



Frequently Asked Questions

Outsourcing

November 2024

1. What is outsourcing?

A program is outsourcing when a partner or outside organization provides the CAAHEP-accredited or CoAEMSP-Letter of Review program with resources to conduct an AEMT or Paramedic program. 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. The agreement 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 okay?

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 CAAHEP-accredited or CoAEMSP-Letter of Review 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 a satellite campus or alternate location?

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 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 document. Consult your legal department.

7. 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 that may include any of the following:
 - a. Instructional services
 - i. Faculty
 - ii. Adjunct instructors
 - iii. Reporting structure and lines of authority to the Program Director of the accredited or LoR program sponsor.
 - iv. Other resources specific to the circumstances of the parties
 - b. Instructional space (ex., classroom, lab)
 - c. Equipment (specify type and amount)
 - d. Supplies (medical and office)
- VII. Financial obligations, if applicable
- VIII. Other terms and conditions
- IX. Signatures of representatives of both parties, including dates of execution