



## Frequently Asked Questions

# Satellite Campuses & Alternate Locations

January 2025

### 1. What constitutes a satellite?

A satellite is an “Off-campus location(s) that are advertised or otherwise made known to individuals outside the sponsor. The off-campus location(s) must offer all the professional didactic (which may include any distance education delivery modality) and laboratory content of the program. Satellites(s) are included in the CAAHEP accreditation of the sponsor and function under the direction of the Key Personnel of the program”. A satellite campus is operated and administered by the sponsor of the main campus location.

### 2. What constitutes an alternate location?

An alternate location is “A location that is separate from the main campus of the CoAEMSP Letter of Review (LoR) or CAAHEP-accredited education program where a portion of the program is conducted which may include skill practice or testing, periodic lecture or other learning activity, or other student assessments. This location does not meet the definition of a satellite and does not offer all the professional didactic and/or laboratory content”.

Off-campus class sessions to participate in a disaster drill, attend a cadaver lab, or visit a dispatch center or aeromedical service provider are considered field trips and do not constitute an alternate location.

### 3. Must I request approval for a satellite or alternate location for each new cohort/class at that site?

No. You only need to request approval for a satellite or alternate location at a specific site once. You do not need to notify CoAEMSP of each enrolled cohort at that location.

### 4. Is a site visit part of the satellite and alternate location approval process?

Yes. There is a brief virtual site visit conducted by a CoAEMSP staff member to review the facility and the equipment and includes a discussion about the site that is necessary to receive approval of the satellite campus or alternate location.

### 5. What is the annual fee for a satellite or alternate location?

The application and annual fees for each satellite or alternate location are \$500. The annual fee is invoiced with the program’s annual fee and is effective each year until the program notifies CoAEMSP of the location’s closure. A complete list of all CoAEMSP fees is on the website.

**6. When we have our comprehensive site visit, will the site visit team visit our satellite(s) and alternate location(s) in person?**

Yes. The site visit team reviews satellites and alternate locations. Depending on the distance, time, and number of sites, this may be a virtual visit to view the location and potentially meet with staff and students, or the team may elect to visit the location(s). Depending on the number and location of the sites, additional site visitors may supplement the team, or additional day(s) may be added to the visit.

**7. The lead instructor for our satellite is located at the main campus, about four hours from the satellite, and instruction is delivered virtually (synchronous or asynchronous). Is that acceptable?**

Yes. Instruction may be delivered virtually by a lead instructor from the main campus. In collaboration with the program director, the lead instructor maintains responsibility for all administrative, supervisory, and operational aspects of the educational program at a satellite campus.

**8. Our program partners with an EMS agency to provide instructors, space, equipment, or supplies. Is that acceptable?**

This type of partnership is common, and it is acceptable. However, there must be a written agreement detailing the responsibilities and contributions of each party. When the satellite or alternate location partner provides personnel (lead instructor, adjunct instructor, clinical coordinator, or other staff) there must be clear, direct lines of responsibility, accountability, and reporting to the program director.

In all cases, the program is granted accreditation status not the satellite. Satellites may not advertise or hold themselves out to be accredited in their own right. Satellites may not function independently of the main campus.

**9. Why is a written agreement required when a community partner provides instructors for the course or other resources?**

A written agreement protects students by ensuring the continuity of resources available to complete the program. It also clarifies the responsibilities of each party.

**10. Is there a specific form I must use for a written agreement for outsourcing resources?**

No. 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. Programs are encouraged to consult with their legal department when entering into an agreement, memorandum of understanding, or contract.

**11. We plan a satellite in a neighboring state. Can our medical director still oversee that class?**

Yes, if the program medical director is licensed in the neighboring state. If they are not, the program must secure an associate or assistant medical director who meets the requirements in the *CAAHEP Standards*.

**12. The lead instructor at the satellite would like to use a different textbook and create their own exams. Is that acceptable?**

Students attending both the main campus and a satellite must receive comparable education using comparable resources, especially the tools used to assess the cognitive, psychomotor, and affective domains. If different, but equivalent, educational resources are used the syllabi for the two courses must reflect the different resources.

**13. As the program director, do I need to visit the satellite(s)?**

There is no requirement for the program director to visit a satellite location on a specific schedule. However, the program director maintains responsibility for all activities at the site and for the quality of the education delivered. Circumstances vary and virtual visits provide options, but the best practice is to have at least occasional interaction with the faculty and students at that site.

**14. Does the medical director need to visit the satellite location?**

Like the program director's participation, the medical director is ultimately responsible for attesting to student competency for graduation. The program director and the medical director must find a way to navigate that process. The medical director's responsibilities include reviewing the progress of each student throughout the program and assisting in determining appropriate corrective measures, when applicable, regardless of the location where the students attend class.

**15. We just received our LoR. Can we request approval for a satellite or alternate location?**

Yes, a program sponsor who has received the LoR can request approval for a satellite or alternate location. Managing a satellite or alternate location can be challenging and should not be undertaken lightly.

**16. How do I report graduates from the satellite on our Annual Report?**

The CoAEMSP Annual Report provides instructions on entering the graduates from the satellites as a separate cohort.

**17. Once the satellite cohort graduates, where are the student and cohort records stored?**

Student/graduate and cohort records must be stored at the main campus.

**18. Our CoAEMSP site visit is coming soon. Will the site visitors want to speak with students, graduates, and faculty from the satellite location?**

Yes, please include students, graduates, and faculty from the satellite in the conversations with the site visitors.

**19. My program is institutionally accredited as a postsecondary academic institution. Do I need to notify them that our program has a satellite or alternate location?**

Check with your college: institutional accreditors vary regarding processes and approvals needed.

**20. We want to close one of our satellite locations and move it to another site. Can I transfer the previous approval or submit a new form? Can I transfer the fee from the location we are closing?**

Approval for one satellite location may not be transferred to a new location. The original satellite location must be closed by submission of the CoAEMSP Request for Closure of a Satellite Location template letter available on the Resource Library page of the CoAEMSP website. The program must submit a Personnel Form either removing or re-assigning the lead instructor assigned to the original satellite at closure. The program must submit a new Satellite Application for the new satellite location.

The fee for the original satellite location may be transferred to the new location if approval for the new satellite is granted within the same fiscal year.

The same process is followed for alternate locations.

**21. Our satellite or alternate location is in another state. Why do I must I notify their State Office of EMS?**

Some states may be restrictive regarding educational programs offered to their citizens from an out-of-state program. There may also be a requirement that to complete clinicals or field internships locally that an EMS certificate or license from that state is required. Seeking permission and/or acknowledgment is required and protects the students and the program.

**22. Can we use the same hospitals and EMS agencies for clinical and capstone field internship rotations for the main and satellite location cohorts?**

The answer depends on the distance from the satellite to the hospitals or EMS agencies. You may wish to require students to travel to your established sites, or you may want to develop new resources that are local to the students, with the accompanying affiliation agreements and preceptor training. In all cases, students must have access to sufficient patient resources to obtain the minimum competencies.

**23. What happens if we do not receive final approval from CoAEMSP before we start the satellite cohort class?**

Failure to obtain CoAEMSP approval for the satellite location may result in a recommendation to CAAHEP for Probationary Accreditation, which may lead to Withdrawal of Accreditation.

**24. When should I apply for a Satellite Campus or Alternate Location?**

Applications are available on the CoAEMSP website in the Resource Library. It is important to plan and submit the completed application with all supporting documentation a minimum of 30 days before students participate in educational activities at the site. Programs are strongly encouraged to submit applications 60 – 90 days before the location will be used.

## **25. Our program plans to offer accredited Paramedic and AEMT programming at a satellite campus or alternate location. Is a separate application and approval of the site for each level required?**

No. A satellite campus or alternate location is approved for educational programs for either AEMT or Paramedic students.

## **26. How do I get more information regarding the specific circumstances of our proposed satellite or alternate location?**

If you have questions regarding whether a proposed course or location other than the main campus meets one of the previous specifications, contact Lynn Caruthers at [lynn@coaemsp.org](mailto:lynn@coaemsp.org) or 214.703.8445 ext. 115.

For more information on requirements for satellites and alternate locations, review the CoAEMSP Policies & Procedures for Programs, section XIII at <https://coaemsp.org/policies-procedures>.

A sample organizational chart representing a program with two (2) satellites is available on the CoAEMSP website Resource Library under 'Samples' and can be adapted if the program includes additional satellites. <https://coaemsp.org/resource-library>.

### **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
    - 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. c. Equipment (specify type and amount)
  - d. 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