



**KEY PERSONNEL:
Program Director and Medical Director**

When there is a change in key personnel (Program Director, Medical Director), whether on a permanent, temporary, or acting basis, the CoAEMSP Executive Office must be notified no later than (15) calendar days following the effective date of replacement. A Personnel Change form and supporting documentation must be submitted. The personnel Change form is available at https://www.surveymonkey.com/s/CoAEMSP_Personnel_Change_Form.

When this form is complete, you must notify the CoAEMSP Executive Office. Please email Lynn Caruthers - lynn@coaemsp.org. Attach to that notification supporting documentation.

Supporting Documentation for the **Program Director**:

1. Letter of Appointment/Acceptance
2. CV showing formal education/degrees and related experience
3. Copy of the National Registry or State License

In addition, an OFFICIAL TRANSCRIPT documenting the award of a minimum of an earned baccalaureate degree from an accredited academic institution must be sent directly from the awarding college to CoAEMSP in either a sealed envelope or via e-transcript. Unofficial or scanned copies are not acceptable. Failure to do so may result in recommendation for Administrative Probation or Probationary Accreditation.

The e-transcript must be sent to: lynn@coaemsp.org.

If requesting the transcript be sent via USPS, then mail it to:

CoAEMSP
8301 Lakeview Pkwy, Suite 111-312
Rowlett TX 75088

Supporting Documentation for the **Medical Director**:

1. Letter of Appointment/Acceptance
2. CV showing formal education/degrees and related experience
3. Copy of the State License for each State the Medical Director is licensed

**ADMINISTRATIVE PERSONNEL:
President/CEO, Dean or Billing Contact**

When there is a change in President/CEO, Dean or Billing Contact, the CoAEMSP Executive Office must be notified no later than (15) calendar days following the effective date of replacement. No supporting documentation is required. The personnel Change form is available at https://www.surveymonkey.com/s/CoAEMSP_Personnel_Change_Form.

Changes in the above personnel must also be made in the Annual Report.

Failure to notify the CoAEMSP of personnel changes may result in recommendation for Administrative Probation.