

## SITE VISITOR WORKSHOP FAQs

Q. Where is the workshop being held?

A. The workshop will be held at the Crowne Plaza AiRE MSP Airport - Mall of America. Minneapolis-St. Paul is served by all major airlines.

Q. When is the deadline to apply?

A. The deadline is August 1, 2017. All applicants will be notified of the decision by September 1, 2017.

Q. How do I apply?

A. An application packet must be submitted via email to [jennifer@coaemsp.org](mailto:jennifer@coaemsp.org), and must include ALL of the following:

- The application form
- A current CV
- A letter of support from your employer
- Two (2) letters of recommendation
- Acknowledgement of the expectations of a site visitor (found on the last page of the application)
- Successful completion of the CAAHEP Site Visitor Quiz

*NOTE: The result from the CAAHEP Site Visitor Quiz is automatically emailed to CoAEMSP; therefore, you do NOT need to include this in your application packet. Incomplete packets or late submissions will not be considered.*

Q. Should the letters of support and recommendation be submitted via email or hard copy?

A. The letters of support and recommendation must be emailed to [jennifer@coaemsp.org](mailto:jennifer@coaemsp.org). The CoAEMSP no longer accepts paper documents.

Q. I previously submitted an application to become a site visitor. Do I need to submit another one?

A. Yes. The current application has been updated and is the only application now accepted.

Q. Why is the applicant responsible for the travel expenses to and from the workshop?

A. Serving as a CAAHEP/CoAEMSP site visitor requires a commitment on behalf of the individual as well as the CoAEMSP. This commitment is one of time (the individual preparing for and conducting site visits), money (CoAEMSP providing the initial training of the individual and continued education), and expertise. Requiring the individual to contribute to the initial training shows a commitment and strong desire to give back to his/her profession of Paramedic education.