

### Explanation of NEMSMA Accreditation Fees

#### **Registered Leadership Education Provider (RLEP) Registration Fee** (Conferences and Programs)

*NOTE: Registration does not mean that educational offerings are automatically accredited.*

#### **Initial 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.

**Conference Waiver** – For Conference providers / hosts / organizers ONLY NEMSMA will waive the Initial Registration for your first year on a one-time only basis! (The organization will be billed the full amount of the Initial Registration Fee (e.g. \$285) in the first year of renewal, i.e., Year 2). *Note: Program providers are not eligible for this waiver.*

#### **Annual Renewal Fee**

Once an education provider is recognized by NEMSMA as a Registered Leadership Education Provider (RLEP), 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 must be paid prior to or not more than 90 days following the last day of the month of their initial registration anniversary date (i.e., if initial registration anniversary date is January 10, renewal must be paid no later than April 30). RLEPs with registrations expired beyond 90 days must apply for Reinstatement (see below). *Note: Registration must be renewed annually along with the payment of all applicable fees in order to maintain Registered Leadership Education Provider (RLEP) registration in good standing.*

#### **Reinstatement Fee**

If a Registered Leadership Education Provider (RLEP) fails to renew their RLEP 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 the full \$285 Reinstatement Fee. *Note: In the event of a lapse of registration, any accredited course offerings will no longer be recognized as Accredited and the organization must re-register as a Registered Leadership Education Provider and resubmit their course offering(s) for re-accreditation, including the payment of all applicable accreditation fees.*

All Registered Leadership Education Provider (RLEP) Registration Fees are waived for NEMSMA Strategic Partners and Sponsors; however, RLEP Registration is still required.

**Accreditation Application Processing Fee** (Conferences and Programs)

Each time a Registered Leadership Education Provider (RLEP) 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.

**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/Organizers/Hosts 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. Note: NEMSMA Strategic Partners and Platinum Sponsors are eligible for one free all-inclusive program or conference accreditation per year.

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 (e.g., where accreditation is awarded for fewer hours than applied for).

**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 perform the required Competencies Mapping themselves 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 RLEP wishes to provide the Competencies Mapping themselves, no Competencies Mapping Fee is required. Competencies Mapping Fees are not available for Programs.

**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. Repeat Program Fees do not apply to conference sessions.

*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.

NOTE: All offerings of the Accredited Programs must be listed with NEMSMA in advance, in order for the RLEP to put the "NEMSMA-Accredited" seal on promotional materials and course completion certificates. This must be done either at the time of initial accreditation application (if all Program run dates are known in advance) or at least 30 days prior to the start date of each Program offering. An annual report confirming actual accredited Program run dates and locations is also required at the time of annual RLEP Registration renewal.

#### **Rush Processing Fee** (Conferences and Programs)

The Rush Processing Fee applies to requests for accreditation reviews not in accordance with NEMSMA accreditation review timelines, specifically:

- 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 is 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."

Please note: 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.

#### **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 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 NEMSMA 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.

#### **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 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.

*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.

### **Site Visits**

At this time NEMSMA does not engage in site visits and/or site accreditation. It is our experience that most EMS industry leadership programs and conferences 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 or distributive learning via the internet, 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.