Frequently Asked Questions

Letter of Review Process

June 2026

1. What is a Letter of Review (LoR)?

The Letter of Review is a status granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) signifying that a program seeking initial accreditation from CAAHEP has demonstrated sufficient compliance with the CAAHEP Standards through the Letter of Review Self-Study Report (LSSR), other documentation, and a virtual site visit. The LoR is not a CAAHEP accreditation status.

2. Why is there a Letter of Review process?

To sit for the National Registry of EMTs Paramedic credentialling exam, the individual must have graduated from an accredited program. The CAAHEP accreditation process cannot be completed until the first class has graduated. The difference in process and timing requires an initial step that provides a pathway for certification for program graduates.

3. If we get our Letter of Review approved, does this mean we are accredited?

No. The Letter of Review is a CoAEMSP specific status. The next steps include enrolling and graduating a cohort, preparing an Initial Self-Study Report, completing a site visit, and responding to any findings.

4. We want to start an AEMT or paramedic program, do we need to go through this Letter of Review process?

Yes. The Letter of Review process has been abbreviated for accredited paramedic programs that are adding an AEMT level since information such as clinical and field affiliates, personnel, facilities, etc. are typically the same as the paramedic program and have been verified through the paramedic program review process.

5. Where do I start if we want to request a Letter of Review?

Information of the process and the relevant documents are found at https://coaemsp.org/letter-of-review/.

6. What documentation must be submitted to CoAEMSP?

The required application and self-study reports are located at https://coaemsp.org/letter-of-review/. The self-study report identifies required documents such as advisory committee meeting minutes, personnel job descriptions, etc. In some instances, a specific CoAEMSP form, such as the Program Director Responsibilities form, is required and is specified in the report.

7. Since we do not have students enrolled, how can I submit some of the documents required in the self-study report? Can I submit blank documents?

Yes, blank documents are acceptable. The purpose of the review process is to verify that the program has completed the necessary planning and developed the foundation for the program. The CoAEMSP Resource Library provides many sample forms, tools, and various guidance documents that programs may choose to adopt.

8. Where/how do I submit my documents?

The Self-Study Report and supporting documents are uploaded to the CoAEMSP ShareFile site. Instructions are provided in the CoAEMSP Resource Library at https://coaemsp.org/resource-library/.

9. How do I receive the key personnel verification requested in the self-study report?

To request a Personnel Verification Report, send an email to personnel@coaemsp.org. List the individuals currently holding each of the personnel positions. Once the program personnel are verified, the program will be sent the Personnel Verification Report required for evidence.

10. Which CoAEMSP workshop satisfies the requirement for the program director?

The program director must attend the **Fundamentals of Accreditation Workshop** hosted by CoAEMSP. The program director must attend the workshop within the fifteen (15) months prior to submitting the LoR application.

11. What is the difference between the LoR Application and the Letter of Review Self-Study Report?

The LoR Application contains the minimum amount of information that CoAEMSP needs to begin a dialog with the program. During this period the program director must attend the Fundamentals of Accreditation Workshop to develop an understanding of the CAAHEP *Standards*, and the program must also submit the required fees. A schematic depicting the process and steps of the LoR process and the CAAHEP Accreditation Cycle are found at https://coaemsp.org/seeking-ems-accreditation/.

12. Is there a site visit as part of the process for a Letter of Review?

Yes. A preliminary site visit is conducted virtually after the Letter of Review Self-Study Report has been completed and accepted. This is a one-day virtual visit conducted by a CoAEMSP site visitor. The site visitor completes the Site Visit Report, which is sent to the program once the LoR has been issued.

13. Do I have to upload a video of our facilities?

Yes. The video captures the program facilities and equipment, including the classrooms, lab spaces, offices, equipment and supplies, and any other student or common area spaces. The video can be low tech and can be captured with a phone or other device that is narrated while the recorder walks the space.

14. How long does it take to get a Letter of Review?

The time varies and depends largely on the program, when they begin the process, when the program director attends the Fundamentals of Accreditation Workshop, and how quickly and accurately the required documents and materials are submitted. If information is missing or inadequate, a resubmission is required. CoAEMSP prepares an Executive Analysis (EA) to determine if the program appears to be in substantial compliance with the CAAHEP *Standards*. Once that determination is made, the program is scheduled for the virtual preliminary site visit, and the lead time then is 4 to 6 once the program has provided potential dates for the visit.

15. Once I begin the Letter of Review process, how long do I have to complete the submission?

Programs must achieve the LoR no later than two (2) years following submission of the LoR Application or submission of the required fees, whichever comes first.

16. Can we enroll and start a cohort before we receive our Letter of Review?

CoAEMSP advises against beginning a cohort prior to receiving the Letter of Review. A variety of issues can delay the final determination and if the students complete the program before the LoR is granted, they are not eligible to sit for the NREMT examination.

17. What happens after we receive our Letter of Review?

The program can begin enrolling students and publish that they have received the CoAEMSP Letter of Review.

18. Is there specific language we need to publish once we receive our Letter of Review?

Yes, programs must publish specific language regarding their status. The verbatim statements are found in the CoAEMSP Policies & Procedures manual at https://coaemsp.org/policies-procedures/.

19. When is the next self-study report due?

The next step in the process is submitting the Initial Self-Study Report (ISSR). This is due 6 months following the completion of the first enrolled cohort.

20. Can we enroll/start another cohort before we have submitted the next self-study report?

Yes. Once a program has been granted the Letter of Review, they may enroll additional cohorts.

21. Once we have our LoR, if we make changes, such as the number of program hours or adding an articulation agreement, do we notify CoAEMSP?

No. You do not need to notify CoAEMSP of changes in operation. Any changes will be reflected when you submit the ISSR. Personnel, location, or sponsorship changes, however, must be reported.

22. Our program is a consortium, is there anything that I should be aware of?

The required consortium agreement receives CoAEMSP legal review which can add to the review and processing time.

23. What are the CoAEMSP costs involved in obtaining the Letter of Review?

Fees are detailed at https://coaemsp.org/program-fees/.

24. Will our AEMT and paramedic tracks be considered the same program?

No. CAAHEP considers these as different programs, and each will have a unique CoAEMSP number. Separate Annual Reports and Resource assessments are also required.

25. Since the AEMT and paramedic programs have different review dates, will we have separate site visits in the future?

No. The accreditation review dates and the accreditation cycles will sync and future site visits will include both the AEMT and paramedic programs.

26. To be clear, is holding a Letter of Review the same as being accredited?

27.

No. The Letter of Review is a CoAEMSP process that allows a program to begin enrolling students and qualifies the graduates to sit for the national certifying exam.

The program does not receive accreditation until after the Initial Self-Study Report and site visit process has been completed and CAAHEP acts on the CoAEMSP's recommendation.

28. When will be become accredited?

CAAHEP accreditation is awarded following the processes previously mentioned. The timing depends on a variety of factors.

For detailed information regarding the CoAEMSP Letter of Review process, refer to the CoAEMSP Policies & Procedures manual at https://coaemsp.org/policies-procedures/.