

December 5, 2022

TO: Sponsoring Organizations for the CoAEMSP
CoAEMSP Board Members

FROM: Lori Burns, MSN, RN, Chair, CoAEMSP Board of Directors
George W Hatch, Jr., EdD, EMT-P, LP, Executive Director, CoAEMSP

RE: Highlights from the CoAEMSP Board Annual Meeting – November 4, 2022

The Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP) Board of Directors met via a web meeting on November 4, 2022. The highlights from the board meeting:

1. **Program Actions.** Reviewed 27 programs for initial accreditation, continuing accreditation, and progress reports.
2. **By the Numbers.** At the time of the meeting, there are 741 programs that hold a status:

632 CAAHEPⁱ accredited Paramedic programs and
109 programs that hold the **CoAEMSP Letter of Review (LoR)**; the LoR is the precursor to CAAHEP accreditation.

For a current list of Paramedic programs, visit <https://www.caahep.org/students/find-an-accredited-program>.

3. **COVID-19 Waiver Sunsets on December 31, 2022.** The CoAEMSP extended the original guidelines associated with CAAHEP Standards III.A.2. Hospital/Clinical Affiliations and Field/Internship Affiliations and III.C.3. Curriculum to permit the use of alternative evaluation methods to include scenarios, case studies, and simulation as well as the adjustment of minimum competencies to satisfy the requirements of these standards for Paramedic educational programs **through December 31, 2022**. (The original dates were October 31, 2020; July 1, 2021; and December 31, 2021).
4. **AEMT Accreditation.** The National EMS Scope of Practice document calls for AEMT accreditation to be made available by 2025. The CoAEMSP is developing the framework to support this. Seeking accreditation for an AEMT program is voluntary; any requirement for accreditation will come from the individual states.
5. **Governance.** The Board and Staff have embarked on strategic planning; the current strategic plan was developed in 2017. The plan in development will support CoAEMSP's strategic efforts through 2025. The anticipated launch date of the strategic plan to the CoAEMSP's stakeholders, including the public, is March 2023.

The Bylaws were amended for the Elections and Terms of Office for the Officers and the Election of Officers and Member-at-Large.

CoAEMSP Bylaws – Restated (2019.02)

Article V Officers–Section 5. Elections and Terms of Office

“Elections of officers of the Corporation shall be held at the annual meeting of the Board of Directors ~~in even numbered years~~, and officers shall serve ~~for a term of~~ two (2) years ~~terms and may serve for any number of terms~~. The elected officers shall take office immediately following the close of the annual meeting. All officers of the Corporation must be approved by the majority vote of the Board of Directors where a quorum is present.”

CoAEMSP Board Policy

ELECTION OF OFFICERS AND MEMBER-AT-LARGE

Every ~~two (2) years in even-numbered years~~ year during the annual meeting of the board of directors.

1. Nomination process:
 - a. A member of the board of directors may nominate a board director for any office or member-at-large
 - 1) **Nominees for Chair must have prior CoAEMSP officer experience.**
 - b. Prior to submitting the nomination, the nominating director must confirm with the nominee their willingness to serve, if elected.
 - c. A board member may self-nominate.
 - d. Nominations will be due by June 30th.
 - e. Nominees for an officer position and member-at-large will be placed on the draft ballot and **emailed provided** to board members.
 - f. When the draft ballot is **sent provided** to the board members, they will be reminded of their opportunity to nominate from the floor **on the first day of the annual meeting.**
 - g. Two (2) weeks prior to the annual meeting, **if multiple** nominees **are submitted for any office, each nominee** will provide a bio and a statement in 250 words or less that includes their vision for the future direction of the organization.
 - h. Anyone nominated from the floor will provide the same information to the Governance Committee Chair by the end of the lunch break on the first day of the annual meeting.
2. Terms of Office:
 - a. **Officers will serve two-year terms, with the Chair and the Vice Chair being elected in even-numbered years and the Secretary/Treasurer and a Member-at-large elected in odd-numbered years.**
3. ~~2-~~ The final ballot and the nominees' bios and statements, **if any**, will be **emailed provided** to each board member within two hours following the lunch break on the first day of the annual meeting with instructions to vote no later than 10:00 a.m. on the second day of the annual meeting.
4. ~~3-~~ The Governance Committee Chair will receive the results of the election from the Executive Director or designee.
5. ~~4-~~ The results will be presented to the Chair of the Board for review prior to the announcement of the election results.
 - ~~5-~~ The Governance Chair announces and requests ratification of election results prior to the adjournment of the annual meeting.
6. **IDEA Working Group.** Reviewed the consensus statement, led by the NAEMSE and written in conjunction with several national EMS organizations, including NAEMSE, NREMT, CoAEMSP, NAEMT, IAFC, and IAFF. NAEMSE asked for the CoAEMSP Board for formal endorsement of the consensus statement.
7. **Quality Improvement & Site Visits.** The frequency of site visits is increasing. Site Visits, by the numbers
 - 27 LoR preliminary site visits this year, more than any other category (i.e., seeking initial, 1st continuing, continuing)
 - 78 site visits in 2022, which compares to
 - in 2021: 36 site visits
 - in 2020: 14 site visits
 - in 2019: 84 site visits
 - in 2018: 141 site visits
 - In 2023, 55 are already scheduled through June, and project close to 150 site visits

CoAEMSP Board Quarterly Meeting Highlights

November 4, 2022

8. **Program Director Advisory Group.** Reviewed a proposal on behalf of the Program Director Advisory Group Workgroup for the Program Director Advisory Group. The consultative group, the Program Directors (PD) Program Director Advisory Group, offers expertise and valuable input to the CoAEMSP Board of Directors. The role of the PD Advisory Group is not a governing body and does not set policy. In its consultative role, the Group offers feedback and perspective to the CoAEMSP Board, Committees, and staff, especially relating to day-to-day operational aspects of CAAHEP accredited and CoAEMSP Letter of Review paramedic programs. Members of the Group are volunteers. The conversation continues and the Board will act at its next meeting.
9. **Program Policy & Interpretations of Standards.** The Policy & Procedures Manual for Programs will be updated one time per year, following the May board meeting. Additional revisions may be released when emergent.
10. **CAAHEP Standards Revision.** The CoAEMSP Board approved the draft of the CAAHEP *Standards* for Paramedic educational programs, which is undertaken every 5-10 years. This approval occurred after receiving comments from the public, Paramedic education programs, and sponsors of CoAEMSP.

An Open Hearing on the *Standards and Guidelines for the Accreditation of Education Programs in Emergency Medical Services Professions* is **scheduled for Friday, January 20, 2023, at 5:00 PM (Eastern)**, at the Renaissance Tampa International Plaza Hotel, 4200 Jim Walter Blvd, Tampa, FL 33607. For more information, click [here](#).

The CAAHEP *Standards* are the minimum standards of quality used in accrediting programs that prepare individuals to enter the Emergency Medical Services professions. Standards are the minimum requirements to which an accredited program is held accountable. Each of the communities of interest, including each sponsoring organization of CoAEMSP, the programs, and the public can review and comment on the revisions.

11. **Board Meeting Format.** The format of the board meetings is shifting. The February and July meetings will be held on the first Friday of the month via a web meeting. The May and November meetings will be held in person, based on the first Friday of the month.

The face-to-face meetings are Wednesday with committee meetings and Thursday and Friday for the board meeting.

With the change in meeting format, the annual meeting will change from the summer meeting to the November meeting effective 2023.

12. Next Meetings:

2022:	November 4	web meeting			
2023:	February 3	web meeting	2024:	February 2	web meeting
	May 3-4-5	Washington, DC		May 1-2-3	location TBD
	August 4	web meeting		August 2	web meeting
	November 1-2-3	location TBD		November 6-7-8	location TBD

Communication Protocols for the CoAEMSP

*The Board has adopted protocols that permit more predictable, consistent, and deliberate communications with sponsors about the work of the Board. **CoAEMSP provides official updates via the Board Highlights to sponsors 30 days following each Board meeting.***

CAAHEP = Commission on Accreditation of Allied Health Education Programs

CAAHEP is a programmatic postsecondary accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) and carries out its accrediting activities in cooperation with its Committees on Accreditation. CAAHEP currently accredits over 2000 educational programs in 31 health science professions. [caahep.org]

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

The **Mission Statement** of the CoAEMSP

The mission of the CoAEMSP is to advance the quality of EMS education through accreditation.

The **Vision Statement** of the CoAEMSP

CoAEMSP is recognized as the leader in evidence-based standards for accreditation.

The **Core Values** of the CoAEMSP: **CLARITY**

Commitment: Dedication of time, talent, and resources toward the achievement of CoAEMSP's mission.

Leadership: Inspiring others to advance the vision and goals of the CoAEMSP.

Accountability: Advancing the mission of the CoAEMSP with integrity, honesty, professionalism, and high ethical standards.

Respect: Honoring the perspective of any individual or organization.

Integrated: Carrying out the work of the CoAEMSP in collaboration with EMS stakeholders.

Quality: Consistently meeting or exceeding established standards and expectations in all CoAEMSP activities.

The **Goals** of the CoAEMSP

GOAL #1: To conduct scholarly inquiry of relevant topics related to accreditation and EMS Education.

GOAL #2: Foster diverse instructional methodologies.

GOAL #3: Explore expanding scope of quality assurance/improvement activities to EMT and AEMT and internationally.

GOAL #4: Continue to strengthen the engagement and effectiveness of the CoAEMSP Board of Directors.