

Satellites and Alternate Locations November 30, 2022



The Presenters



Jennifer Anderson Warwick
Accreditation Consultant



Mike Miller
Assistant Director



Patricia Tritt
Technical Consultant



What exactly is a satellite?



Why would I have a satellite?



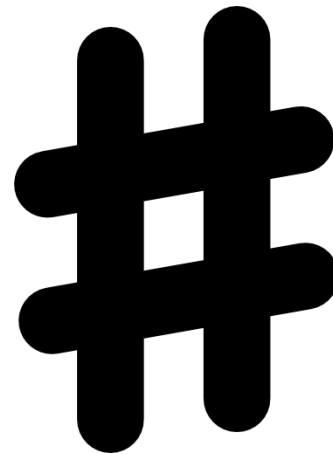
What is required for a satellite?



So.....

Can *any* program have a satellite?

Are there limits on the number of satellites a program can have?



So.....

Can a satellite be in another state?

Are there other requirements: ex., state, other regulators?



Do I need to have approval for a satellite?

Approval process

Satellite approval request



Committee on Accreditation of Educational Programs
for the EMS Professions

Revised 2020.11

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@coemsp.org or 214-703-8445 ext. 115).



Credible education through accreditation

What is evaluated?

Exact Document Name:

01 Personnel

Type of File: Adobe Portable Document (.pdf)

Exact Document Name:

02 State OEMS Approval

03 Platform Used

04 Facilities Floorplan

05 Equipment List

06 Proposed Schedule



What are best practices for satellites?

Consistency

Oversight

Engagement



OK: then what is an alternate location?




How do I know if I have an alternate location?



Do I need to have approval for an alternate location?

Alternate location approval request

 **CoAEMSP**
Credible education through accreditation

Committee on Accreditation of Educational Programs
for the EMS Professions

Revised 2021.06

Request for Approval of an Alternate Location

CoAEMSP 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.B).

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.B). 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.B).

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).



Why is there an associated fee?

Alternate Location	\$500 per alternate location per year
Satellite	\$500 per satellite location per year



Why is approval necessary?



What if I don't have a satellite or alternate location every year?

2022

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Our program is not located at the main campus

Is this a satellite or an alternate location?





We teach two cohorts, and one is in a facility across town

Since we are in the same area, is one a satellite?



Can we get retroactive approval from CoAEMSP?



Do I need to notify the state or states?



Will satellites and alternate locations be visited during a site visit?



Where do I find more information?

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

Policies & Procedures for Programs



Credible education
through accreditation

<https://coaemsp.org/policies-procedures>



Credible education through accreditation

QUESTIONS

THANK YOU!