Key Points to Remember

- Be sure to hit the "Update" or "Save" button before leaving each screen/section or the information entered will not be saved.

- **Enrollment & Retention:**
  Programs in the LoR process will NOT enter any data under Enrollment & Retention until accreditation is awarded.

- **Survey Worksheet:**
  Programs in the LoR process will NOT enter any data under Survey Worksheet or Outcomes until accreditation is awarded.

- **Satellites & Affiliates:**
  Please enter each affiliated site used by the program.
  If the Paramedic program is offered at a Satellite campus and the Satellite has not been approved by Dr. Hatch, you must submit a completed Satellite Campus Approval Request Form. All Satellite campus sites must be approved by the CoAEMSP before starting a class. **If the Satellite campus is approved**, then you will need to enter the Satellite campus here.

- **Personnel:**
  This section should be completed by adding all applicable program personnel. You **cannot enter/edit the President, Dean, or Program Director information.** These three positions require a completed CoAEMSP Personnel Change Form to be submitted to the CoAEMSP Office (email to Lynn). For LoR programs, we will update our records and may request a new CAAHEP Request for Accreditation Services if there has been a change with the President, Dean, or Program Director.

- **Program Information and Distance Education:**
  Programs in the LoR process **should complete both** Program Information and the Distance Education while in the LoR process.

- **Report Submission:**
  Consult the Instructions on the CoAEMSP web site.

Questions? Contact Lynn Caruthers: lynn@coaemsp.org or214-703-8445, x115