NEMSMA COMMITTEE ON ACCREDITATION

Policies & Procedures

National EMS Management Association, Inc.

6/12/2018
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Introduction

This Policy and Procedure Manual sets forth the policies and procedures of the National EMS Management Association’s Committee on Accreditation (CoA).

What is Accreditation?
Accreditation is the act of granting credit or recognition to educational institutions and/or education providers which demonstrate compliance with and maintenance of the accrediting body’s Standards of Accreditation and applicable policies and procedures. Accreditation is necessary for any person or institution in education that needs to prove that they meet a general standard of quality.

What is NEMSMA Accreditation?
Individual candidates for Paramedic Officer credentialing at the Supervising Paramedic Officer (SPO), Managing Paramedic Officer (MPO) and Fellow in the American College of Paramedic Executives (FACPE) levels are required to demonstrate a minimum number of “Qualifying Education hours commensurate with the level of credentialing they are applying for as a prerequisite when they submit their credentialing application and portfolio. Qualifying Education is further divided into “Accredited” and “General” (a/k/a Approved) Leadership Education hours, with a combination of each type required. Programs and conference sessions registered and recognized through the NEMSMA accreditation process will satisfy the “Accredited” portion of the Qualifying Education credentialing and re-certification portfolio requirements.

To meet NEMSMA accreditation standards, an education provider must demonstrate that a particular program or conference session “maps to” (i.e., covers topics contained in) the standardized knowledge objectives and skill sets established in the NEMSMA Seven Pillars of National EMS Officer Competencies. NEMSMA accreditation shows that an education provider has voluntarily submitted educational content to an objective assessment of its ability to meet established standards for educational planning, implementation and evaluation and that it has met or exceeded those criteria. Educational programs and conference sessions which have gone through the NEMSMA accreditation process have demonstrated a commitment to excellence in leadership and management education.

What is the NEMSMA Committee on Accreditation?
The Committee on Accreditation is comprised of NEMSMA members and invited Subject Matter Experts (SMEs) who have an interest, experience or expertise in educational content accreditation activities. The Committee works under the delegated authority of and reports to the NEMSMA Board of Directors through its Board Liaison and works under the direction of the Board Liaison and the Committee Chair. The Committee is divided into two Sub-Committees: one which oversees the development and maintenance of the NEMSMA accreditation process (the “Standards and Policies Sub-Committee”), and one which handles the accreditation reviews (the “Review Team Sub-Committee”). The Committee on Accreditation meets as a
whole at least monthly via telephone conference call to discuss accreditation activities and review final written reports prepared by the review teams, making the final decision on approval of accreditation. The Sub-Committees meet as often as necessary via telephone conference call and/or in person to accomplish the work required of each of them.

What type of accreditation reviews does NEMSMA perform?
NEMSMA Accreditation is tied to the educational content contained in various programs and conference sessions centered around EMS/Paramedicine Leadership concepts. To meet accreditation standards, an education provider must demonstrate that a particular program or conference session “maps to” (i.e., covers topics contained in) the NEMSMA *Seven Pillars of National EMS Officer Competencies*. The Review Teams perform a detailed, objective review and assessment of the educational content of the submitted program or conference session and its ability to meet established standards for educational planning, implementation and evaluation to show that it meets or exceeds those criteria.

Use of the term “Paramedic”
The use of the term “Paramedic” by NEMSMA, the Committee on Accreditation, and the American College of Paramedic Executives (ACPE) is intentional, but not exclusive of other levels of clinical certification besides paramedic. It is NEMSMA’s position and belief that the term “paramedic” should become the standard reference for all individual providers, and is not limited strictly to those who have achieved clinical certification or licensure at the traditional Paramedic level. In fact, just the opposite is true. NEMSMA’s Paramedic Officer credentialing program is open to all levels of clinical EMS providers aspiring to or serving in Paramedicine/EMS industry leadership roles. Correspondingly, NEMSMA Accreditation is available for all programs and conference sessions which map to the *Seven Pillars of National EMS Officer Competencies*, regardless of the level of the clinical certification of enrolled students. That is because NEMSMA Accreditation focuses on the three levels of Leadership competencies, namely Supervising, Managing, and Executive Officers, which depending upon individual agency requirements may very likely include EMTs, AEMTs, Paramedics, and other levels of authorized EMS providers.

Questions and Updates
Questions that cannot be answered by these Policies and Procedures should be referred to the Committee on Accreditation. Comments, suggestions or edits regarding this manual may be submitted to the Committee on Accreditation, as outlined herein. The National EMS Management Association (NEMSMA) Board of Directors has the authority to implement and/or change any policy or procedure as it, in its sole discretion, deems necessary.
Definitions

**Accredited Leadership Education (ALE):** In the context of Paramedic Officer credentialing, is specifically limited to programs and conference sessions which have been voluntarily submitted to NEMSMA’s Committee on Accreditation for detailed review of how the educational content “maps to” (i.e., covers topics contained in) the NEMSMA *Seven Pillars of National EMS Officer Competencies*, as well as an objective assessment of how the program or conference session plans to meet established standards for educational planning, implementation and evaluation.

**Accreditation:** The act of granting credit or recognition to leadership education programs and conference sessions which demonstrate compliance with and maintenance of NEMSMA’s Committee on Accreditation’s Standards of Accreditation, applicable policies and procedures, and appropriate “mapping” to the standardized knowledge objectives and skill sets established in the NEMSMA *Seven Pillars of National EMS Officer Competencies*.

**Accreditation Reviewers:** Accreditation Reviewers are volunteers who are current NEMSMA Full Individual, Associate, or Supervisory Affiliate members and have applied to the Committee on Accreditation to serve as an accreditation reviewer. Although no prior accreditation review experience is necessary, it is encouraged.

**Alternative Models of Education:** Different, previously non-traditional approaches to delivering educational content, such as through Distributed Learning platforms.

**Annual RLEP Registration Period:** The 12-month period beginning with the date of initial or reinstated RLEP registration and ending with the last day of the anniversary month 12 months later.

**Associate Member:** Current NEMSMA Member who meets the criteria for Associate membership in NEMSMA.

**Board Liaison:** The Board Liaison is a current member of the NEMSMA Board of Directors who serves as a designated liaison between the Board of Directors and the Committee on Accreditation (CoA).

**Board of Directors:** See “NEMSMA Board.”

**Competencies:** NEMSMA’s *Seven Pillars of National EMS Officer Competencies*.

**Competencies Mapping:** Competencies Mapping is the process of identifying and cross-referencing program or conference session educational content with the applicable Pillar(s), Topic(s), Competency(s), and Competency Level(s) within the *Seven Pillars of National EMS Officer Competencies*.
Committee on Accreditation (CoA): Responsible for developing and administering all processes and policies for the review and accreditation of leadership educational programs submitted to NEMSMA for accreditation. Comprised of NEMSMA members and invited Subject Matter Experts (SMEs) who have an interest, experience or expertise in educational content accreditation activities.

CoA: Committee on Accreditation.

Credential: Certification awarded by the ACPE.

Day: a calendar day.

Distributed Learning: A general term which describes a multi-media method of instructional delivery that includes a mix of web-based instruction, streaming video conferencing, face-to-face classroom time, distance learning through television or video, or other combinations of electronic and traditional educational models which allows instructors, participants and content to be in different locations so that instruction and learning occur independent of time and place. Includes online, computer-based or ALE articles.

Executive EMS Officer: senior management team members. Often, agencies refer to them as “Deputy Chief,” “Director,” or “Chief of Department.” The Executive EMS Officer is responsible for providing general management and top-level leadership to an EMS organization. They report to and manage a Board of Directors in the private and not-for-profit EMS sectors, or serve as department heads in governmental EMS agencies. In addition to executive-level leadership, managerial, and administrative duties, this officer typically responds to major incidents involving mass casualties and multi-agency operations, and operates at those incidents as part of a multi-agency unified command structure in a command or general staff position. Their primary role is to ensure overall operational performance and that the organization is meeting goals and expectations. They provide support to other EMS officers and work not only to ensure today’s operations are meeting expectations but also to prepare for changes and to meet expectations for the agency into the future.

FACPE: Designation of a credentialed member of the American College of Paramedic Executives

Fellow in the American College of Paramedic Executives (FACPE or Fellow): An individual who has demonstrated competency in compliance to the ACPE in accordance with the NEMSMA Seven Pillars of National EMS Officer Competencies at the Executive EMS Officer level.

Fellow: Fellow in the American College of Paramedic Executives

Full (Individual) Member: Current NEMSMA Member who meets the criteria for Full (Individual) membership in NEMSMA.

Managing EMS Officer: middle managers. Often, agencies refer to them as “EMS Coordinator”, “Operations Manager”, “EMS Captain” or “Division Chief.” The Managing EMS Officer is
responsible for managing major components of EMS organizations, serves division or unit heads, or acts as a staff specialist responsible for administrative and clinical functions in EMS organizations. These officers plan, direct, and coordinate the work of subordinate supervising EMS officers, EMTs and paramedics, and non-credentialed personnel. Managing EMS Officers typically respond to major incidents involving mass casualties and multi-agency operations, and operate at those incidents as part of a multi-agency unified command structure. Managing EMS Officers also perform highly specialized tasks such as developing and managing educational programs, or developing and implementing deployment plans and system status management. They are involved in administration, finance, human resources, clinical affairs and quality management. Their primary role is to work to ensure daily operations have all the resources needed in order to run smoothly. They often function primarily from an office but still actively participate in field operations as needed and at large scale events.

Managing Paramedic Officer (MPO): An individual who has demonstrated competency in compliance to the ACPE in accordance with the NEMSMA Seven Pillars of National EMS Officer Competencies at the Managing EMS Officer level.

NEMSMA Board: The Board of Directors of the National EMS Management Association, Inc.

NEMSMA Member: A member of the National EMS Management Association, Inc. (NEMSMA)

Registered Leadership Education Provider (RLEP): Individuals, organizations, businesses or institutions which provider leadership education and are registered as such with NEMSMA.

Repeat Program: A live, distance, distributed, or on-demand e-learning program which is offered more than one time during an accreditation cycle.

Reviewer: A trained and seasoned educator/evaluator who reads accreditation applications and makes recommendations for approval or disapproval to the Review Team Sub-Committee.

Review Team Sub-Committee (RTS): The Review Team Sub-Committee (RTS) oversees the day-to-day coordination of Review Team activities. The RTS is comprised of the Board Liaison and the Chair of the Committee on Accreditation and oversees the assignments and work of the Review Teams, which are comprised of Accreditation Reviewers.

RTS: Review Team Sub-Committee.

Seven Pillars of National EMS Officer Competencies: Document published by NEMSMA which establishes leadership competencies for each of the levels of leadership within the EMS profession.

Sponsor: A contributor to NEMSMA at the “sponsorship” level of donation.

Strategic Partner: A contributor to NEMSMA which supports the organization’s activities at the highest level.
**Supervisory Affiliate Member:** Current NEMSMA Member who meets the criteria for Supervisory Affiliate membership in NEMSMA.

**Supervising EMS Officer:** Front line supervisors. Often, agencies refer to them as “Field Supervisor” or “EMS Lieutenant.” Their primary role is to provide first-line supervision to EMTs and paramedics in the field. Typically, they are responsible for daily schedules, assignment of personnel to units, assuring adequate resources and response to significant emergencies, and serving as initial incident commander for smaller emergencies. They work within daily operations in the field and/or at station in order to ensure daily operations are running smoothly and provide primary supervisory support to staff for field operations.

**Supervising Paramedic Officer (SPO):** An individual who has demonstrated competency in compliance to the ACPE in accordance with the NEMSMA *Seven Pillars of National EMS Officer Competencies* at the Supervising EMS Officer level.
Organizational Information

History
NEMSMA is a professional association of EMS leaders dedicated to the discovery, development, and promotion of excellence in leadership and management in EMS systems, regardless of EMS system model, organizational structure or agency affiliation.

As part of the EMS Agenda for the Future, the National EMS Management Association (NEMSMA) recognized that a clear set of standardized EMS officer leadership competencies and a credentialing process to measure and validate that competence would need to be created in order for EMS to grow as a profession.

In 2008, NEMSMA published “Emergency Medical Services Management and Leadership Development in America: An Agenda for the Future” which spelled out this need, and since then, has worked diligently to create both standardized competencies and a credentialing process. In doing so, NEMSMA has recognized that there are many different service delivery models across the country and a wide variety of staffing models and that, at the core of each EMS agency, the true leaders are very similar and their requisite management capabilities are identical.

In 2010 NEMSMA hosted the "National EMS Officers Levels and Competencies Conference". The conference was attended by representatives of many models of EMS systems including fire-based EMS. By the conclusion of the two-day conference the group had reached consensus that there are three levels of EMS officer; the Supervising, Managing and Executive officers. The next task was to actually develop the competencies needed for each officer level.

In 2014, NEMSMA published the “Seven Pillars of National EMS Officer Competencies”. By then, the EMS Officers Competencies project had spanned six years with countless hours of research, deliberation and development work. The publication was the product of collaboration among a broad representative group of national EMS experts and association members representing all delivery models and segments of the service and it incorporated extensive input from all participants. The competencies were developed for the entire EMS community regardless of service model; volunteer, career or combined staffing models, a rural or urban system or private company, government based or non-profit organization.

In 2015, NEMSMA retained a nationally recognized assessment and testing organization, familiar with the EMS field, to develop and validate a credible, valid, and reliable testing and credentialing process.

Throughout 2015 and 2016, NEMSMA worked to develop the application, assessment, testing and credentialing process for prospective candidates to achieve recognition at their appropriate Paramedic Officer level, which included the establishment of the EMS Officer Credentialing
Commission (EMSOCC), a semi-autonomous commission tasked with oversight and administration of the credentialing process.

In 2016, NEMSMA implemented testing and credentialing for the Supervising Paramedic Officer, which was followed shortly thereafter by the Managing and Fellow levels in 2017 and 2018, respectively. In 2017, NEMSMA also issued a position paper advocating for a change in industry nomenclature from use of the term “EMS” to “Paramedicine” and consequently changed the name of the EMSOCC to the American College of Paramedic Executives (ACPE), and the credentialed officer levels to Supervising Paramedic Officer (SPO), Managing Paramedic Officer (MPO), and Fellow in the American College of Paramedic Executives (FACPE or Fellow), respectively.

Along with the establishment and implementation of Paramedic Officer credentialing, NEMSMA also began a major project to identify, review and accredit EMS management and leadership training and educational programs. NEMSMA’s Committee on Accreditation is tasked with designing, developing, implementing and administering the leadership education accreditation process. The process is designed to demonstrate that a particular program or conference session “maps to” (i.e., covers topics contained in) the NEMSMA Seven Pillars of National EMS Officer Competencies. NEMSMA accreditation shows that an education provider has voluntarily submitted educational content to an objective assessment of its ability to meet established standards for educational planning, implementation and evaluation and that it has met or exceeded those criteria. The ACPE uses evidence of NEMSMA accreditation to evaluate each application to determine an individual’s eligibility to test for certification and to ensure applicants have met the exam prerequisites and requirements.

For more information regarding the NEMSMA Seven Pillars of National EMS Officer Competencies or to download a copy of the Competencies, visit www.nemsma.org.

- Click on the “Competencies” menu for more information or go to https://www.nemsma.org/index.php/component/chronoforms5/?chronoform=New sevenPillars to download the Competencies themselves

NEMSMA’s Mission, Vision and Values

Mission
Educate, advocate, and credential the EMS leader, while guiding the evolution of the profession of Paramedicine.

Vision
Improved health in our communities through elevated professionalism in leadership, the united voice of advocacy, and research of evidenced based practice.

Values
Collaboration; Leadership; Innovation; Professionalism
Committee on Accreditation Structure

NEMSMA is overseen by a Board of Directors which is responsible for managing the affairs of NEMSMA, including general oversight of the Committee on Accreditation (CoA). The Board of Directors has, by resolution, delegated much of the authority and oversight of Accreditation activities to the CoA, including policy development and enforcement. All policies, however, must be approved by the Board of Directors prior to implementation by the CoA.

The Committee on Accreditation is comprised of NEMSMA members and invited Subject Matter Experts (SMEs) who have an interest, experience or expertise in educational content accreditation activities. The CoA works under the delegated authority of and reports to the NEMSMA Board of Directors. The CoA is overseen and operationally run on a day-to-day basis by the Committee Chair and Board Liaison to the CoA, who are responsible for general CoA operations, development and enforcement of all CoA policies, procedures, standard operating procedures, discipline, conflict-resolution, CoA personnel matters, and bringing policy recommendations on behalf of the CoA to the NEMSMA Board of Directors for approval. Both the Chair and the Board Liaison report to the Board of Directors.

The CoA is divided into two Sub-Committees: the “Standards and Policies Sub-Committee” which oversees the development and maintenance of the NEMSMA accreditation process, and the “Review Team Sub-Committee” which handles the accreditation reviews.
Section 1
Accreditation Generally

1-01 Authority for Accreditation
NEMSMA is the accrediting agency. NEMSMA delegates to its Committee on Accreditation (CoA) the final decision-making authority as well as the responsibility for assuring that accreditation recommendations by the CoA follow due process and comply with the accreditation Standards.

1-02 Geographic Scope
NEMSMA accredits programs and conference sessions only upon the recommendation of its Committee on Accreditation. At this time, NEMSMA does not review programs outside of the United States and its protectorates.

1-03 Fair Business Practices
NEMSMA, its CoA, the accredited programs and their sponsoring organizations comply with principles of fair business practices.

1-04 Fair Education Practices
NEMSMA accredited programs and their sponsoring organizations comply with fair practice standards in education.

1-05 Organizational Autonomy
Except as provided in these Policies and Procedures, NEMSMA does not dictate how Registered Leadership Education Providers (RLEPs) run or conduct their business; Registered Leadership Education Providers are free to conduct their businesses as they deem fit, subject to the accreditation parameters set forth herein.

NEMSMA does not dictate pre-requisites or entry-level requirements for students to enroll in NEMSMA-accredited programs or conferences; any such requirements or pre-requisites are solely in the discretion of the Registered Leadership Education Provider.

1-06 Due Process
NEMSMA assures timely and equitable due process to organizations and individuals served by the CoA.

1-07 Innovative Education
NEMSMA encourages innovation in EMS Leadership education that achieves accreditation standards.
1-08 Requirements for Organizations Providing Accredited Programs

All organizations which apply for and offer NEMSMA accreditation of their leadership education offerings must comply with NEMSMA’s Registered Leadership Education Provider (RLEP) requirements and maintain good standing with NEMSMA as a RLEP at all times. These requirements include but are not limited to timely completion and filing of all required forms, payment of all required fees, not be subject to any adverse action against them by NEMSMA, other accreditation or industry agencies or bodies or any state or the federal government prior to or during the period of accreditation, and timely notification of the CoA any changes in ownership, substantive program content or adverse action by outside agencies or governmental bodies. Making false statements, concealment of pertinent information, failure to pay required fees when due, or timely notification failures will result in revocation RLEP status and/or accreditation once awarded.

1-09 Categories of Accreditation

NEMSMA offers two categories of accreditation: Conference Session Accreditation and Program Accreditation.

Conference Session Accreditation is limited specifically to national, state, regional, and local conferences of any duration. NEMSMA does not accredit the conference itself, but rather individual sessions offering Leadership educational content within the context of the conference environment. Conference session accreditation is therefore tied specifically to each individual conference session and is only valid for the specific dates of a specific conference.

For example, Leadership education sessions offered at an annual state EMS conference held in March 2018 may receive accreditation for the March 2018 conference dates. Subsequent conferences run by the same host (i.e., the same state EMS conference held in March 2019) will have to have re-apply for conference session accreditation for all Leadership education sessions offered at subsequent conferences. This is the case regardless of whether any particular session was accredited in previous years or at other conferences conducted by the same or a different organization.

Accredited sessions may be repeated during the duration of a particular conference (although the conference host will be charged accreditation fees based upon the total number of hours of accredited sessions it will be offering).

Program Accreditation includes classes, courses, workshops, programs, and distributed learning delivered outside the context of a conference. Programs may be of any length or duration, ranging from as little as one (1) hour to as long as a 16-week semester and beyond. Program accreditation, once received, is valid for up to 5 years, provided the Registered Leadership Education Provider (RLEP) pays the annual fee to maintain their registration and corresponding eligibility to maintain on-going program accreditation.
Re-accreditation of programs at intervals of not more than every 5 years helps ensure that accredited programs are keeping pace with updates to the NEMSMA *Seven Pillars of National EMS Officer Competencies* and industry leadership standards.

**1-10 Levels of NEMSMA Accreditation**

In addition to the categories of Accreditation outlined in Section 1-11, NEMSMA also has three levels of available accreditation: Supervising Paramedic Officer, Managing Paramedic Officer, and Fellow in the American College of Paramedic Executives (FACPE). Each level is tied to the applicable level of Paramedic Officer identified within the *Seven Pillars of National EMS Officer Competencies*.

*For example, a program which is geared towards current or aspiring Supervising Paramedic Officers would be awarded accreditation at the Supervising Paramedic Officer level, while a program designed for Executives would be awarded FACPE level accreditation.*

**1-11 Program Prerequisites and Restrictions**

NEMSMA does not dictate pre-requisites, registration restrictions, or entry-level requirements for individual programs or conferences (*provided such restrictions are not discriminatory or illegal*); those are strictly in the discretion of the Registered Leadership Education Provider (RLEP). Upper level accreditation simply means the program content maps predominantly to the *Seven Pillars of National EMS Officer Competencies* at the Managing Paramedic Officer or Fellow level, as applicable.

*Example: A student who is aspiring to become a Supervising Paramedic Officer (SPO) attends a program which has been accredited at the Managing Paramedic Officer (MPO) level and successfully completes the program. That student will be recognized by the ACPE as having successfully completed an accredited program regardless of the fact that the program was accredited at the MPO level; the ALE hours the student receives can still be counted as part of their SPO application.*

*Example: A RLEP institutes a program pre-requisite requiring credentialing at the SPO level before registering for a program accredited at the MPO level. A student who is still aspiring to become an SPO would not be allowed by the RLEP to register for the MPO level program. Such a restriction may have consequences for the student, but will not affect the MPO program accreditation.*

*From the student and ACPE perspective, all that matters is successful program completion. Successful program completion, regardless of level of accreditation, simply allows a credentialing candidate to apply those ALE hours towards their credentialing application. The RLEP, on the other hand, is free to dictate any pre-requisites, registration restrictions, or entry-level requirements it deems fit (provided such restrictions are not discriminatory or illegal) as a business decision.*
1-12 Types of Accreditation
Accreditation may be: awarded, partially denied, or completely denied.

1-13 Accreditation Fees
Accreditation Fees are explained in Section 2. The Accreditation Fee Schedule is set forth in Appendix A.

1-14 Length of Accreditation
Conference session accreditation is only valid for conference sessions conducted on specific conference dates.

Program accreditation is valid for up to 5 years, in the sole discretion of NEMSMA’s Committee on Accreditation.

1-15 Alternative Models of Education
NEMSMA recognizes alternative models of education, including Distributed Learning and works to assure these models meet accreditation standards.

1-16 Mass-Produced Programs
Programs which are mass-produced and distributed with no controls in place to ensure that accredited educational content is not altered or changed in any substantial manner are not eligible for NEMSMA Accreditation.

1-17 Authorized Training Centers
Authorized training centers for the conduct of Programs are allowed by NEMSMA, but RLEPs must have a process in place to monitor instructors, as well as a comprehensive process for properly vetting and authorizing faculty to teach accredited Programs. Contracting out Program delivery to third parties over which the RLEP has no oversight or control is not allowed. This does not apply to conferences. Documentation of the RLEP’s authorization process for training centers must be provided to NEMSMA upon request.

1-18 Faculty Vetting
RLEPs must have processes in place for vetting and selecting program or conference faculty and must provide documentation of those processes to NEMSMA upon request.

1-19 Site Visits
At this time NEMSMA does not engage in site visits and/or site accreditation. It is our experience that most EMS educational programs are delivered at locations remote from the Registered Leadership Education Provider’s primary place of business (i.e., class hosted at an unaffiliated EMS agency, a conference hosted in a hotel or convention center and which may move from one city to another from year-to-year, distance learning via an LMS system, etc.), making it impractical to conduct site visits NEMSMA reserves the right to implement site accreditation visits and to establish corresponding fees should the need arise.
1-20  Failure to Comply
Failure to comply with NEMSMA’s accreditation process and procedures, including but not limited to, NEMSMA’s standards, eligibility requirements, rules, regulations, policies, procedures, criteria, terms, and/or conditions, may result in revocation or suspension of RLEP status and/or program or conference session accreditation.
Section 2
Accreditation Fees and Costs

2-01 Initial Registered Leadership Education Provider (RLEP) Registration Fee
This non-refundable fee allows a leadership education program or conference provider to become designated by NEMSMA as a “Registered Leadership Education Provider” or “RLEP.” All providers of leadership education who wish to seek NEMSMA accreditation must be registered with NEMSMA in order to apply for conference session or program accreditation. NOTE: Registration does not mean that program offerings are automatically accredited.

2-02 Conference Fee Waiver
NEMSMA will waive the Initial RLEP Registration Fee for conference providers on a one-time ONLY basis for their first year of registration and conference accreditation. If the conference provider returns to NEMSMA for conference session accreditation in a subsequent year, they will be required to pay the full amount of the Initial Registration Fee in the first year of renewal (i.e., Year 2).

Program providers are not eligible for this waiver.

2-03 Annual Renewal Fee
Once an education provider is recognized by NEMSMA as a Registered Leadership Education Provider, there is a non-refundable annual fee to maintain that registration and corresponding eligibility to submit for and maintain on-going program accreditation. Renewal fees are due prior to the expiration of the current registration period, which is defined as the last day of the month of the initial registration anniversary date (i.e., if initial registration anniversary date is January 10, renewal is due on or before January 31).

2-04 Annual Renewal Fee Grace Period
Registered Leadership Education Providers which fail to pay their Annual Renewal Fee prior to the expiration of the current registration period but pay the Annual Renewal Fee not later than 90 days following the last day of the month of the initial registration anniversary date (i.e., if initial registration anniversary date is January 10, renewal must be paid no later than April 30), will still be entitled to pay the reduced Annual Renewal Fee rate. However, accreditation of any accredited educational offerings will be suspended pending payment of the Annual Renewal Fee.

2-05 Reinstatement Fee
If a Registered Leadership Education Provider does not renew their registration within 90 days following the last day of the month of their initial registration anniversary date, they will lose the option to pay the discounted Annual Renewal Fee and will be charged an amount equal to the full Initial Registration Fee. In the event of a lapse of Registration, any accredited program offerings will no longer be recognized as Accredited and the education provider will have to re-
register as a Registered Leadership Education Provider and be required to resubmit their program offering(s) for re-accreditation.

2-06 Accreditation Application Processing Fee (Conferences and Programs)
Each time a Registered Leadership Education Provider submits an application for specific conference or program accreditation, they must pay an Accreditation Application Processing Fee upon submission of their application. This fee covers the “human capital” cost of processing, distribution to, and coordination with the NEMSMA accreditation review team.

The Accreditation Application Processing Fee is non-refundable.

2-07 Accreditation Review Fees (Conferences and Programs)
Accreditation Review Fees must be submitted up front, based on the Accreditation Review Fee worksheet contained in the Accreditation Application Package. The rates are scaled and capped at a maximum amount per offering. It is the responsibility of the Registered Leadership Education Provider (RLEP) to calculate the anticipated Accreditation Review Fees in advance of application submission.

Accreditation Review Fees are calculated based on 0.25 hour increments and are calculated based upon the amount of Accredited Leadership Education (ALE) hours applied for.

Accreditation Review Fees will be waived for Conference Providers on a one-time only basis for the first conference accreditation request. Accreditation Review Fees will not be waived for Programs due to the complexities of the application and review processes for these types of educational programs.

Accreditation Review Fees are refundable, in total in the case of complete denial of accreditation, or on a pro rata basis in the case of a partial denial (for example, where accreditation is awarded for fewer hours than applied for).

2-08 Competencies Mapping Fee (Conferences Only)
This fee is available for conference session accreditation ONLY. This optional fee is required when a conference RLEP does not provide the required Competencies Mapping during accreditation submission. The payment of this fee means that the NEMSMA accreditation review team will perform the required Competencies Mapping as part of the accreditation review process. If the conference provider wishes to provide the Competencies Mapping themselves, no Competencies Mapping Fee is required.

Competencies Mapping Fees are not available for Programs.

2-09 Repeat Program Fee (Programs Only)
This one-time, required, flat fee enables the Registered Leadership Education Provider (RLEP) to offer an accredited program as many times and in or at as many locations as they desire throughout the duration of the Program accreditation period (generally 5 years). This applies to live, distance, distributed, and on-demand e-learning.
For example: A RLEP plans to run a 2-day live, in-person EMS Leadership Workshop, which they intend to offer in three different locations on three different dates (i.e., March in Colorado, July in Virginia, and September in Minnesota). Program accreditation will automatically cover the first program location/date (i.e., March in Colorado). The Repeat Program Fee is required for accreditation to extend to all of the program locations/dates (i.e., July in Virginia and September in Minnesota).

This fee also applies to distributed learning and on-demand Leadership programs which are available on-line 24/7 to the RLEP’s subscribers. It allows the RLEP to offer the program an unlimited number of times to an unlimited number of subscribers during the Program accreditation period.

The Repeat Program Fee must be paid at the time of Program Accreditation application, and is required as part of the overall Program Accreditation fees. In the event that a Program is denied NEMSMA Accreditation, the Repeat Program Fee will be refunded. Partial accreditation, or accreditation for fewer hours than applied for, will NOT result in a refund of the Repeat Program Fee.

Repeat Program Fees do not apply to conference sessions.

2-10 Rush Processing Fee (Conferences and Programs)
The Rush Processing Fee applies to requests for accreditation reviews not in accordance with NEMSMA accreditation review timelines:

- With turn-arounds of less than 30 days;
- Inside of 45 days from the program or conference start date; or
- In the case of conferences submitting a deficiency update,
  - Requiring less than 30-day turn-around from date of deficiency re-submission, or
  - Submitted after the re-submit deadline.

Rush Processing Fees are generally reserved for use only in extraordinary circumstances. Failure by the RLEP to plan accordingly or to timely seek accreditation when circumstances otherwise allow is NOT considered “extraordinary.”

Rush accreditation processing is strongly discouraged and cannot be guaranteed.

Rush Processing Fees must be paid at time of request for rush processing and are non-refundable.

The decision to accept requests for Rush Processing is solely in the discretion of the CoA.

2-11 Program Revision Fee (Programs Only)
Planning and implementing changes, such as programmatic or content changes, are the prerogative of the Registered Leadership Education Provider (RLEP). While NEMSMA does not need to review every change, NEMSMA must be assured that any substantive change will not adversely affect the capacity of the RLEP or the program to continue to meet NEMSMA...
accreditation standards. As a result, NEMSMA will need to assess the effects that major programmatic change(s) or substantive content revision(s) may have on the ability of the RLEP and/or the program to meet or maintain accreditation standards and other policy/procedure requirements, including whether curriculum changes represent a significant departure of either the content or method of delivery.

Programmatic or content changes include, but are not limited to, the following:

- Change in the established mission or objectives of the Registered Leadership Education Provider (RLEP).
- Change in the legal status or form of control or ownership of the conducting RLEP, including contracting or subcontracting with a third party.
- Contracting or subcontracting with a third party for the educational delivery of a portion of any Accredited program.
- Curriculum changes that represent a significant departure of either the content or method of delivery.
- Substantive change(s) to the program description, abstract, objectives, outlines, tests and assessments tools, on-line text, other program materials, or order of presentation.
- Change(s) to content Competencies Mapping.
- Substantial increase or decrease in program length.

If a program undergoes a 20-50% programmatic or content (i.e., substantive) revision, the RLEP will be charged a flat fee to cover the cost of revision review to maintain accreditation. If the revision is greater than 50%, full re-accreditation is required.

2-12 Appeal Processing Fee (Programs Only)
In the case of an outright denial of accreditation, NEMSMA will retain the Application Package Fee, but refund the Accreditation Review Fees in full.

In the case of a partial denial where fewer hours are awarded than the Registered Leadership Education Provider (RLEP) requested, NEMSMA will retain the Application Package Fee, but will refund the difference between the Accreditation Review Fee submitted and the number of hours awarded, subject to the maximum Accreditation Review Fee threshold.

For example, a RLEP submits an application for Program accreditation for a 20-hour program. After review, the Program is accredited for only 16 hours. The RLEP would receive a refund of the Accreditation Review Fees paid equal to 4 hours at the rate submitted (as noted above, Accreditation Review Fees are paid up front when the application is submitted).

If the RLEP wants to appeal the decision to accredit only 16 hours versus the 20 hours they submitted, they would pay a new Application Package Fee ($100) then re-submit the content for only the remaining 4 hours at the applicable Accreditation Review Fee rate (i.e., $40/hour = $160).

If the RLEP wants to appeal (i.e., request a re-review) of a complete Program accreditation denial, they will need to submit a completely new Program Accreditation application package.
Only Programs are eligible to appeal accreditation decisions. All decisions regarding conference accreditation are final.

2-13 Payment of Required Fees
All Registration, Renewal, and Accreditation Fees must be paid at the time of filing of the applicable application or renewal. Applications will **NOT** be processed until payment is received.

Payment shall be made in such form(s) and through such mechanism(s) as the CoA in consultation with the NEMSMA Board and/or its association management company may provide from time to time, including but not limited to online payment systems. Such form(s), mechanism(s) and/or method(s) shall be explained on the NEMSMA website and/or in CoA forms, materials, and instructions. All forms of payment must contain a notation somewhere on the face regarding the purpose of the payment (ex: “RELP Registration Fee,” etc.).

2-14 Redaction of Credit Card Payment Information
In the event that payment of any RELP or Accreditation fees is made using a credit card, and the credit card information submitted on a paper form rather than through an electronic payment portal on the NEMSMA website, NEMSMA will redact the credit card information from the form once the payment has been processed.

2-15 Refunds of Accreditation Review Fees
Accreditation Review Fees are refundable, in total in the case of complete denial of accreditation, or on a pro rata basis in the case of a partial denial (i.e., accreditation awarded for fewer hours than applied for), subject to the maximum Accreditation Review Fee threshold.

2-16 Strategic Partners and Sponsors
The Initial, Annual Renewal and Reinstatement Registered Leadership Education Provider (RELP) Fees will be waived for all NEMSMA Strategic Partners, Sponsors, and Management Development/Education Partners provided that their partner- or sponsorship status is in good standing and their partnership or sponsorship fees are current.

If the RELP is a NEMSMA Strategic Partner or Platinum Sponsor ONLY, the Application Processing, Accreditation Review, and Repeat Program Fees will be waived one time annually during each 12-month RELP Registration cycle. Rush Processing Fees, if applicable, will still apply. Subsequent Accreditation Applications by the same RELP within each 12-month RELP Registration cycle require the payment of all applicable Accreditation fees.
Section 3
Registered Leadership Education Providers

3-01  Registered Leadership Education Provider (RLEP)
Registered Leadership Education Providers (RLEPs) are individuals, organizations, businesses or institutions which provide leadership education. Leadership education providers are required to be registered with NEMSMA in order to seek accreditation of their programs or conference sessions. This means that before being allowed to apply for program or conference session accreditation, an education provider must register with NEMSMA to become designated as a NEMSMA “Registered Leadership Education Provider (RLEP).”

RLEP Registration does not mean that programs or conferences offered by the RLEP are automatically accredited.

3-02  Registration Required
Registration with NEMSMA as a Registered Leadership Education Provider (RLEP) and receipt of a RLEP ID # is required before any accreditation applications may be filed with NEMSMA.

3-03  Registration Application Required
Leadership education providers wishing to register with NEMSMA as a Registered Leadership Education Provider (RLEP) shall make application for RLEP registration in such format, form or manner as shall be determined from time to time by the NEMSMA Committee on Accreditation (CoA), and shall pay all applicable application fees.

3-04  RLEP ID Number
Upon successful RLEP registration, each RLEP shall be issued a unique alpha-numeric number which shall be used for NEMSMA CoA filing, reporting, and tracking purposes.

3-05  Registered Leadership Education Provider (RLEP) Eligibility Requirements
Eligibility of a RLEP includes:

- Registration with NEMSMA as a RLEP;
- Payment of applicable initial and annual renewal RLEP registration fees or NEMSMA sponsorship fees;
- Not being subject to any adverse action against them by NEMSMA or other accreditation or industry agencies or bodies or any state or the federal government prior to or during the period of RLEP registration;
- Timely notification of the NEMSMA Committee on Accreditation (CoA) of any changes in ownership or substantive program content;
- Timely notification of any adverse action by outside agencies or governmental bodies;
- Abides by and supports the following:
The NEMSMA EMS Officer Competencies License;
- NEMSMA Registered Leadership Education Provider (RLEP) Eligibility Requirements;
- NEMSMA standards for accreditation;
- NEMSMA's Accreditation Application Submission Portal Terms and Conditions of Use; and
- NEMSMA policies, procedures and practices.
- Such other eligibility requirements as may be set forth by the NEMSMA Board of Directors and/or the NEMSMA Committee on Accreditation (CoA) from time to time.

3-06 RLEP Registration Denial
RLEP registration shall be denied when the RLEP applicant or anyone employed by or affiliated with it are listed on the OIG List of Excluded Individuals and Entities (LEIE).

RLEP registration may be denied to any RLEP applicant when such applicant and/or any of its sites, employees or affiliates has been subject to any adverse action against them by NEMSMA or other accreditation or industry agencies or bodies or any state or the federal government, including but not limited to currently being under an appeal, show cause, probation, warning, or any other form of adverse status, previously had accreditation or licensure revoked, suspended, or placed on probation, or been found guilty in any civil or criminal action. Denial of registration in such instances will depend upon a totality of the circumstances, based upon information submitted by the RLEP applicant as part of the RLEP application process, and shall be in the sole discretion of the CoA.

3-07 RLEP Registration Period
RLEP Registration shall be valid through the last day of the 12th month following the initial registration anniversary date (i.e., if initial registration anniversary date is January 10, 2018, the current registration period will expire on January 31, 2019).

3-08 Current RLEP Registration Required
RLEP Registration must be kept current and in good standing to maintain existing Program accreditations, and to be eligible to apply for conference or additional program accreditation.

3-09 Annual Renewal Required
RLEPs are required to renew their RLEP Registration annually and pay all required Renewal Fees timely. NEMSMA will notify expiring RLEPs in advance of their renewal anniversary date.

3-10 Failure to Pay Renewal Fees Timely
RLEPs which fail to pay their Annual Renewal Fee prior to the expiration of the current registration period but pay the Annual Renewal Fee not later than 90 days following the last day of the month of the initial registration anniversary date (i.e., if initial registration anniversary date is January 10, renewal must be paid no later than April 30), will still be entitled to pay the reduced Annual Renewal Fee rate, but will have their accreditation of any accredited educational offerings suspended pending payment of the Annual Renewal Fee.
Program or conference completion during a period of accreditation suspension due to late payment of the Annual Renewal Fee will result in the loss of accreditation for that particular program offering or conference. Payment of the Annual Renewal Fee within the 90-day grace period will not negatively affect currently running but not yet completed programs or conferences or future programs or conferences.

### 3-11 Effect of RLEP Registration Lapse

If a RLEP fails to renew their registration within 90 days following the last day of the month of their initial registration anniversary date, their registration will lapse and any currently accredited program offerings will no longer be recognized as Accredited by NEMSMA. In such cases, the RLEP will be required re-register as a RLEP by paying a Reinstatement Fee and will be required to resubmit their program offering(s) for re-accreditation along with the payment of all applicable Accreditation Review Fees. This is the case even if there was still time left on the current accreditation cycle for such program(s).

Non-renewal or lapse of RLEP Registration will not affect accreditation for completed programs or conferences. It will, however, affect current or future programs or conferences. Registration must remain current for accreditation of current or future programs or conferences to be valid.

### 3-12 RLEP Identification

Registered Leadership Education Providers may identify themselves as “Registered” in promotional and marketing materials, but may not represent that their educational offerings are “Accredited” until such accreditation has actually been awarded. Accreditation is awarded only for individual programs or conferences sessions. Once a particular program or conference session receives Accreditation, the Registered Leadership Education Provider may use the NEMSMA Accreditation logo (or other NEMSMA-approved designation) in publications, displays, and on course completion certificates related to the particular program or conference session for which accreditation has been awarded.
Section 4
Applications for Accreditation

4-01 Application Lead Time
Applications for accreditation should be submitted not less than 45 days in advance of the earlier of:

a) The date on which the RLEP wants to begin using the “NEMSMA-Accredited” logo on its promotional and marketing materials; or
b) The start date of the program or conference.

Accreditation will NOT be awarded on or after the start date of a program or conference.

RLEPs should NOT wait until 45 days prior to the start of their program or conference to apply for accreditation; accreditation on such tight time frames cannot be guaranteed, even with the payment of the Rush Processing Fee.

4-02 Application Language
All applications for Accreditation and all program materials submitted must be in English. Application materials submitted in other languages will not be accepted.

4-03 Accreditation Application Submission Platform
All applications for Accreditation (both for Programs and Conference Sessions) must be submitted to the CoA electronically using a secure electronic file transfer, file-sharing and file storage platform as approved by the NEMSMA Board. The designated electronic file transfer, file-sharing and file storage platform shall, at a minimum, be HIPAA/HITECH compliant, meet US and EU privacy standards, include advanced data protection; 256-bit AES and SSL/TLS encryption; two-factor authentication (2FA); password-protected, expiring shared links; and, advanced sharing permissions. RLEPs should not need to purchase an account to access the link or upload Accreditation application documents.

4-04 Accreditation Application Submission
NEMSMA will provide all RLEPs with a unique, secure, one-way link to the selected secure electronic file transfer, file-sharing and file storage platform through which RLEPs are required to submit their Accreditation applications. Accreditation applications submitted by email or US mail will NOT be accepted.

Exceptions to this policy may be granted in the discretion of the CoA on a case-by-case basis for good cause shown.

4-05 Accreditation Application Platform Acceptable Use Policy
The NEMSMA Board has adopted its selected platform’s “Acceptable Use Policy” and requires that all RLEPs and anyone else authorized by NEMSMA to access and use the NEMSMA secure electronic file transfer, file-sharing and file storage platform AGREE to abide by the “Acceptable
Use Policy” as set forth in Appendix B, as such may be amended or updated from time to time by the platform provider.

4-06  Rush Processing
RLEPs which request accreditation reviews not in accordance with NEMSMA accreditation review timelines are required to pay a Rush Processing Fee. Rush Processing applies to requests for accreditation reviews:

- With turn-arounds of less than 30 days;
- Inside of 45 days from the program or conference start date; or
- In the case of conferences submitting a deficiency update,
  - Requiring less than 30-day turn-around from date of deficiency re-submission, or
  - Submitted after the re-submit deadline.

Although Rush Processing is available, applicants for accreditation are strongly discouraged from utilizing it. Rush accreditation processing on such tight time frames cannot be guaranteed. Rush Processing Fees must be paid at time of request for rush processing and are non-refundable.

The decision to accept requests for Rush Processing is solely in the discretion of the CoA.

4-07  Notification of Accreditation
Notification of the results of accreditation reviews will be provided not more than 45 days following receipt of completed applications by the CoA.

All notification(s) of accreditation status or actions must come from NEMSMA, and will be provided on NEMSMA letterhead and/or via an official NEMSMA email address. The CoA is responsible for all written communication with the RLEP regarding accreditation status.

The CoA shall not publish the accreditation action recommendations until after CoA action. Official notification letters and certificates will be generated by the CoA, signed by the appropriate individuals, and transmitted to the RLEP in a timely manner.

Once the CoA has awarded accreditation, the RLEP will receive a “welcome package,” which includes, among other things, a certificate of accreditation suitable for framing, and a digital image of the applicable NEMSMA Accreditation logo(s) which may be used in accordance with NEMSMA Accreditation policies and procedures. The exact Accreditation logo(s) received will depend upon the level of accredited educational content (i.e., Supervisor, Manager, or FACPE).

The CoA shall maintain a list of all NEMSMA accredited conferences and programs.

4-08  Public Notification of a Program’s Status
NEMSMA provides the public with information about a program’s accreditation status upon request and as required by law. NEMSMA may also publish lists of accredited programs and conferences in electronic and print media, including but not limited to NEMSMA-affiliated websites.
4-09  Accreditation Renewal
Accreditation renewal is available for programs, but not for conference session. More information regarding accreditation renewal for programs is located in Section 5 – Program Accreditation.

4-10  Transfer of Accreditation
If a program undergoes a 20-50% programmatic or content (i.e., substantive) revision, the Registered Leadership Education Provider must notify the Committee on Accreditation of the change and will be charged a flat fee to cover the cost of revision review to maintain accreditation. If the revision is greater than 50%, full re-accreditation is required.

Programmatic changes include, but are not limited to, changes in the legal status or form of ownership or control of the conducting Registered Leadership Education Provider, contracting or subcontracting with a third party for management or administrative services, and contracting or subcontracting with a third party for the educational delivery of a portion of any Accredited program.

Programmatic changes do not include contracting with or changing to a new technology company or LMS provider to distribute or host educational content online. However, the Registered Leadership Education Provider is still required to notify the Committee on Accreditation of such contracts or changes.

4-11  Public Use of NEMSMA Accreditation Status by RLEPs
NEMSMA requires RLEPs to be accurate in reporting to the public the program or conference accreditation status.

A. NEMSMA recognizes that RLEPs may wish to encourage potential conference faculty to submit Leadership education presentation abstracts which fit within the Seven Pillars of National EMS Officer Competencies, and may desire to give preference to those presentations. If so, a RLEP may use the following statement during solicitation of abstracts for upcoming conferences:

“[Name of Conference or RLEP] intends to apply for accreditation from the National EMS Management Association for Accredited Leadership Education (ALE) credits. Preference will be given to presentations that fit within the NEMSMA Seven Pillars of National EMS Officer Competencies. More details can be found here: https://www.nemsma.org/index.php/competencies/the-seven-pillars-of-national-ems-officer-competencies. Submission of an abstract that fits within the Pillars does not however in any way guarantee conference selection nor does it guarantee eventual accreditation by NEMSMA.

B. If a RLEP has applied for accreditation which is still under review by the CoA the RLEP may publish that fact with the following statement:
“The [name of RLEP program] program at/conducted by [institution] has applied for Accredited Leadership Education (ALE) credits from the NEMSMA Committee on Accreditation. This application does NOT confer NEMSMA accreditation status nor is it a guarantee of eventual accreditation.”

There should be no claims of timelines or when accreditation will be achieved.

C. If a RLEP is awarded NEMSMA accreditation, the RLEP must use the following language when referring to that accreditation:

For Conferences:

NATIONAL EMS MANAGEMENT ASSOCIATION (NEMSMA) PARAMEDIC OFFICER CERTIFICATION
Sessions labeled “NEMSMA” have been reviewed by NEMSMA’s Committee on Accreditation and will contribute to the Accredited Leadership Education (ALE) prerequisites for Paramedic Officer credentialing and re-credentialing through the American College of Paramedic Executives (ACPE). ALE hours earned for each NEMSMA-accredited session will be equal to the number of continuing education hours (CEH) awarded unless otherwise noted on your conference CEH certificate. For the most up-to-date information on NEMSMA-accredited sessions at [Insert Conference Name Here] be sure to check the conference website [if applicable, add: and the mobile app]. For more information on Paramedic Officer credentialing, visit www.nemsma.org

For Programs and Distributed Learning:

NATIONAL EMS MANAGEMENT ASSOCIATION (NEMSMA) PARAMEDIC OFFICER CERTIFICATION
This program has been reviewed by NEMSMA’s Committee on Accreditation and will contribute to the Accredited Leadership Education (ALE) prerequisites for Paramedic Officer credentialing and re-credentialing through the American College of Paramedic Executives (ACPE). For more information on Paramedic Officer credentialing, visit www.nemsma.org.

This program has been awarded ____ Accredited Leadership Education (ALE) hours at the _______ level which can be applied towards the [80/100/120] hours of Qualifying Education requirement.

4-12 Use of NEMSMA Logo by Programs and Sponsoring Organizations
The NEMSMA logo is the exclusive property of NEMSMA. However, NEMSMA allows accredited programs and their respective Registered Leadership Education Providers to use the NEMSMA Accreditation logo in publications, displays, and on program completion certificates, provided the following guidelines are followed:
A. The logo must be used in its entirety and not modified except that it may be reduced or enlarged to suit the use, provided the scale of the elements are retained.

B. Because the color of the logo indicates the level of accreditation awarded, the logo must be reproduced in its original color.

C. The logo may NOT be used by programs or conferences that have applied for, but not yet received accreditation.

D. When conference sessions are included in a publication (such as a conference program or session guide) and/or display that are not accredited by NEMSMA then accompanying text and/or logo use must be included that makes it clear which programs are NEMSMA accredited.

E. Use of the logo shall be subject at all times to revocation and withdrawal by NEMSMA when, in its sole judgment, its continued use would not serve the best interests of NEMSMA or the public.

4-13 Distribution of NEMSMA Accreditation Logos

For Program Accreditation – only one level of accreditation designation per program will be awarded and the applicable logo provided to the RLEP.

For Conference Session Accreditation – The highest applicable level logo will be provided. Lower-level logos will be provided upon request.
Section 5

Competencies Mapping

5-01 Competencies Mapping
Competencies Mapping is the process of identifying and cross-referencing program or conference session educational content with the applicable Pillar(s), Topic(s), Competency(s) and Competency Level(s) within the Seven Pillars of National EMS Officer Competencies. This is a vital step in the objective assessment, evaluation, and subsequent validation of the program or conference session’s ability to meet or exceed the competencies set forth in the Seven Pillars of National EMS Officer Competencies.

5-02 Competencies Mapping Required
Identification of the applicable Pillar(s), Topic(s), Competency(s) and Competency Level(s) within the Seven Pillars of National EMS Officer Competencies is required for all submissions for accreditation, regardless of whether the submission is for a Program or Conference Session.

It is the responsibility of the RLEP to provide this information as part of their application for Accreditation unless otherwise noted (i.e., for conferences opting to pay the Competencies Mapping Fee).

5-03 Application of Pillars to Competencies Mapping
Only Pillars 2 through 7 will be considered for Competencies Mapping purposes. Educational content which falls within the Prerequisites (Pillar 1) is not eligible for accreditation by NEMSMA.

5-04 Competencies Mapping – Conference Sessions
Identification of the applicable Pillar(s), Topic(s), Competency(s) and Competency Level(s) within the Seven Pillars of National EMS Officer Competencies is required for all conference sessions.

- For Conference Sessions lasting 2 hours or less, only ONE Pillar, Topic, Competency and Competency Level is required to be identified. The Competency Mapping should be tied to the overall session description (i.e., abstract). Do not worry about identifying ALL the possible competencies combinations the session might cover.

- For Conference Sessions lasting longer than 2 hours, identification of ALL applicable Pillar(s), Topic(s), Competency(s), and Competency Level(s) are required.

5-05 Competencies Mapping - Programs
Identification of all the applicable Pillar(s), Topic(s), Competency(s) and Competency Level(s) within the Seven Pillars of National EMS Officer Competencies is required for all lessons or parts of lessons (if broken out into smaller portions) on all applications for accreditation.
5-06 Identification of Competency Level
Each entry on an Application for Accreditation must also identify the “Competency Level,” which corresponds to the applicable Officer level of the specific competency found within the Seven Pillars of National EMS Officer Competencies.

Example:
Pillar 2 (Self Attributes); Topic (Stress Management); Competency (Stress Tolerance):
  o The supervising officer will be aware of the daily stressors that can affect the staff’s job performance.
  o The managing officer will maintain awareness of employees' stress levels and assure that they have the tools to manage their daily stress. He or she should ensure supervisors perform appropriate tasks in appropriate locations (e.g., praise in public and discipline in private).
  o The executive officer will ensure that all staff members benefit the entire organization and act in a manner that represents the organization's goals, mission statement and policies.

If a program or conference session (or a relevant portion thereof) is focused on teaching “stress awareness,” that program (or relevant portion thereof) will map to the Supervising Paramedic Officer (SPO) level. If the program (or relevant portion thereof) is focused on teaching both “stress awareness” and tools to manage stress, that program (or relevant portion thereof) will map to the Managing Paramedic Officer (MPO) level. And, finally, if the program focuses on teaching ways to ensure overall operational performance and that the organization is meeting goals and expectations particularly in regard to the effects of employee stress on the organization and how the organization handles and deals with stress in the workplace on a general management level, the program (or relevant portion thereof) will map to the Fellow (FACPE) level.

5-07 Conference Session Competencies Mapping Discrepancies
In the case of a conference session lasting more than 2 hours or where the CoA Review Team performs the Competencies Mapping for the RLEP where the Competencies Mapping results in multiple Competency Levels for that same session, NEMSMA will award the highest Competency Level identified.

5-08 Competencies Mapping Fee Waiver
NEMSMA recognizes that Competencies Mapping may be a big “ask” for many conferences. As a result, NEMSMA offers a “Competencies Mapping” fee – applicable ONLY to conference providers. This fee is optional; if the conference provider wishes to provide the mapping themselves, no Mapping fee is required. If the conference provider does not provide the mapping during submission, they can pay the Competencies Mapping Fee and the NEMSMA accreditation review team will do the mapping as part of the accreditation review process. The Competencies Mapping Fee is necessary because of the additional work involved.

Competencies Mapping Fee waivers do not apply to applicants for Program accreditation.
Section 6
Conference Session Accreditation

6-01 Required Information
For Conferences, submission requirements for each session for which accreditation is sought, include but are not limited to:

- Session ID (internal session identification tracking number)
- Session Title
- Session Description (i.e., abstract)
- Learning Objectives
- Educational methodology(s)
- Identification of the applicable Pillar(s), topic(s), and sub-topic(s) within the Seven Pillars of National EMS Officer Competencies which will be addressed.
- Track (NOTE: NEMSMA does not accredit clinical topics, however sessions in tracks other than Leadership/Management MAY be submitted and qualify for accreditation if the session focus is on leadership/management even if classified in the program catalogue as e.g., Special Topics, Community Paramedicine, Operations, Safety, etc.).
- Duration/Length
- Speaker Name(s)*
- Speaker(s) Credentials*
- Speaker Bio(s)*

*Up to four (4) speakers per session.

6-02 Learning Objectives
A minimum of three (3) Learning Objectives for the first hour of ALE requested, and a minimum of at least one (1) additional learning objective for each additional hour of ALE or portion thereof requested, is required.

6-03 Determining the Level of Accreditation
Smaller conferences, ones with limited Leadership session offerings, and specialty Leadership conferences are encouraged to self-identify specific levels of accreditation for each session requested. However, the Committee on Accreditation recognizes it may not be practical or even feasible for large conferences, or those submitting a large amount of sessions for accreditation, to self-identify. In such cases, the Committee on Accreditation will award the highest possible category of accreditation based upon the session abstract, learning objectives, and Pillar mapping.

For example, if a session covers both Supervisory and Managerial level competencies, it will be awarded accreditation at the Managing Paramedic Officer (MPO) Level.
6-04 Accreditation Issued to Specific Conference Sessions
NEMSMA Accreditation is awarded to individual conference sessions which meet or exceed NEMSMA’s Standards of Accreditation and map to the *Seven Pillars of National EMS Officer Competencies*. Also, NEMSMA does not accredit clinical educational content. Therefore, a conference which offers both clinical and leadership topics will only receive NEMSMA Accreditation for the leadership-focused sessions. However, if a conference is entirely leadership-focused, and all of the sessions receive NEMSMA Accreditation, then effectively the entire conference is accredited.

6-05 No Carry-Over
If one conference provider submits a conference session for accreditation, the conference session accreditation does not carry forward to other conferences regardless of whether the conference provider/host is the same or different.

6-06 Independently Accredited Programs
If a RLEP submits an accredited Program to a conference for inclusion on the conference program (for example, as a pre-conference or co-located class), it is the RLEP’s responsibility to notify the conference provider/host that the Program is already accredited by NEMSMA (the RLEP must provide the Program Accreditation Number). When the conference provider/host submits its application for conference session accreditation, the conference provider/host should notify the CoA that the Program will be offered as part of the conference and that the Program is already accredited independently by NEMSMA and provide the Program Accreditation Number. The conference provider/host may then subtract the Program from the total Accreditation Review Fees the conference provider/host is required to pay upon conference session accreditation application.

*For example, a RLEP runs an 8-hour “EMS Supervisor Bootcamp” Program which is accredited by NEMSMA. Sometime during the accreditation cycle, the Program is offered in conjunction with (i.e., as a pre-conference workshop) a conference. If both the RLEP and the Program Accreditation are current and in good standing with NEMSMA, the conference provider/host may notify the CoA of the pre-existing Program accreditation for the “EMS Supervisor Bootcamp” Program and subtract the Program from the total Accreditation Review Fees the conference provider/host is required to pay upon conference session accreditation application.*

Note that only independently-accredited Programs qualify for this exception; not conference sessions previously accredited at other conferences.

If Program accreditation has lapsed, the CoA will notify both the conference provider/host and the RLEP and it will be between them as to how they wish to proceed for purposes of that particular conference offering. For example, the Program RLEP could file an application for re-accreditation directly, or have the conference provider/host submit the educational content as a conference session on its conference session accreditation application. If the parties opt for the latter option (i.e., submitted as part of the conference session accreditation application),
any accreditation awarded would ONLY be valid for that particular conference, and would not
serve to re-accredit the Program independently.

In cases where accreditation is not in good standing or has been withdrawn or revoked, the CoA
will determine re-accreditation eligibility and will notify the RLEP of its findings. All decisions of
the CoA regarding accreditation eligibility are final.

6-07 NEMSMA Accreditation “Test Drive”
NEMSMA will work with Conference Providers to accredit their conference sessions on a one-
time only basis for FREE. This is known as the “NEMSMA Accreditation Test Drive.”

NEMSMA’s goal is to develop as many opportunities as possible for Paramedic Officer
candidates to obtain required Accredited Leadership Education (ALE) while at the same time
offering a credible accreditation program, which ensures quality and validates that educational
content connects to the Seven Pillars of National EMS Officer Competencies.

Conference Providers still have to register as a Registered Leadership Education Provider, but
all fees, including the RLEP Registration Fee, are waived for the first year. If the Conference
Provider decides to apply for NEMSMA accreditation again after the first year, the Conference
Provider will be charged the full Initial RLEP Registration Fee (currently $285) in Year 2.

Due to the complexities of the application and review processes for programs, NEMSMA does
not offer a free “test drive” for Programs.
Section 7
Program Accreditation

7-01 Required Information
For Programs, submission requirements include but are not limited to:
- Program Title
- Program Description (i.e., abstract or catalogue course description)
- Learning Objectives
- Educational methodology(s)
- Identification of the applicable Pillar(s), topic(s), and sub-topic(s) within the *Seven Pillars of National EMS Officer Competencies* which will be addressed.
- Duration/Length (both total, and if broken down into modules or chapters, for each segment)
- Instructor(s)
- Self-Assessment Checklist
- Description of learning environment
- Program Outline/Lesson Plan
- Instructional Materials and Aids, including all PowerPoints, videos, audio files, or other visual aids
- Assessment tools (testing materials, including quizzes and exams)
- Evaluation tools (including student and instructor evaluation forms)
- Bibliography of sources
- Program Instructor Guide (if applicable)
- Student Guide / Handouts (if applicable)

7-02 Learning Objectives
A minimum of three (3) Learning Objectives for the first hour of ALE requested for each lesson, and a minimum of at least one (1) additional learning objective for each additional hour of ALE or portion thereof requested, is required.

7-03 Competencies Mapping
Identification of the applicable Pillar(s), Topic(s), Competency(s) and Competency Level(s) within the *Seven Pillars of National EMS Officer Competencies* is required for all lessons or parts of lessons (if broken out into smaller portions) on all applications for Program accreditation. It is the responsibility of the RLEP to provide this information as part of their application for Accreditation. For more information on Competencies Mapping generally, see Section 4.

7-04 Overall Program Accreditation Level
Once Competencies Mapping has been completed for all the lessons or parts of the lesson(s) contained in the application, the RLEP must identify the overall level of Accreditation which they are applying for (“Officer Level”).
The Officer Level (i.e., overall level of Accreditation) sought must correspond to at least 75% of the overall Competencies Mapping within the application.

7-05 Resolving Discrepancies between Competencies Mapping and Overall Accreditation Level Requested
If the Competency Levels in a Program application “predominantly maps” to levels other than declared Officer Level:

• If the Competency Mapping is higher than the Officer Level requested, the CoA will clarify with the RLEP that the Officer Level requested was not selected in error and will default to the requested Officer Level.
  
  o For example, the RLEP requests overall Program accreditation at the Managing Paramedic Officer (MPO) level, but the individual lessons within the application “predominantly map” to the Fellow (FACPE) level.

The CoA recognizes that there may be valid reasons why a RLEP may desire an accreditation designation which is lower than the overall mapping. For example, for marketing purposes the RLEP wants to promote the Program as being accredited at the Managing Paramedic Officer (MPO) level, yet wants to “stretch the minds” of the students through the program content, resulting in the lessons predominantly mapping to the Fellow level. The CoA believes that this is a RLEP business decision, and unless there was some human or technological error during the completion or transmission of the application for Accreditation, CoA should defer to RLEP’s overall Officer Level request.

• If the Competency Mapping is lower than the Officer Level applied for, the CoA will give the RLEP the option to allow the CoA to adjust the level of accreditation downward. If the RLEP rejects the downward adjustment, the CoA will reject the application and the RLEP can reapply (appeal fees apply).
  
  o For example, the RLEP requests overall Program accreditation at the Managing Paramedic Officer (MPO) level, but the individual lessons within the application “predominantly map” to the Supervising Paramedic Officer (SPO) level.

For purposes of this policy, “predominantly maps” means that 75% or more of the individual lessons map to a Competency Level which is different than the Officer Level requested.

7-06 Repeat Programs
Live, distance, distributed learning, and on-demand e-learning programs which are offered two or more times during each accreditation cycle (generally five (5) years) are considered Repeat Programs. (For example, a Program which will be offered once every year starting in September of each year, once every other year, or multiple times in the same year are all considered “Repeat Programs”.)
All offerings of accredited Programs must be registered with NEMSMA in advance, in order for the RLEP to use the “NEMSMA-Accredited” seal on promotional materials, program materials, and course completion certificates. This registration must be done either at the time of initial accreditation application (if Program run dates are known in advance) or at least 30 days prior to the start date of each Program offering.

NEMSMA requires the payment of a Repeat Program Fee as part of the accreditation application process. This Fee allows the RLEP to offer an Accredited Program as many times and in as many locations or through as many different types of media as the RLEP desires. (See Section 2-09 for more information about Repeat Program Fees.) Programs which are conducted more than once in each accreditation cycle, but still not more than once per year are still subject to Repeat Program Fees.

Repeat Program notification requirements and fees do NOT apply to conference sessions.

7-07 Repeat Program Notification Requirements
RLEPs must include all KNOWN Program run dates at the time of Program accreditation application. If some or all Program run dates are UNKNOWN at the time of accreditation application, the RLEP must notify the CoA by email not less than 30 days prior to the Program start date that they will running an accredited Program. The notice must include:

- The RLEP ID #
- The Program Registration Number
- Title of Program
- The date(s) on which the Program will be held
- Location or delivery model

Multiple Program run dates and information may be submitted at the same time. For example:

To: NEMSMA CoA
From: RLEP ID # ABC-123
Date: April 15, 2018

We will be conducting additional sessions of our accredited program “To Be or Not To Be a Leader” (Reg # 01-ABC-123-18-P) as follows:

- June 3, 2018 at XYZ EMS in Lincoln, NE (Live class)
- August 12, 2018 at Smoking Hose Fire Company in South Bend, IN (Live class)
- September 22, 2018 at Anywhere Hospital in Alphabet City, MO (Live class)
- October 10, 2018 online via WebEx from our office
7-08  Repeat Program Cancelations
If a registered Program is postponed or canceled at any time after notifying the CoA of the intent to run it, the RLEP must email a cancelation notice to the CoA. The cancelation notice must contain the same information as above, along with the word “canceled” somewhere in the notice. For example:

To: NEMSMA CoA  
From: RLEP ID # ABC-123  
Date: May 23, 2018

We previously notified you that we would be conducting the following additional sessions of our accredited program “To Be or Not To Be a Leader” (Reg # 01-ABC-123-18-P). Classes as noted below have been canceled or postponed.

- June 3, 2018 at XYZ EMS in Lincoln, NE (Live class) - Cancelled
- August 12, 2018 at Smoking Hose Fire Company in South Bend, IN (Live class)
- September 22, 2018 at Anywhere Hospital in Alphabet City, MO (Live class)
- October 10, 2018 online via WebEx from our office – Postponed until November 8, 2018

7-09  Repeat Program Annual Report
An annual report confirming actual accredited Program run dates and locations is required at the time of annual RLEP Registration renewal.

7-10  Records Retention
RLEPs are required to keep all records relevant to program approval # (i.e., program records, especially enrollment, attendance, and program completion records) for a period of 10 years. Failure to retain relevant program records may result in withdrawal of RLEP status.

7-11  Accreditation Renewal
Re-accreditation of programs every 5 years helps ensure that accredited programs are keeping pace with updates to the NEMSMA Seven Pillars of National EMS Officer Competencies and industry leadership standards.

Notice will be sent by the CoA to all accredited programs which are due for renewal not less than 6 months prior to the expiration of the current accreditation period. Notices will be sent to the RLEP’s registered address on file. Notices may be sent either electronically or via U.S. Mail.

Failure by a RLEP to submit an application for renewal of accreditation will result in a lapse of accreditation.

7-12  Accreditation Revocation
Program accreditation may be withdrawn or not renewed if the content is identified as no longer valid, correct, or representative of best practices, industry standards or no longer aligns with the Seven Pillars of National EMS Officer Competencies.
Section 8
Accreditation Review Process

8-01 Review Process Generally
Each Accreditation Reviewer will be assigned to a Review Team (RT). Each RT member will receive a link to a secure electronic file storage platform containing the items for review, along with a deadline for review completion. Each RT member is expected to work independently, and report directly to the Review Team Subcommittee (RTS) with questions, concerns, and requests for additional information they believe is necessary to properly complete the review. After a Review Team has completed a review, their work is verified by the RTS. The RTS then makes its final recommendation to the Committee on Accreditation on approval of accreditation. The decision on accreditation is then communicated to the applicant by NEMSMA.

8-02 Reviewer Responsibilities
Each Accreditation Reviewer will be required to read the applicant’s application for accreditation and any required or submitted supplemental documentation.

Review deadlines are generally 30 days from when the Review Team receives the application, plus some processing time on the back end; however, expedited reviews are possible and may be requested of Accreditation Reviewers by the RTS from time to time.

Accreditation Reviewers are strongly encouraged to do a quick review/look-over of the application materials immediately upon receipt and to submit requests for any additional information necessary to complete the review to the RTS as soon as possible, but in any event not later than 7 days after receipt of the accreditation application materials by the Reviewer. If additional information is requested and received, the reviewers must determine if the information answers the concerns raised. If the requested additional information is not received timely and no deadline extension is communicated to the Review Team by the RTS, reviewers must process the review within the timeframe allocated, even if it means a denial of accreditation.

All reviews must be completed within the time limits assigned by the RTS. Requests for extensions are generally not possible except in extreme circumstances.

8-03 Application Evaluation
Review Team Members are provided with instructions and the methodology they will need to properly evaluate an accreditation application. There are different sets of instructions for performing conference session accreditation and program accreditation reviews. In addition to the instructions, Reviewers will be provided with access to the Seven Pillars of National EMS Officer Competencies document. It is recommended that Reviewers print out a hard copy of the
**Competencies** for ease of reference during reviews. Reviewers will also be provided with the applicable evaluation forms which they will be required to complete and submit to document reviews.

All evaluation forms must be completed in their entirety in accordance with the instructions contained in the Reviewer’s Guidebook. Incomplete evaluation forms not only delay the accreditation process for a particular program or conference, but can jeopardize the integrity of the accreditation process itself. Diligence and adherence to detail is greatly appreciated.

8-04 Obtaining Additional Information During a Review
Although Accreditation Reviewers are strongly encouraged to do a quick review/look-over of the application materials immediately upon receipt and to submit any requests for any additional information as soon as possible, requests can be made at any time during the review process. However, since all reviews must be completed within the time limits assigned, the earlier a request is made, the better the chances of the Review Team receiving that information before the review deadline.

8-05 Time to Complete Review
Accreditation Reviewers will have 30 days from the date of receipt of application materials to complete the review. Expedited reviews are possible, however. All review deadlines must be strictly adhered to by Reviewers.

8-06 Reviewer Collaboration
The preference is for each Review Team member to work independently of one another. This ensures that any particular reviewer’s individual judgement and opinion is not influenced or compromised by other members of the Review Team. However, if the need arises to consult with other members of a Review Team about a particular review, a reviewer may request permission from the RTS to schedule a conference call with and/or email the other Review Team members to discuss a specific issue inherent in a review. All contact between Review Team members regarding a particular review must be pre-approved. Contact between Review Team members about other matters however, including but not limited to general Committee business, suggestions for accreditation review process improvement to the RTS, and/or matters completely unrelated to accreditation reviews, are allowed without prior approval.

8-07 Resolving Missing Information
Reviewers should never contact the applicant submitting the application directly. The missing or insufficient information request should be emailed to the RTS and the RTS will contact the applicant to supply the missing information, which will then be distributed to all members of the Review Team. This ensures uniformity of information received for review, as well as removing the possibility of undue influence on reviewers.

8-08 Addressing Application Deficiencies
If required information is missing or insufficient, Accreditation Reviewers should email a missing or insufficient information request to the RTS not later than 7 days following receipt by
the Accreditation Reviewer of the accreditation application materials. The RTS will then contact the applicant to supply the missing information.

Conference Reviews:
If the RTS is able to obtain updated information during the applicable review period, the information will be transmitted to the Review Team and the review can continue as normal. If the RTS is unable to obtain updated information in a timely manner, accreditation of those particular conference session(s) must be denied. This should not, however, affect the possible accreditation, where applicable, of other conference sessions which include all of the required information.

Conference Review Updates:
Under special circumstances, conferences may be given one (1) opportunity to submit a comprehensive update to address substitutions of speakers or sessions, subject to the following timelines:

- If the initial application for accreditation was submitted to the CoA more than 90 days prior to the start date of the conference, the updated information should be submitted as soon as available but in any event not later than 45 days prior to the start date of the conference for which accreditation is sought.
- If the initial application for accreditation was submitted to the CoA less than 90 but more than 45 days prior to the start date of the conference the updated information should be submitted as soon as available but in any event not later than 45 days prior to the conference start date.
- If the initial application for accreditation was submitted to the CoA 45 days or less prior to the start date of the conference (i.e., the application is subject to Rush Processing), the update must be submitted not less than 15 days prior to the conference start date in order to be considered.
- Updates submitted less than 15 days prior to the start date of the conference will not be accepted.

Updates submitted less than 45 prior to the start date of the conference are subject to Rush Processing Fees, regardless of when the original application for accreditation was submitted.

Where an update is received, the RTS will generally request the original Review Team to review the updated and/or newly substituted sessions. A new review deadline will be assigned for the updated information.

Any adjustments to Accreditation Review Fees, such as refunds for overpayment or additional fees for added sessions, will be made at the conclusion of the update review.

Program Reviews:
If the RTS is able to obtain updated information during the applicable review period, the information will be transmitted to the Review Team and the review can continue as
normal. If the RTS is unable to obtain updated information in a timely manner, accreditation will either be denied or the number of accredited credit hours reduced, depending upon the nature of the deficiency.

In the case of major deficiencies, reviewers are expected to return a recommendation of denial of accreditation.

8-09 Accreditation Recommendations
Each member of a Review Team will make a recommendation for approval or denial of accreditation in accordance with the type of review and educational content involved.

In the case of conference sessions, the approval or denial will be by individual conference session and will be a straight-up approval or denial. There is no mechanism for partial approval or reduced credit hours to be awarded for conference sessions. Likewise, only those conference sessions which “map” to the Seven Pillars of National EMS Officer Competencies will be considered for accreditation; all others, such as clinical topics, should be denied NEMSMA accreditation as accreditation is not applicable in such cases.

In the case of programs, the approval or denial can either be for the entire program, or an approval for a lower number of credit hours than applied for. There is NO mechanism in place for provisional accreditation at this time.

8-10 Completing the Review Process
As soon as a reviewer has completed their work, they are required to submit their applicable review sheets and forms to the designated review electronic file storage and retention folder, and send an email to the RTS that they have completed their portion of the review. Once the RTS has received notice that all members of the Review Team have completed their reviews, the RTS will compile the results of the review and verify them. If the results are unclear or there are discrepancies which are not easily resolved, the RTS may request a conference call with the Review Team members to resolve the issue(s). Once the results are finalized, the RTS will present the findings and make a recommendation to the Committee on Accreditation.

8-11 Final Decision Maker on Accreditation Determination
The Committee on Accreditation makes the final decision regarding the application. In difficult cases, the NEMSMA Board of Directors will be consulted.

8-12 Disposing of the Application after the Review
All scoring sheets and other review documentation should be uploaded to the designated electronic file storage and retention system as instructed. Any copies which Reviewers downloaded locally or printed out of any of the application or scoring materials, and any personal notes they may have made during the review process, must be destroyed and/or deleted from local storage locations (i.e., local computer hard drive, paper files, etc.) after the Committee on Accreditation takes final action on the application.
For purposes of destruction, “final action” means either full accreditation, final action on a re-review/appeal, or expiration of the time for appeal from a denial or reduction of contact hours awarded. The RTS will notify each Review Team when destruction of a completed review should be done. All destruction must be completed within 5 days of notification by the RTS unless a specific extension has been granted due to extraordinary circumstances. Reviewers are required to notify the RTS once required destruction is completed.

8-13 Security of Application Materials
Application materials must not be used for any purpose except for the review itself and must be destroyed following the review in accordance with Committee on Accreditation policy (please notify the RTS that you have complied). If you would like to use any materials submitted by an applicant that you have reviewed, you must receive written permission from the Commission on Accreditation to approach a particular applicant for permission to use or copy their materials. Permission should only be sought and will only be granted, if at all, after the review has been completed. The Committee on Accreditation has sole discretion on whether or not to grant the request.
Section 9
Denials, Withdrawals, Revocation and Appeals of Accreditation

9-01 Denial of Accreditation
There are two types of denials: Complete and Partial.

Complete denial of accreditation means that the program or conference session is not accredited by NEMSMA.

Partial denial means that accreditation is granted, but for less contact hours than applied for.

For example, an education provider submits an application for accreditation for a 20-hour program, but the program is only accredited for 16 hours.

Conference sessions are not eligible for partial accreditation.

Examples of Denial of Accreditation
Examples include but are not limited to:
- Failure to submit all required documentation or Program Review Fees;
- failure to submit and abstract/session description and/or the learning objectives;
- requesting accreditation hours for time spent clearly not engaged in active leadership learning, such as class or lunch breaks, organization membership meetings held during conferences, or social functions in conjunction with a program or conference.

9-02 Option When a Conference Session is Denied Accreditation Due to a Lack of Information
Conferences which apply for accreditation will be given the opportunity to submit one (1) comprehensive update to address any deficiencies noted during the initial Accreditation review and any substitutions which may have occurred in the interim. However, this does not excuse the conference host from making every reasonable effort to obtain and submit the most complete information they have during the initial accreditation submission.

The one-time update will generally be due to the Committee on Accreditation as soon as it is available but in any event not later than 60 days prior to the start date of the conference. Any adjustments to the Program Review Fees, such as refunds for overpayment or additional fees for added sessions, will be made at the conclusion of the update review.
9-03  Appealing Denied Accreditation
If a complete denial of accreditation is involved, the only recourse is to submit a completely new accreditation application. In the case of a partial denial, the education provider can submit an application requesting a review of the hours denied. Reviews on appeal will be assigned to a different Review Team.

9-04  Revocation or Withdrawal of Accreditation
If, during the period of accreditation, a program, conference and/or RLEP appears to be no longer in compliance with registration or accreditation criteria or policies, the Committee on Accreditation may institute investigative and revocation proceedings.

9-05  Notification of Withdrawal of Accreditation Status
NEMSMA requires an RLEP to inform all current students, registrants and applicants in writing of the program’s accreditation status in cases Withdrawal (Voluntary and Involuntary).

9-06  Actions Not Requiring CoA Approval
Change of Name and Voluntary Withdrawal of Accreditation do not require a vote by the CoA.

A.  Change of Name
If a sponsoring institution undergoes a change of name, this information must be submitted to NEMSMA and the Committee on Accreditation. If the CoA determines that such change will have no impact on the accredited program(s), no CoA action will be necessary.

B.  Voluntary Withdrawal of Accreditation
An RLEP may voluntarily withdraw a program from the NEMSMA system of accreditation by submitting to NEMSMA a letter signed by the CEO or officially designated individual of the RLEP. The request must include the following information:

- The date of enrollment of the last class under NEMSMA accreditation;
- The date of graduation or completion of the last class under NEMSMA accreditation; and
- The location where all records will be kept for students who have completed the program.

NEMSMA will assign the effective date of the voluntary withdrawal as of the date of the letter or at such later time as indicated in the letter if a later date is requested. All current and potential students must be informed of the voluntary withdrawal up to the date that it becomes effective. The sponsor must pay all NEMSMA and/or Committee on Accreditation (CoA) fees until the effective date of voluntary withdrawal.

C.  Voluntary Withdrawal in Lieu of a Negative Action
When an RLEP chooses to voluntarily withdraw a program from accreditation rather than have a recommendation brought before the CoA for withdrawal, the effective date
of that voluntary withdrawal will be the same as the date on which the CoA would have considered the recommendation for withdrawal.

D. Effective Date of Voluntary Withdrawal
As of the effective date of voluntary withdrawal of accreditation, the program will no longer appear on any public NEMSMA listings and/or NEMSMA website listing of accredited programs.

If the change is more significant and will impact factors mentioned in Policy 1-16 then it will be considered a Transfer of Accreditation and should follow the procedure outlined in that section.

9-07 Accreditation Appeal Process
NEMSMA has an appeal process in place, so if an applicant is denied accreditation, they can appeal that decision. The appeal will result in a re-review by a different Review Team. Depending upon the type of denial (i.e., complete versus reduction of hours), the new Review Team may be asked to do a complete re-review or only a partial one based upon specific portions of the program where credit hours were not awarded, if that can be easily identified. The new Review Team has the option to approve the application upon re-review, award more credit hours than initially awarded (if applicable), or uphold the denial of the application. If the new Review Team also recommends denial of accreditation and that recommendation is approved by the Committee on Accreditation, the decision is final; there is no further appeal, and the only course of action is a completely new application for accreditation.
Section 10
Accreditation Reviewers

10-01 Requirements
Accreditation Reviewers must be current Full Individual, Associate, or Supervisory Affiliate NEMSMA Members in good standing and have met such other requirements or criteria established by the CoA and/or the NEMSMA Board.

10-02 Application Required
Persons wishing to serve as Accreditation Reviewers must submit a Review Team Member Application on the form prescribed by the CoA and be approved by the CoA.

10-03 Assignment of Accreditation Reviewers
Accreditation Reviewers are appointed by the RTS.

10-04 Accreditation Reviewers Generally
Accreditation Reviewers shall be assigned as needed to Review Teams which shall perform accreditation reviews of program and conference applications for accreditation.

10-05 Review Teams
Each Review Team shall consist of three (3) NEMSMA Accreditation Reviewers, who report to the RTS.

10-06 Conflict of Interest
Each reviewer must sign a statement of confidentiality and indicate the absence of a conflict of interest. If you have (or think you have) a conflict of interest regarding an application that you are asked to review, please contact the RTS immediately. Examples of conflicts of interest include employment of yourself or any family member by the education provider under review, a direct financial benefit to you from the education provider under review, or the presence of a long-standing disagreement between yourself and the education under review.

However, service as a faculty member on a conference program which you have been asked to review is NOT necessarily a conflict of interest; it just means that you will need to recuse yourself from reviewing any session(s) which you have been selected to present at that particular conference. In such cases, a member of the RTS will review that session(s) in place of you along with the other two members of the Review Team, but you will still complete the remainder of your assigned review.

10-07 Reviewer Confidentiality
Reviewers must NOT discuss any aspects of an accreditation review (i.e., the documents provided, review methodology, your written review, the comments of other reviewers, deliberations of the Committee on Accreditation, etc.) with anyone outside of the Review Team, the RTS, and the NEMSMA Committee on Accreditation. All reviewers are required to
sign a Confidentiality Agreement as part of their application process, in which they agree to maintain confidentiality regarding their work on behalf of the CoA.

10-08  No Travel Required
At this time NEMSMA does not engage in site visits and/or site accreditation, so no travel is anticipated to be required by Accreditation Reviewers.

10-09  Accreditation Reviewer Workload
The Committee on Accreditation would like its reviewers to perform at least two (2) reviews per year. Reviewers may sign up for as many reviews beyond that as they would like to as their schedule permits. Reviewers are also free to decline any requests for reviews which do not work within their schedule.

Calls for reviewers will be sent to all registered reviewers each time the Committee on Accreditation receives an application for accreditation review. Notifications will generally be made via the NEMSMA Committee on Accreditation Basecamp platform, but can also be by direct email. You must keep your current contact information, including your email address, up to date with the Committee and immediately notify the RTS of any changes. You are also responsible for checking your email and Basecamp notifications regularly.

By applying to become a NEMSMA Accreditation Reviewer, you agree that the RTS may contact you individually and directly to assist with specific reviews. If not enough Reviewers sign up for a particular review, the RTS may contact you individually in the event you have not met the minimum two-per-year review requirement, and request that you assist with a review.

10-10  Preference for Type of Review
If you have a preference for performing conference accreditation reviews or program reviews, you can note that on your Reviewer application, and where possible preference will be given. However, you will still receive all general notification calls for reviewers, and you are encouraged sign up for the type of review you prefer. However, you are also welcome to sign up for either type of review at any time.

10-11  Expectation of Two Reviews Per Year
NEMSMA’s goal is not to overly burden any one member of its Review Teams, so we sincerely hope that you will at least try to meet the target of at least two (2) reviews per year. But, we also understand that life can get in the way sometimes and that there may be more pressing priorities. In the event that someone is unable to meet the target of at least two (2) reviews per year, the RTS will reach out to the reviewer to discuss the issue and find out if the reviewer still wants to have their name remain on the Review Team list.

10-12  Declining a Review Request
Review Team Members will be asked well in advance regarding their availability for upcoming reviews. Reviewers are free to decline a review if the proposed time schedule does not fit their schedule.
10-13 Compensation for performing reviews
At this time, NEMSMA does not compensate CoA members for time spent performing accreditation review functions.
Section 11
Board Liaison

11-01  Board Liaison
NEMSMA utilizes a “liaison” function as one means of ensuring quality and consistency in its accreditation decisions and with NEMSMA’s policies and procedures.

The Board Liaison must be a current member of the NEMSMA Board of Directors who serves as a designated liaison between the Board of Directors and the Committee on Accreditation (CoA).

11-02  Selection and Assignment of Liaison
A. The Liaison will be assigned by the President in consultation with the Board; however, the CoA may request a change in the assigned liaison.
B. The Liaison must be a current NEMSMA Board Member.
C. The Liaison should express an interest in serving as the Liaison to the CoA and have an interest in CoA activities.

11-03  Term of Office:
The Liaison shall serve at the pleasure of the NEMSMA Board of Directors, as appointed by the President.

11-04  Liaison Role and Responsibilities:
A. Remain familiar with current NEMSMA Policies and Procedures;
B. Assist the CoA in developing or amending its policies and procedures so that they are consistent with those of NEMSMA and bringing forth proposals of recommended policies, procedures and changes to same to the Board of Directors for approval;
C. Assist the CoA with application and compliance with its own policies and procedures;
D. Assist with orientation of new CoA members to NEMSMA, the CoA, and the CoA accreditation process;
E. Serve as a resource for NEMSMA’s accreditation and review process;
F. Update the CoA of changes to NEMSMA policies and procedures;
G. Develop a working familiarity with the CoA and serve as a direct link to the NEMSMA Board;
H. Assist and guide the CoA with the development and implementation of all accreditation processes, including but not limited to serving as an active member of the CoA;
I. Ensure that reports of CoA activities are provided to the Board of Directors on a regular basis.

11-05  Access to Information
A. The Liaison shall be included (whether primarily or by carbon copy) on all communications related to CoA activities, including but not limited receiving copies
of meeting agendas and minutes, and shall have access to complete contact information for the members, staff and Chair of the CoA.

B. The Liaison should receive, if reasonable, the same documentation for accreditation decisions as other members of the CoA. This documentation should include the CoA’s policies and procedures as well as any specific procedures used by the CoA for making accreditation decisions, e.g., guidelines for deciding on recommendations for the number of years until the next comprehensive review, etc.

11-06 Liaison Review of CoA’s Recommendations for Program Accreditation

The Liaison shall be an active participant on the CoA Review Team Sub-Committee and shall review all accreditation recommendations submitted by the CoA Review Teams to:

a) determine consistency and equitability of recommendations;
b) verify that citations are based only on noncompliance with Standards;
c) verify that due process has been followed; and
d) conduct on a periodic basis, but no less than biennial, a “document audit” of a CoA recommendation, reviewing all correspondence, and any other documents that led to the CoA’s recommendation.

11-07 Liaison’s Role as a Support to the CoA

a) Whenever possible, the Liaison shall attend all meetings of the CoA. Attendance may be in person or by teleconference.
b) Prior to any meeting of the Board of Directors, the Liaison should:
   i. determine whether there are any issues that the CoA would like to discuss with the Board of Directors; and
   ii. if the CoA has recommendations on the agenda or has identified an issue to bring forward, the Liaison shall ensure he/she participates in the NEMSMA Board meeting.

11-08 Guidelines for attending CoA meetings:

A. Regardless of their level of participation on the CoA, the Liaison is first and foremost a representative of the NEMSMA Board of Directors.
B. The Liaison should participate in the meeting to the extent required to ensure that CoA discussion and decision making are in accordance with all NEMSMA policies.
C. The Liaison may act as a resource on policies.
D. The Liaison may take an active role in CoA accreditation discussions, but shall not have a vote in any final accreditation decisions.
E. When requested, the Liaison may offer advice, guidance and/or suggestions regarding methods used by others which may assist the CoA in their deliberations.
Section 12
Administrative Policies

12-01 Ethical Standards of Practice
CoA, staff and volunteers, as well as CoA members, volunteers and staff adhere to ethical standards of practice in all NEMSMA-related activities.

12-02 Conflicts of Interest
NEMSMA requires its Committee on Accreditation to adopt policies related to conflicts of interest for their volunteers.

A. In their capacity as members of the National EMS Management Association, Inc. (“NEMSMA” or “the Association”) and NEMSMA’s Committee on Accreditation, the individual members of the Committee on Accreditation (“CoA” or “the Committee”) must act at all times in the best interests of the Committee and the Association.

B. Conflict of Interest Defined
A conflict of interest may arise in any circumstance that may compromise the ability of a member to make unbiased and impartial decisions on behalf of the Committee and/or NEMSMA. Such circumstances may involve family relationships, business transactions, professional activities, or personal affiliations, or in which the member stands to gain materially from his or her association with the CoA.

A conflict of interest also exists when any member of the CoA (or immediate family) is directly associated with or stands to realize financial or similar tangible personal or proprietary gain as a result of any action of the CoA. Similarly, members of the CoA are not to enter into employment relationships with persons or activities directly detrimental to NEMSMA.

A conflict of interest is not necessarily a bar to serving on the CoA, nor will it result in automatic disqualification of an applicant for membership on the CoA. Depending upon the nature and severity of the conflict of interest, the member may be required to be insulated or recuse themselves from participation in activities or transactions (including but not limited to accreditation reviews) involving persons or organizations doing business with NEMSMA and/or the CoA with which the individual has a conflicting relationship.

NEMSMA requires all members of the CoA to complete and submit an annual Statement of Disclosure detailing any facts or circumstances that might constitute a conflict of interest. NEMSMA further requires members of the CoA to submit an amended Statement of Disclosure to reflect any material changes or additions to the submitted information that may arise during the course of the year. Members of the CoA are encouraged to err on the side of disclosure and to report any set of circumstances that
may appear to pose a conflict of interest, even if there is uncertainty as to whether such circumstances should be disclosed.

C. **Identification of Conflicts of Interest**
   The Board of Directors of NEMSMA (“Board of Directors”) will review each Statement of Disclosure for any set of facts or circumstances that may reflect an actual, potential, or apparent conflict of interest. The Board of Directors may request the assistance of legal counsel to identify potential conflicts. When evaluating a particular set of facts or circumstances, the Board of Directors shall consider the following non-exhaustive list of factors that may indicate a conflict of interest:

   - Solicitation or acceptance of gifts, entertainment, or other items of value or favors that may create an appearance or expectation of special treatment in CoA matters;
   - Any incident of abuse or misuse of a leadership position for personal or third-party gain or benefit;
   - Situations in which a member of the CoA may be divided between personal interests or the interests of another organization and the best interests of NEMSMA;
   - Having a financial interest in an outside organization seeking accreditation from NEMSMA;
   - Business, professional, or other activities that would materially and adversely affect NEMSMA, either directly or indirectly; and,
   - Any arrangement in which a member of the CoA provides goods or services to NEMSMA as a paid vendor.

For purposes of this policy, “leadership capacity” means serving as a member of governing board and/or officer or executive of an entity or organization.

The Board of Directors may request additional information from any member of the CoA at any time; however, no individual whose relationships or activities are under review may participate in deliberations, debate, or any vote of the CoA while such review is pending.

D. **Resolution of Conflicts of Interest**
   If the Board of Directors identifies an actual, potential, or apparent conflict of interest, it may take one of the following actions to resolve such conflict:

   - **Waive** the conflict of interest as unlikely to affect the member of the CoA’s ability to act in the best interests of NEMSMA;
• Determine that the individual member of the CoA should be **recused** from all deliberation and decision-making related to the particular transaction or relationship that gives rise to the conflict of interest. This course of action should apply particularly when the transaction or relationship is one which presents a conflict only with respect to one or two discrete programs or activities; or

• Determine that the individual member of the CoA must **resign** from his or her service to CoA. This course of action should apply when the conflict of interest is so pervasive that the individual member would likely seldom, if ever, be able to act solely in the best interests of NEMSMA.

The Board of Directors reserves final authority over the resolution of all conflicts of interest involving a member of the CoA.

**E. Members of the Committee on Accreditation Doing Business with NEMSMA**

A conflict of interest exists any time a member of the CoA seeks to enter into a business relationship with NEMSMA. Similar conflicts may arise through friends, family members or business associates (“related parties”) or through organizations in which members of the CoA serve in a leadership, employment, or ownership capacity.

Such conflicts do not, however, necessarily preclude business relationships with NEMSMA. The following procedure is designed to resolve conflicts of interest whenever a member of the CoA, or a related party, seeks to provide goods or services to NEMSMA as a paid vendor, seeks accreditation from any NEMSMA-related entities, including but not limited to wholly-owned subsidiaries, committees or Commissions of NEMSMA, or applies to receive a significant grant or contract from NEMSMA:

• The CoA member must promptly disclose the intent to enter into a business relationship with NEMSMA to the Board of Directors. This includes seeking accreditation through NEMSMA or any of its related entities, subsidiaries, committees or commissions.

• The CoA member must recuse himself or herself from all deliberation, debate, and voting related to the contemplated business relationship, including abstention from any votes or discussions as it relates to a related party, regardless of any rights or duties the member may hold as a NEMSMA member.

• The Board of Directors must determine, without the presence or participation of the CoA member under review, that the transaction or business relationship is fair and in the best interest of NEMSMA.

• The CoA member and any related party shall refrain from discussing any matters that constitute Committee-level communications. For purposes of this policy, “Committee-level communications” shall mean any information, concerns, or
communications which should be appropriately brought directly to the attention of the Committee on Accreditation as it relates to issues of compliance and/or sensitive or confidential matters which NEMSMA must be made aware of in the course of performing its duties.

- All CoA members and related parties who have an actual, potential, or apparent conflict of interest must execute and sign the applicable Conflict of Interest Statement of Disclosure form(s) in advance of entering into a business relationship with NEMSMA.

F. Annual Statement
Each member of the CoA will sign annually a statement that acknowledges he or she has read and understands the CoA’s Conflict of Interest policy. Signed statements will be maintained in the CoA files and/or at the NEMSMA office.

12-03 Confidentiality
NEMSMA requires that its accreditation procedures, and those of the CoA, be sensitive to the need to maintain confidentiality in the accreditation process while also disclosing certain information to serve and protect the public interest.

In order to comply with this requirement, the CoA will hold as confidential all correspondence, documents and information exchanged the CoA and the programs which relates to the accreditation process (including the appeals process, if any).

Organizations may release any of the above information, at their discretion. Except in the case of a program that has been placed on probation, NEMSMA and its CoA will not make public any of the above documents without the permission of the institution, unless an institution misrepresents the information either through public statements or release of selected sections of documents.

This requirement shall be waived for any of the above documents when NEMSMA or its CoA is required to turn over information by a bona fide judicial or governmental process.

To maintain confidentiality, programs will be identified by numbers in the agenda materials and during discussions. Votes will be “batched” by profession and by recommended actions and voted on as groups, wherever feasible, unless actions for withdrawal, withhold or probationary accreditation are being considered.

12-04 Assignment of Registered Leadership Education Provider (RLEP) Identifier and Conference and Program Identification Numbers
To facilitate tracking and management of Registered Leadership Education Providers (RLEPs) and conference and program accreditation, NEMSMA has devised a system to assign unique RLEP, conference and program identification numbers. The NEMSMA will maintain a list of all RLEP, conference and program identification numbers, as well as the dates of issue and expiration for all RLEP registrations and accreditations.
A. Assignment of Registered Leadership Education Provider (RLEP) Identifier:

- The RLEP Identifier will start with three (3) initials, as follows:
  - If the name of the RLEP is 3 or more words, use the first letter of each word in the name, up to 3 (i.e., Kentucky Board of EMS = KBE)
    - The words “the” and “and” in a name should not be included in the abbreviation
  - If the name of the RLEP is only one or 2 words long, use the 1st 3 letters of the first word (PennWell = PEN)
  - If the RLEP uses an acronym as its commonly used name (i.e., NEMSMA or MFRI), use the first 3 letters of the acronym (NEMSMA = NEM; MFRI = MFR)
  - If the RLEP name contains a number within the word(s) which will be used in the Identifier (21st Century Leaders = Twenty-first Century Leaders = TCL)

- The 3 initials are followed by a hyphen ("-")

- The RLEP Identifier is assigned a 4-digit numeric (i.e., 0001, etc.) following the hyphen. The number refers to the order in which they registered to become a RLEP (i.e., 0012 would mean they were the 12th Leadership Education Provider to register with NEMSMA).

The RLEP Identifier is assigned whenever a RLEP application is received.

The RLEP Identifier will follow the RLEP for as long as they maintain active registration, and will not change from year to year.

In the event of a sale or transfer of ownership of a business that is currently registered, the 4-digit numeric will remain the same, but the 3-letter alpha identifier will be changed to reflect the new owner.

In the event that active registration lapses beyond 12 months or is terminated, the unique RLEP Identifier will be retired.

- If a RLEP lets registration lapse to the extent they are required to submit a completely new application (i.e., more than 12 months beyond the prior expiration date), a new RLEP Identifier will be assigned to them upon receipt of the new application.

- The 4-digit numeric in the RLEP Identifier should NEVER be reissued (except in the case of a sale or transfer of a business that is currently registered). This way, the number can always be tracked back to the original registered entity who was awarded accreditation, even if the alphas are later modified due to ownership change.
RLEP Identifier Example:
Maryland Fire and Rescue Institute (or MFRI for short) is the third provider to become a RLEP in the history of the NEMSMA Accreditation program. The unique RLEP Identifier for Maryland Fire and Rescue Institute = MFR-0003.

- If MFRI allows its RLEP registration to lapse by more than 12 months (or their RLEP registration is terminated) and they reapply in the future, the previous RLEP Identifier will have been retired, and they will be issued a NEW RLEP Identifier – ex: MFR-0100.
- If MFRI merges with the National Fire Academy (or NFA for short), the 3 initials NFA will be substituted for MFR, but the 4-digit numeric in the RLEP Identifier will carry forward. Thus, the unique RLEP Identifier will change to NFA-0003.
- If MFRI allows its RLEP registration to lapse (or it is terminated) and prior to reapplication, MFRI merges with NFA, the prior MFRI RLEP number will have been retired, and a completely new RLEP Identifier for the new entity (now NFA) will be assigned – ex: NFA-0190.

B. Assignment of Conference and Program Identification Numbers:

- Conference and Program Identification Numbers are unique alpha-numeric combinations which include the RLEP Identifier.

- The first number assigned in the sequence is a two-digit code for the type, category or level of accredited leadership education program. For example:
  
  o 01- Supervisor
  o 02- Manager
  o 03- Executive
  o 04- Safety and Wellness
  o 05- QA/QI

  A complete list of accreditation categories can be found on the “Categories” page of the RLEP tracking spreadsheet.

- The 2-digit code is followed by a hyphen (“-“).

- After the hyphen is the complete RLEP Identifier (i.e., KBE-0004).

- The RLEP Identifier is followed by a hyphen (“-“).

- The next number is the 2-digit numeric for the year the accreditation application was received by the CoA (i.e., 2017 = 17).

- The 2-digit year numeric is followed by a hyphen (“-“).
• The next number is a 3-digit number which represents the order within the year within the applicable category the accreditation review was for (i.e., 001 = 1\textsuperscript{st} program at respective level reviewed in that year; 002 = 2\textsuperscript{nd} program at respective level reviewed in that same year, etc.).

• The final element is either the letter “P” (for Program) or “C” (for Conference).

Examples:
03-KBE-0004-17-002-P
From this example, you can tell that the training provided was FACPE level (03), it was provided by the Kentucky Board of EMS (KBE-0004), accreditation was applied for in 2017 (17), it was the 2\textsuperscript{nd} (002) “FACPE” offering submitted for accreditation in 2017, and it was a Program (P).

08-PEN-0001-17-001-C
From this example, you can tell that the training provided was a Multi-level Conference (08), it was provided by PennWell Corporation (PEN-0001), accreditation was applied for in 2017 (17), it was the 1\textsuperscript{st} (001) “Multi-level Conference” offering submitted for accreditation in 2017, and it was a Conference (C).

Conference and Program Identification Numbers are assigned when an application for accreditation is received. This will enable the Committee on Accreditation to track the application throughout the entire end-to-end accreditation process.

12-05 Expense Reimbursement
NEMSMA recognizes the appropriateness of reimbursement for reasonable expenses incurred by NEMSMA and CoA volunteers in the course of their activities on behalf of NEMSMA in accordance with the NEMSMA expense reimbursement policy. Expense reimbursement requests must be pre-approved by the CoA. Requests for pre-approved reimbursement must be submitted using the NEMSMA Expense Reimbursement Form, which must be accompanied by receipts, within 60 days of the event.

12-06 Committee Email Addresses
NEMSMA shall create dedicated but generic email accounts for use by the current CoA Chair and CoA Board Liaison, the purpose of which shall be to facilitate their work on behalf of the CoA and to create and maintain a historical record of CoA correspondence. These email addresses shall ONLY be used for official CoA-related business and shall under no circumstances be used for personal correspondence. The email accounts and their contents shall be handed down to successor CoA Chairs and CoA Board Liaisons upon succession to the respective position.

The CoA Chair email address shall be: CoAChair@nemsma.org
The CoA Board Liaison email address shall be: CoABoardLiaison@nemsma.org
NEMSMA shall also create and authorize the use of a generic inbound-only email address for the receipt of general CoA correspondence, inquiries, and certain application forms and documents. Emails received through this address shall be “pushed” (i.e., forwarded) to the CoA Chair, the CoA Board Liaison, the NEMSMA Executive Director, and such other persons as the NEMSMA Board may from time to time authorize.

The generic inbound-only Committee email address shall be: accreditation@nemsma.org

12-07 Access to Accreditation Application Submission Platform
The generic inbound-only email address shall also be used as the official login for the secure electronic file transfer, file-sharing, and file storage platform used by the CoA and shall have administrator-level access associated with it.

Both the CoA Board Liaison and the CoA Chair shall also be granted administrator-level access to the secure electronic file transfer, file-sharing, and file storage platform used by the CoA to enable them to coordinate and facilitate the receipt, routing, and processing of accreditation applications, related documents, and all items flowing through the platform related to CoA business. It is highly recommended that both the CoA Board Liaison and CoA Chair use the designated generic position-specific email address (CoABoardLiaison and CoAChair, respectively) for this purpose.

12-08 Continuous Improvement
NEMSMA is committed to ongoing evaluation of its policies and procedures for the purpose of continuous improvement.

12-09 Streamlining Accreditation
NEMSMA is committed to time efficient and cost-effective accreditation practices that preserve and enhance the quality of EMS Leadership education.

12-10 Spokesperson
The President of NEMSMA is the official spokesperson for the organization and may delegate this responsibility.

12-11 Conflicts between Policies and other CoA documents
If there is a conflict between a CoA policy and another CoA document, the policy will control.

12-12 Section and Policy Headings
Section and Policy headings throughout this document are provided strictly for convenience and shall not affect the construction thereof.
# Appendix A: Fees and Costs

## LEADERSHIP EDUCATION PROGRAM & CONFERENCE

### ACCREDITATION FEE SCHEDULE

(Effective 5/2018)

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Leadership Education Provider (RLEP) Registration (Initial)</td>
<td>$285</td>
</tr>
<tr>
<td>RLEP Annual Renewal Fee</td>
<td>$95</td>
</tr>
<tr>
<td>RLEP Reinstatement Fee (after 90 day lapse)</td>
<td>$285</td>
</tr>
<tr>
<td>Accreditation Application Processing Fee (non-refundable)</td>
<td>$100</td>
</tr>
<tr>
<td>Accreditation Review Fees (per contact hour)</td>
<td></td>
</tr>
<tr>
<td>- Total ALE = 1 – 10 Hours</td>
<td>$40/hr</td>
</tr>
<tr>
<td>- Total ALE = 11 – 74 Hours</td>
<td>$25/hr</td>
</tr>
<tr>
<td>- Total ALE = 75 or more Hours</td>
<td>$2,000</td>
</tr>
<tr>
<td>Credit may be applied for in increments of 0.25 Hours</td>
<td></td>
</tr>
<tr>
<td>Competencies Mapping Fee (per contact hour) Optional; for conference sessions only</td>
<td>$5/hr Max. $375/conference</td>
</tr>
<tr>
<td>Repeat Program Fee (allows unlimited program offerings during period of accreditation; for programs only)</td>
<td>$300/program</td>
</tr>
<tr>
<td>Rush Processing Fee ( &lt; 30 day turn-around)</td>
<td>$250</td>
</tr>
<tr>
<td>Program Revision Fee</td>
<td></td>
</tr>
<tr>
<td>- 20%-50% revision</td>
<td>$500</td>
</tr>
<tr>
<td>- &gt;50%</td>
<td>See Accreditation Review Fees</td>
</tr>
<tr>
<td>Appeal Processing Fee</td>
<td>$100 Application Fee + Applicable Accreditation Review Fees</td>
</tr>
<tr>
<td>Site Visit</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The prices outlined above are INTRODUCTORY PRICING.

NEMSMA reserves the right to make changes, additions, alterations and modifications to its Accreditation Pricing Fee Schedule at any time, in its sole discretion.
Appendix B: Accreditation Application Submission Portal
Terms of Acceptable Use

Dropbox Acceptable Use Policy
Dropbox is used by millions of people, and we're proud of the trust placed in us. In exchange, we trust you to use our services responsibly.
You agree not to misuse the Dropbox services ("Services") or help anyone else to do so. For example, you must not even try to do any of the following in connection with the Services:

- probe, scan, or test the vulnerability of any system or network;
- breach or otherwise circumvent any security or authentication measures;
- access, tamper with, or use non-public areas or parts of the Services, or shared areas of the Services you haven't been invited to;
- interfere with or disrupt any user, host, or network, for example by sending a virus, overloading, flooding, spamming, or mail-bombing any part of the Services;
- access, search, or create accounts for the Services by any means other than our publicly supported interfaces (for example, "scraping" or creating accounts in bulk);
- send unsolicited communications, promotions or advertisements, or spam;
- send altered, deceptive or false source-identifying information, including "spoofing" or "phishing";
- promote or advertise products or services other than your own without appropriate authorization;
- abuse referrals or promotions to get more storage space than deserved;
- circumvent storage space limits;
- sell the Services unless specifically authorized to do so;
- publish or share materials that are unlawfully pornographic or indecent, or that contain extreme acts of violence;
- advocate bigotry or hatred against any person or group of people based on their race, religion, ethnicity, sex, gender identity, sexual preference, disability, or impairment;
- harass or abuse Dropbox personnel or representatives or agents performing services on behalf of Dropbox;
- violate the law in any way, including storing, publishing or sharing material that's fraudulent, defamatory, or misleading; or
- violate the privacy or infringe the rights of others.

(copied from https://www.dropbox.com/terms#acceptable_use) (Last updated: 5/25/2018)
For the most current version of the Dropbox Acceptable Use Policy, please visit https://www.dropbox.com/terms#acceptable_use