



Frequently Asked Questions

CoAEMSP Annual Report: Reporting on the 2025 Graduates

Special Edition

January 2026

1. Is the Annual Report process changing?

Yes, to make the program outcomes review process more effective and meaningful, the CoAEMSP Board of Directors is changing the required reporting year to reflect data on the program graduates ***in the previous calendar year***. This change should also make tracking the reported data easier for the program.

To accomplish this transition, in 2026 programs will complete **two** CoAEMSP Annual Reports. The first Annual Report on graduates in 2024 is due May 15, 2026. A second Annual Report for graduates in 2025 will be due October 15, 2026. **Two reports in one year will be a one-time occurrence.**

Beginning in 2027, the Annual Report for graduates in the previous year will be due no later than May 15.

2. Why is this happening now?

CAAAHEP *Standards* require that:

"The program must meet the established outcomes thresholds set by the CoAEMSP. The program must periodically assess its effectiveness in achieving established outcomes. The results of this assessment must be reflected in the review and timely revision of the program. Outcomes assessments must include but are not limited to national or state credentialing examination(s) performance, programmatic retention, graduate satisfaction, employer satisfaction, and placement in full or part-time employment or volunteering in the profession or in a related profession."

Per CoAEMSP policy,

If a program does not meet any single outcome for three (3) consecutive years, the program may be recommended to CAAHEP for Probationary Accreditation. Due to the pandemic, the CoAEMSP Board of Directors voted to reset the three-year tracking cycle beginning in 2023. Therefore, in 2026 the results of the Annual Reports for 2023, 2024, and 2025 will constitute the first three-year review cycle.

For more information on the three-year review cycle and the implications for actions for non-compliance, refer to the *FAQ: Program Outcomes: Measurement and Accountability*.

3. What is the CoAEMSP Annual Report?

The CoAEMSP Annual Report provides results for graduates on CAAHEP required outcomes thresholds: retention, credentialing, and placement. Programs analyze and develop an action plan for outcomes less than that do not meet 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 the primary program and satellite campuses, plus the 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.

4. When is the CoAEMSP 2025 Annual Report due?

October 15, 2026

5. What calendar year does the data reflect?

The data submitted **now** reflects the graduates not in the preceding calendar year. The 2025 report is due October 15, 2026, and contains graduate data for the 2025 calendar year.

6. Where do I find the CoAEMSP Annual Report?

The Annual Report is emailed from CoAEMSP directly to the program director of record in July; it is not posted on the CoAEMSP website. A sample of the Annual Report is posted on the CoAEMSP Annual Report webpage and serves 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).

7. 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 #28 below). The CoAEMSP Annual Report contains general information questions for research purposes only, and this data does not affect the program's accreditation status.

8. Can 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 2025 reporting year."

If the program has previously reported outcomes, then those outcomes should remain.

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

Cohort enrollments start dates 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.

10. 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 retention, credentialing, and placement in the role of an AEMT or Paramedic. The benchmark threshold is 70% for each. In addition, programs are required to distribute and analyze the Graduate and Employer Surveys sent 6-12 months *following* graduation and each year the Resource Assessment Surveys (Students and Personnel) are distributed to the students, faculty, Medical Director, and Advisory Committee, resulting with the Resource Assessment Matrix (RAM).

11. How were the outcomes thresholds established?

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

12. What do I 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 is prompted to 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 Advisory Committee. A resource document (*Program Review and Analysis*) is provided on the CoAEMSP Resource Library webpage in the section, Instruments & Forms.

13. 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.

14. 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.

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

Students who withdraw **before** completion of 10% of the total AEMT or Paramedic program clock hours are **not** considered as attrition. This includes all core Paramedic coursework (not inclusive of prerequisites such as English, anatomy and physiology, EMT). Core Paramedic coursework encompasses all phases of the program including didactic, lab, clinical, field experience, and capstone field internship.

16. Why was the enrollment metric set at 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% calculation was 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.

17. 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). Core Paramedic coursework encompasses all phases of the program, including didactic, lab, clinical, field experience, and capstone field internship.

18. 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 AEMT or Paramedic program hours, regardless of the individual semester or quarter-hour courses.

19. 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. Is there an exception for small programs?

There is no exception based on the size of the AEMT or Paramedic program or cohort size. 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, but the program must institute measures to remedy the non-compliance.

20. 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.

21. 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 AEMT or Paramedic educational program.

Graduates who have not passed the certification exam are not eligible to be considered placed when they continue to work in an EMT or other role that does not involve applying the competencies acquired in the educational program.

22. 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*, the program may be recommended to CAAHEP for Probationary Accreditation. Due to the pandemic, the CoAEMSP Board of Directors voted to reset the three-year tracking cycle beginning in 2023.

23. 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 and explain in the analysis section and describe an action plan.

24. I am a new program director, and I cannot find information about the Resource Assessment Matrix (RAM). How do I answer that question?

Per the CoAEMSP Policies and Procedures for Programs, the program must annually 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 (RAM) are found in the CoAEMSP Resource Library at <https://coaemsp.org/resource-library>.

If you have exhausted efforts to locate the data, answer **no** to the question asking if the RAM was completed in the 202x calendar year and provide a detailed explanation why the RAM was not completed in that calendar year in the box on the Annual Report. Provide an action plan describing how the program will complete the RAM annually moving forward.

25. I was reviewing the Annual Report that was submitted, and I found some errors. May I submit a revised Annual Report?

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

26. Is there a fee associated with the Annual Report?

There is no fee associated with the CoAEMSP Annual Report.

27. 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 program's website that is two (2) clicks or less from the program's homepage. A link to the required outcomes must be posted on the program's homepage. Sample language is available on the CoAEMSP [Annual Reports](#) webpage.

The 2025 Annual Report outcomes must be posted on the Paramedic program's homepage **when the Annual Report is submitted**.

The preferred format for posting outcomes:

CoAEMSP Reported Outcomes	2025	2024	2023
Retention			
NREMT or State cognitive exam			
Placement			

28. What do I post if I did not have graduates in 2025?

"There were no graduates during the 2025 reporting year."