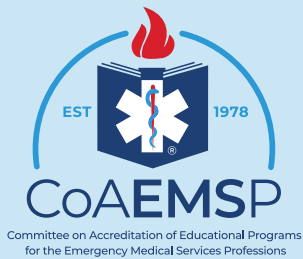
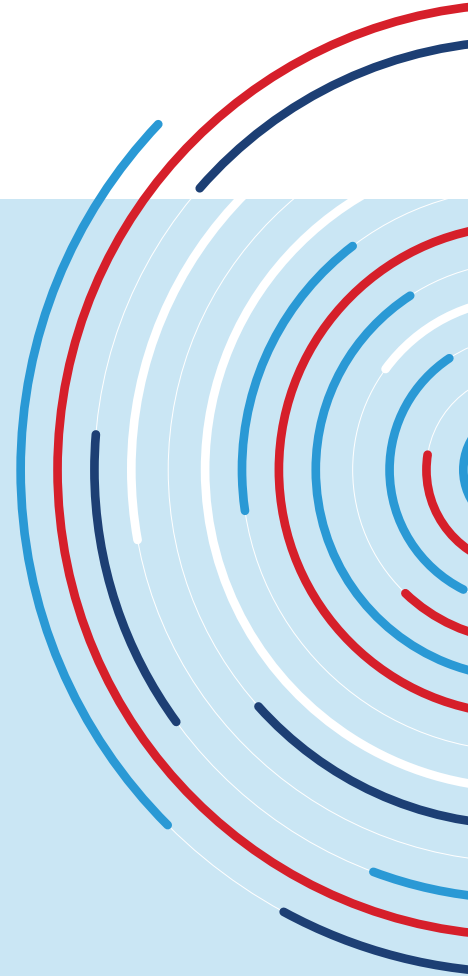


# Outsourcing

## November 21, 2024

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# Outsourcing

**What is this outsourcing thing?  
And how does it apply to me?**



# CoAEMSP Policies and Procedures for Programs

## XIII, D. Agreement(s) for Out-Sourced Instructional Services, Space, or Equipment

When a sponsor partners with one or more organizations to provide resources for the program, which may include, among other resources, instructional services, space, or equipment, there must be a current, written agreement(s) that specifies the responsibilities of the parties. Agreements for instructional services must specify the reporting structure and lines of authority to the program sponsor. This type of agreement is separate from a consortium agreement or an articulation agreement. If the agreement is for space, programs should follow procedures for the approval of alternate locations and satellites, as applicable.

# Please Clarify

## What are instructional services?



## Please Clarify

**What is meant by instructional space?**

**Does this mean satellites?**

**Does this mean our alternate location?**

## Please Clarify

**We are just borrowing equipment: does that count?**



## Please Clarify

Is this the same as our **articulation** agreement?

Is this the same as our **affiliation** agreements?

Is this the same as our **consortium** agreement?

## Please Clarify

**Do we need to get CoA approval for an outsourcing agreement?**





## What should be in an outsourcing agreement?

- **Names and addresses of parties to the agreement**
- **Purpose of the agreement**
- **Date of commencement of the agreement**
- **Term of the agreement**
- **Termination clause**

## What should be in an outsourcing agreement?

- **Resources provided to the accredited program sponsor that may include any of the following:**
  - Instructional services
    - Faculty
    - Adjunct instructors
    - Reporting structure and lines of authority to the Program Director of the accredited program sponsor.
    - Other resources specific to the circumstances of the parties
  - Instructional space (IE classroom, lab)
- **c. Equipment (specify type and amount)**
- **d. Supplies (medical and office)**

## What should be in an outsourcing agreement?

- **Financial obligations if applicable**
- **Other terms and conditions**
- **Signatures of representatives of both parties, including dates of execution**

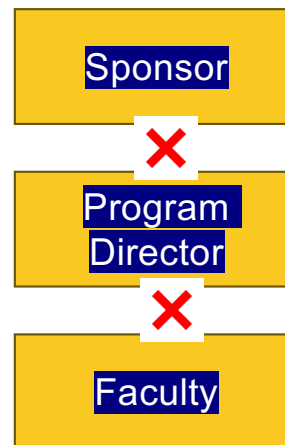
## FAQ

**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?**



# FAQ

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



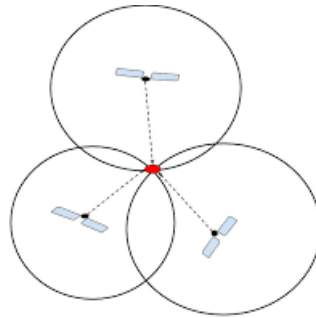
## FAQ

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



## FAQ

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



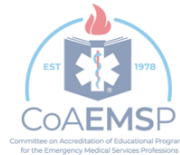
## So, What If.....





# FAQ

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



### Outsourcing Frequently Asked Questions June 2024

1. **Q. What is outsourcing?**
  - A. 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. **Q. 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. 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.



## FAQ

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

**Contact CoAEMSP at 214 703-8445**

