**Site Visitor Application**

*Application Deadline:* **January 15, 2024**

*Workshop*: May 29-30, 2024 @ACCREDITCON

Oklahoma City, Okla.

CoAEMSP is seeking applicants to serve as site visitors. The next site visitor workshop will be held immediately preceding ACCREDITCON in Oklahoma City, Okla. The CoAEMSP will cover the costs during the workshop, including food and 2 nights lodging for the invited applicants; applicants are responsible for the expense to travel to and from the workshop.

For consideration, **complete and return the application packet no later than January 15, 2024,** to [jennifer@coaemsp.org](mailto:jennifer@coaemsp.org). Incomplete packets or late submissions will not be considered. The complete application includes:

This application

A current CV

A letter of support from your employer

2 letters of recommendation[[1]](#footnote-1)

Acknowledgement of the expectations of a site visitor

In addition, if the applicant is with a CAAHEP accredited Paramedic educational program, the program must be in good standing[[2]](#footnote-2). The qualifications of a site visitor are found at end of this document.

**SITE VISITOR PROFILE**

**First Name**:       **MI**:       **Last Name**:       **Suffix**:

**Degree(s) & Credential(s):** (*list the degrees and credentials used when professionally listing your name)*:

**Position Title:**

**Employer:**

**Mailing Address:**

**City:**       **State:**       **Zip Code:**

**Work Phone:**

**Cell Phone:**

**Primary Email:**

**Secondary Email:**

**AREAS OF EXPERTISE**

**Distance Education**

Teaching/administrative experience with Distance Education:

Describe your experience with Distance Education:

**Satellite and Alternate Locations**

Teaching/ administrative experience with Satellite and Alternate Locations:

Describe your experience with Satellite and Alternate Locations:

**AEMT**

Teaching/ administrative experience with AEMT educational programs:

Describe your experience with AEMT educational programs:

**APPLICATION**

1. Are you now or have you been a program director or medical director for a Paramedic educational program?  
     Yes  No If yes,  program director

medical director

If you answered yes, is/was the program considered in good standing with the CoAEMSP and CAAHEP?

Yes  No If no, please state why you should be considered by the CoAEMSP for the role of site visitor.

1. Is/was the Paramedic educational program CAAHEP accredited?  Yes  No  Under Consideration

CoAEMSP Program Number: 60

Sponsor/Institution Name, City & State:      

If you are not currently the program director or medical director for a Paramedic educational program, when did you serve in that capacity?

1. Are you a Certified/Licensed Paramedic?  Yes  No  
   Are you a Board-Certified Physician?  Yes  No Specialty

*Physician*: Do you have an active unrestricted license?  Yes  No

Other:

1. Have you attended a CoAEMSP-sponsored accreditation workshop (Fundamentals of Accreditation Workshop or its predecessor CAAHEP Accreditation Workshop for Paramedic Programs)?

Yes  No If yes, list the month and year:

1. List your experience in EMS education (education, education programs, dates of experience):

1. Site visitors are expected to participate in at least 4 site visits every 24 months. Do you have any personal or professional impediments to conducting at least 4 site visits in the next 24 months?  Yes  No

If yes, please explain:

1. Check which option below best describes your experience with the development of the *self-study report*.
   1. I have been the primary author of the self-study report at least once.
   2. I have assisted someone else in the development of the self-study report.
   3. I reviewed our self-study report prior to submission.
   4. I have not been involved with the self-study report.

1. Check which option below best describes your experience with preparing the CoAEMSP *annual report*.
   1. I have been the primary individual to collect and collate data for the CoAEMSP annual report and have written the report at least once.
   2. I have been the primary individual to collect and collate date for the CoAEMSP annual report at least once but someone else has written the report.
   3. I have assisted with the collection of data for the annual report and assisted with writing the CoAEMSP annual report at least once.
   4. I have not participated in the collection of data or writing the CoAEMSP annual report.
   5. I have reviewed the data and the CoAEMSP annual report prior to submission.
2. Check which option below best describes your experience with a site visit by the CAAHEP/CoAEMSP:
   1. I have been the primary individual responsible for planning and implementing the site visit at least once.
   2. I have assisted in the planning and coordination for the site visit at least once.
   3. I was present for and participated in the site visit at least once.
3. Would you be comfortable interviewing physicians, presidents/CEOs, and deans?  Yes  No

1. Share why you would like to serve as a site visitor for CoAEMSP.

1. What would you like the CoAEMSP to know when considering your application for the role of site visitor?

1. How well do you handle travel disruption that is outside your control (i.e., flight cancellations, delays)?

1. Which format(s) of site visit are you willing to participate?
2. Who accredits Paramedic educational programs?

QUESTIONS? Contact **Jennifer** Anderson Warwick | jennifer@coaemsp.org | P: 214-703-8445, x114

**SITE VISITOR QUALIFICATIONS**

**ALL Site Visitors**

* Successful completion of the Site Visitor Workshop under the current CAAHEP *Standards*.
* If with a CAAHEP accredited Paramedic educational program, the program must be in good standing.

**Paramedic Educator**

* Employed as an educator in a CAAHEP accredited Paramedic educational program, at least 30% employee to the program or if retired and not currently working in a CAAHEP accredited Paramedic educational program, has worked in EMS education within the past 5 years.
* At least 2 years of full-time experience or 5 years of part-time experience as a Paramedic educator in a CAAHEP accredited Paramedic educational program.
* Knowledgeable about education issues, especially curriculum, exam development, program evaluation, and student evaluation.
* Minimum of a bachelor's degree.
* Qualify as a program director under the current CAAHEP *Standards*.

**Physician**

* Actively involved in a Paramedic educational program.
* Knowledgeable about education issues.
* Qualify as a medical director under the current CAAHEP *Standards*.
* If retired and not currently working in a CAAHEP accredited Paramedic educational program, has worked in EMS education within the past 5 years.

**To MAINTAIN the status of an active CoAEMSP Site Visitor, ALL are required to:**

* Successfully complete any required Site Visitor Updates.
* Have consistently acceptable quality assurance reports as determined by the CoAEMSP Board of Directors.
* Attend any required CE sessions provided by the CoAEMSP (web-based, in-person, or other format) to ensure continuous compliance with the CAAHEP *Standards and Guidelines*.
* Participate in a minimum of 4 site visits in a 24-month period.
* If retired and not currently working in a CAAHEP accredited Paramedic educational program, has worked in EMS education within the past 5 years.
* If with a CAAHEP accredited Paramedic educational program, the program must be in good standing.

**Note:** all requirements are subject to the discretion of the CoAEMSP Board of Directors.

**ACKNOWLEDGEMENT OF THE EXPECTATIONS OF A SITE VISITOR**

I, , acknowledge the expectations of the CoAEMSP Site Visitor and agree to participate in a minimum of 4 site visits in a 24-month period; complete all required Site Visitor Updates; strive for solid quality assurance reports from peers and programs; and attend required CE sessions. I understand that if the CAAHEP accredited Paramedic educational program with which I work for falls out of good standing with CoAEMSP or CAAHEP, that this may affect my status as a CoAEMSP site visitor.

Name Date

1. Recommendation cannot come from a CoAEMSP Board Member. [↑](#footnote-ref-1)
2. Good standing is defined as a program holding active status as a CoAEMSP Letter of Review program (LoR) or active initial or continuing CAAHEP accreditation. A program director, medical director, or faculty from a suspended or revoked LoR program, or a program holding CAAHEP probationary accreditation for any reason in the past 3 years would not be in good standing. [↑](#footnote-ref-2)