Step-By-Step Instructions

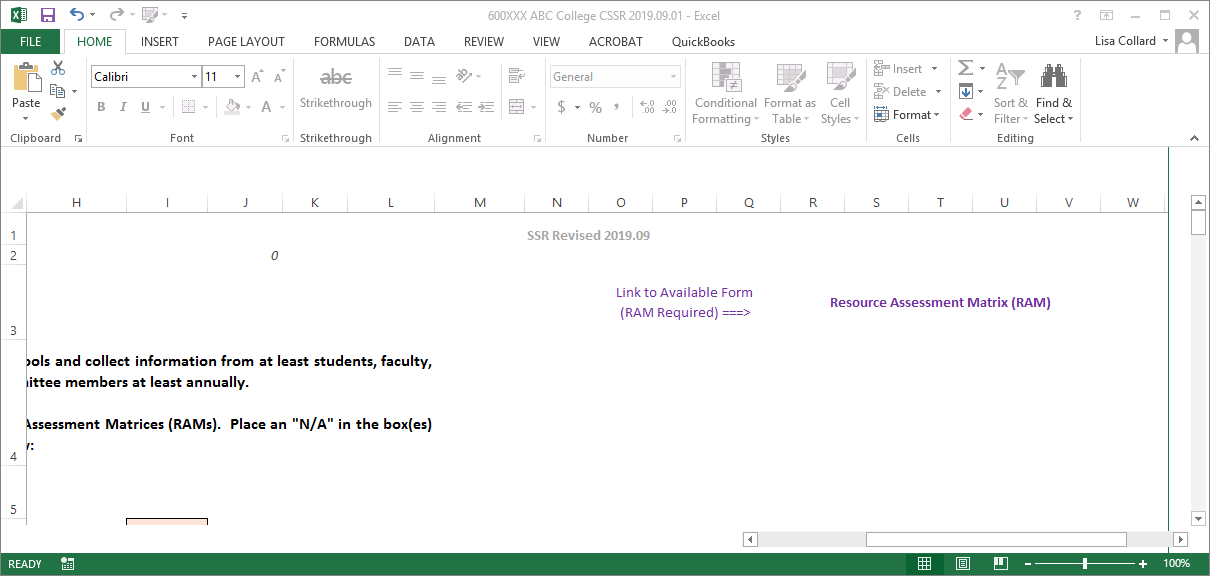
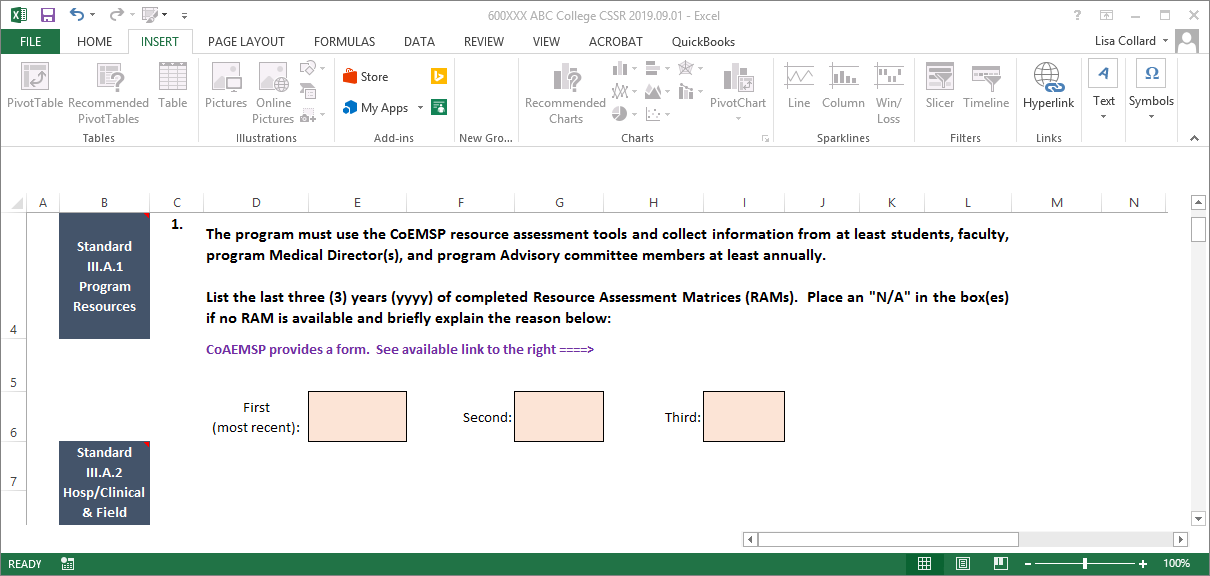
**Abridged AEMT Letter of Review (LoR) Application/LSSR**

The abridged AEMT LoR Application/LSSR is an Excel document. The required documentation must be named exactly as listed and in the specified file format. However, most of the documents will require the file format to be an Adobe Acrobat Document (PDF). **If the documentation is not named exactly as directed and in the correct file format, then the abridged AEMT LoR Application/LSSR will be returned and the program must fix the naming/formatting issues identified before the CoAEMSP will accept it.**

Cloud-based services (i.e., SharePoint, Google Docs, etc.) must not be used when completing the abridged AEMT LoR Application/LSSR. This type of software tends to remove the built-in formulas from Excel.

Please be sure the documentation is positioned so that it does not need rotating to view and the ability to rename a folder and/or document is not restricted.

Throughout the abridged AEMT LoR Application/LSSR, if the CoAEMSP has a form available for sponsors to use, the following purple note will identify there is a form and the name of the form is displayed with a link to the form location on the right.



Please use the steps on the following pages as a guide in completing the application along with the documents checklist located at the end of these instructions.

Left click on the PDF icon below so it is outlined (highlighted), then double-click on it to access the Directions for Creating a Single PDF Document.



*\*\*\*Remember to save your work often as you complete the Excel template\*\*\**

*For questions or help composing the application, please contact Lisa Collard (*[*lisa@coaemsp.org*](mailto:lisa@coaemsp.org) *or 214-703-8445 ext. 118)*

1. Save the Letter of Review (LoR) Application Invoice Request form located on the CoAEMSP website to your desktop, then complete and submit the form to the CoAEMSP as directed. Once the form is submitted, the CoAEMSP will issue the program an invoice which will be due upon submission of the LoR Application. **This invoice number (e.g., 5-digit # LoR App PA) is required to appropriately title the abridged AEMT LoR Application/LSSR.**
2. Save the abridged AEMT LoR Application/LSSR located on the CoAEMSP website to your desktop.
3. Create a main folder on your desktop and title it with the invoice number issued by the CoAEMSP (e.g., 5-digit # LoR), App, and date of intended submission [yyyy.mm.dd]. (*e.g.,* ***25033LoR App PA 20XX.05.14***).
4. Open the main folder and create **one** sub-folder for the requested documentation titled **Application**.
5. Title the application using the same name as the main folder with the CoAEMSP invoice number (e.g., 5-digit # LoR PA), App, and intended submission date [yyyy.mm.dd]. (*e.g.,* ***25033LoR App PA 20XX.05.14***).

The main folder should look like the example below after completing Steps 1-5 above.

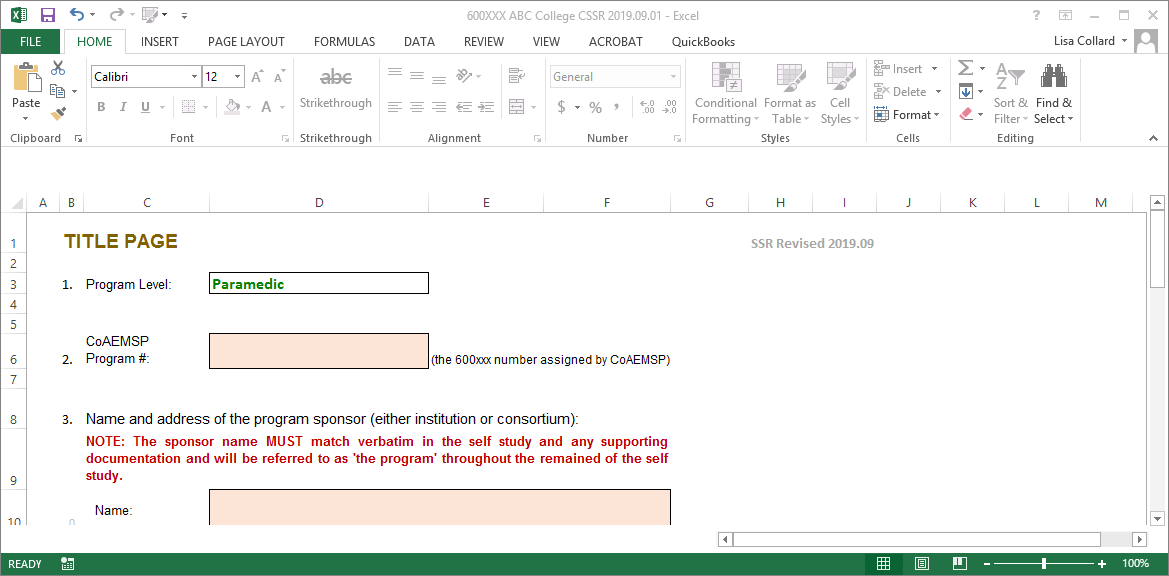
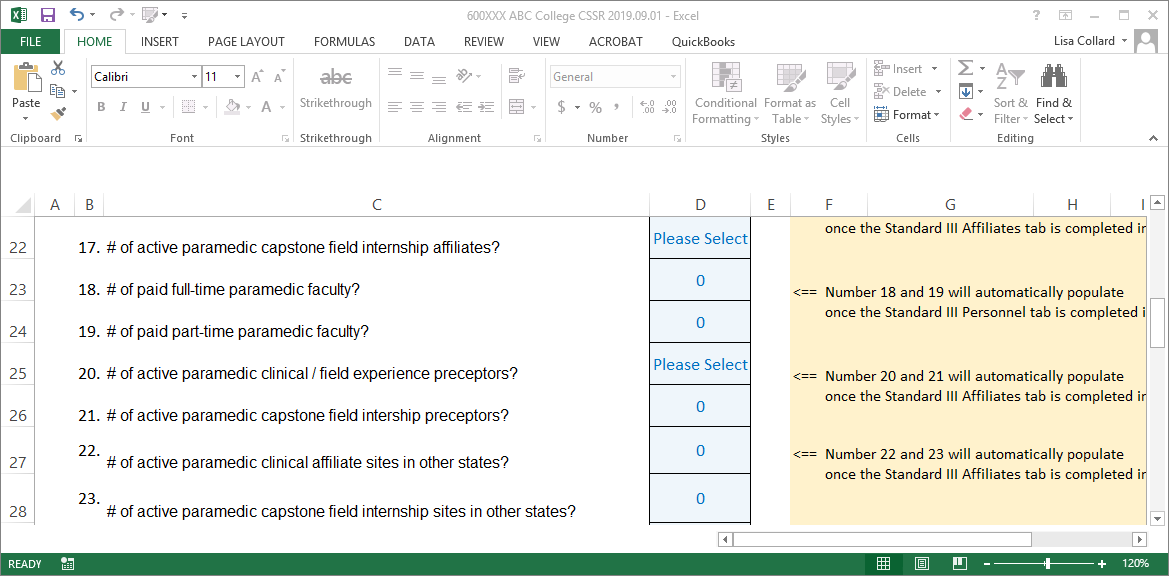
**Main folder**



**Renamed Excel Template**

**Single sub-folder**

1. Open the application and begin by completing all light orange text boxes on the Program Info tab **before** moving to the Standards and Affiliates tabs. Please keep in mind, the application has built-in logic, so it is important for all questions to be completed on the Program Info tab. Any blue text boxes will automatically populate data once the associated tab has been completed. Data cannot be placed directly into the blue text boxes. **Please Note: Cloud-based services (i.e., SharePoint, Google Docs, etc.) must not be used when completing the application or self-study template. This type of software tends to remove the built-in formulas from Excel.**

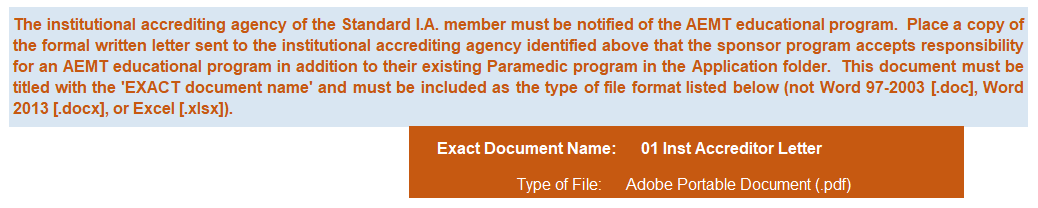
 

**Blue Text Boxes**

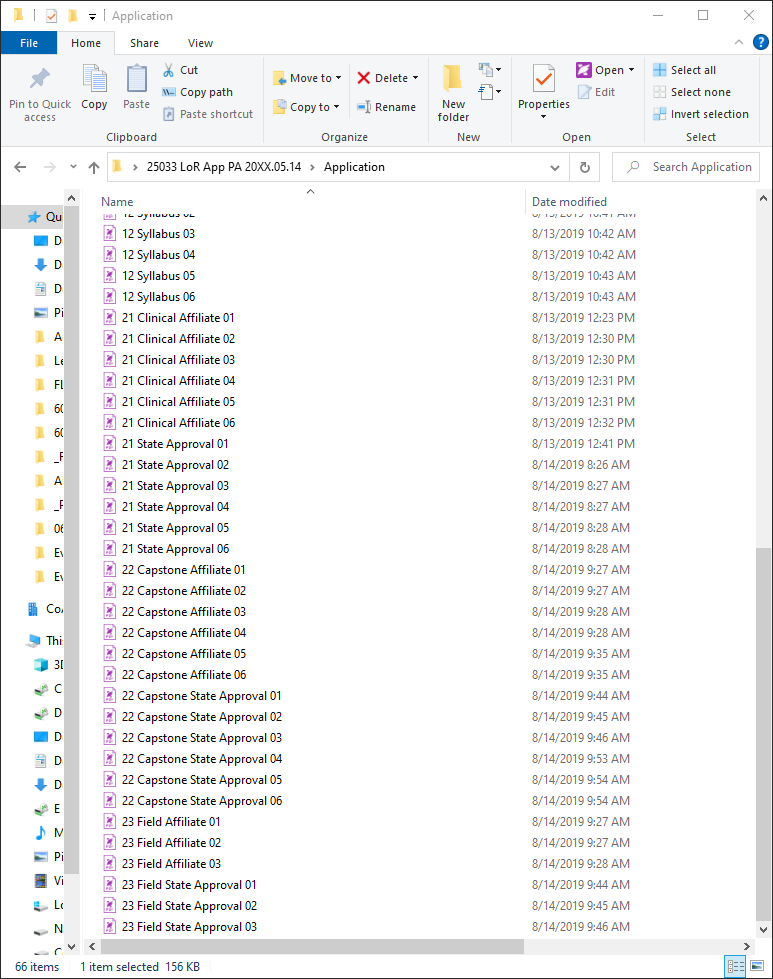
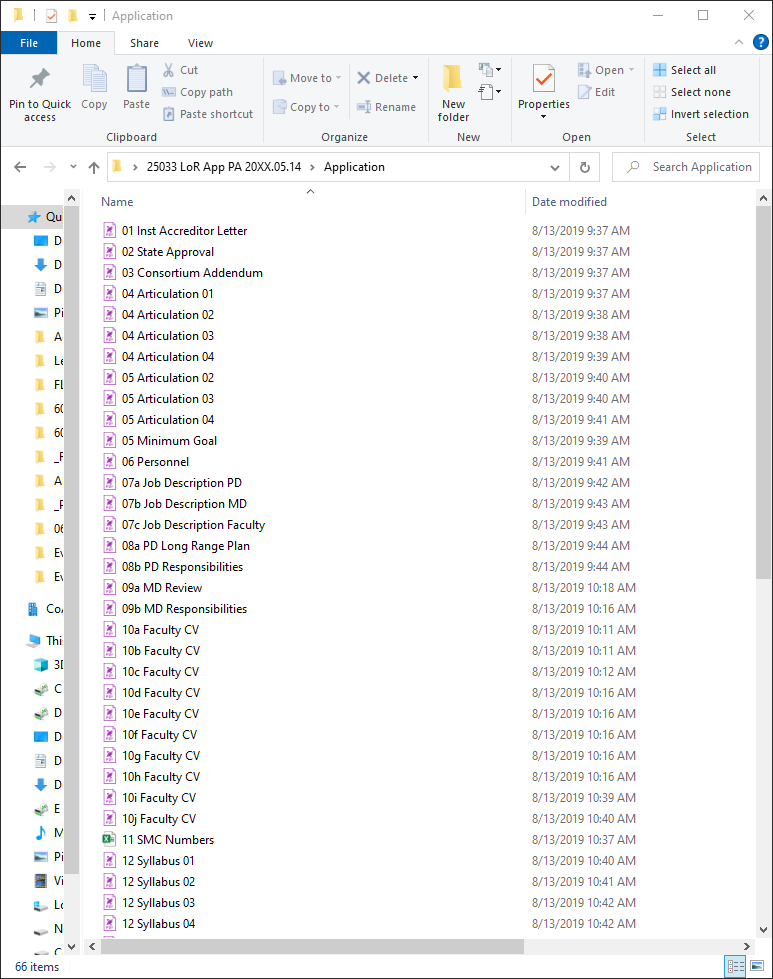
**Light Orange Text Box**

1. Continue to the Standards and Affiliates tabs and complete the light orange text boxes. The blue box directly above the dark orange section identifies the documentation needed and the dark orange section identifies the specific name and format required to be used when including the file in the **Application** sub-folder. The required documentation MUST be titled with the 'EXACT document name' and the type of file format that MUST be used (see picture below). **Please Note: If the documentation is not named as directed and in the correct file format, the application will be returned, and the program must fix the naming/formatting issues identified before the CoAEMSP will accept it. Cloud-based services (i.e., SharePoint, Google Docs, etc.) must not be used when completing the application or self-study template. This type of software tends to remove the built-in formulas from Excel.**

If the documentation consists of more than a single page, the documentation must be scanned and included as a single PDF document in the **Application** sub-folder. **Please Note: Directions for Creating a Single PDF Document can be accessed on page 1 of these instructions by double-clicking on the PDF icon in green.**



1. Additionally, the Standards tab will only require the Personnel Verification Report to be included in the **Application** sub-folder as evidence (i.e., Personnel) if the Program Director, Medical Director, or any instructional faculty are different for AEMT than Paramedic. The CoAEMSP sends this form once the key program personnel have been established. If required, please follow the instructions for submitting documentation for each of the key personnel as outlined on the Personnel page of the CoAEMSP website (<https://coaemsp.org/personnel>). The Personnel Verification Report will not be provided until all required personnel documentation has been submitted and CoAEMSP approved (if applicable). [see Standards tab for more details].
2. Once all tabs have been completed, verify all the required documentation has been gathered, properly named and formatted, and included in the **Application** sub-folder. However, each program’s **Application** sub-folder will vary some and will be based on the information for that specific program’s completed application. If every document was required to be included in the **Application** sub-folder from the Standards and Affiliates tabs in the application, then it would look like the following example except it would appear as a single column. *Please note, the numbering of the required evidence documentation is based on the information provided in the application. Therefore, the numbering may not match the picture below if the program is not required to have every document.*



1. Please review the application and required documentation with the Dean and any other required personnel. Please contact Lisa Collard ([lisa@coaemsp.org](mailto:lisa@coaemsp.org) or 214-703-8445 ext. 118)at the CoAEMSP with any questions.

**Please Note: If the documentation is not named exactly as directed and in the correct file format, the application will be returned, and the program must fix the naming/formatting issues identified before the CoAEMSP will accept it. Cloud-based services (i.e., SharePoint, Google Docs, etc.) must not be used when completing the application or self-study template. This type of software tends to remove the built-in formulas from Excel.**

1. The application is ready to be submitted. Zip (compress) the **entire** main folder and upload the zipped (compressed) folder to the sponsor’s fileshare account (<https://coaemsp.sharefile.com/Authentication/Login>). The program should have received a notification from Sharefile regarding the account upon submission of the LoR Application Invoice **Request Form** .

Please Note: Zipped files may look a little different depending on the version being used to zip (compress) the files.

A computer screen shot of a zip

Description automatically generated

To zip (compress): right click on the main folder and select ‘Send to’, then select ‘Compressed (zipped) folder’. This will result in another folder with the same name as the main folder but with either a zipper or a ‘Z’ icon on the folder. This is the file that should be attached and sent via email.

1. **CONGRATULATIONS!! Once the documentation has been processed, an official email of receipt will be sent to the program including information on the next steps in the process.**

|  |  |
| --- | --- |
| **Documents for Abridged AEMT LoR Application/LSSR Checklist** | |
| **Standards & Affiliates** | |
|  | 1. Institutional accreditor letter of notification (if applicable) |
|  | 1. State Office of EMS approval (official letter, email) |
|  | 1. Consortium addendum/revised agreement (if applicable) |
|  | 1. Articulation agreement(s) |
|  | 1. AEMT Minimum Goal statement |
|  | 1. Personnel verification Report from CoAEMSP (if applicable) |
|  | 1. Job descriptions for PD, MD, Faculty (if applicable) |
|  | 1. CoAEMSP Long Range Planning form (if applicable) |
|  | 1. CoAEMSP Program Director Responsibilities form (if applicable) |
|  | 1. CoAEMSP Medical Director Review form (if applicable) |
|  | 1. CoAEMSP Medical Director Responsibilities form (if applicable) |
|  | 1. Faculty CV(s) (if applicable) |
|  | 1. AEMT Student Minimum Competency (SMC) numbers |
|  | 1. Syllabi |
|  | 1. Affiliation agreements (if applicable) |