



Frequently Asked Questions

Outsourcing

December 2024

1. What is outsourcing?

A program is outsourcing when a partner or outside organization provides the accredited or LoR program with resources to conduct an AEMT or Paramedic course. The resources may be instructional services (lead instructor or adjunct instructors), instructional space (classroom or lab), equipment, or supplies.

2. We have a great partnership with a local agency that provides an instructor for one of our courses. Why do I need a written agreement?

A written agreement protects students by ensuring the continuity of resources assumed to be available through to the end of their program. It also clarifies the responsibilities of each party.

3. The lead instructor is employed by the partner agency, so they do not report to our Program Director. Is that OK?

For the purposes of conducting the AEMT or Paramedic program, the Lead Instructor and any other faculty or adjunct instructors, must report to, and be accountable to, the Program Director of the accredited or LoR program.

4. A local EMS agency hosts our satellite at no charge. Do I need a written agreement for the space and equipment?

Yes, a written agreement is required whether or not there are any financial obligations.

5. Does the requirement for an outsourcing agreement only apply to satellite or alternate location situations?

There can be other types of arrangements between parties where instructional services, instructional space, equipment, or supplies are provided to the program sponsor that are considered outsourcing.

6. Is there a specific document template that must be used as an agreement or memorandum of understanding for outsourced services.

The form and format of the agreement are at the discretion of the parties involved and should be crafted to meet the specific circumstances. Potential inclusions for an agreement are at the end of this FAQ. Consult your legal department.

7. Our program is sponsored by a college, but we have an arrangement with the local EMS provider to provide the instruction and space for the class. Do I need to notify and/or get approval from the college institutional accreditor for this arrangement?

Yes, if your program is sponsored by a college, and you have an arrangement with an external provider (such as the local EMS provider) for instruction and space, you will typically need to notify and potentially seek approval from the college's institutional accreditor. Accrediting bodies often have specific requirements regarding the use of external providers for course content and instruction.

One common requirement is that no more than a certain percentage (often 25%) of the course content or instruction can be provided by non-college entities. This percentage may vary depending on the accreditor, so it's important to review the specific guidelines for your institution's accreditor.

8. I'm not sure if the arrangements we have would be considered outsourcing: what should I do?

If you have questions about whether your program participates in outsourcing, contact CoAEMSP at 214 703-8445.

Potential Inclusions in an Outsourcing Agreement

- I. Names and addresses of parties to the agreement
- II. Purpose of the agreement
- III. Date of commencement of the agreement
- IV. Term of the agreement
- V. Termination clause
- VI. Resources provided to the accredited program sponsor may include any of the following:
 - a. Instructional services
 - Faculty
 - Adjunct instructors
 - Reporting structure and lines of authority to the Program Director of the accredited or LoR program sponsor.
 - Other resources specific to the circumstances of the parties
 - b. Instructional space (i.e., classroom, lab)
 - c. Equipment (specify type and amount)
 - d. Supplies (medical and office)
- VII. Financial obligations, if applicable
- VIII. Other terms and conditions
 - a. The term should cover the entire length of the enrolled cohort or cohorts
 - b. Termination clauses should account for the length of the enrolled cohort or cohorts
- IX. Signatures of representatives of both parties, including dates of execution