



Form IA-1: Accreditation Application Instructions

(For Form AA-1: Conference Session Accreditation Application)

PLEASE READ ALL INSTRUCTIONS FULLY AND CAREFULLY BEFORE FILLING OUT THIS APPLICATION!

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.

Instructions

Form AA-2 must be submitted along with Form AA-1.

Before beginning ANY work on this Application, **SAVE both Form AA-1 and Form AA-2** using the following naming convention:

[RLEP ID #]_[Name of Conference]_[Form Number]

Form AA-2 must be saved and submitted as an Excel Workbook.

Submission of Form AA-2 in any other format will result in your Application being rejected.

Whenever possible all other Attachments should be submitted as .PDF files.

You must be registered with NEMSMA as a Registered Leadership Education Provider (RLEP) and have received a RLEP ID # before this Application may be filed. The RLEP ID # can be found on your Registered Leadership Education Provider registration certificate. If you do not know your RLEP ID # or are having difficulty locating it, contact NEMSMA's Committee on Accreditation at accreditation@nemsma.org. If you have not yet applied for a RLEP ID #, please go to www.nemsma.org/accreditation to apply for one before proceeding.

ALL sections of this Application must be filled out in their entirety. All information is required unless otherwise noted. If an item is not applicable, please explain in the appropriate response area. Be sure to fill out all required information and include every attachment requested. Incomplete applications will not be accepted. Reviewers cannot assess an incomplete application. Failure to include all items requested will delay the review process, and may result in accreditation being denied.

Neatness counts! Reviewers will have fewer questions if the application is neatly presented with all information easy to locate and read.

All Applications must be submitted electronically.

NEMSMA uses Dropbox for Business, a robust and secure file transfer and sharing platform with best-in-class privacy and security features, which is HIPAA/HITECH compliant and meets US and EU privacy standards, including advanced data protection, 256-bit AES and SSL/TLS encryption, two-factor authentication (2FA), password-protected, expiring shared links, advanced sharing permissions, and much more. NEMSMA provides all RLEPs with a unique secure **link** to this platform through which to submit Accreditation applications. You DO NOT need a Dropbox for Business account to access the link or to upload Accreditation application documents. NEMSMA requires that all Accreditation Applications and attachments be submitted using this **link**. If you cannot locate the link, never received it, or encounter other difficulties accessing it, please email the Committee on Accreditation at accreditation@NEMSMA.org.

Payment of required fees must be submitted along with the Application



(Please ensure that your RLEP ID # is marked clearly on all payments)

Payment submission information is provided below.

If you will require an invoice for payment processing, please email the Committee on Accreditation at accreditation@NEMSMA.org.

NOTE: Applications will **NOT** be processed until payment is received! Please plan accordingly.

In order to ensure adequate processing time, the application and all required application materials should be received by NEMSMA's Committee on Accreditation at least 45 days prior to the date when the Registered Leadership Education Provider (RLEP) wishes to begin using the "NEMSMA-Accredited" logo on its promotional and marketing materials and/or the conference start date. RLEPs which request accreditation reviews not in accordance with NEMSMA accreditation review timelines are required to pay a Rush Processing Fee of **\$250** per application. Note that even with the payment of a Rush Processing Fee, accreditation within an abbreviated timeframe cannot be guaranteed. NEMSMA does not award retroactive accreditation.

When submitting your application, be sure to include the following:

- Completed Application for Conference Session Accreditation (Form AA-1)
- Completed Conference Session Accreditation Spreadsheet (Form AA-2)
- A copy of the evaluation instrument you will use to assess student and presenter evaluation of conference sessions
- A copy of all other required attachments
- A copy of the proposed conference schedule
- Payment of Application Fee and all applicable Accreditation Review Fees

For questions regarding the completion of this application or accreditation in general, visit the NEMSMA website to review the Accreditation Summary and FAQs at www.nemsma.org, or contact NEMSMA by phone at 888-424-9580 or the Committee on Accreditation by email at accreditation@NEMSMA.org.

**Before continuing, if you have not already done so,
download a copy of the NEMSMA *Seven Pillars of National EMS Officer Competencies*
from the NEMSMA website at:**

<https://www.nemsma.org/index.php/component/chronofoms5/?chronofom=NewsevenPillars>

Application Date

Enter the date the application is being submitted for NEMSMA accreditation review. This should be the last field you complete (even though it is the first on the application).

Registered Leadership Education Provider Information

Organization Name –Enter the legal name of the organization applying for registration

RLEP ID # – Enter the organization's NEMSMA-assigned Registered Leadership Education Provider Identification Number (RLEP ID #). A RLEP ID # is a unique seven-digit alpha-numeric number (for example,



ABC-1234) assigned to Registered Leadership Education Providers when they register with NEMSMA for the purpose of applying for and providing NEMSMA-accredited leadership educational content. The RLEP ID # is used for filing, reporting and tracking purposes. The RLEP ID # can be found on previous RLEP registration/renewal certificates. The RLEP ID # is different from accreditation registration numbers. DO NOT enter previously-awarded accreditation registration numbers in this field.

YOU MUST BE REGISTERED WITH NEMSMA AS A REGISTERED LEADERSHIP EDUCATION PROVIDER PRIOR TO SUBMITTING AN APPLICATION FOR ACCREDITATION.

If you do not know your RLEP ID # or are having difficulty locating it, contact NEMSMA's Committee on Accreditation at accreditation@nemsma.org. If you do not have a RLEP ID #, one can be obtained from NEMSMA by completing and submitting an Application for Registration as a NEMSMA Leadership Education Provider. Visit www.nemsma.org for more information and to download application forms.

Trade Name – Enter the trade name of the organization if different from the legal name. The trade name is the “doing business as” (DBA) name. If the organization does not use a trade name, enter “N/A.”

Primary Physical Address – Enter the physical (street) address of the organization. Do not enter a P.O. Box number here.

Administrative Phone – Enter the main phone number for the organization.

Email – Enter the main (or “general”) email address for the organization. If the organization does not have main email address, enter “N/A.”

Website – Enter the organization's website address. If the organization has more than one website, enter all applicable website addresses. If the organization does not have a website, enter “N/A.”

Mailing Address – Enter the mailing address for the organization's correspondence. If the mailing address is the same as the organization's Physical Address, check the box.

Strategic Partner – Identify whether the organization is a NEMSMA Strategic Partner, Sponsor, or Development/Educational Partner, and if so, what level. Note that a Development/Educational Partner is different from RLEP registration.

Name and/or Address Change – If the organization's name and/or addresses on record has changed since its initial registration or most recent renewal, enter the applicable information.

Contact Information

Primary Contact – Enter the name and all contact information details requested for the RLEP's primary point of contact for NEMSMA-related conference session accreditation matters.

Secondary Contact – Enter the name and all contact information details requested for the RLEP's secondary point of contact for NEMSMA-related conference session accreditation matters. If there is no secondary point of contact, enter “N/A.”

Application History

Check the box which best describes the type of legal entity of the organization.

Previous Applications – List all conferences previously accredited by NEMSMA. Please include the name and year of the conference.

Previous Denials – List any complete conference accreditation denials (i.e., no conference content was accredited by NEMSMA). Include the date, conference information and reason for the denial.

Type of Conference

Select the applicable type of conference which you are seeking leadership educational content accreditation for.

Event Date(s)

Identify the date(s) on which the conference event will be held. Include the full range including pre- and post-conference dates during which educational sessions will be held, regardless of whether those sessions include leadership educational content.

Event Location

Enter all requested information.

Expected Attendance – Enter the number of expected conference registrants/attendees. If an exact number is unknown, enter a range or estimate.

Event Information

Provide a description of the event venue (ex., conference center, hotel ballroom, RLEP training center), and whether there will be concurrent educational tracks/sessions, break-out rooms, etc.

Distributed Learning

Distributed learning is a general term used to describe 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.

Recording Sessions - Identify whether the conference will record sessions for later distribution, and if so, which sessions will be recorded.

Live-Streaming – Identify whether any leadership conference session will be live-streamed, and if so, which ones. Identify whether attendance registration will be required to view the live-streaming.



Verification of Attendance

Describe your plan for verifying student attendance at each conference session. Attach a sample copy of the CEH report issued to attendees.

Conference Session Evaluation Process

Evaluation Forms - Describe the evaluation instrument you will use to assess student and presenter evaluation of conference sessions, including the evaluation scale used. If using a paper evaluation form, a copy must be included with the application. If using an electronic (i.e., mobile app) form, attach a list of the questions which will be asked and provide an explanation of the methodology used to distribute the evaluation form to those who actually attend accredited sessions. In the case of electronic forms, screen shots of each applicable screen of the evaluation form may be substituted in lieu of a list of query content.

Evaluation Results – Describe how the information gained from student and presenter evaluations will be used to improve future Accredited Leadership Education (ALE) activities.

Event Marketing Information

Describe the marketing tools that will be used to promote this conference and promote NEMSMA Accreditation. Examples include email announcements, webpage, print mailings, digital or physical advertisements. Attach sample copies of current or proposed event marketing information.

NOTE: NEMSMA requires RLEPs to be accurate in reporting, advertising or marketing NEMSMA Program Accreditation status. Please refer to the NEMSMA Committee on Accreditation Policies & Procedures for more information and specific language which may be used to promote NEMSMA Accreditation status.

Conference Session Accreditation Information

If the conference will carry accreditation or recommend credit from the Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE), American College of Healthcare Executives (ACHE), American Council on Education (ACE) or other similar organizations, identify which organization(s).

If Competency Mapping was completed by the RLEP, include the name of the individual or group that completed the competency mapping.

Fee Calculation Worksheet

We recommend completing Form AA-2 before filling out this portion of the Application, as doing so will help determine Accreditation Review Fees.

All applicable lines must be completed. Total Accreditation Review Fees must be calculated by the RLEP.

First-time Conference Session Accreditation Applicants - If this is the first time the RLEP has applied for NEMSMA conference session accreditation for any conference hosted by the RLEP, check the box and



proceed to the next section of the application (*all fees are waived for first-time conference session accreditation applicants*).

NEMSMA Strategic Partner / Platinum Sponsor – If the RLEP is a NEMSMA Strategic Partner or Platinum Sponsor, the Application Processing and Accreditation Review Fees are waived one time annually. Rush Processing Fees, if applicable, still apply. If this is the first Accreditation Application filed by the RLEP during each 12-month RLEP Registration cycle, check the box, enter any applicable Rush Processing Fees, and proceed to the next section of the application. If this is NOT the first Accreditation Application by the RLEP during a 12-month RLEP Registration cycle, all fee calculations must be completed and payment submitted along with this Application.

Total # of ALE Calculation - Accreditation Review Fee calculations are based upon the total number of Accredited Leadership Education (ALE) hours submitted for accreditation review. If, after accreditation review, the total number of ALE awarded is less than the amount requested, the difference in overpayment of Accreditation Review Fees will be refunded (subject to the maximum Accreditation Review Fee threshold). Be sure to list as the total ALE requested *all* sessions for which you will offer ALE credit *including ALE for each track of concurrent sessions*. In other words, the total number of ALE that NEMSMA reviews and approves may exceed the total number of hours an individual student will be able to attend because a student cannot attend all tracks of concurrent sessions.

Rush Processing Fee – Applies where the accreditation review requested is not in accordance with NEMSMA accreditation review timelines, i.e.:

- With turn-arounds of less than 30 days; or
- Inside of 45 days from the Program start date

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.

Payment - Identify whether payment is included with the application and what form of payment will be used.

NEMSMA accepts credit cards, checks, and purchase orders for payment of required fees.

Checks should be made payable to: “NEMSMA”

The RLEP ID # must be included on all checks and purchase orders.

Please note “Accreditation Fees” somewhere on your check or purchase order.



Signature & Attestation

The application must be signed by an authorized representative of the organization. The signature by the authorized representative signifies an agreement between NEMSMA and the Registered Leadership Education Provider that the Registered Leadership Education Provider will abide by and support all aspects of the NEMSMA Accreditation program in the application and execution of a NEMSMA accredited leadership education product.

Completed Form

Application Submission: Submit completed Forms **AA-1** and **AA-2** to the Committee on Accreditation for Accreditation Review using the **link** provided following RLEP registration. If you cannot locate this link, never received it, or the link has expired, please email the Committee on Accreditation at accreditation@NEMSMA.org.

All Applications and attachments must be submitted electronically.

Hard-copy submissions will not be accepted.

ALL portions of the Application **MUST** be submitted at the same time. Multiple files can be submitted at the same time through the link provided by clicking "+ Add Another File" in the File Upload platform. **DO NOT** submit application forms and attachments in stages.

Please BE ADVISED: Once files are uploaded through the link, you will no longer be able to access them. Please make sure all your work is complete before submitting all Application materials.

DO NOT submit Accreditation application forms to the NEMSMA Accreditation email address.

All application forms must be submitted using the **link** provided during RLEP registration.

Applications submitted to NEMSMA by email will not be accepted.

Payment of Required Fees: Required fees must be submitted at the same time as this Application.

To Pay by Credit Card: Fill out the Credit Card payment information form included in the Application.

To Pay by Check: Make all checks payable to "NEMSMA". Please include your "RLEP ID #" and write "Accreditation Fees" somewhere on your check. Mail checks separately via US Mail or overnight delivery to:

National EMS Management Association, Inc.

P.O. Box 472

Platte City, MO 64079

To Pay by Purchase Order: If you are paying by Purchase Order, submit a copy of your Purchase Order with this application. Please include your "RLEP ID #" and "Accreditation Fees" somewhere on your Purchase Order.



Applications will **NOT** be processed until payment is received! Please plan accordingly.

Please DO NOT send application materials/completed applications to the mailing address above.

Questions concerning the completion of this Form should be directed to: accreditation@nemsma.org

For more information on NEMSMA Accreditation,

Visit our website at www.nemsma.org

Or email us at

accreditation@nemsma.org