to be accepted for admissions as the basis for measuring the ability to succeed in the programs offered. If a student’s high school diploma was earned outside of the United States, then their documents must be translated and evaluated as at least being the equivalent of a United States high school diploma. If the student’s high school diploma is earned in a language other than English, then they are required to pass ESL testing. Prior to being admitted, every prospective student is required to have two (2) face to face personal interviews.

Unless exempt from testing, all entering medical assisting students are required to take Accuplacer placement examinations to determine readiness to engage in college-level work in English and Mathematics. The Arithmetic test will determine Math placement. The Reading and Writing tests will determine English placement. In Math, a score of 237 or above in the Arithmetic placement test will exempt the student from the Mathematics remedial course while a score of 236 or below will require placement into MAT 090, Mathematics Skills. In English, scores of 237 or above in both the Reading placement test and the Writing placement test will exempt the student from the English remedial course while a score of 236 or below in either the Reading placement test, the Writing placement test, or both, will require placement into ENG 090, Reading/Writing Skills. The remedial courses are mandatory for all students who score below the cut-off.

On site review of documentation and interviews with students and administrators indicate that the admission process follow the established criteria.

Administration: The Campus Director and the Program Director have oversight responsibility of the programs. The administration of policies and programs is well articulated in various documents. Regular faculty meetings, faculty committees, and a Prospective Faculty Handbook ensure that faculty are fully aware of their responsibilities regarding educational policy. In addition, regular meetings of the Advisory Board, consisting of faculty, community and healthcare constituents, are held to discuss and enforce educational policy and implementation. The Faculty Handbook has clear and explicit policies on recruitment and hiring of faculty, faculty qualifications, faculty review, rights and obligations of faculty, termination, etc.

The full-time faculty members are expected to serve on at least one college committee and attend all scheduled faculty meetings. Adjunct faculty members are expected to attend at least two faculty meetings a year and may be asked to serve on the following committees: Faculty Development and Review Committee, Departmental Curriculum and Instruction Committee, Academic Standards Committee and The Library and Information Services Committee.

Support Services: Faculty members serve as student advisors. The School provides tutoring services for those students who need extra academic help. The School's Career Services Department engages the students on orientation day. The Director gives a lecture about employment requirements. This may include tips on professional work attire, interview etiquette, and general behaviors expected in the workplace. Throughout the program, the Director stays connected with the students, including matching externship sites based on their interests. At the end of the program study, the Career Services Department informs the students about employment opportunities. Information about helpful support resources is available through the School website as was demonstrated to the team during the visit. The peer reviewers deem that the support services provided by the School are adequate to support the proposed programs.

§3.58 (b)(3)(iii): financial resources to ensure satisfactory conduct of proposed degree programs, achievement of its institutional mission, and proposed educational goals;

Finding:

The Office of Audit Services (OAS) reviewed the financial information reported by the School for the most recent years. Below are the findings:

The Consolidated Balance Sheet and the Notes to the Consolidated Statement of Income and Retained Earnings indicated the Company had \$1,302,602 in cash and cash equivalents. We calculated average monthly expenses of \$349,257 and average monthly revenue of \$392,237 for the period.

FYD	Current Assets	Current Liabilities	Current Assets/Liabilities for every dollar of current Assets/Liabilities
2021	\$1,462,726	\$485,784	3.01
2020	\$2,683,150	\$1,460,998	1.84
2019	\$2,210,315	\$1,041,096	2.12
2018	\$2,114,098	\$1,257,672	1.68

- The Company had current assets of \$1.46 million and current liabilities of \$485,784 in FY 2021, which means it had \$3.01 in current assets for every dollar of current liabilities.
- The Company operated at a net gain of \$515,765 on \$4,706,844 in total revenue. In other words, revenue exceeded expenses by 11 percent.
- The following two tables show the Company's primary reserve, equity, and net income ratios for the 2018-2021 fiscal years and the federal composite scores for the 2015-2021 fiscal years.

	2021 Fiscal Year	2020 Fiscal Year	2019 Fiscal Year	2018 Fiscal Year
Primary Reserve	0.24	0.22	0.28	0.19
Equity	0.63	0.31	0.51	0.45
Net Income	0.11	0.06	0.03	0.05

Fiscal Year	Composite Score	Interpretation of Score
2021	3.0	"financially healthy"
2020	2.5	"financially healthy"
2019	2.7	"financially healthy"
2018	1.8	"financially healthy"
2017	2.6	"financially healthy"
2016	2.3	"financially healthy"

2015	2.2	“financially healthy”
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§3.58 (b)(3)(iv): performance outcomes that demonstrate that the institution and/or programs it operates are effective, where applicable;

The pass rates for the National Phlebotomy Associate Certification Examination (NPA) have been 100% for the most recent five years. The pass rates for the Registered Medical Assistant Certification Examination (RMA) is presented below:

	Number of Test Takers	Pass Rate
2018	36	69%
2019	23	74%
2021	22	82%
2022	29	86%

Note: 2020 data was not included due to the small number of test takers.

Presented below are additional outcome data:

Dental Assisting Exam Pass Rates

	2020		2021		2022	
	Number of Test Takers	Pass Rate	Number of Test Takers	Pass Rate	Number of Test Takers	Pass Rate
ICE	63	67%	122	52%	87	59%
RHS	43	81%	35	71%	32	69%
NYPDA	14	57%	49	37%	51	37%

Default Rates

2015	2016	2017	2018	2019
6.9%	7.7%	6.5%	5.2%	2.9%

Graduation Rates

	2018	2019	2020	2021	2022
Medical Assisting	-	-	-	62%	56%
Dental Assistant	74%	71%	72%	65%	61%

Employment Rates

	2018	2019	2020	2021	2022
Medical Assisting	-	-	-	80%	75%
Dental Assistant	88%	88%	80%	84%	83%

As mentioned previously, the owners operate a massage therapy program in Idaho. See below for the outcome data of the Idaho program:

	2018	2019	2020	2021	2022
Graduation Rates	81%	84%	71%	93%	96%
Employment Rates	73%	90%	73%	70%	86%
Licensure Pass Rates	95%	95%	100%	92%	100%

§3.58 (b)(3)(v): that the institution, including but not limited to individuals governing and administering the institution have a record free from evidence suggesting fraudulent and/or deceptive practices, including but not limited to misleading or misrepresentation in advertising.

Finding:

The owners of the School are the board members. In addition to NYSMDA, the owners have been operating a massage therapy school in Idaho since May 2012. Documentation and attestations were provided to show the current organization and institution are in good standing with its accreditor and there are no outstanding concerns from any organization which has authorized the institution to operate. Statements were provided which show the institution and owners do not have any felony convictions or charges pending and there is no outstanding litigation.