

Checklist for Program Directors of CAAHEP Accredited Paramedic Programs

The following checklist is a tool to assist the Program Director with managing what is required by the CoAEMSP and CAAHEP to maintain accreditation. The checklist is an internal document for a program's use. Due dates will differ for each program; therefore, the due date column is empty in many cases. (There is space for the program director to fill in the Program's due date.) Where the due date is the same for every program, the date is provided.

What	Location	Comments	Due Date
Be Familiar with...			
Next comprehensive accreditation review will be _____.			
(CAAHEP letter awarding accreditation status will have the date. If you cannot locate the letter, email lynn@coaemsp.org).			
CAAHEP <i>Standards</i>	www.coaemsp.org and www.caahep.org		
CoAEMSP Interpretations of the CAAHEP <i>Standards</i>	www.coaemsp.org		
CoAEMSP Policies & Procedures (<i>for programs</i>)	www.coaemsp.org		
CoAEMSP + CAAHEP websites	www.coaemsp.org and www.caahep.org		
Annually			
Annual Report		refer to www.coaemsp.org/Annual_Reports.htm	
Annual Fee	Emailed to Billing Contact	Invoiced May 1	July 1
Resource Assessment Matrix (RAM)	Tools available at www.coaemsp.org	Site visit team will review the completed RAMs.	
Personnel [including PD, MD(s), faculty, staff]			
Students			
Graduates			
Employers		Administer surveys 6-12 months <u>after</u> graduation	
Exam Results			
Advisory Committee meeting	Advisory Committee agenda and checklist form: www.coaemsp.org/Forms.htm	Advisory Committee meets at least annually	

CoAEMSP | Checklist for Program Directors

What	Location	Comments	Due Date
As Needed			
Notify CoAEMSP of Personnel Change			No later than 15 days following the effective date of vacancy ¹
Program Director	www.coaemsp.org/personnel_changes.htm	Submit personnel change form	
Medical Director			
Associate Medical Director ²			
Assistant Medical Director ³			
Lead Instructor ⁴		Name and contact information is sufficient	
CEO			
Dean of health professions (or equivalent)			
Billing Contact			
Submit Self Study Report (SSR)	Flowchart of the accreditation process http://coaemsp.org/Accreditation_Tools.htm	CoAEMSP will notify the program director of record 6 months in advance of the due date	
Submit Progress Report – or – Response to Site Visit Findings Letter		Date determined by CoAEMSP	March 1 June 1 September 1 or December 1
Satellite Approval Request (SAR)	www.coaemsp.org/Accredited_Programs.htm	Adding a satellite campus? Deactivating a satellite campus? The CoAEMSP must be notified of all active satellite campuses for each class at each location. Satellite Approval Request (SAR) forms must be submitted at least 30 days in advance of class start date and applicable fees must be paid before final approval is granted. CoAEMSP approves only one class at a time.	each class / each location

¹ Failure to notify CoAEMSP of a Personnel Change within the times prescribed will be assessed a fee. (see <http://coaemsp.org/Fees.htm>)

² **Associate Medical Director:** When the program Medical Director *delegates* specified responsibilities, the program must designate one or more Associate Medical Directors.

³ **Assistant Medical Director:** When the program Medical Director or Associate Medical Director cannot legally provide supervision for *out-of-state location(s)* of the educational activities of the program, the sponsor must appoint an Assistant Medical Director.

⁴ **Lead Instructor:** When the *Program Director delegates* specified responsibilities to a lead instructor.

WHO TO CONTACT AT CoAEMSP

<i>Document Submissions:</i>	
Self Study Reports, Response to Site Visit Findings Letters, Progress Reports, SurveyMonkey Questionnaires	Karen
ShareFile User Names + Passwords	Karen
Accreditation Workshops	Karen
Paramedic specific content	George Gordy
Consortium Agreements + Sponsorship	George Gordy
Best Practices for Programs	Gordy
Distance Education	Gordy
Annual Reports	Lynn
Site Visit Coordination	Jennifer
Accreditation Tools	Jennifer
Site Visit Findings Letter or Site Visit Reports	Jennifer
Community Relations	Jennifer
Satellite Campus Approval & Deactivation	Lynn
Program Personnel Changes	Lynn Ruth
Invoices	Ruth
Request for Accreditation Services	Ruth
Accreditation Process	Lisa Lynn
Letter of Review	Lisa
Transfer of Sponsorship	Lisa Lynn

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