

Policies & Procedures **for International Program Accreditation**



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I. **Scope of International Accreditation Services**

The Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) offers accreditation services to programs located outside the United States. While there is no geographical limitation to the global locations where accreditation services will be offered, a risk assessment will be conducted at the time accreditation services are requested. A risk assessment will include review of the United States Department of State, Travel Advisories (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>).

A program located in a country designated as Level 4 – Do Not Travel advisory as issued by the US State Department will not be considered for accreditation services.

A program located in a country designated as Level 3 – Reconsider Travel advisory, will be evaluated on an individual basis.

Furthermore, travel health notices will be assessed as issued by the Centers for Disease Control and Prevention (<https://wwwnc.cdc.gov/travel/notices>).

A Level 4 – Avoid All Travel notice, will prevent accreditation services from being provided based on the extreme health risk assessment.

For a country designated as a CDC Level 3 – Reconsider Nonessential Travel notice, will be evaluated on an individual basis.

II. **Application of CAAHEP Standards and Guidelines, CAAHEP Policies and Procedures, and CoAEMSP Policies and Procedures**

All Commission on Accreditation of Allied Health Education Programs (CAAHEP) *Standards and Guidelines*, CAAHEP Policies and Procedures, and CoAEMSP Policies and Procedures are applicable to international programs seeking accreditation services. Just as may occur with variation among states in the United States, consideration will be given to local laws and regulations. Furthermore, accommodations may be made when considering local practices to respect national and cultural practices, laws, and quality assurance protocols.

III. **Review of Programs Outside the United States**

Review of programs located outside the United States begins with submission to CAAHEP of the International Eligibility Review Application (IERA). CAAHEP will verify and determine acceptable sponsorship as applicable to the specific country. Once CAAHEP determines eligibility for accreditation based upon an acceptable sponsor, the program will be referred to CoAEMSP to engage the

following steps of the accreditation process, as outlined for any other program seeking accreditation:

1. Completion of the Letter of Review (LoR) Invoice
2. Payment of the Invoice
3. Submission of the Letter or Review Application
4. Submission of the Letter of Review Self-Study Report (LSSR)
5. Participates in a virtual Preliminary Site Visit (pSV)
6. CoAEMSP issues the Letter of Review if the program demonstrates substantial compliance with the CAAHEP *Standards and Guidelines*
7. The Initial Self-Study Report (ISSR) is due to the CoAEMSP no later than six (6) months after the on-time graduation date of the initial Letter of Review cohort
8. CoAEMSP reviews the ISSR and conducts site visit to program
9. Program responds to the site visit Findings Letter
10. CoAEMSP Board reviews the program's accreditation record and forwards a recommendation to CAAHEP

IV. English Language Requirements for Documents

All documents submitted as part of the accreditation process, including but not limited to the Letter of Review Application, Self-Study Reports and all supporting documents, Progress Reports as applicable, and other correspondence will be provided in English. If necessary international programs will be required to submit documents to [Stepes - <https://www.stepes.com>] for translation to English. All expenses associated with translation services of documents will be paid for by the program seeking accreditation.

V. Site Visit Requirements

Site visit requirements for an international program will be consistent with the process utilized for programs located within the United States. International site visits will include some variations. Site visit teams will include a minimum of three site visitors, with the exact team composition to be determined based on location and program needs. All international site visits will be conducted in-person. The length of the site visit will be determined on a case-by-case basis considering multiple factors including program location, complexity of the program, local customs and cultural norms, the need to utilize interpreters, and time necessary for time zone adjustment. Travel to destinations exceeding total scheduled flight time of six hours for all segments of a one-way trip will require business class tickets, the cost of which will be paid by the program. CoAEMSP will be responsible for coordinating all travel arrangements. Additional direct expenses including international medical, travel, and repatriation insurance will be obtained through Global Rescue [<https://www.globalrescue.com/>] with expenses for these services paid by the program.

VI. Role of Translators and Interpreters

Translation services will be necessary when a program has documents that must be translated to English and is outlined in Section IV. Interpreters translate oral communication in real time and may be necessary if representatives of the program or those participating in the accreditation process, including the site visit, do not fluently speak English. The need for an interpreter will be assessed and determined by CoAEMSP and any necessary interpretation services will be coordinated by CoAEMSP. Interpreters must be independent and unaffiliated with the program sponsor.

VII. International Accreditation Services Fees

International program accreditation services fees, including site visits are maintained on the CoAEMSP website [coaemsp.org/program-fees]. An international program seeking accreditation services is responsible for all costs associated with the review process and includes but is not limited to site visit team visas (if required), business class airfare, travel insurance, international medical insurance, repatriation insurance, vaccinations required or recommended by the United States Centers for Disease Control, translation services, interpreter services, and any additional costs deemed necessary.

VIII. Administrative Fees for Programs Outside the United States

Administrative fees associated with international accreditation services includes the following:

1. Annual Accreditation Fee - \$4200 USD
2. Letter of Review Application Fee - \$1950 USD
3. Bank transfer fees – varies; direct expense to be paid by program
4. Preliminary Site Visit (virtual) - \$1350 USD
5. Attendance at the Fundamentals of Accreditation Workshop - workshop fee in USD plus travel expenses
6. Self-Study Report evaluation - \$900 USD
7. Technology Fee - \$250 USD