



Frequently Asked Questions

Consortium

June 2026

1. What is a consortium?

A consortium is an entity consisting of two or more members that exists for the purpose of operating an educational program through a written agreement that outlines the expectations and responsibilities of each of the partners. At least one of the consortium partners must meet the requirements of a program sponsor set forth in the CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in the EMS Professions* (I.A.1.- I.A.4.).

The members of the consortium must establish a governing body to oversee the education program.

2. We want to start an AEMT or paramedic program. Would we need to develop a consortium?

Eligible sponsors are listed in the CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in the EMS Professions*, Standard I.A. If you do not meet the sponsor type in I.A.1-4, you will need to pursue a consortium with an eligible sponsor type. <https://coaemsp.org/caahep-standards-and-guidelines/>

3. What documentation do we need to establish a consortium?

A consortium agreement is a written agreement, contract, or memorandum of understanding between two or more entities to provide governance of a program. The members of the consortium appoint a separate governing entity to establish and operate an educational program. The governance, lines of authority, and roles of each partner must be established in the agreement and must include an organizational chart. The agreement should include the responsibilities of each member and the joint responsibilities.

4. Should we use the CoAEMSP Consortium Sponsorship Agreement sample? Where can I find it?

It is strongly recommended that the CoAEMSP sample consortium agreement be used as a basis for the governing document. The members should consult their legal counsel and may wish to add additional language.

A template for the consortium sponsorship agreement and an organization chart are available at <https://coaemsp.org/resource-library/#9>.

5. How do we name our consortium?

The consortium may select any brand name that represents the program to its communities of interest. However, in at least one of its comprehensive publications customarily used to officially convey institutional information, a consortium sponsored program must identify all current members of the consortium where CoAEMSP Letter of Review (LoR) or CAAHEP accreditation is referenced.

6. Can there be more than two members/partners in the consortium?

Yes. There is no limit on the number of members. The complexity of the operational issues may increase with additional members.

7. Who needs to sign the consortium agreement?

Signing authority will vary by organization. Signatories should have binding legal authority for their organization and the ability to commit resources to the educational program.

8. Do we need to have an organizational (org) chart for the consortium in addition to org charts for each of the member partners?

Yes. Organizational charts are required for the consortium itself and for each of the member partners.

9. Who needs to represent the consortium members on the governing body?

Each member of the consortium has equal representation on the governing body. The member partners determine the most appropriate individuals to designate as representatives. It is helpful if the individuals appointed understand the operation of the educational program and have decision making powers regarding resources.

10. How often does the consortium governing body need to meet?

The governing body is required to meet at least annually and maintain minutes of the discussions and decisions.

11. Is the consortium governing body the same as the advisory committee?

No. The governance body is separate and independent of the program's Advisory Committee.

12. Can the consortium enter into affiliation agreements?

No. The consortium is not a legal entity, so it cannot enter into an affiliation agreement on its own. The agreement must originate with a legal entity that can enter into such a contract, i.e., one of the consortium members. The responsibility for maintaining such agreements must be included in the Consortium agreement.

13. Why does CoAEMSP need to have a contact individual from each consortium partner on file with CoAEMSP?

Periodically, information is sent to sponsors in the form of announcements, communications regarding accreditation actions, and other notices. The only positions/individuals required to be on file with CoAEMSP are program director, medical director, dean, and president. Depending on the distribution of roles in the consortium, not all member partners may be represented. Having at least one representative from each member partner on file with CoAEMSP ensures that communication is provided to each organization.

14. How often do we need to review or update the consortium agreement?

There is no set time frame for review and update; the agreement should be reviewed periodically to determine if any of the assigned responsibilities have changed, if there have been organizational name changes, or other updates. The organizational chart should be kept current and reflect personnel changes.

15. When there are two or more member partners in the consortium, who does the program director (and other faculty) report to?

The consortium agreement should specify the direct reporting structure and line of authority, including selection and evaluation of personnel. The party responsible for financial considerations for personnel (salary, benefits, etc.) can also be included.

16. During a site visit, does the site visit team need to meet with the consortium governing body members?

Yes. The site visit team must meet with the consortium representatives. This is an important part of the process since the consortium is the sponsor of the program.

17. We are a hospital-based program and have a great working relationship with our local college and an EMS agency and we use some of their facilities and resources. Do we need to establish a consortium?

A hospital is an eligible sponsor and does not need to enter into a consortium agreement. However, if other parties contribute resources, an outsourcing agreement is required that specifies which responsibilities and resources are provided by the hospital, the college, and the EMS agency. Resources include personnel, space, equipment, and supplies. An FAQ on outsourcing is found at <https://coaemsp.org/resource-library/#9>.

18. What happens if one of the consortium members/partners decides to leave the arrangement?

At all times one of the consortium members must meet the sponsorship requirements as identified in the CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in the EMS Professions* (I.A.). If the eligible sponsor leaves the arrangement, CoAEMSP must be notified within fifteen (15) days.

Any change in a consortium member requires notification to CoAEMSP within fifteen (15) calendar days. A change in consortium partners creates a new sponsor and initiates the transfer of sponsorship process.

For additional information, refer to the CoAEMSP Policies & Procedures for Programs at <https://coaemsp.org/policies-procedures>.

19. One of the consortium members is a college. Do they need to notify their institutional accreditor of the arrangement?

Yes. CoAEMSP requires that a college that enters into a consortium provides evidence that it has notified the institutional accreditor of the consortium arrangement.

20. Who should I contact if I have questions?

Consortiums can be challenging to navigate.

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