



## Checklist for Program Directors

The following checklist is a tool to assist you, the Program Director, with tracking what is required by CoAEMSP and CAAHEP to maintain accreditation. The checklist is an internal document for a program's use. Due dates will differ for each program; therefore, the due date column is empty in many cases. You may fill in the Program's due date. Where the due date is the same for every program, such as the annual report and annual fee, the date is listed.

| What  | Location  | Comments                             | Due Date                                       |
|---|---|--------------------------------------|--|
| <b>Be Familiar with...</b>  |   |                                      |  |
| Next comprehensive accreditation review will be _____.  |   |                                      |  |
| (CAAHEP letter awarding accreditation status will have the date. If you cannot locate the letter, contact Lynn at <a href="mailto:lynn@coaemsp.org">lynn@coaemsp.org</a> ). |   |                                      |  |
| CAAHEP <i>Standards</i>   | <a href="http://www.coaemsp.org">www.coaemsp.org</a> and <a href="http://www.caahep.org">www.caahep.org</a> |                                      |  |
| CoAEMSP Interpretations of the <i>Standards</i>   | <a href="http://www.coaemsp.org">www.coaemsp.org</a>  |                                      |  |
| CoAEMSP Policies  | <a href="http://www.coaemsp.org">www.coaemsp.org</a>  |                                      |  |
| CoAEMSP + CAAHEP websites   | <a href="http://www.coaemsp.org">www.coaemsp.org</a> and <a href="http://www.caahep.org">www.caahep.org</a> |                                      |  |
| <b>Annually</b>   |   |                                      |  |
| Annual Report   | <a href="http://arms.caahep.org">arms.caahep.org</a>  | Contact CoAEMSP for Login + Password | December 1                                     |
| Annual Fee  | emailed   | Invoiced May 1                       | July 1   |
| Resource Assessment   | Tools available at <a href="http://www.coaemsp.org">www.coaemsp.org</a>                                     |                                      |  |
| Faculty (including PD & MD)   |   |                                      |  |
| Students  |   |                                      |  |
| Advisory Committee  |   |                                      |  |
| Program Evaluation  |   |                                      |  |
| Exam Results  |   |                                      |  |
| Personnel Survey  |   |                                      |  |
| Graduate Survey   |   |                                      |  |
| Paramedic Employer Survey   |   |                                      | Administer 6-12 months <u>after</u> graduation |

| What   | Location  | Comments  | Due Date  |
|--|---|---|---|
| Advisory Committee meeting   |   | Advisory Committee meets at least annually  |   |
| Action plans   |   | Based on results of annual report and/or resource assessment  |   |
| <b>As Needed</b>   |   |   |   |
| Notify CoAEMSP of Personnel Change                                 |   |   | No later than 15 days following the effective date of replacement |
| Program Director   | <a href="http://www.coaemsp.org/personnel_changes.htm">www.coaemsp.org/personnel_changes.htm</a>                      | Submit personnel change form  |   |
| Medical Director   |   |   |   |
| CEO  | <a href="mailto:updates@caahep.org">updates@caahep.org</a> and <a href="mailto:lynn@coaemsp.org">lynn@coaemsp.org</a> | Name and contact information is sufficient  |   |
| Dean of health professions (or equivalent)                         |   |   |   |
| Billing Contact  |   |   |   |
| Submit Continuing-Accreditation Self Study Report (CSSR)           |   | CoAEMSP will notify PD on record 6 months in advance of its due date  |   |
| Submit progress report   |   | Date determined by CoAEMSP  | March 1<br>June 1<br>September 1 or<br>December 1                 |
| Submit official transcript if on Bachelor's degree completion plan |   | Date determined by CoAEMSP  | March 1<br>September 1 or<br>December 1                           |
| Satellite Request Form   | <a href="http://www.coaemsp.org/Accredited_Programs.htm">www.coaemsp.org/Accredited_Programs.htm</a>                  | Adding a satellite? Deactivating a satellite campus? The CoAEMSP must be notified of all active satellite campuses. | As needed   |

## WHO TO CONTACT AT CoAEMSP

|  |                 |
|--|-----------------|
| Due Dates: Self Study Report, Progress Report,<br>Response to Site Visit Findings Letters, | Karen           |
| Paramedic Specific Content   | George<br>Gordy |
| Consortium Agreements + Sponsorship  | George<br>Gordy |
| Best Practices   | Gordy           |
| Distance Education   | Gordy           |
| Annual Reports   | Lynn            |
| User Names + Passwords<br>(Annual reports, FileShare)                                      | Lynn            |
| Site Visit Coordination  | Jennifer        |
| Accreditation Tools  | Jennifer        |
| Site Visit Findings Letter + Site Visit Report   | Jennifer        |
| Community Relations  | Jennifer        |
| Satellite Campus Approval & Deactivation   | Lynn            |
| Bachelor's Degree Completion Program   | Lynn            |
| Program Personnel Changes  | Lynn<br>Ruth    |
| Invoices   | Ruth            |
| Request for Accreditation Services   | Ruth            |

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