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# CoAEMSP Annual Report Q+A

The Annual Report is due March 30, 2020 and reflects those who graduated in 2018

Question	Answer
National Registry or State Exam	
What is considered as the first-time pass rate on the National Registry exam? Is it the first 3 attempts or the first attempt?	<p>We have adopted the NREMT's definition, which is a cumulative first three attempts. The NREMT definitions are:  <u>First exam attempt</u>: first time a graduate take and passes the exam  <u>Third attempt cumulate pass</u>: first, plus second, plus third attempts the graduate takes to pass the exam</p>
10 students graduate 12/01/2017, 4 of them test for NREMT in December, the other 6 test in January. Where specifically are those 6 reported?	Report them in the Annual Report. If the results are available prior to submission of the Annual Report, you can report the results even if taken in a later calendar year.
What if the student successfully graduates the program, but does not successfully pass the NREMT exam?	They are calculated within the retention / attrition and are included with the number of graduates attempting the NREMT exam.
Retention / Attrition	
A student withdraws from the Program within the first two weeks of the program and has completed less than 25% of the curriculum.	These students are not counted in the retention / attrition. They are not included in the total students enrolled in the program.
To be clear, if we start with 10 students and 2 fail before the students complete 25% of the curriculum, then for reporting purposes the program will state it started with 8?	Correct. However, always follow your institution or program policies. The 25% was established for programs that are non-traditional or do not have a specific date or time frame established to determine attrition. If your institution or program has a defined metric, for example add/drop date, you will use that date, number, or percentage.

Question	Answer
What if a student has become so sick that they drop out? What if the student dies?	If the student completed 25% or more of the Paramedic program they are counted as attrition, regardless of the reason. If your overall retention rate falls below the 70% threshold, there is a comment box on the annual Report to explain the circumstances.
Does a student withdrawal after a successful fall semester in one year, but student returns for the following year's cohort in spring, count as attrition?	Yes. The student will then be added to a new cohort and counted again as a completer when they graduate.
Positive Placement	
Do we do include students who graduated but have not passed the National Registry in the positive placement numbers.	If a graduate has not passed the NR or state exam, they cannot be working as a Paramedic and using their Paramedic skills; therefore, they cannot be counted as being positively placed.
What if the military graduate is working as a paramedic within the military after graduation?	The graduate is considered a positive placement.
For positive placement does this include volunteer in search and rescue?	Yes, if the individual is using the knowledge and skills gained in the Paramedic program.
Graduate and Employer Surveys	
When are the Graduate and Employer Surveys sent out?	The Program administers the surveys 6-12 months after graduation.
Who are the Graduate and Employer Surveys sent to?	<p>Send to graduates who are employed. The intent of the graduate and employer surveys is to get feedback from the graduate and the employer to determine if the graduate felt adequately prepared to function as a competent entry-level Paramedic.</p> <p>An employer may choose to complete a single survey for multiple graduates providing the number of graduates being reported is identified in the response.</p>

Question	Answer
If returns of surveys is a problem, can I call the employer and/or graduate to take the survey over the phone?	Yes.
How do we address a large corporate EMS agency that has a national corporate policy to not respond to any surveys regarding their employees?	State that the agency has a written policy and is not permitted to provide feedback or comment on employees. Include the number of affected surveyed graduates employed by the agency. However, remind the organization that the graduate survey is not an employee performance evaluation but feedback on the educational preparation of the graduate by the Program.
Analysis & Action Plan	
<p>The "Provide an Analysis and Action Plan" boxes have been triggered regarding a less than 100% return on Employer and Student Surveys.</p> <p>Please provide guidance on what needs to be covered in the analysis of the survey. Are you looking for an overview of how many were sent and how many were returned or something more in depth?</p>	For the Graduate and Employer Survey tables, the program must complete the two (2) questions to the right which include the analysis and action plan for each type of survey. On the analysis document include the comments received and the ways the Program might improve using the feedback. The action plan is about how the Program will incorporate the feedback to improve the Program, including how the program will work to achieve improvement on the return rate of the surveys.
Publishing Outcomes	
For publishing outcomes on the website, can the Program still use the 3-year average?	The program is required to post the 1-year outcomes as reported in the Program's Annual Report. The Program may choose to post additional information.
General Questions	
When opening the report in Google Sheets, there are a few errors. Not all formulas translate over to sheets.	Do not use Google Sheets or any collaborative spreadsheet, you must use Excel. Google Sheets is not as robust as Excel and the report does not function properly.

Question	Answer
Where do I find the Annual Report on the website?	The Annual Report was emailed to the Program Director at the end of January. If you did not receive it, check your spam/junk. Not there? Email <a href="mailto:AnnualReports@coaemsp.org">AnnualReports@coaemsp.org</a> .
If a Program falls below threshold each year and each year it is a different outcome (i.e., first year being below retention rate, second year retention is above but pass rate below) is that 2 consecutive years?	The same outcome would need to fall below the threshold for 3 consecutive years for the same outcome.
I am a new program director trying to locate all documents for the 2018 annual report. What happens if I cannot locate everything needed for the report and subsequent site visit? There were several other directors in a full-time or part-time capacity prior to my arrival so records have been tricky to locate in their entirety.	Provide what you can and disclose in the report and to the site visitors that documentation is missing. The CoAEMSP recognizes you cannot recreate documentation that is missing.
Are there any files that are submitted along with the 2018 report?	No.
Does the 2018 report get submitted even if there are no graduates in 2018?	Yes.
Can we unlock the worksheet so we may customize the cell where we enter the cohort? I would like to add the number of the cohort.	No because the integrity of the report is then affected.