

NEMSMA Accreditation – General Application Instructions

- Download the NEMSMA [Seven Pillars of National EMS Officer Competencies](#)
- Register with NEMSMA as a Registered Leadership Education Provider (RLEP)
 - Review the RLEP Eligibility Requirements
 - Download the Accreditation Application Submission Portal Terms and Conditions of Use
 - Fill out and submit the Registered Leadership Education Provider (RLEP) Application and Fee online at www.nemsma.org
- Receive approval from NEMSMA as a RLEP and a secure **link** through which to submit Accreditation Applications and materials
- Download the applicable Accreditation Application materials:
 - **Conference Session Accreditation** package:
 - Conference Accreditation Application (**Form AA-1**)
 - Accreditation Application Instructions (Conference Accreditation) (**Form IA-1**)
 - Conference Accreditation Spreadsheet (**Form AA-2**)
 - Accreditation Spreadsheet Instructions (Conference Accreditation Spreadsheet) (**Form IA-2**)
 - NEMSMA EMS Officer Competencies License Agreement
 - Leadership Education Provider Evaluation of the NEMSMA Accreditation Application Process (**Form CA-2**)
 - **Program Accreditation** package:
 - Program Accreditation Application (**Form AA-3**)
 - Accreditation Application Instructions (Program Accreditation) (**Form IA-3**)
 - Program Accreditation Spreadsheet (**Form AA-4**)
 - Accreditation Spreadsheet Instructions (Program Accreditation Spreadsheet) (**Form IA-4**)
 - NEMSMA EMS Officer Competencies License Agreement
 - Leadership Education Provider Evaluation of the NEMSMA Accreditation Application Process (**Form CA-2**)
- Review ALL application materials and instructions carefully. Instructions for **Forms AA-1** through **AA-4** are located in **Forms IA-1** through **IA-4**, respectively.

NOTE: FAILURE TO FOLLOW INSTRUCTIONS MAY RESULT IN ACCREDITATION BEING DELAYED OR DENIED. NEMSMA IS NOT RESPONSIBLE FOR ACCREDITATION DELAYS OR DENIALS RESULTING FROM A FAILURE TO FOLLOW INSTRUCTIONS.

REMINDER: Application Processing and Rush Processing Fees are all Non-Refundable, and in the event of a denial of accreditation will NOT be applied to future applications.

- Complete all applicable Accreditation Application materials.
- Complete the Leadership Education Provider Evaluation of the NEMSMA Accreditation Application Process Survey Form (**Form CA-2**)
- Submit completed Accreditation Application materials and required attachments using the secure **link** provided
 - If paying Accreditation Fees by check, send payment to NEMSMA as provided in the Application instructions (see **Forms IA-3** or **IA-4**)
- Respond timely to any communications from the CoA regarding requests for additional information
- Receive notification regarding NEMSMA Accreditation
- If accreditation is awarded, you may begin using the applicable NEMSMA Accreditation marks (which will be provided) on conference- or program- related materials
- Check the Committee on Accreditation page on the NEMSMA website frequently for updates to NEMSMA Accreditation policies, procedures, rules, etc.
- Keep your RLEP registration up-to-date by paying your annual RLEP renewal or Strategic Partner or Sponsorship fees timely
- If you received Program accreditation:
 - Update the CoA with any Program offerings or cancelations in accordance with CoA policies
 - Notify the Committee on Accreditation of any significant substantive content changes in the Program during the period of Accreditation
 - File your Accreditation Renewal Application timely and prior to the expiration of the Accreditation period to avoid a lapse in accreditation