

Credible Education
through Accreditation



Substantive Changes: Navigating Key Program Changes

April 2026

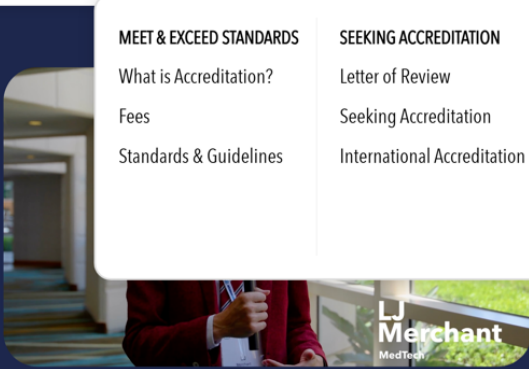
What is a Substantive Change?

A substantive change is a significant change that may affect the educational program or the program's accreditation.

CoAEMSP Policies and Procedures Manual Policy IV.C.



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|------------------------------------|------------------------------|----------------------------------|--------------------|
| MEET & EXCEED STANDARDS | SEEKING ACCREDITATION | MAINTAINING ACCREDITATION | AEMT |
| What is Accreditation? | Letter of Review | Maintaining Accreditation | AEMT Accreditation |
| Fees | Seeking Accreditation | Satellites & Alternate Locations | |
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Credible Education through Accreditation

Welcome to CoAEMSP.org!

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is a programmatic post-secondary accrediting organization recognized by the Council for Higher Education Accreditation (CHEA). CAAHEP is the only nationally recognized

In post-secondary education and training, there are two kinds of accreditation:

- ✓ Institutional accreditation assesses whether a school has met certain minimum



Examples of a substantive change

Change in Sponsorship

Change in Owner/Change in Name of Sponsoring Institution

Change in Program Location

Addition of a Satellite Location

Change in Key Personnel

When do I notify CoAEMSP?

Programs must notify CoAEMSP within forty-five (45) calendar days of the substantive change.

Substantive changes require submission of supporting documentation and may require immediate submission of a Progress Report and/or submission of a Self-Study Report and/or scheduling of a site visit.

Change in Sponsorship

CoAEMSP Policy III.K

CAAHEP accreditation cannot be transferred from one program to another. However, sponsorship of a CAAHEP accredited program may be transferred from one sponsor to another and such transfer may or may not affect the accreditation status of the program.

- Program Director notifies CoAEMSP in advance (minimum 60 days)
- CoAEMSP provides a list of required documentation
- Documentation Reviewed by CoAEMSP and Legal Counsel
- \$1500 TOS Fee due to CoAEMSP
- Recommendation forwarded to CAAHEP for consideration

Change in Owner/Change in Name of Sponsoring Institution

CoAEMSP Policy III.J

If a program sponsor undergoes a change of name and/or change of controlling ownership, this information must be submitted to CAAHEP and the CoAEMSP via email. If the CoAEMSP determines that such change will have no impact on the accredited program(s), it will notify CAAHEP of that fact and no CAAHEP Board action will be necessary. If the change is more significant and will impact factors mentioned in CAAHEP Policy 207 then it will be considered a Transfer of Sponsorship and should follow the procedure outlined in that section.

Change in Owner/Change in Name of Sponsoring Institution, contd

Documentation required:

- Program Director notifies CoAEMSP in advance (minimum 60 days)
- CoAEMSP provides a list of required documentation
- Documentation Reviewed by CoAEMSP
- Recommendation forwarded to CAAHEP for consideration
- No Fee due to CoAEMSP

Still with us?

QUESTIONS?

Change in Program Location

CoAEMSP Policy III.M

In the event of a change of location of the Paramedic and/or AEMT program location, notification is required at least sixty (60) calendar days in advance, or to assist in identifying the location where the program is offered if CoAEMSP or CAAHEP become aware the program location address is not on the record, the sponsor must complete and provide CoAEMSP with the following documentation.

Change in Program Location, contd

Documentation required:

- Signed and dated letter from the President/CEO identifying the location and effective date of the re-location;
- A CoAEMSP Personnel form for each key personnel individual affected by the move;
- A brief virtual site visit of the new campus location may be required as part of the approval process;
- Evidence the 'new' location is considered part of the main campus and doesn't require approval by the institutional accreditor OR evidence the institutional accreditor approved the 'new' location as a campus or location including the name and address of the campus/location.

Addition of a Satellite

CoAEMSP Policy XIII.C

Off-campus location(s) that are advertised or otherwise made known to individuals outside the sponsor. The off-campus location(s) must offer all the professional didactic (which may include any distance education delivery modality) and laboratory content of the program. Satellites(s) are included in the CAAHEP accreditation of the sponsor and function under the direction of the Key Personnel of the program. The CoAEMSP may establish additional requirements that are consistent with CAAHEP Standards and policies.

Steps to Add a Satellite

- Submit Personnel Documentation to Add Satellite Lead Instructor **in advance** of Application
 - Personnel Form
 - Resume
 - License(s) with expiration date
 - Official e-transcript to validate highest degree
- Submit Satellite Application Minimum of **60-90** days **in advance** of start date for first cohort
 - Use most current Satellite Application form posted on Resource Library webpage
 - Formatted following Step By Step Instructions
 - Brief virtual site visit at satellite (45 mins max) with either Dr Miller or Dr Cook
 - Pay initial \$500 fee



Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP), in cooperation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Revised 2025.07

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Request for Approval of a Satellite Location

CoAEMSP Definition of a Program Satellite: off-campus location(s) that are advertised or otherwise made known to individuals outside the sponsor. The off-campus location(s) must offer all the professional didactic (which may include any distance education delivery modality) and laboratory content of the program. Satellite(s) are included in the CAAHEP accreditation of the sponsor and function under the direction of the Key Personnel of the program. The CoAEMSP may establish additional requirements that are consistent with CAAHEP Standards and policies.

This completed request form must be submitted at least sixty (60) days in advance of the class start date. If the program sponsor wishes to apply for more than one (1) NEW satellite location, a separate form for each satellite location of the main campus must be submitted. If a satellite location has been discontinued and the sponsor program wishes to utilize the location again, then the program sponsor must reapply and another Request for Approval of a Satellite Location form must be submitted. Approval is granted for the satellite location, not per cohort.

Both CAAHEP and CoAEMSP are tracking each satellite; therefore, it is imperative that changes are made known to the CoAEMSP. The CoAEMSP will communicate the information to CAAHEP.

The sponsor must hold the CoAEMSP Letter of Review or CAAHEP Accreditation (i.e., Initial Accreditation or Continuing Accreditation) to be eligible to request CoAEMSP approval of a satellite location, as well as, pay the non-refundable/non-transferable satellite location fee before final approval is granted (CoAEMSP Policy X.A.6 - Accreditation Fees & Policy XIII.B). Programs holding the status of Suspension, Administrative Probation, or Probationary Accreditation are not eligible for approval of new satellite locations. For more information regarding fees, visit the CoAEMSP website.

Failure to obtain prior CoAEMSP approval for the satellite location may result in suspension or revocation of the Letter of Review. For programs with CAAHEP accreditation, failure to seek prior approval of a satellite location may lead to a recommendation to CAAHEP for Probationary Accreditation which may lead to Withdrawal of Accreditation.

The sponsor must ensure that all requirements to operate a satellite location are consistent with CAAHEP Standards, as well as, the requirements outlined in the CoAEMSP Policy XIII - Campus-Based Program, Alternate Locations, & Satellites. To view the requirements outlined or for more information regarding fees, please visit the CoAEMSP Policies and Procedures Manual located on the CoAEMSP website.

Questions about this form and the approval process may be directed to Lynn Caruthers (lynn@coaemsp.org or 214-703-8445 ext. 115).

[CoAEMSP Website \(www.coaemsp.org\)](http://www.coaemsp.org)

← Hovering your cursor over a cell with a red triangle in upper right corner reveals text. Try

The Step By Step Instructions below must be followed carefully to correctly complete the Request for Approval of a Satellite Location. Click on the link below to access the Step By Step Instructions for compiling this request.

Click Here For Step By Step Instructions

Key Points to Remember:

- Do not use a collaborative cloud-based platform (i.e., Sharepoint, Google Docs, etc.) to complete the request
- Save your work often as you complete the template
- All supporting documentation must be positioned so that it does not need rotating to view
- No paper copies or USB/CDs are accepted
- Be sure the template is entirely complete and all supporting documentation has been placed in the Documents sub-folder and then zip the ENTIRE contents and email it to Lynn Caruthers.

Main Program Information

CoAEMSP Program Number: (the 600000 number assigned by CoAEMSP)

Program Sponsor/Consortium Name:

Main Program Address:

City: State: Zip:

Program Level: Please Select

Program Director:

Medical Director:

Satellite Location Information

Satellite Name:



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Change in Program Key Personnel

CoAEMSP Policy XVI

WHO are the key personnel?

- President/CEO
- Dean or equivalent
- Program Director
- Medical Director
- Satellite Lead Instructor (if applicable)

Change in Key Personnel, contd

Programs must notify CoAEMSP via email within 30 calendar days of the vacancy or change in personnel whether interim or permanent

Personnel Documentation Required

- CoAEMSP Personnel Form for all key personnel changes
- **President and Dean** – no additional supporting documentation
- **Program Director** – resume, current licensure with expiration date, official e-transcript validating highest degree
- **Medical Director** – resume, current licensure with expiration date, current Board certification with expiration date
- **Satellite Lead Instructor** – resume, current licensure with expiration date, official e-transcript validating highest degree
- **Email to:** personnel@coaemsp.org



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Committee on Accreditation of Educational Programs for the EMS Professions

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Personnel Form

Key Personnel include President/CEO, Dean or comparable administrator, and required program personnel to include Program Director, Medical Director, and if applicable, Satellite Lead Instructor(s). The CoAEMSP must be notified of any key personnel change no later than thirty (30) calendar days of the change/vacancy (CoAEMSP Policy XVI.A.1).

The program must submit this completed form including all required personnel documentation for changing, adding, or removing an individual holding an existing key position. A separate form must be submitted for each key personnel position change, removal, or addition. The CoAEMSP will communicate the information to CAAHEP; therefore, it is imperative that changes, additions, or removals are made known to the CoAEMSP.

Changes in office contact information: When an individual holding an existing key position needs to provide updates/changes to their office contact information (i.e., office address, email, phone, etc.), complete this form as directed, provide the current office contact information, and Save as directed at the bottom of the form. For updates/changes to a Satellite Lead Instructor(s), please contact Lynn Caruthers.

Failure of the program to meet any of the key personnel notification requirements may result in Administrative Probation (see CoAEMSP Policy III.I.).

The sponsor must ensure that all personnel requirements to operate an AEMT/Paramedic program are consistent with CAAHEP Standards, as well as, the requirements outlined in CoAEMSP Policy XVI - Personnel. All personnel qualifications and responsibilities are provided in the CAAHEP Standards and Guidelines and the timelines and process to ensure personnel are up-to-date are provided in the CoAEMSP Policies and Procedures Manual. Both documents are available in their entirety on the CoAEMSP website.

Questions about this form and the approval process may be directed to Lynn Caruthers (lynn@coaemsp.org or 214-703-8445 ext. 115).

CoAEMSP Website (www.coaemsp.org)

Key Points to Remember:

- ~ This form contains built-in logic and is used for all program personnel. Therefore, once the personnel position is selected, only cells for that specific position will highlight if it is required. Do not answer any unhighlighted cells as they are for different personnel positions.
- ~ This form should be downloaded, completed, and saved to your computer.
- ~ Do not use a collaborative cloud-based platform (i.e., Sharepoint, Google Docs, etc.) to complete the request
- ~ Save your work often as you complete the form
- ~ All supporting documentation must be positioned so that it does not need rotating to view
- ~ No paper copies or USB/CDs are accepted
- ~ **Be sure the form is completed and all supporting documentation are in a Adobe Portable Document (.pdf) format, then send it via email as instructed below.**

General Information

Educational Program Level:

Please Select

This form is being completed for the purpose of updating office contact information for **EXISTING** key personnel **ONLY**.

Do not answer 'Yes' if the person is changing!

Please Select

Sponsor Information

Use The Resources



Resources

CoAEMSP Policies & Procedures Manual

Satellite Application Form

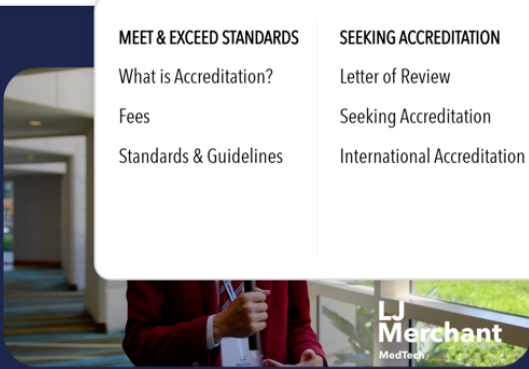
Detailed Step By Step Instructions

CoAEMSP Personnel Form

CoAEMSP Staff



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Questions

Answers

Thank You

Contacts:

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