



**Avoid the common pitfalls that delay the accreditation process and follow these guidelines:**

- Confirm the name of sponsor on the title page of the LSSR or ISSR match the sponsor listed on the CAAHEP Request for Accreditation Services (RAS) form.
- Confirm the personnel listed in the LSSR or ISSR match the personnel listed on the RAS.
- Send a copy of the invoice for the fees with the check to ensure payment is credited to the correct program.
- Submit completed student questionnaires to CoAEMSP. (This affects only the programs submitting an ISSR. If submitting the LSSR, the Student Questionnaires are not required at this time, but will be required for the ISSR.)

**If you are planning to submit a LSSR or ISSR before the end of the year, stop and complete these two things before doing anything else:**

1. Download the Invoice Request form [here](#), complete it, and email it to <mailto:ruth.crump@whitleypenn.com>.
2. Email your name, sponsor, city and state to Lynn Caruthers at <mailto:lynn@coaemsp.org>. She will create a FileShare account for you and send you the instructions to upload your LSSR and ISSR when you're ready.

**Two key mistakes that will stop any program from attaining the CoAEMSP Letter of Review**

The Letter of Review (Lor) is the first step toward CAAHEP accreditation. Be aware that these two mistakes will delay attaining your LoR:

- 1) Assuming that sponsorship means the CAAHEP *Standards* have been met. It does NOT.
- 2) Applying for accreditation when the Program Director does not meet the required qualifications.

In both cases, the accreditation is placed on hold, the program is placed on hold and an LoR is not issued until these issues are resolved.

**Who to Contact With Questions**

For questions on the *Standards*:

Dr. George Hatch  
[george@coaemsp.org](mailto:george@coaemsp.org)  
214.703.8445, ext. 112

For questions on the status of your program:

Lynn Caruthers  
[lynn@coaemsp.org](mailto:lynn@coaemsp.org)  
214.703.8445, ext. 115

**What accreditation means for YOUR potential students?**

National EMS Program Accreditation is the FUTURE of paramedic education and a way to enhance the profession by bringing EMS to an educational par with other allied health professions.

- Graduates from CAAHEP accredited EMS program are ensured continued access to the national EMS certification process and enhanced mobility (i.e. reciprocity) among states that will require programmatic accreditation by the end of 2012.
- Graduates from programs not accredited by CAAHEP in states that have not implemented national EMS program accreditation by the end of 2012 will become eligible for that state's



- certification/licensure ONLY. In other words, they will be permanently ineligible for national certification at the paramedic level.
- Graduates from programs not accredited by CAAHEP in states that have not implemented national EMS program accreditation by the end of 2012 will become severely limited in their ability to apply for reciprocity in most states.

After January 1, 2013, only graduates of CAAHEP accredited programs as well as graduates of programs holding a CoAEMSP LoR will be eligible for national EMS certification at the paramedic level. Verify the current accreditation status of any EMS program at [www.caahep.org](http://www.caahep.org) under the "Find an Accredited Program" tab!

**What you can expect from the CoAEMSP staff**

- You can expect straight answers.
- You can expect we are committed to the January 1, 2013, initiative going into effect and will review your program's LSSR or ISSR in the order it is received.
- You can expect we are working diligently to guide your program through the accreditation process in an efficient manner. Although you may not receive a returned telephone call or a reply to your email as soon as you would like, be assured that you will.

**Our request to you**

Please be patient and allow extra time for CoAEMSP staff to respond to your email or voice mail. With the increased number of programs submitting LSSRs and ISSRs, the volume of telephone calls and emails have increased. We are committed to reviewing programs and supporting YOUR progress toward accreditation; however, we cannot always respond within 24 hours. **Often email is the best way to communicate since these can be responded to after hours.**