



Documents for Self-Study Report Checklist

Standard I: Sponsorship

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

Standard II: Program Goals

- 1. Published minimum goal expectation statement (screenshot)
- 2. Public Member Bio
- 3. Advisory Committee meeting minutes (most recent three years)
- 4. Programmatic organizational chart (program personnel and faculty, credentials, position)
- 5. Corporate organizational chart for each consortium member (if applicable)

Standard III: Resources

- 1. Completed Resource Assessment Matrix (RAM) for the most recent three years
- 2. Program Required Student Minimum Competency Numbers (approved by Medical Director and reviewed by the Advisory Committee)
- 3. Curriculum Overview
- 4. Syllabi for each AEMT/Paramedic core professional course (does not include general education courses or courses that are prerequisite to the Paramedic core)
- 5. Personnel verification report from CoAEMSP
- 6. Job descriptions for: Program Director, Medical Director, faculty (include Satellite Lead Instructor(s), Associate and Assistant MDs if applicable)
- 7. CoAEMSP Long Range Planning form (if applicable)
- 8. CoAEMSP Program Director Responsibilities form

- 9. CoAEMSP Medical Director Review form
- 10. CoAEMSP Medical Director Responsibilities form
- 11. CV/resume for each full-time faculty member
- 12. Clinical, field experience, and capstone field internship affiliation agreements for each affiliate, fully executed
- 13. Out of State approval for affiliations (if applicable)
- 14. Clinical and field experience Liaison orientation materials
- 15. Capstone field internship Preceptor training materials

Standard IV: Student and Graduate Evaluation/Assessment

- 1. Completed CoAEMSP High Stakes Analysis form
- 2. Completed CoAEMSP Frequency of High Stakes form (for LSSRs)
- 3. Documentation of one recent graduate: completed, graded summative, comprehensive, (final) evaluations
- 4. Signed, completed sample of Terminal Competency form
- 5. 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/Functional job description
 - e. Occupational Risks
 - f. Advanced placement
 - g. Transfer of credits
 - h. Experiential learning
 - i. Credits required
 - j. Program costs (overall cost of entire program)
 - k. Withdrawal policy
 - l. Refund policy
 - m. Clinical Assignment policy
 - n. Academic calendar
 - o. Student grievance
 - p. Appeals Process
 - q. Student work policy (i.e., third rider)
 - r. Published outcomes
 - s. Faculty grievance
 - t. Faculty recruitment
 - u. Safeguard policies
 - v. Transcript location