



## Form IA-3: Accreditation Application Instructions

(For Form AA-3: Program 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-4 must be submitted along with Form AA-3.**

Before beginning ANY work on this Application, **SAVE** both Form **AA-3** and Form **AA-4** using the following naming convention:

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

**Form AA-4 must be saved and submitted as an Excel Workbook.**

Submission of Form AA-4 in any other format will result in your Application being rejected.

For formatting instructions for all other files and required attachments, please refer to **Form IA-2 (Program Accreditation Spreadsheet Instructions)**

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](mailto:accreditation@nemsma.org). If you have not yet applied for a RLEP ID #, please go to [www.nemsma.org/accreditation](http://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.**

Applications and all attachments must be submitted using the **link** provided during RLEP registration. If you cannot locate the link, or never received it, please email the Committee on Accreditation at [accreditation@NEMSMA.org](mailto:accreditation@NEMSMA.org).

Payment of required fees must be submitted separately via US Mail or overnight delivery  
(Please ensure that your RLEP ID # is marked clearly on all payments).

Payment submission information is provided below.

If payment will be made using a Purchase Order, or 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. 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 and review 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 Program Accreditation (**Form AA-3**)
- Completed Program Accreditation Review Spreadsheet (**Form AA-4**)
- Bibliography of Sources used in the development of the Program
- Current and proposed Program marketing materials
- Copies of Student and Instructor Evaluation Forms which will be used in the Program
- Copies of all other required attachments as outlined in these instructions and the Program Accreditation Spreadsheet Instructions (**Form IA-4**)
- Payment of all applicable Accreditation 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).

### **Application Date**

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

### **Application Type**

Identify whether this is a New or Renewal Application. If it is a Renewal Application, provide the Program Registration Number. The Program Registration Number is located on the Certificate of Accreditation received upon initial accreditation (or previous renewal).



## **Registered Leadership Education Provider Information**

**Organization Name** –Enter the legal name of the organization submitting the application.

**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 who have registered 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](mailto: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](http://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, city, state and zip code 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.”

**Organization 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. You may enter a P.O. Box here.

**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 with NEMSMA 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 program accreditation matters.

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

### **Application History**

**Previous Applications** – List all programs previously accredited for the RLEP by NEMSMA. Please include the name of the program and year of accreditation.

**Previous Denials** – List any program denials, include the date, program information and reason for the denial.

### **Program Information**

**Program Title** – Enter the Title – or name – of the Program.

**Program Description/Abstract** – Enter the Program Description or Abstract the organization uses/will use to market the Program. For example, the description which will appear in a course catalogue or on the RLEP’s website. Attach a separate page if necessary, and write “see attached Program Description/Abstract” in the space provided. Label the attachment “Program Description”.

### **Program Date(s) and Pre-existing Program**

**Program Date(s)** – Enter the first date the Program will be conducted following accreditation review. The start date entered should be not less than 45 days following the date of Program Application submission. (For example, if the Program Application will be submitted on April 1, the start date entered should be no earlier than May 15.)

If the Program is one day or less in length (i.e., all portions of the Program will be offered on the same date, enter the same date on both sides of the range. If the Program will span multiple days, even if there are breaks in between lesson dates, enter the first and last days the Program will be conducted.

If the Program will be offered more than one time in a 12-month period, but there is a break between Program offerings (i.e., the Program is offered twice each year, once in the Fall and once in the Spring), enter only the dates over which the first offering will be held (ex.: the Fall offering will be held September 9 – November 16) in the “Program Date(s)” field, and enter the subsequent Program date information in the “Repeat Program” section, below.

If the Program will be delivered through a Distributed Learning platform and is/will be available on-demand

throughout a 12-month period (*for example, through an LMS system*), enter the date range as follows:

- If the Program will not be made available until after accreditation review is completed, enter the anticipated launch/start date (*i.e., not earlier than 45 days following Program Application submission*), and December 31 of the applicable year as the end date of the range.
- If the Program is already available/being offered but accreditation is now being sought, enter a starting date not earlier than 45 days following Program Application submission.

**NOTE:** If the Program will be offered more than one time in a 12-month period or is an on-demand Distributed Learning Program, see “Repeat Program” below.

**Pre-existing Program** – Identify whether the Program is already in existence. This means that the Program has been offered in the past, and the RLEP is now seeking accreditation. If accreditation is awarded, the Accreditation certificate will include the date upon which Accreditation is effective. **NOTE:** Any instances of Programs offered/run prior to that date will NOT be accredited (*i.e., Accreditation is not awarded retroactively*).

### **Program Faculty**

Identify whether the Program will be conducted exclusively by RLEP faculty and/or through an RLEP-authorized training center. If not, describe who will deliver the educational content and how the RLEP plans to ensure that accredited Program content will be delivered consistent with NEMSMA Accreditation standards.

**NOTE:** *NEMSMA allows RLEPs to deliver accredited educational content through the use of RLEP-authorized training centers and/or authorized faculty, but RLEPs must have a comprehensive process in place to properly vet, educate, authorize and monitor instructors teaching NEMSMA-accredited 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 or that the faculty delivering the Program is qualified to present the Program content are not eligible for NEMSMA Accreditation. Documentation of the RLEP’s faculty vetting / training center authorization procedures must be provided to NEMSMA upon request.*

### **Program Delivery Model**

Select the type of delivery model which best describes how the RLEP plans to deliver the Program content. Mark all that apply.

**Fixed Location** – A place under the RLEP’s control, such as the RLEP’s place of business or other location where the RLEP regularly conducts educational programs (*e.g., the RLEP’s own training center, local community college which the RLEP is affiliated with, etc.*).

**Remote Location** – A location which is not under the control of the RLEP and is remote from the RLEP’s

place of business. (For example, the Program will be conducted at a hosted location in Maryland by a RLEP whose place of business is in Texas.)

**Note:** A Remote Location is where the Program instructor(s) is conducting the Program, not necessarily where the students/attendees are located. (For example, if a Program is conducted using live-streaming Distributed Education (Online) from the RLEP's place of business, just because the students are scattered throughout the country and watching/attending the Program online, does **not** mean the Program is being delivered at a Remote Location. In this example, the Program would be classified as "Live Program," "Distributed Education (Online)".)

**Live Program** – Both the instructor and students will participate in the Program in "real time." This may be by physical attendance at a Fixed or Remote Location or through an online Distributed Education platform.

**Distributed Education (Online)** – The Program will be conducted online, either in whole or in part, and whether live or on-demand.

**Distributed Education (Video)** – The Program will be conducted using pre-recorded video-taped lectures which are either offered online or by other distribution means (e.g., DVD).

**Distributed Education (Periodical(s))** – The Program consists of reading/reviewing literature/articles then taking a test/quiz based upon based upon the reading assignment.

**Hybrid Program** – The Program combines different delivery models. (For example, the Program is conducted Live at a Fixed Location with some students physically present at that location, but the Program is also live-streamed to students in other locations (home, office, work, Remote Location, etc.) via an internet or conferencing link, or the Program includes some Live classroom attendance and some Online components.)

**Other** – Any other type of Delivery Model not already covered. Please describe.

### Program Location

**Name of Venue** – If the Program will be offered in a specific location (i.e., outside EMS agency, community college, hotel ballroom, etc.), enter all the requested information about the venue. If the Program will be conducted at the RLEP's place of business, enter "**RLEP HQ**" on the Name of Venue line and leave the address information blank. If the will be offered in more than one (1) location, attach a separate page with the additional location information. If the location/venue is unknown at the time of application, write "Unknown at this time" in the "Name of Venue" line.

**Online Program** – If the Program will be conducted solely online using Distributed Learning, check the box and leave the Name of Venue and address information blank. If the Program will be conducted both at a specific location and online (i.e., a Hybrid Program), enter the applicable Venue information for the Live portion(s).



**Venue website** – If the Venue has its own website (separate from the RLEP’s website), enter the website information.

**Expected Attendance** – Enter the number of expected or anticipated Program registrants/attendees. If an exact number is unknown, enter a range or estimate. If there is a limitation or cap on number of attendees, enter the maximum number allowed.

### **Learning Environment**

Describe the Learning Environment and how the Program will be conducted in detail. For example, describe the classroom setting, seating configuration, access to facilities, breakout rooms (if applicable), A/V adjuncts, etc. If the Program will be conducted through Distributed Learning, describe any expectations or requirements for students to attend (*e.g., will students need a high-speed internet connection, camera, environment free from distractions, etc. to participate in the Program.*)

### **Repeat Program**

Identify if the Program will be conducted more than one (1) time in any 12-month period. If “Yes,” Repeat Program Fees will apply and must be included with the Program Accreditation Application at the time of submission.

**NOTE:** If it is anticipated that that the Program will be conducted more than one (1) time in any 12-month period, identify that now, even if no firm dates or official confirmation of subsequent offerings are known at the time of accreditation application.

If the Program will be repeated, identify whether additional Program offering date(s) are Known or Unknown at this time. If known, list all additional known Program date(s).

**NOTE:** If the RLEP intends to repeat the Program offering within a 12-month period, but additional Program dates are Unknown at the time of application and/or all anticipated Program dates are unknown, the RLEP is **must** notify the CoA by email not less than **30 days prior to** the Program start date that they will running an accredited Program again. Refer to the NEMSMA Committee on Accreditation Policies & Procedures for specific Repeat Program Notice Requirements.

If the RLEP does not anticipate conducting the Program more than once per year, identify whether the Program will be conducted at least one more time during the accreditation cycle (generally five (5) years). (*For example, the Program will be offered once every year starting in September of each year, or will be offered once every other year.*)

**NOTE:** Programs which are conducted more than once in each accreditation cycle, even if only offered once per year or less are still subject to Repeat Program Fees.



### **Program Prerequisites**

Enter all requested information.

### **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. Enter all requested information.

### **Verification of Attendance**

Identify whether the RLEP has a written attendance policy. If yes, a copy of the attendance policy must be included with the application.

Identify whether attendance at a minimum percentage of the Program is required, and if so, what that percentage is and whether it is tied to each individual lesson or the overall Program.

Regardless of whether the RLEP has a written attendance policy or not, describe your plan for verifying student attendance at each lesson, including (if applicable) verification of attendance for Distributed Learning participants.

### **Program Completion**

Describe the instrument used to identify successful Program completion. A copy of the Program completion instrument must be attached to this application.

### **Program Evaluation Process**

**Evaluation Forms** - Describe the evaluation instrument you will use to assess student and instructor evaluation of the Program, 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 attend the Program. 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 instructor evaluations will be used to improve future Accredited Leadership Education (ALE) activities.

### **Program Marketing Information**

Describe the marketing tools that will be used to promote the Program and NEMSMA Accreditation. Examples include email announcements; webpage content; print mailings; and, digital or printed advertisements, brochures, or flyers. *(Copies or images of all current or proposed marketing materials must be submitted along with the Accreditation Application.)*





**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.

### **Other Program Accreditation Information**

If the Program intends to or currently carries accreditation or recommends credit from the Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE), American College of Healthcare Executives (ACHE), American Council on Education (ACE) or similar organizations, identify which organization(s).

### **Competencies Mapping**

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*.

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*.

Identification of the applicable Pillar(s), Topic(s), Competency(s), and Competency Level(s) (i.e., Competencies Mapping) for each lesson or portion of the Program is required for all applications for Program accreditation.

Ensure that the Competencies Mapping required on **Form AA-4** has been completed and provide the name of the individual or group that completed the Competency Mapping.

### **Fee Calculation Worksheet**

**NOTE:** We strongly recommend completing **Form AA-4** 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.

***NEMSMA Strategic Partner / Platinum Sponsor*** – If the RLEP is a NEMSMA Strategic Partner or Platinum Sponsor, the Application Processing, Accreditation Review, and Repeat Program Fees are waived one time annually. Rush Processing Fees, if applicable, still apply. If this is the first Accreditation Application filed by a NEMSMA Strategic Partner or Platinum Sponsor 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 a NEMSMA Strategic Partner or Platinum Sponsor 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 ALE 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).

**Repeat Program Fee** – This one-time, required, flat fee enables the RLEP to offer an accredited program as many times and in or at as many locations as they desire throughout the duration of their annual registration period. The Repeat Program Fee applies to both live and distributed learning. Repeat Program Fees are NOT refundable and cannot be carried over to future years.

*For example: A Registered Leadership Education Provider 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). The Repeat Program Fee is required for accreditation to extend to all program locations/dates.*

The Repeat Program Fee allows the RLEP to offer distributed learning Leadership programs which are available on-line 24/7 to the RLEP's subscribers 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 Program must be registered in advance with NEMSMA in order for the RLEP to use the "NEMSMA-Accredited" seal on promotional materials, program 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** – Applies where the accreditation review requested is not in accordance with NEMSMA accreditation review timelines, specifically:

- 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 RLEP that the RLEP 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-3** and **AA-4**, **along with all required attachments**, 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](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 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, attach a copy of the 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.***

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Questions concerning the completion of this Form should be directed to: [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)**