



The CoAEMSP Board of Directors recently approved several new policies. Following are the highlights of the three policy revisions. Access the current CoAEMSP Policies [here](#).

### ***Application Letter of Review (LoR) Process***

The CoAEMSP Letter of Review (LoR) Application process has been revised. All sponsors seeking a CoAEMSP Letter of Review will be required to follow the revised LoR process effective January 1, 2021. This includes sponsors that have submitted the LoR Application Invoice form and/or a Letter of Review Self Study Report (LSSR) but have not been granted the LoR prior to January 1, 2021. All forms required for the revised LoR Application process will be available on the CoAEMSP website no later than December 1, 2020. A few key requirements of the revised process include:

- Submission of a completed LoR Application [new]
- Workshop attendance by the CoAEMSP approved Program Director [new]
- Submission of a completed/approved Letter of Review Self Study Report (LSSR) [revised 9/2020]
- Preliminary site visit [new]

An application step has been added to the Letter of Review process. Previously the first step was to complete and submit a Letter of Review Self Study (LSSR). To assist applicant programs to better understand the process and requirements the following procedure has been adopted by CoAEMSP:

1. A brief LoR Application will now be submitted to CoAEMSP for initial review.
2. Upon acceptance of the LoR Application, the sponsoring institution will be directed to attend a CAAHEP Accreditation Workshop presented by the CoAEMSP followed by submission of a Letter of Review Self-Study (LSSR).
3. The LSSR will be reviewed by the Executive Office and an Executive Analysis will be forwarded to the sponsoring institution.
4. Following Accreditation Workshop attendance and the submission and acceptance of the LSSR and the required fees, a preliminary site visit will be conducted as a means of ensuring that an initial applicant complies with all eligibility criteria and is in substantial compliance with the CAAHEP *Standards*. The visit also serves to answer questions and provide guidance.
5. If the program is determined to be in substantial compliance with the CAAHEP *Standards* a Letter of Review will be issued by the CoAEMSP.



Participation in an Accreditation Workshop by a representative of the sponsor (typically the Program Director) provides a detailed overview of the process, answer frequent questions, identify common citations, and review resources available to the program.

While the program can begin work on the LSSR at any point, it will not be accepted until workshop attendance has been verified. If the Program Director hired by the sponsor has attended an Accreditation Workshop in the past, that information can be verified by CoAEMSP.

The last additional part of the process is the preliminary site visit which will assist the program in evaluating substantial compliance with the CAAHEP *Standards*.

The goal of these changes is to assist the sponsor who is new to organizing and conducting a Paramedic program in identifying the required elements, processes, and evidence to meet the CAAHEP Standards and better position the program to complete a successful initial self-study and site visit leading to the award of accreditation.

### ***Change in Categories of Program Director Replacement***

Prior to this policy revision, two options existed for CAAHEP accredited programs to request approval of an individual to fill the role of the Program Director on a transient basis until a permanent replacement was identified. These designations were 'Temporary' and 'Acting'. The difference related to whether the individual possessed a bachelor's degree and the associated length of time allowed to serve in the position.

The two options have been replaced with a single 'Interim' designation, and as per previous policy, is only available to CAAHEP accredited programs. CoAEMSP recognizes that Program Director changes occur, and the Interim appointment allows for designation of an individual who does not possess the otherwise required bachelor's degree but meets all other requirements in the Standard and is time limited. Pertinent points from the Policy include:

1. The Interim Program Director is appointed to fulfill all the duties and responsibilities of the position with the vacancy/absence as outlined in the applicable CAAHEP *Standards*.
2. A program may have an Interim Program Director replacement(s) for a maximum of twelve (12) months. This twelve (12) month period begins from the date of the vacancy/absence and cannot be extended. The twelve (12) months is continuous and irrespective of the number of interim individuals appointed during that period.

Programs that need to fill the role of the Program Director on a transient basis were not always clear on which option to request and the change to only one Interim designation simplifies the process.



### ***New Program Director Requirement***

Becoming a new Paramedic Program Director results in an admittedly steep learning curve with many details to master, often in a relatively short period of time. After considerable discussion and review of the challenges presented to new Program Directors, the following policy has been approved.

“When a sponsor appoints a new permanent Program Director the individual is considered to be provisionally approved until all requirements have been met including verified previous attendance at a CAAHEP Accreditation Workshop presented by CoAEMSP or attendance at an accreditation workshop within the 15 months following appointment of the Program Director by the sponsor institution”.

If the newly appointed Program Director has experience with another Paramedic Program and has attended the CAAHEP Accreditation Workshop in the past, CoAEMSP will be able to verify attendance and the individual will not be required to attend a second workshop.

Participation in an accreditation workshop is a common requirement by many accreditors. In fact, some require attendance by at least one individual affiliated with the program prior to each accreditation cycle. The CoAEMSP Board has elected to require a one-time participation approach with the goal of assisting programs to successfully navigate the self-study and site visit process.