



Credible education  
through accreditation

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

## CoAEMSP Program Director Responsibilities Form

### Calendar Year

*CAAHEP Standard III.B.1.* requires the following Program Director (PD) responsibilities. The Program Director must be responsible for all aspects of the program, and must:

1) the administration, organization, and supervision of the educational program

Date of Review

Activity/Evidence

2) the continuous quality review and improvement of the educational program

Date of Review

Activity/Evidence

3) long range planning and ongoing development of the program

Date of Review

Activity/Evidence

4) the effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program

Date of Review

Activity/Evidence

5) cooperative involvement with the program Medical Director

Date of Review

Activity/Evidence

6) the orientation/training and supervision of clinical and field internship preceptors

Date of Review

Activity/Evidence

7) the effectiveness and quality of fulfillment of responsibilities delegated to another qualified individual

Date of Review

Activity/Evidence

I, **(PD's name)** attest that I do perform the above listed responsibilities as described in the *CAAHEP Standards and Guidelines* (Standards III.B.1.) for the position of **Program Director**.

Program Director Signature

Date