



Seeking Accreditation? What You Need to Know! Common Pitfalls to Avoid

Please read this entire article for important information on:

- Two (2) things to do first when you are planning on submitting an LSSR
- Common pitfalls that delay the review process
- Key errors that will delay your program from attaining the Letter of Review (the first step in the accreditation process)
- What you can expect from the CoAEMSP staff

First Steps When Starting Your Letter of Review Self Study Report (LSSR)

1. Download the [Invoice Request form](#), complete it, and email it to ruth@coaemsp.org.
2. Email your name, sponsor, city and state to Lynn Caruthers at lynn@coaemsp.org. She will create a FileShare account for the Program Director or Dean and send you the instructions to upload your LSSR when you are ready.
[The login account remains active for ninety (90) days.]

Avoid Common Pitfalls that will Delay the LSSR and ISSR Review Process

Follow these directions to avoid delays in the Review Process:

- Confirm that the name of sponsor/institution requesting accreditation on the title page of the LSSR or ISSR matches the sponsor (i.e., Institution Name) listed throughout the entire self study, as well as, all supporting documentation.
- On the Standard I tab, under “Name of Institutional Accreditor”, enter the name of the agency that accredits the Standard I.A institution (e.g., college or hospital). This entry is **never** “CAAHEP” and **never** “CoAEMSP”, and **never** the “State OEMS”. For a list of [acceptable institutional accrediting agencies](#).
- Confirm that the personnel listed in the LSSR or ISSR are qualified and have submitted all required documentation to the CoAEMSP.
- For LSSR: Hold at least one (1) Advisory Committee meeting to begin fulfilling its responsibilities as stated in the CAAHEP *Standards*.
- Send a copy of the invoice for the fees with the check to ensure payment is credited to the correct program.
- Prepare all your accreditation documents carefully and completely before submission. If documents are rejected or incomplete, you will need to re-work and re-submit those documents. **Additional Self Study Report Evaluation fees may apply for EACH re-submission.**

Key Errors that are “Automatic Stops” of the LSSR Review

Carefully prepare and review your LSSR **before** submission. If you have any of the following errors, your LSSR will not even be reviewed. You will be notified that resubmission is required. An LoR is issued by CoAEMSP upon completion of a satisfactory LSSR.

1. When program sponsorship (CAAHEP Standard I) is not met. Your LSSR will first be reviewed for sponsorship.
2. When the Program Director **does NOT meet all the qualifications** (CAAHEP Standard III.B.1.b 1) through 6). Presenting an unqualified program director will result in immediate rejection of the LSSR.
3. When the Medical Director **does NOT meet all the qualifications** (CAAHEP Standard III.B.2.b. 1) through 4).
4. When clinical and field internship affiliates **have NOT been secured** prior to submitting the LSSR.
5. **When the SSR contains plagiarism.** Copying information from the SAMPLE SSR document or any other unattributed source into YOUR SSR **will result in immediate rejection of the SSR.**

When an LSSR is rejected or determined to be unsatisfactory, **new materials must be submitted.** Additional Self Study Report Evaluations fees may apply for **EACH** re-submission.

Whom to Contact With Questions

Submit ALL documents to:

Karen Franks
karen@coaemsp.org | 214.703.8445, ext. 111

For questions on the CAAHEP *Standards*:

Dr. Gordon “Gordy” Kokx
gordy@coaemsp.org | 214.703.8445, ext. 117

Dr. George Hatch, Jr.
george@coaemsp.org | 214.703.8445, ext. 112

For questions on the status of your program:

Lynn Caruthers
lynn@coaemsp.org | 214.703.8445, ext. 115

Lisa Collard
lisa@coaemsp.org | 214.703.8445, ext. 118

What You Can Expect from the CoAEMSP Staff

- You can expect accurate answers and explanations of the process.
- You can expect we will review your program’s LSSR or ISSR in the order in which it is received.
- You can expect we are working diligently to guide your program through the CAAHEP accreditation process in an efficient manner.