



## Frequently Asked Questions

### Frequent Citations

January 2025  
(revised)

**1. If we receive citations from a site visit for violations of the CAAHEP *Standards*, is the program placed on probation?**

Absolutely not. Citations require a response to CoAEMSP that provides evidence the program has met the request for additional information or changes. It is a normal part of the process, and the program is provided ample opportunity to submit the requested information. A citation does not prevent the program from achieving initial or continuing accreditation status.

**2. The site visit team told us about potential citations, when do we learn about the details?**

Following the site visit, the program receives an email that includes the Site Visit Report and the Site Visit Findings Letter, identifying potential *Standards* violations and the rationale. The program is asked to confirm the factual accuracy of the findings and respond to the Site Visit Findings Letter. The forms for each step are included, along with the instructions for submission and the due dates.

The site visit team verbally reviews potential citations at the exit summation of the site visit.

**3. What is the difference between citations in the Site Visit Findings Letter after the site visit and the citations in the letter from CAAHEP awarding accreditation?**

When a program receives a citation from the site visit, they submit a response to the Site Visit Findings Letter with the requested evidence. The information provided by the program is reviewed by a team of CoAEMSP board members. If the evidence is sufficient, the program is placed on the next CoAEMSP board meeting and a recommendation forwarded to CAAHEP for its review and a recommendation for an accreditation status.

If the evidence provided by the program is not considered to be adequate, the program is forwarded to CAAHEP for review and action for accreditation with a requirement to submit a Progress Report providing the additional requested information.

**4. How many programs *do not* receive a citation as part of the site visit process?**

In a recent 12-month period, 112 programs participated in a site visit and 46 had zero citations (41%) at the time of the site visit.

**5. How many individual citations were documented in this 12-month period?**

There was a total of 367 citations across the 66 programs with citations.

The most common number of citations ranged from one to three.

## 6. What are the most frequent citations following the site visit?

### CAAHEP Standard

III.B.2.a. Medical Director Responsibilities	32 programs
IV.A.1. Student Evaluation – Frequency and Purpose	26 programs
III.B.1.a. Program Director Responsibilities	24 programs
III.D. Resource Assessment	22 programs
II.B. Program Advisory Committee	19 programs
IV.A.2. Student Evaluation – Documentation	18 programs

## 7. How many programs successfully addressed the initial citation(s) in the Response to the Findings Letter and were sent to CAAHEP with no citations?

In a recent 12-month period, 136 programs submitted progress reports and 91 (67%) were cleared with no remaining citations.

For the 45 programs with remaining citations, there were 160 citations to address in progress reports.

## 8. What are the most frequent citations requiring progress reports?

### CAAHEP Standard

III.D. Resource Assessment	13 programs
III.B.2.a. Medical Director Responsibilities	9 programs
III.B.1.a. Program Director Responsibilities	8 programs
IV.A.1. Student Evaluation – Frequency and Purpose	7 programs
V.F. Agreements	7 programs
II.B. Program Advisory Committee	5 programs

## 9. Who are the site visitors? How do they know how to evaluate our program?

Site visitors are your peers who are experienced program directors or medical directors or who would qualify as a program director or medical director with experienced in EMS educational programs. Interested individuals apply. The CoAEMSP Board of Directors reviews the applications and invite selected individuals to participate in a site visitor training workshop. Site visitors participate in regular sessions to stay current. Site visitors use a standardized report based on the CAAHEP *Standards for the EMS Professions*. The Site Visit Report is available [here](#). Evidence of compliance with the *Standards* is evaluated through documentation, conversation, and observation.

## 10. What is the best way for my program to avoid receiving a citation?

- Stay current with the CoAEMSP Interpretations of the 2023 [CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in the EMS Professions](#).
- Stay current with the CoAEMSP [Policies and Procedures](#).
- Review the [Site Visit Report](#) and assess your program.
- Attend or watch the [webinars](#) presented by CoAEMSP.
- Review the CoAEMSP e-newsletters.
- Maintain student, cohort, and other program files in an accessible location to program personnel with a secure backup.

The number and letter references below are the CAAHEP Standards. The CAAHEP Standards are [here](#). The five overarching standards are:

- Standard I. Program Sponsor
- Standard II. Program Goals
- Standard III. Resources
- Standard IV. Student and Graduate Evaluation/Assessment
- Standard V. Fair Practices

### Number of Citations by Standard in the Site Visit Findings Letter, then CAAHEP Award Letter

