

Documents for Self-Study Report

Standard I: Sponsorship

1. Evidence of institutional accreditation (letter, certificate, website screenshot)
2. State Office of EMS approval (official letter, email)
3. Sample certificate of completion or diploma
4. Articulation agreement
5. Organizational chart of the sponsor
6. Consortium agreement (if applicable)
7. Corporate organizational chart (if applicable)
8. Notification of national accrediting agency of consortium (if applicable)
9. Letter from CEO/President of sponsorship of consortium (if applicable)
10. Consortium governing body meeting minutes for past 3 years (if applicable)

Standard II: Program Goals

1. Advisory Committee meeting minutes (most recent three years)
2. Programmatic organizational chart (program personnel and faculty, credentials, position)
3. Published minimum goal expectation statement (screenshot)

Standard III: Resources

1. Completed Resource Assessment Matrix (RAM) for the most recent three years
2. Appendix G – Student Patient Contact Matrix (approved by Medical Director and endorsed by the Advisory Committee)
3. Syllabi for each Paramedic core professional course (does not include general education courses or courses that are prerequisite to the Paramedic core)
4. Personnel verification document from CoAEMSP
5. Job descriptions for: Program Director, Lead Instructor, Medical Director (include Associate and Assistant if applicable), any other faculty
6. CoAEMSP Program Director Responsibilities form
7. Medical Director CV/resume
8. CoAEMSP Medical Director Responsibilities form
9. CV/resume for each full-time faculty member
10. Clinical affiliate agreement for each affiliate
11. Clinical and field experience Preceptor orientation materials
12. Capstone field internship Preceptor training materials

Standard IV: Student and Graduate Evaluation/Assessment

1. Completed CoAEMSP High Stakes Analysis form
2. Documentation of one recent graduate: completed, graded summative, comprehensive, (final) evaluations
3. Signed, completed sample of Terminal Competency form
4. Summary Tracking form for most recent completed cohort

Standard V: Fair Practices

1. Program information screenshots for:
 - a. Sponsor Institutional Status
 - b. Program accreditation status statement (if applicable)
 - c. Admission policies
 - d. Technical standards
 - e. Advanced placement
 - f. Transfer of credits
 - g. Experiential learning
 - h. Credits required
 - i. Program costs
 - j. Withdrawal policy
 - k. Refund policy
 - l. Academic calendar
 - m. Student grievance
 - n. Completion certificate
 - o. Graduation criteria
 - p. Student work policy
 - q. Published outcomes
 - r. Faculty grievance
 - s. Faculty recruitment
 - t. Student admission
 - u. Faculty employment
 - v. Safeguard
 - w. Student responsibilities
 - x. Checkoff tool
 - y. Scope of responsibilities
 - z. Transcript location
2. Affiliation Agreements (fully executed)
3. Out of State approval for affiliations (if applicable)