Frequently Asked Questions
CoAEMSP Annual Report
January 2024

1. What is the CoAEMSP Annual Report?

The CoAEMSP Annual Report provides results for graduates on CAAHEP required outcomes thresholds: credentialing, retention, and placement. Programs analyze and develop an action plan for outcomes less than the CoAEMSP threshold of 70%. Programs also report Graduate and Employer survey results, including an analysis of the results and an action plan. Information reported is for satellites, resource assessment, and general information data. The purpose of the report is two-fold: program self-assessment and planning and reporting on threshold compliance to CoAEMSP.

2. When is the CoAEMSP Annual Report due?

May 15

3. What calendar year does the data reflect?

The data submitted reflects the graduates not in the preceding calendar year but the year before the year just completed. In other words, the report is one calendar year in arrears. For example, the report due May 15, 2024, contains *graduate* data for the 2022 calendar year.

4. Where do I find the CoAEMSP Annual Report?

The Annual Report is emailed from CoAEMSP directly to the program director of record in January; it is not posted on the CoAEMSP website. A PDF version of the 2022 Annual Report will be posted on the CoAEMSP Annual Report webpage and will serve as a resource to assist program directors with completing their report. The CoAEMSP Annual Report will always require the data for all cohorts **graduating** in the calendar year of the report (i.e., retention, credentialing, and positive placement).

5. Why does the CoAEMSP Annual Report not reflect data for the *previous* calendar year instead of the year before?

Programs requested additional time to gather, report, and analyze the data to accommodate individuals who graduated, completed the credentialing exam, and secured employment late in the calendar year.

6. We did not have a cohort graduate, so do we have to complete the CoAEMSP Annual Report?

Yes, all programs, including the CoAEMSP Letter of Review (LoR) and CAAHEP-accredited programs, complete the Annual Report and enter all applicable information. If there were no graduates in the reporting year, programs should publish a statement to that effect (see question #27 below). Also, the CoAEMSP Annual Report contains general information questions for research purposes only, and this data does not affect the program's accreditation status.

7. May I post more than one year of outcomes?

Yes. You must post your program's most recent outcomes based on the CoAEMSP Annual Report. The published outcomes must be consistent and verifiable by the latest Annual Report. You may elect to post reports from previous years.

If there were no graduates in the reporting year, programs should publish a statement: "There were no graduates during the 2022 reporting year."

If the program has previously reported outcomes, then those outcomes should remain, and the statement should also be added.

8. Our program is in a college, why can't we use our academic calendar as our reporting year?

Cohort enrollment start and graduation schedules vary considerably, and a significant number of programs are not in a college environment, so everyone is not on an academic calendar. Therefore, a single unified measure is required for reporting, and the calendar year was selected.

9. What are the required outcome thresholds?

A program measures its outcomes in various ways to identify success and opportunities for improvement. The required reported outcomes thresholds are credentialing, retention, and placement in the role of a Paramedic. The benchmark threshold is 70% for each. In addition, programs are required to distribute and analyze the following: Graduate and Employer surveys sent six to twelve months *following* graduation and Resource Assessment surveys distributed to the students, faculty, Medical Director, and Advisory Committee annually.

10. How were the outcomes thresholds established?

The 70% threshold is a common benchmark for the CAAHEP Committees on Accreditation and institutional accreditation. The CoAEMSP continues to review the benchmarks and trend the Annual Report results to determine if the benchmarks are appropriate or should be adjusted.

11. What do I have to report if my program does not meet a threshold?

As you complete the Annual Report with your graduate information, the report calculates the outcome threshold total and indicates if the threshold was not met for all graduates. The program will provide an analysis of the data and provide an action plan based on the analysis to improve the outcome. This information should be reviewed

with the faculty, the medical director, the sponsor administration, and the program's Advisory Committee. A resource document (*Program Review and Analysis*) is provided on the CoAEMSP Resource Library webpage under Instruments & Forms.

12.   Why is retention an important outcome?

One primary purpose of accreditation is the protection of the public. Therefore, potential students should be informed of the rigor of the program and the requirements for successful completion, including classroom and lab hours, clinical and field internship requirements, the time required to study, and other information that allows the individual to make an informed decision regarding the potential course of study and career path. Attrition refers to students leaving the course before completion and, hence, not being retained in the program. Accreditors and the public should have a reasonable expectation that once enrolled, the student has a realistic probability of completion.

13.   Retention is difficult for us. Why do we have to include/count students who choose to leave the program for personal reasons such as attrition? Why do we not count just academic failures?

Accreditors assess attrition for all reasons and not just academic failures. Programs should implement measures to inform potential students of the requirements for program completion. Student financial aid funding also assumes a reasonable expectation that federal money provided to students leads to graduation, credentialing, and employment in the profession.

14.   At what point does the student count as attrition?

Any student counted as enrolled but not completing all of the core Paramedic coursework and the requirement for graduation is counted as attrition.

15.   Why was the outcome threshold for retention/attrition changed to 10% for the CoAEMSP Annual Report?

Program sponsors choose various methods and time frames to calculate retention/attrition for internal purposes, and there is no common metric.   The 10% threshold was determined to be a reasonable amount of time for the student to acclimate to the program and decide whether they wish to withdraw. All program sponsors will report retention/attrition based on 10% of the entire Paramedic program; however, they will continue to be accountable for institutional retention policies.

16.   How is the retention/attrition threshold calculated?

Retention is computed based on the total number of students who completed in the most recent reporting year; it is calculated by determining attrition (the number of students who dropped out divided by the total number of students enrolled). Once the attrition percentage has been determined, then the retention percentage is 100% minus the attrition percentage. All programs must calculate retention based on the number of students **enrolled after completing 10%** of the program's advertised ***total*** clock hours (e.g., 10% of a 1,200 total clock hour course = 120 hours; students completing more than 120 hours will be considered enrolled and will

be counted in the calculation of the retention outcome). This includes all *core* Paramedic coursework (not inclusive of prerequisites such as EMT, English, anatomy and physiology, etc.). Core Paramedic coursework encompasses all phases of the program, including didactic, lab, clinical, field experience, and capstone field internship.

17. Our college-based program includes multiple classes/courses in the Paramedic program. Do we count retention/attrition for each class/course?

For the CoAEMSP metric, the 10% benchmark is applied to the *total* of the Paramedic program hours, regardless of the individual semester or quarter-hour courses.

18. We have small classes, and a few students who do not pass the National Registry or state exam or leave the program can drop us below the outcome threshold. Isn't there an exception for small programs?

There is no exception based on the size of the Paramedic program or cohort size. However, the program has an opportunity to complete the analysis and action plan section of the Annual Report and provide a rationale for not meeting the threshold.

19. Not all our graduates take the National Registry or state exam. Are those individuals counted against our program in the credentialing outcome threshold results?

Credentialing results are calculated based on the number of graduates who *attempted* the exam and not the total number of graduates.

20. Not all our graduates are employed in the field, so are they not counted as placed?

Graduates who are employed full-time or part-time, volunteer in the profession or a related field, are continuing their education, or serve in the military are considered placed. A related field is one in which the individual uses cognitive, psychomotor, and affective competencies acquired in the Paramedic educational program.

21. If my program does not meet the outcomes threshold, will we be placed on probation?

If your program does not meet any single outcome for *three (3) consecutive years*, it may be recommended to CAAHEP for Probationary Accreditation. Due to the pandemic, the CoAEMSP Board of Directors voted a "by year" for the 2020 and 2021 Annual Reports related to outcomes.

22. I am a new program director, and I do not know if the Graduate or Employer Surveys were sent. How do I complete those tables?

If you have exhausted efforts to locate the data, enter 0 in the number of surveys sent row and explain in the analysis section.

23. **I am a new program director and can't find any information about the Resource Assessment Matrix (RAM). How do I answer that question?**

Per the CoAEMSP Policies and Procedures for Programs, at least annually, the program must assess the appropriateness and effectiveness of the resources described in the CAAHEP *Standards*. The program must include results of resource assessment from at least students, faculty, medical director(s), and advisory committee members using the CoAEMSP resource assessment tools. The results of resource assessment must be analyzed and are the basis for ongoing planning and appropriate change. An action plan must be developed when deficiencies are identified in the program resources. Implementation of the action plan must be documented, and results measured by ongoing resource assessment.

The Resource Assessment Survey for Students, Resource Assessment Survey for Personnel, and the Resource Assessment Matrix are found at https://coaemsp.org/resource-library.

24. **I was reviewing the Annual Report that was already submitted, and I found some errors. May I submit a new Annual Report?**

A revised report can be submitted **before** the due date of May 15. A revised report will not be accepted after the due date.

25. **Is there a fee associated with the Annual Report?**

There is no fee associated with the CoAEMSP Annual Report.

26. **Where do I post the outcome thresholds?**

All programs (CAAHEP-accredited and CoAEMSP LoR) must publish their latest annual outcomes results for the National Registry or State Written Exam, Retention, and Placement on the Paramedic program's website no more than two (2) clicks from the program's homepage. A link to the required outcomes must be posted on the Paramedic program's homepage. Sample language is available on the Annual Reports page of the CoAEMSP website.

The preferred format for posting outcomes is below.

CoAEMSP Reported Outcomes	2022	2021	2020
Retention			
NREMT or State cognitive exam			
Placement			