

Satellites and Alternate Locations

November 18, 2020



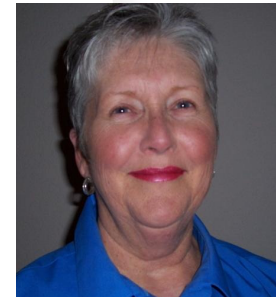
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Polling Questions

Do you have / Have you had a satellite campus?

If you have a satellite campus, how many do you have?

Do you use a location other than the main campus to conduct some class sessions?



Takeaways



Do I have a satellite?



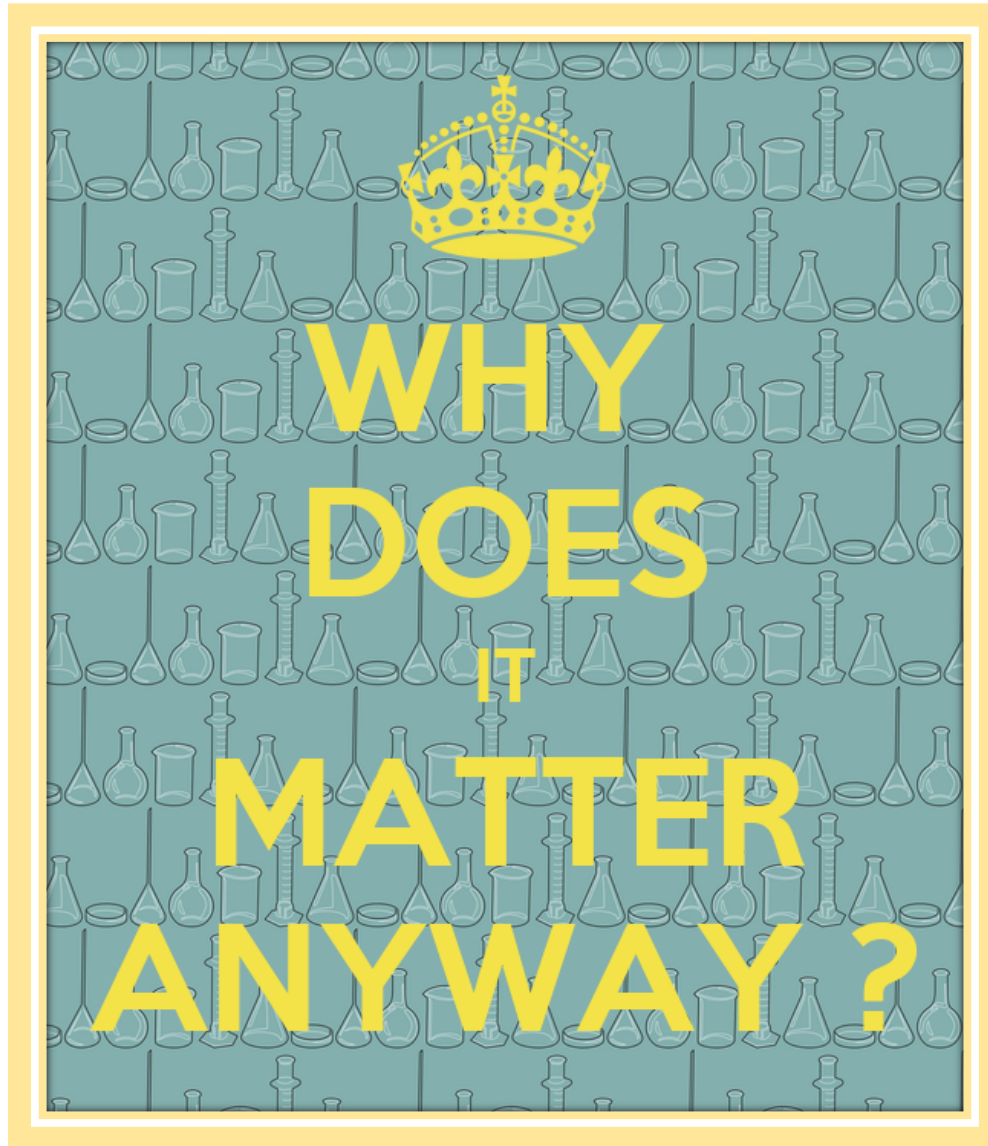
If yes, what do I need to do?



Do I have an alternate location?



If yes, what do I need to do?



WHY
DOES
IT
MATTER
ANYWAY ?

**WHO IS
AFFECTED?**

Satellites and Alternate Locations can affect....



Students

Faculty

Administration
Finance

Medical
Director

State Offices
of EMS

Important



Students are always *enrolled* in the main campus program



Students *graduate* from the main campus program



There is only *one* Program Director



There is only *one* Medical Director



The Main Campus is CAAHEP accredited



Satellite





Satellite Elements

All professional didactic education events occur

lecture

lab

testing

Includes distance delivery



Effective January 1, 2021

Program is CAAHEP accredited

Lead Instructor required



Curriculum

Instructional
materials

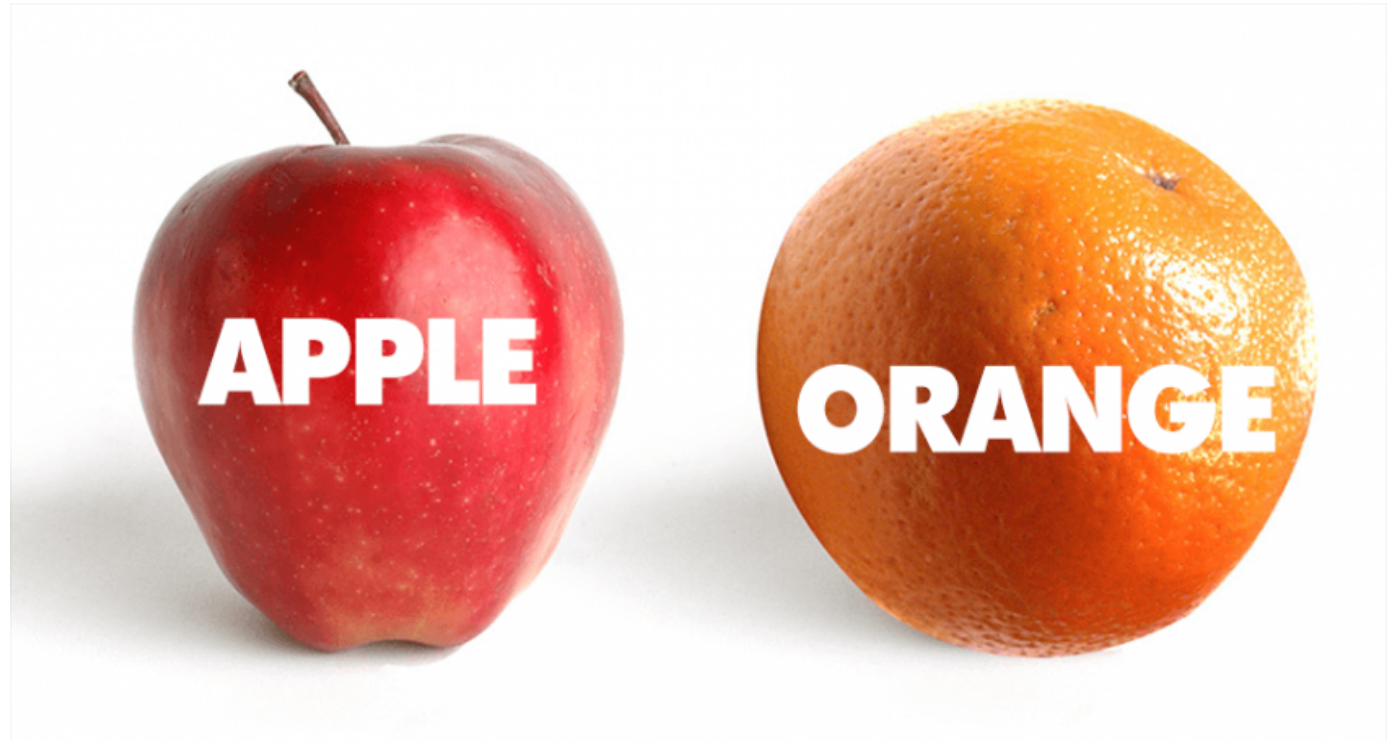
Assignments

Evaluation

Policies

Clinical &
field experiences

Comparable education



Other requirements

Record storage

Out-of-state locations:

Office of EMS

Assistant Medical Director



CoAEMSP *Request for Approval of a Satellite Location* form

Annual satellite fee

Approval by CoAEMSP for each site

Voluntary Withdrawal of a Satellite Location template letter for each site

Included in the site visit: additional day and/or site visitor required



Alternate Location



Alternate Location

Separate from the main campus where a *portion* of the program is conducted

Students also attend the Main Campus for instructional activities



Alternate location

CoAEMSP Request for Approval of an Alternate Location form

Annual Alternate Location fee

Approval by CoAEMSP for each site

Voluntary Withdrawal of an Alternate Location template letter for each site

Included in the site visit

Out-of-state locations: Office of EMS



Forms:
www.coaemsp.org

Lynn Caruthers at
lynn@coaemsp.org or
214.703.8445 ext. 115

Tools

CoAEMSP

ACCREDITATION ▾

SITE VISITS ▾

STUDENTS & PUBLIC ▾

ABOUT ▾

NEWS & EVENTS ▾



UPDATED Process – Request for Approval of a NEW Satellite Location

Do you offer an off-campus location of the Paramedic educational program where students can complete the laboratory (or similar hands-on skills) professional course(s) without attending the main campus?

Are you planning to add a satellite campus? Do you have approval from the CoAEMSP to conduct the cohort of students?

CoAEMSP grants approval for the satellite location, not per cohort. [Effective 9-2018].

If the program sponsor currently has approved satellite(s), it is not required to submit a completed Satellite Approval Request form to start a new cohort. Each satellite is approved until the program notifies CoAEMSP the satellite is no longer being used. The program sponsor will be invoiced for EACH approved satellite location on the CoAEMSP Annual Fee invoice emailed to the program each spring.

To ADD a NEW satellite location, the program sponsor must submit a completed [Satellite Approval Request form](#) at least 30 days in advance of the course start date and pay the applicable annual satellite fee for the new location before final approval will be granted.

To Voluntarily Withdraw a satellite location, the program must submit a completed [Voluntary Withdrawal of a Satellite Location template letter](#).

If a satellite location has been voluntarily withdrawn and the sponsor program wishes to utilize the location again, then the program sponsor must reapply and submit a new Request for Approval of a Satellite Location form.

Questions about this change or about the approval process may be directed to Lynn Caruthers at 214-703-8445, ext 115 or lynn@coaemsp.org.



Credible education through accreditation



Request for Approval of a Satellite Location

CoAEMSP Definition of a Program Satellite: off-campus location(s) that are advertised or otherwise made known to individuals outside the sponsor. The off-campus location(s) must offer all the professional didactic (which may include any distance education delivery modality) and laboratory content of the program. Satellite(s) are included in the CAAHEP accreditation of the sponsor and function under the direction of the Key Personnel of the program. The CoAEMSP may establish additional requirements that are consistent with CAAHEP Standards and policies.

This completed request form must be submitted at least thirty (30) days in advance of the class start date. If the program sponsor wishes to apply for more than one (1) NEW satellite location, a separate form for each satellite location of the main campus must be submitted. If a satellite location has been discontinued and the sponsor program wishes to utilize the location again, then the program sponsor must reapply and another Request for Approval of a Satellite Location form must be submitted. Approval is granted for the satellite location, not per cohort.

Both CAAHEP and CoAEMSP are tracking each satellite; therefore, it is imperative that changes are made known to the CoAEMSP. The CoAEMSP will communicate the information to CAAHEP.

Failure to obtain prior CoAEMSP approval for the satellite location may result in the graduates from that location being ineligible for the NREMTs Paramedic credentialing examination(s) for Paramedic (see CoAEMSP Policy XIII.D.8).

The sponsor must pay the non-refundable/non-transferable annual satellite fee before final approval will be granted. See CoAEMSP Policy X - Accreditation Fees. For more information regarding fees, visit the CoAEMSP website.

The sponsor must ensure that all requirements to operate a satellite are consistent with CAAHEP Standards, as well as, the requirements outlined in the CoAEMSP Policy XIII - Sections and Satellites. To view the requirements outlined, please visit the CoAEMSP Policies and Procedures Manual located on the CoAEMSP website.

Questions about this form and the approval process may be directed to Lynn Caruthers (lynn@coaemsp.org or 214-703-8445 ext. 115).

[CoAEMSP Website \(www.coaemsp.org\)](http://www.coaemsp.org)

<==== Hovering your cursor over a cell with a red triangle in upper right corner reveals text. Try it.

**The Step By Step Instructions below must be followed carefully to correctly complete the Request for Approval of a Satellite Location.
Click on the link below to access the Step By Step Instructions for compiling this request.**

Step By Step Instructions





Request for Approval of an Alternate Location

CoAEMP Definition of an Alternate Location: a location that is separate from the main campus of the CAAHEP accredited Paramedic education program where a portion of the program is conducted which may include skill practice or testing, periodic lecture or other learning activity, or other student assessments. This location does not meet the definition of a satellite and does not offer all the professional didactic and/or laboratory content of the program.

Alternate locations require approval by CoAEMSP and may be included in review during any site visit to the main campus. Other evidence of adequate resources will be required at the time of any site visit to the main campus. It will include a description of the learning environment with a floor plan and dimensions, a detailed equipment list, and photos and/or video of the location, equipment, and other available resources (CoAEMSP Policy XIII.D).

The sponsor must hold CAAHEP Accreditation and be in good standing to be eligible to request CoAEMSP approval of an alternate location, as well as, pay the non-refundable/non-transferable alternate location fee before final approval is granted (CoAEMSP Policy X.A.6 - Accreditation Fees & Policy XIII.C.1). For more information regarding fees, visit the CoAEMSP website.

Failure to obtain prior CoAEMSP approval for the alternate location may result in Administrative Probation and may lead to a recommendation to CAAHEP for Withdrawal of Accreditation (see CoAEMSP Policy XIII.C.6).

This completed request form must be submitted at least thirty (30) days before the class start date. If the program sponsor wishes to apply for more than one (1) NEW alternate location, a separate form for each alternate location of the main campus-based program location must be submitted. If an alternate location has been discontinued and the sponsor program wishes to utilize the location again, then the program sponsor must reapply and another Request for Approval of an Alternate Location form must be submitted. Approval is granted for each alternate location, not per cohort.

The CoAEMSP tracks each alternate location; therefore, it is imperative that changes are made known to the CoAEMSP.

The sponsor must ensure that all requirements to operate an alternate location are consistent with CAAHEP *Standards*, as well as, the requirements outlined in the CoAEMSP Policy XIII - Satellites and Alternate Locations. To view the requirements outlined, please visit the CoAEMSP Policies and Procedures located on the CoAEMSP website.

Questions about this form and the approval process may be directed to Lynn Caruthers (lynn@coaemsp.org or 214-703-8445 ext. 115).

CoAEMSP Website (www.coaemsp.org)

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**The Step By Step Instructions below must be followed carefully to correctly complete the Alternate Location Application.
Click on the link below to access the Step By Step Instructions for compiling this application.**

Step By Step Instructions



Takeaways



Do I have a satellite?



If yes, what do I need to do?



Do I have an alternate location?



If yes, what do I need to do?

*Accreditation is
an everyday activity*



Thank you

