

What is the Executive Analysis



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What is the Executive Analysis



1. **Explain** the purpose and development process of the Executive Analysis (EA), including who prepares it and the methodology used in its preparation.
2. **Identify and describe** at least three limitations inherent in the Executive Analysis process, emphasizing the reliance on the accuracy and completeness of the Self-Study Report (SSR).
3. **Demonstrate** practical strategies for utilizing the Executive Analysis findings to improve paramedic programs proactively before the final accreditation review.
4. **Appreciate and value** the Executive Analysis as constructive feedback intended to foster continual improvement rather than a judgment or final outcome.

What is the EA?





coaemsp.org/self-study-reports

Self-Study Documents and Reports


Supplemental Self-Study Report (SSR) Forms

Supplemental forms that may be needed for the completion of the SSRs are available on the [Resource Library](#) page.

✓ RESOURCES

PDF	Article - Accreditation Process Cycle & Updates 2024	NOV-2024	DOWNLOAD
PDF	Documents for the Self-Study Report	JUL-2024	DOWNLOAD
XLS	Abridged AEMT LoR Application-LSSR for Existing Paramedic Programs	FEB-2025	DOWNLOAD
XLS	Self-Study Report - Continuing (CSSR)	FEB-2025	DOWNLOAD
XLS	Self-Study Report - Initial (ISSR)	FEB-2025	DOWNLOAD
XLS	Self-Study Report - Letter of Review (LSSR)	FEB-2025	DOWNLOAD
DOC	Step By Step Instructions for Abridged AEMT LoR Application-LSSR	JAN-2025	DOWNLOAD
DOC	Step By Step Instructions for Self-Study Report	FEB-2025	DOWNLOAD

The process:

 Committee on Accreditation of Educational Programs
for the EMS Professions
8301 Lakeview Pkwy, Suite 111-312
Rowlett, TX 75088

Self-Study Report
For EMS Programs Seeking
Continuing Accreditation
(CSSR)
for the 2023 CAAHEP Standards & Guidelines

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CAAHEP accredited and CoAEMSP approved LOR programs may use for program educational purposes.
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SSR Revised 2025.02

INSTRUCTIONS

Each program conducts an internal review culminating in the preparation of a Self-Study Report (SSR). The CoAEMSP will use the report, and any additional information submitted, to assess the program's degree of compliance with the Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org). Programs should carefully read the CAAHEP Standards & Guidelines as well as the CoAEMSP Standards & Guidelines for Accreditation of Educational Programs in the Emergency Medical Services Professions.

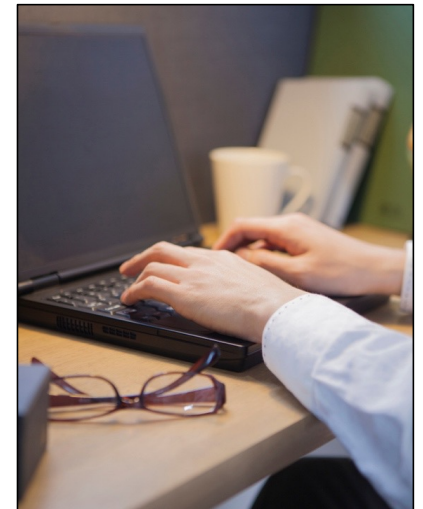
Q1 Are you in the Paramedic Program?

Answered: 28 Skipped: 0

Yes

No

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%





Committee on Accreditation of Educational Programs
for the Emergency Medical Services Professions

Executive Analysis of Initial/Continuing Accreditation Self Study Report (ISSR/CSSR)

2023 Standards

Level:	Paramedic
Program ID#:	600000
Sponsor Name:	
Program Name:	
City:	State:

Reader Review Reminders:

- * Review the available selections and their meaning by hovering over the Answer/Evidence Provided column title and Additional Reader/Executive Director Comment (if any) column title below.
- * Row heights should auto adjust; however, if they do not then the row height can be adjusted to show all text by "pulling" the row down.
- * A copy of this completed form is sent to the program and used as basis for follow-up communication.

The item(s) below identified as requiring Site Visit Team Review (SVT Review) may result in a Standard Citation and potentially lead to an adverse accreditation action (i.e., Probationary Accreditation, Withhold of Accreditation, Withdrawal of Accreditation - Involuntary) if not satisfied in a timely manner. For applicant programs seeking the CoAEMSP Letter of Review (LoR), SVT Review items may result in a Standard Citation(s) and potentially lead to the CoAEMSP Letter of Review (LoR) being withheld in not satisfied in a timely manner.

ISSR/CSSR TABS	Answer /Evidence Provided	Additional Reader/Executive Director Comment (if any)
Title Page Information		
Sponsor Homepage URL		
Program Homepage URL		
Both Release Boxes Answered		
PROGRAM INFORMATION		
Items 1 thru 27		
Overall Length of Program (in months)		
Maximum Class Size		
Number of Cohorts each Calendar Year		
Brief History and Development		
STANDARD I: SPONSORSHIP		
CAAHEP Sponsorship Category (according to Standard IA)	~ Please Select ~	
Institutional Accreditor	Please Select	
Inst. Accreditation Cycle (i.e., year to year)		
Sponsor Award College Credit		
Sponsor Type	Please Select	
Sponsor Classification	Please Select	
State OEMS Approval		
Preparedness Plan		
Type of Completion Award(s)	Please Select	



Committee on Accreditation of Educational Programs
for the Emergency Medical Services Professions

Executive Analysis of Initial/Continuing Accreditation Self Study Report (ISSR/CSSR)

2023 Standards

Level:	Paramedic		
Program ID#:	- 600000		
Sponsor Name:	Flatline State School of Defibrillation Arts		
Program Name:			
City:		State:	

What are the “scores” of each element in the EA?

	Provided	
	Complete	
	Complete	
	SVT Review	
	FSV Item	
	Resubmit	
	30	
	2	

1. Complete
2. Site Visit Team Review
3. First Day of Site Visit Item
4. Resubmit



Committee on Accreditation of Educational Programs
for the Emergency Medical Services Professions

Executive Analysis of Initial/Continuing Accreditation Self Study Report (ISSR/CSSR)

2023 Standards

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Program ID#:	600000
Sponsor Name:	
Program Name:	
City:	State:

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Number of Cohorts each Calendar Year		
Brief History and Development		
STANDARD I: SPONSORSHIP		
CAAHEP Sponsorship Category (according to Standard IA)	~ Please Select ~	
Institutional Accreditor	Please Select	
Inst. Accreditation Cycle (i.e., year to year)		
Sponsor Award College Credit		
Sponsor Type	Please Select	
Sponsor Classification	Please Select	
State OEMS Approval		
Preparedness Plan		
Type of Completion Award(s)	Please Select	

Common EA findings

ISSR/CSSR TABS	Answer /Evidence Provided	Additional Reader/Executive Director Comment (if any)
Title Page Information		
Sponsor Homepage URL		
Program Homepage URL	SVT Review	URL broken
Both Release Boxes Answered		
PROGRAM INFORMATION		
Items 1 thru 27		
Overall Length of Program (in months)		
Maximum Class Size		
Number of Cohorts each Calendar Year		
Brief History and Development		

Common EA findings

STANDARD I: SPONSORSHIP			
SPONSORSHIP Category (according to Standard IA)	I.A.3-Hospital, Clinic, or Med Ctr		
IA3 Hosp,Clinic,Med Ctr Accreditor	Complete	Joint Commission	
Inst. Accreditation Cycle (i.e., year to year)	Complete		
Sponsor Award College Credit	Complete	Does NOT award credit	
Sponsor Type	Complete	Hospital Based	
Sponsor Classification	Complete	Private - For Profit	
State OEMS Approval	FSV Item	State approval EXPIRED	
Preparedness Plan	Complete		
Type of Completion Award(s)	Complete	Cert/Diploma	
Articulation Agreement(s)	SVT Review	1	Articulation agreements with XYZ College NOT signed.

Common EA findings

STANDARD II: GOALS		
Minimum Expected Goal (verbatim to Standard IIA)		
Advisory Cmte Minutes (3yrs)		
Proper Advisory Cmte Representation		
Public Member Bio		
Additional Communities of Interest	N/A	
Advisory Cmte Meets Annually		
Organizational Chart		

Common EA findings

STANDARD II: GOALS		
Minimum Expected Goal (verbatim to Standard IIA)		
Advisory Cmte Minutes (3yrs)		
Proper Advisory Cmte Representation	SVT Review	NO paramedic graduates on AC
Public Member Bio	SVT Review	Public member is a retired EMS captain.
Additional Communities of Interest	N/A	
Advisory Cmte Meets Annually	SVT Review	AC did NOT meet in 2023
Organizational Chart		

Common EA findings

STANDARD III: RESOURCES		
Resource Assessment (3 meetings) at least annually		
Resources sufficient per RAM(s)		
Required Minimum Numbers (SMC Numbers)		
Action Plan - Students Not Meeting Numbers		
Program Numbers Below Recommended		
Curriculum Overview		
Program Course Requirements Table		
More than 1 Track Offered; Same Program		
Course Sequence		
Curriculum Content		
Capstone Experience		
Total Credit Hours from Table		
Total Contact Hours from Table		
Course Syllabi (1 for each Core Course)		

Common EA findings

Less than 80% in a category, explain what you're doing and a due date.

STANDARD III: RESOURCES		
Resource Assessment (3 meetings) at least annually		
Resources sufficient per RAM(s)		
Required Minimum Numbers (SMC Numbers)		
Action Plan - Students Not Meeting Numbers		
Program Numbers Below Recommended		
Curriculum Overview		
Program Course Requirements Table		
More than 1 Track Offered; Same Program		
Course Sequence		
Curriculum Content		
Capstone Experience		
Total Credit Hours from Table		
Total Contact Hours from Table		
Course Syllabi (1 for each Core Course)		

Common EA findings

STANDARD III: RESOURCES		
Resource Assessment (3 meetings) at least annually		
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Action Plan - Students Not Meeting Numbers		
Program Numbers Below Recommended		
Curriculum Overview		
Program Course Requirements Table		
More than 1 Track Offered; Same Program		
Course Sequence		
Curriculum Content		
Capstone Experience		
Total Credit Hours from Table		
Total Contact Hours from Table		
Course Syllabi (1 for each Core Course)		

Minimum number of student competencies and IF below recommended minimums.

Common EA findings

STANDARD III: RESOURCES		
Resource Assessment (3 meetings) at least annually		
Resources sufficient per RAM(s)		
Required Minimum Numbers (SMC Numbers)		
Action Plan - Students Not Meeting Numbers		
Curriculum Overview		
Program Course Requirements Table		
More than 1 Track Offered; Same Program		
Course Sequence		
Curriculum Content		
Capstone Experience		
Total Credit Hours from Table		
Total Contact Hours from Table		
Course Syllabi (1 for each Core Course)		

Nat'l Educ Standards for all content areas

Common EA findings

STANDARD III: RESOURCES		
Resource Assessment (3 meetings) at least annually		
Resources sufficient per RAM(s)		
Required Minimum Numbers (SMC Numbers)		
Action Plan - Students Not Meeting Numbers		
Program Numbers Below Recommended		
Curriculum Overview		
Program Course Requirements Table		
More than 1 Track Offered; Same Program		
Course Sequence		
Curriculum Content		
Capstone Experience	SVT Review	Capstone course NOT clearly described in syllabus
Total Credit Hours from Table		
Total Contact Hours from Table		
Course Syllabi (1 for each Core Course)	SVT Review	

Syllabus is only a class schedule.
NO description of how grades are assigned.

Common EA findings

STANDARD III: PERSONNEL				
CoAEMSP Personnel Verification				
Job Descriptions				
Program Director (PD)				
Medical Director (MD)				
Satellite Lead Instructor(s)	[if applicable]	N/A	N/A	
Lead Instructor(s)	[if applicable]	N/A	N/A	
Clinical Coordinator	[if applicable]	N/A	N/A	
Associate MD(s)	[if applicable]	N/A	N/A	
Assistant MD(s)	[if applicable]	N/A	N/A	
Faculty (Full time)	[if applicable]	N/A		
PD Responsibilities Form				
Long Range Plan				
workload Table				
MD Responsibilities Form				
MD Review				
Full Time Faculty Table				
Curriculum vitae(s)				
Part Time Faculty Table				

CoAEMSP Resource Library
for forms

Common EA findings

STANDARD III: AFFILIATES			
Clinical Affiliates			
Affiliate Data Forms Complete		Please Select	
Out of State Sites Identified		N/A	
Affiliation Agreements (fully executed)			
N/A			
Capstone Field Internship Affiliates			
Affiliate Data Forms Complete		Please Select	
Out of State Sites Identified		N/A	
Affiliation Agreements (fully executed)			
N/A			
Field Experience Affiliates			
Affiliates Data Forms Complete		Please Select	
Out of State Sites Identified		N/A	
Affiliation Agreements (fully executed)			
N/A			

Common EA findings

STANDARD III: AFFILIATES			
Clinical Affiliates			
Affiliate Data Forms Complete	SVT Review	8	Field Internship site is 113 miles from program.
Out of State Sites Identified	N/A	N/A	
Affiliation Agreements (fully executed)	SVT Review	AA not signed	
N/A			
Capstone Field Internship Affiliates			
Affiliate Data Forms Complete	SVT Review	6	ED has 3500 visits per year for 25 students.
Out of State Sites Identified	N/A	N/A	
Affiliation Agreements (fully executed)	SVT Review	AA expired in 2023	
N/A			
Field Experience Affiliates			
Affiliates Data Forms Complete	Complete	Please Select	
Out of State Sites Identified	Complete	1	
Affiliation Agreements (fully executed)	Complete		
State-specific OEMS Approval(s)	FSV Item	NOT provided	

Common EA findings

STANDARD III: PRECEPTORS			
Clinical/Field Exp On-Site Liaison Orientation Materials			
Capstone Field Internship Preceptor Training Materials			
Clinical Preceptors Oriented [current supervisor for each clinical affiliate]		8	
Field Experience Preceptors Oriented [current supervisor for each field exp affiliate]			
Capstone Field Internship Preceptors Trained [all active at each capstone field intern affiliate]			
Total # of Capstone Field Internship Preceptors			



Orientation

Liaison - High level

Training

Preceptor- In the weeds

Common EA findings

STANDARD III: PRECEPTORS			
Clinical/Field Exp On-Site Liaison Orientation Materials	SVT Review	NO description of student evaluation tools or grading criteria.	
Capstone Field Internship Preceptor Training Materials	SVT Review	NO definition of team lead or minimum number of team leads required.	
Clinical Preceptors Oriented [current supervisor for each clinical affiliate]	Complete	8	
Field Experience Preceptors Oriented [current supervisor for each field exp affiliate]	Complete		
Capstone Field Internship Preceptors Trained [all active at each capstone field intern affiliate]	Complete		
Total # of Capstone Field Internship Preceptors	455		

Common EA findings

STANDARD IV: STUDENT & GRADUATE EVALUATION/ASSESSMENT		
Item Analysis		
Final, Summative Evaluations (all 3 domains)		
Terminal Competency Form (1 completed)		
Summary Tracking (SMC)		
Summary Record	SVT Review	The site visit team will review student records during the site visit.

Common EA findings

STANDARD IV: STUDENT & GRADUATE EVALUATION/ASSESSMENT		
Item Analysis	SVT Review	Statistics conducted but NO analysis. NO High Stakes Form used
Final, Summative Evaluations (all 3 domains)	SVT Review	NO evaluations for affective domain.
Terminal Competency Form (1 completed)	SVT Review	NOT signed by MD (or MD signed 4 months after graduation date)
Summary Tracking (SMC)	SVT Review	2 students with Competencies Not Met
Summary Record	SVT Review	The site visit team will review student records during the site visit.

Common EA findings

STANDARD V: FAIR PRACTICES		
Program Publication(s)		
Website		
Documents Utilized and Included		
Recruiting Material(s)		
Program Disclosures		
Sponsor's Institutional Accreditation Status		
Programmatic Accreditation Statement/Status		
Admissions Policies		
Technical Standards		
Occupational Risks Statement		
Advanced Placement Policy (program specific)		
Transfer of Credits Policy (program specific)		
Experiential Learning Policy (program specific)		
# of Credits Required for Program Completion		
Tuition, Fees, and Other Program Costs		
Total Program Tuition (in dollars)		
Student Withdrawal Policy		
Refunds of Tuition/Fees Policy		
Clinical Exp. Policy/Procedure for Assignment		
Academic Calendar		
Student Grievance Policy		
Appeals Policy		
Policy for Rotations while in Program		
Publication of Outcomes		
Faculty Grievance Policy		
Faculty Recruitment		
Health & Safety Policies		
Student Records	SVT Review	The site visit team will review student records during the site visit.
Permanent Transcript Location		

STANDARD 5: TOOL PRACTICES			
Program Publications			
Website			
Documents utilized and included			

Appendix 6: Advanced Placement/Prior Learning Assessment (PLA)

AP Program	Complete	
Student Withdrawal Policy	Complete	
Refunds of Tuition/Fees Policy	Complete	
Classroom Policy/Procedures for Assignment	Complete	
Academic Calendar	Complete	
Student Grievance Policy	Complete	
Appeals Policy	Complete	
Policy for Students with a Program	Complete	
Publication of Outcomes	Complete	
Faculty Grievance Policy	Complete	
Faculty Recruitment	Complete	
Health & Safety Policies	Complete	
Student Records	2021 Review	This site will learn all student records during the site visit.
Permanent Transcripts Location	Complete	

STANDARD V: FAIR PRACTICES		
Program Publication(s)		
Website		
Documents Utilized and Included		
Recruiting Material(s)		
Program Disclosures		
Sponsor's Institutional Accreditation Status	Complete	
Programmatic Accreditation Statement/Status	Complete	
Admissions Policies	Complete	
Technical Standards	Complete	
Occupational Risk Statement	Complete	
Advanced Placement Policy (program specific)	SVT Review	Policy in university catalog but NO program specific policy found
Transfer of Credits Policy (program specific)	SVT Review	Policy in university catalog but NO program specific policy found
Experiential Learning Policy (program specific)	SVT Review	Policy in university catalog but NO program specific policy found
# of Credits Required for Program Completion		
Tuition, Fees, and Other Program Costs		
Total Program Tuition (in dollars)		
Student Withdrawal Policy	Complete	
Refunds of Tuition/Fees Policy	Complete	
Clinical Exp. Policy/Procedure for Assignment	Complete	
Academic Calendar	Complete	
Student Grievance Policy	Complete	
Appeals Policy	Complete	
Policy for Rotations while in Program	Complete	
Publication of Outcomes	Complete	
Faculty Grievance Policy	Complete	
Faculty Recruitment	Complete	
Health & Safety Policies	Complete	
Student Records	SVT Review	The site visit team will review student records during the site visit.
Permanent Transcript Location	Complete	

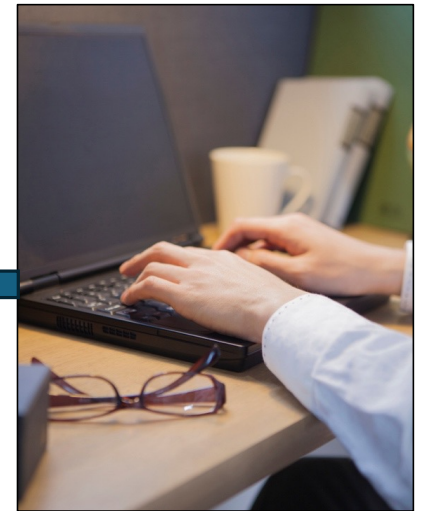
Common EA findings

ALTERNATE LOCATION(S)		
CoAEMSP Approved Alternate Location(s)	N/A	
Number of Approved Same State Locations	N/A	
Number of Approved Out of State Locations	N/A	
SATELLITE LOCATION(S)		
CoAEMSP Approved Satellite(s)	N/A	
Number of Approved Same State Locations	N/A	
Number of Approved Out of State Locations	N/A	
Student Eval SSR Questionnaires	SVT Review	n=1. SVT should spend additional time speaking with students.

Common EA findings

ALTERNATE LOCATION(S)		
CoAEMSP Approved Alternate Location(s)	N/A	
Number of Approved Same State Locations	N/A	
Number of Approved Out of State Locations	N/A	
SATELLITE LOCATION(S)		
CoAEMSP Approved Satellite(s)	N/A	
Number of Approved Same State Locations	N/A	
Number of Approved Out of State Locations	N/A	
Student Eval SSR Questionnaires		
Other Reader Comments:		
Review Time:		
Reader Review Completed by:		

The process:





Some final thoughts

- The EA is your first “diagnostic exam” to help you prior to the SV
- “There’s a form for that”
- Follow the file format required for Documentation Folder
- Leave nothing blank
- Don’t be afraid to ask for clarification