



## **Form IA-2: Accreditation Spreadsheet Instructions**

(For Form AA-2: Conference Accreditation Spreadsheet)

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

Before beginning ANY work on your 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.

Registration with NEMSMA as a Registered Leadership Education Provider (RLEP) and receipt of a RLEP ID # is required 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](mailto:accreditation@nemsma.org).

NEMSMA understands the dynamic nature of conference planning. Under special circumstances, RLEPs seeking accreditation of conferences may be given one (1) opportunity to submit a comprehensive update to address substitutions of speakers or sessions.

ALL sections of this Application must be filled out in their entirety. All information is required unless otherwise noted. Incomplete applications will not be accepted. Reviewers cannot assess an incomplete application. Failure to include all items requested will delay the review process, which may result in accreditation being denied. Every reasonable effort is expected to be made when completing this application.

**Do not add, delete, hide or move / re-order any columns on this Form.**

**Do NOT enter any information in shaded cells or columns with shaded row headers.  
Shaded cells or cells in columns with shaded headers are for NEMSMA CoA use ONLY.**

**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, and includes advanced data protection; 256-bit AES and SSL/TLS encryption; two-factor authentication (2FA); password-protected, expiring shared links; and, advanced sharing permissions. 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 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 experience other difficulties accessing it, email the Committee on Accreditation at [accreditation@NEMSMA.org](mailto: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 in Step 6 of these instructions (see below).  
If you require an invoice, please email the Committee on Accreditation at [accreditation@NEMSMA.org](mailto: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. Registered Leadership Education Providers 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 credit.

**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>

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
- Current and proposed Program marketing materials
- A copy of the proposed conference schedule
- Copies of all other required documents and attachments as outlined in these instructions and the Conference Session Accreditation Application instructions
- Payment of the 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](http://www.nemsma.org), or contact NEMSMA by phone at 888-424-9850 or the Committee on Accreditation by email at [accreditation@NEMSMA.org](mailto:accreditation@NEMSMA.org).

**Save your work OFTEN!**



### **Registered Leadership Education Provider and Conference Information (Lines 3 - 9)**

**Registered Leadership Education Provider (RLEP)** – Enter the legal name of the organization as registered with NEMSMA as an approved Registered Leadership Education Provider (RLEP).

**RLEP ID Number** – Enter the assigned RLEP number. This unique alpha-numeric number was provided with initial confirmation of RLEP registration. If you are unable to locate your RLEP ID Number, contact the Committee on Accreditation at [accreditation@NEMSMA.org](mailto:accreditation@NEMSMA.org).

**Name of Conference** – Enter the name of the conference event.

**Date Submitted** - Enter the date the application is being submitted to NEMSMA for accreditation review. This should be the last field you complete.

**Conference Registration Number – FOR NEMSMA CoA USE ONLY**

**Reviewer Name – FOR NEMSMA CoA USE ONLY**

**Review Date – FOR NEMSMA CoA USE ONLY**

### **Session Information (Beginning with Line 11)**

*Note: It is up to each individual RLEP to determine how many/which conference sessions to submit for accreditation review. For example, some RLEPs submit their entire conference program, which may or may not include clinical topics in addition to leadership-focused sessions, while others only submit leadership and related sessions. Keep in mind that Accreditation Review Fees are calculated based upon how many hours of content is submitted for review.*

**Step 1 – Session Information:** Fill in the following conference session information: *Session ID, Session Title, Session Description, Learning Objectives, Methodology, Session Length, Track, Session Start Date, and Speaker* information.

Specific instructions regarding the content for each cell is located below (see “**Cell Descriptions**”).

All information pertaining to each individual conference session should be located on a single line of cells.

*Example: All information related to a session titled “How to be a Great Leader” should appear on line #11, with the Session ID appearing in cell 11H, Session Title in cell 11I, Session Description in cell 11J, all applicable Learning Objectives in cell 11K, etc. All information for the next session, “How to Write a Memo to Your CEO” should appear on line #12, Session ID appearing in cell 12H, Session Title in cell 12I, Session Description in cell 12J, all applicable Learning Objectives in cell 12K, etc.*

If necessary, use <Alt><Enter> to insert carriage returns within cells for ease of reading.

We recommend importing/entering all conference session information before moving on to Step 2.



**Step 2 – Competencies Mapping:** \*NOTE: RLEPs which have elected to pay the “Competencies Mapping Fee” should leave the *Pillar, Topic, Competency Level, and Competency* fields blank and proceed to Step 3. All others must complete Step 2.

Competencies Mapping is the process of identifying and cross-referencing conference session educational content with the applicable Pillar(s), topic(s), and sub-topic(s) within the NEMSMA *Seven Pillars of National EMS Officer Competencies*. This is a vital step in the objective assessment, evaluation, and subsequent validation of the conference session’s ability to meet or exceed the Competencies set forth in the *Seven Pillars* document. A copy of the *Seven Pillars of National EMS Officer Competencies* may be downloaded from the NEMSMA website at: <https://www.nemsma.org/index.php/component/chronofoms5/?chronoform=NewsevenPillars>

Identify the applicable *Pillar(s), Topic(s), Competency Level(s), and Competency(s)* for each session listed from the applicable drop-down lists in each column. Competencies Mapping should be tied to the overall *Lesson Description* (i.e., abstract) plus the *Learning Objectives*.

Enter the Competencies Mapping criteria from the drop-down lists on the same line as the rest of the session information. For Conference Sessions lasting 2 hours or less, only ONE Pillar, Topic, Competency and Competency Level is required to be identified for that session. For Conference Sessions lasting longer than 2 hours, ALL applicable Pillar(s), Topic(s), Competency(s), and Competency Level(s) must be identified for that session. Because each line is programmed to only accept one Pillar, Topic, Competency, and Competency Level per cell, insert additional lines as necessary immediately below the main session line to add additional Mapping information. To insert additional lines, select the line immediately below where you want to add the line, then select “Insert” then “Insert Sheet Rows” from the toolbar at the top of the page. **DO NOT** duplicate the other session information (*Session Name, Session Description, etc.*) on each new line tied to a particular session. If lines are added, the only information which should appear on those lines should be the applicable Competencies Mapping tied to the session they relate to.

**Be sure to identify ALL applicable *Pillar(s), Topic(s), Competency Level(s), and Competency(s)* for each lesson or chapter. Add lines immediately below the session as necessary to achieve this.**

If a session does not map to the Competencies (*for example, it is a clinical topic*), either remove the entry or leave the *Pillar, Topic, Competency Level, and Competency* fields blank. Remember, Accreditation Review Fees are based upon the total number of ALE hours requested. If a session does not “map” to the Competencies, it will not be awarded ALE and therefore it is better to remove it.

Only Pillars 2 through 7 are considered for Competencies Mapping purposes. Educational content which falls within the Prerequisites (Pillar 1) is not eligible for accreditation by NEMSMA.

**Step 3 – Compile All Required Forms and Attachments:** Gather together all required Forms and required Attachments in one central location and double-check to make sure everything required is there. Check file names and formats and re-name/re-save them as necessary to comply with the Committee on Accreditation’s naming conventions and file format instructions. Double-check your work! NEMSMA is NOT responsible for Accreditation delays or denials resulting from a failure to follow instructions.



Remember that **Form AA-2** must be submitted as an **Excel** file which has been saved using the following naming convention:

**[RLEP ID #]\_[Name of Program]\_[Form Number]**

Please do not submit Form AA-2 in any other format.

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

**Step 4 – Application Submission:** Submit completed Forms **AA-1** and **AA-2**, along with all required attachments, to the Committee on Accreditation for Accreditation Review using the **link** provided following RLEP registration. If you cannot locate the link, never received it, or experience other difficulties accessing it, please email the Committee on Accreditation at [accreditation@nemsma.org](mailto: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 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 or hard-copy will not be accepted.

**Step 6 - Payment of Required Fees:** Required fees must be submitted at the same time as this Application.

**To Pay by Credit Card:** Fill in the Credit Card payment information on Form AA-1.

**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 to 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.***

**Cell Descriptions (from Left to Right):**

***NEMSMA Accredited – FOR NEMSMA CoA USE ONLY***

***Pillar*** – Select from the drop-down menu one of the Pillars from the NEMSMA *Seven Pillars of National EMS Officer Competencies* to which the content of this session maps.

*Example: A session on managing stress in the workplace “maps” to “Pillar 2 – Self Attributes.”*

***Topic*** – Select from the drop-down menu the Topic within the NEMSMA *Seven Pillars of National EMS Officer Competencies* under which the content of this session falls.

*Example: A session on managing stress in the workplace “maps” to the Topic “Stress Management.”*

***Competency Level*** – Select from the drop-down menu the Competency Level (Supervising, Managing, or Executive) within the NEMSMA *Seven Pillars of National EMS Officer Competencies* under which the content of this session falls.

*Example: A basic awareness class on stress tolerance in the workplace “maps” to “Supervising Officer” Level while a session on stress tolerance which focuses on how to be more aware of employee stress levels and provides specific tools and guidance on how to help them manage stress in the workplace “maps” to the “Managing Officer” Level.*

***Competency*** – Select from the drop-down menu the specific Competency within the NEMSMA *Seven Pillars of National EMS Officer Competencies* addressed by the content of this session. Note that Core Leadership Competencies have specific names (ex: Analytic Thinking), while Operational Skillsets (i.e., Tasks, Skills and Knowledge) are identified by an alpha-numeric system (ex: A-2-4).

*Example: A session on managing stress in the workplace which focuses on resiliency “maps” to the “Personal Resiliency” Competency.*

***Session ID*** – Enter the RLEP’s internal identifying number or code that the conference has assigned to this session. Providing this number or code will help facilitate requests for additional information related to particular sessions, should the need arise.

**Session Title** – Enter the title that the conference has assigned to this session.

**Session Description** – Enter the description (i.e., abstract) as used by the conference for this session.

**Learning Objectives** – Enter the learning objectives listed for this session. 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. Multiple Learning Objectives may be included in a single cell. DO NOT insert each individual Learning Objective in a separate cell; all information related to a particular conference session should appear on a single line of cells in the spreadsheet, using semi-colons (“;”) or carriage returns within the cells to separate thoughts or paragraphs. Use <Alt> <Enter> to insert a carriage return between each Learning Objective or paragraph contained in a cell.

**Methodology** – Enter the educational methodology(s) listed for this session (ex.: lecture, PowerPoint, scenario, discussion, etc.).

**Session Length** – Enter the session length or duration listed by the conference for this session. This should be entered as a number representing the number of hours and portions of an hour (ex: 1.00, 1.25, 1.50, etc.). For sessions ending in less than quarter-hour increments, round to the nearest 15-minute interval (ex: a 50 minute session should be rounded down to three-quarters of an hour and entered as 0.75).

**Track** – Enter the track category for this session as listed by the conference. **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 differently in the program catalogue as e.g., Special Topics, Community Paramedicine, Operations, Safety, etc.

**Session Start Date** – Enter the starting date for this session regardless of whether this is a single or multi-day session.

**Session End Date** – Enter the ending date for this session regardless of whether this is a single or multi-day session.

**Speaker 1 First Name** – Enter the first name of the primary speaker.

**Speaker 1 Last Name** – Enter the last name of the primary speaker.

**Speaker 2 First Name** – Enter the first name of the secondary speaker *(if applicable)*.

**Speaker 2 Last Name** – Enter the last name of the secondary speaker *(if applicable)*.

**Speaker 3 First Name** – Enter the first name of the third speaker *(if applicable)*.

**Speaker 3 Last Name** – Enter the last name of the third speaker *(if applicable)*.

**Speaker 4 First Name** – Enter the first name of the fourth speaker *(if applicable)*.



**Speaker 4 Last Name** – Enter the last name of the fourth speaker (*if applicable*).

*\*NOTE: If a session has more than four (4) presenters, only list the first four (4) presenters. For sessions with a moderator, list the moderator as the primary speaker (i.e., “Speaker 1”).*

**Reviewer Comments – FOR NEMSMA CoA USE ONLY**

\*Note: RLEPs should not enter any extraneous comments of their own on the Spreadsheet. Comments or explanations of items contained in the Application spreadsheet which the RLEP feels are necessary to accompany the Application should be submitted in a separate PDF document.

\*\*\*\*\*

Questions concerning these instructions or the completion of Form AA-2 should be directed to the Committee on Accreditation at:

[accreditation@nemsma.org](mailto:accreditation@nemsma.org)

**For more information on NEMSMA Accreditation,**

**Visit our website at [www.nemsma.org](http://www.nemsma.org)**

**Or email us at**

**[accreditation@nemsma.org](mailto:accreditation@nemsma.org)**