



Frequently Asked Questions

Completing the Self-Study Report

June 2024

1. Where do I begin completing the Self-Study Report?

- Download the correct version of the Self-Study Report (SSR): Letter of Review (LSSR), Initial (ISSR), Continuing (CSSR) or AEMT documents.
- Review each of the tabs for an overview of what will be required.
- Download the Step-by-Step Instructions for the Self-Study Report.
- Download the Documents for the Self-Study Report.
- Begin a folder and add the documents requested.
- Develop a plan to obtain additional information/ documents needed.

2. Why must I use the specific naming convention in the SSR? I want to just copy and paste from where I have the file saved.

Documents with long file names do not upload to ShareFile. In addition, the specified file names ensure that the readers and site visit team can easily locate the specific documents prior to and during the site visit.

3. I want my dean and faculty to review the self-study documents. Can I upload these documents to Teams, Google, or One Drive for example?

Avoid this practice. For a variety of reasons, shared file sites such as these often strip documents and data, and you will not be aware this happened. Use old school methods such as a flash drive. Or you can use an internal shared drive if everyone has access. An internal shared drive is different than a share file site.

4. Can I jump between the different tabs and enter information as time permits?

You will want to work through the tabs sequentially because there is built-in logic and an entry in an early tab will populate information in a later tab. You can review what documents you will need and begin to compile those in your Documents folder, like the syllabi, affiliation agreements, Advisory Committee minutes.

5. How can I stay on track with completing the Self-Study Report?

A useful tool is the Getting Started: an Action Plan for CAAHEP Accreditation found on the CoAEMSP website in the Step-by Step Instruction section.

6. Is there much narrative to enter?

The good news is no. The SSR requires little narrative. You will complete a brief history of the program. Be brief! Since this Excel document is locked, there is no spell check function. Write any narrative in Word, spell check, and then paste into the Excel document.

7. When I do not understand what something means, where can I get help?

- Small red triangles appear throughout the document. Hover over and language appears the identifies the Standard involved.
- Review the Step-by-Step Instructions.
- Review the CoAEMSP Interpretations of the CAAHEP 2023 *Standards and Guidelines for the Accreditation of Educational Programs in the EMS Professions*. This document includes possible evidence that meets the Standard.

8. There are only 25 spots for preceptors under each capstone field internship affiliate. What if I have more than 25 preceptors?

Create a table and include the same information (i.e., preceptor name and date they have been or will be trained), convert the table to PDF, and add it as the first page of the affiliation agreement for that affiliate. Then on either the first or last line of the table in the SSR template, place 'See affiliation agreement'. This will let the individual reviewing the self-study report know there are more preceptors and where to locate the information.

9. How long do I have to complete the Self-Study Report?

The CoAEMSP will notify the program director six (6) months before the due date of the SSR. This may seem like a long time but do not delay beginning the process! For example, if you do not already have a complete list of the dates of preceptor training, or you find that you need to renew clinical affiliation agreements, it can take a while to complete those. Plus, you do not want the added stress of last-minute preparation, especially when there may be other pressing demands on your time. Pace yourself!

10. The email from CoAEMSP mentioned sending students a survey. How do I do that?

You are required to send the link provided in the email from CoAEMSP to all currently enrolled students at the time you submit the SSR. Let your students know it is an important survey and request that they complete it. The survey goes directly to CoAEMSP and is anonymous. The results do not go back to the program.

11. When do I submit the required fee and how do I know how much it is?

You will receive an invoice from the CoAEMSP. Submit the invoice to your finance department in ample time for it to process it. CoAEMSP prefers ACH deposit or credit cards. Checks have a way of getting lost in the mail