



## Form IA-4: Accreditation Spreadsheet Instructions

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

Before beginning ANY work on your 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.

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).

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, please 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. 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/chronoforms5/?chronoform=NewsevenPillars>

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

- Completed Application for Program Accreditation (**Form AA-3**)
- Completed Program Accreditation 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 documents and attachments as outlined in these instructions and the Program 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 - 10)**

**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 Program** – Enter the title of the Program within which the educational content will be presented.

**Officer Level Requested** – Select from the drop down menu the Officer Level on which the majority of the lessons will focus. The Officer Level (i.e., overall level of Accreditation) sought must correspond to at least 75% of the overall Competency Levels within the application. For more information on determining Competency Levels, see “**Competency Level**” under “**Cell Descriptions**,” below.

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

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

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

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

**Accreditation Awarded?** – FOR NEMSMA CoA USE ONLY

**Officer Level Awarded** – FOR NEMSMA CoA USE ONLY

**Date of Accreditation** – FOR NEMSMA CoA USE ONLY

### **Program Information (Beginning with Line 12)**

**Step 1 – Program Information:** Fill in the following Program information: *ALE Requested, Lesson Number, Lesson Name, Lesson Description, Learning Objectives, Delivery Method, Instructional Materials, How Will Objectives Be Demonstrated, Lesson Length, Breaks, Break Duration, and Attachments.*

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

Each segment of the Program should appear on a separate line, even if the Program is very short in length.

The more specificity or information you provide about each lesson or segment of the Program, the better the chances of successful accreditation.

***Example #1:** A Program titled “How to Write Effective Media Releases” is one (1) hour in length. The Program segments include: “Introduction,” “What is a Media Release,” “Key Words and Catch Phrases,” etc. The title of the Program (“How to Write Effective Media Releases”) should appear on Line #5 (above). All information related to the segment titled “Introduction” should appear on Line #12, with the Lesson Name (“Introduction”) entered into cell 12D, Lesson Description (e.g. “Introduction of faculty, housekeeping remarks, and overview of class objectives.”) in cell 12E,*



*Learning Objectives in cell 12F, etc. All information related to the lesson titled “What is a Media Release” should appear on Line #13, etc.*

If the Program is comprised of a series of different lessons, chapters, or subjects, each lesson should be listed individually with all information pertaining to each individual lesson located on a single line of cells.

*Example #2: A Program titled “Managing a Crisis” is eight (8) hours long and is broken down into a series of lessons or chapters, including “Anticipating a Crisis” and “Creating a Crisis Management Plan.” The title of the Program (“Managing a Crisis”) should appear on Line #5 (above). All information related to the lesson titled “Anticipating a Crisis” should appear on Line #12, with the Lesson Name (“Anticipating a Crisis”) entered into cell 12D, Lesson Description (e.g. “A leader needs to remain alert to anticipating a crisis before it happens.”) in cell 12E, Learning Objectives in cell 12F, etc. All information related to the lesson titled “Creating a Crisis Management Plan” should appear on Line #13, etc.*

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

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

**Step 2 – Competencies Mapping:** Competencies Mapping is the process of identifying and cross-referencing Program 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 Program’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/?chronofom=NewsevenPillars>

Identify the applicable *Pillar(s)*, *Topic(s)*, *Competency Level(s)*, and *Competency(s)* for each lesson 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 first set of Competencies Mapping criteria from the drop-down lists on the same line as the rest of the session information. If a session “maps” to more than *Pillar*, *Topic*, *Competency Level*, and *Competency*, insert additional lines as necessary immediately below the main session line. To insert additional lines in Excel, 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 *Pillar*, *Topic*, *Competency Level*, and *Competency* tied to the session they relate to which should be located on the line(s) immediately above.

**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 lesson or chapter as necessary to achieve this.**



If a lesson, chapter, or subject does not map to the Competencies (*for example, in the segment "Introduction" in Example #1, above*), leave the *Pillar, Topic, Competency Level, and Competency* fields blank.

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 – Attachments:** Instructional materials must be submitted along with this Application. This includes, but is not limited to all PowerPoint slide decks, student workbooks, instructor guides, handouts, study materials, homework assignments, videos, and samples of tests and quizzes. Detailed instructions for identifying Attachments are provided in the "**Cell Descriptions**" section, below.

There is no need to submit commercially published textbooks. Please do not attempt to do so. If a textbook is commercially published, NEMSMA reviewers can locate it. Just be sure to provide the required identifying information in the Attachments field of **Form AA-4**.

If audio or video clips are used during the Program, only audio/video which contains substantive learning content not contained elsewhere in the Program materials must be included in the submission.

*Example #1: A Program uses a short video clip from the movie, "Saving Private Ryan" to illustrate a leadership concept in action, followed by a lecture and class discussion about the leadership principle(s) illustrated in the clip. If the content of the lecture (and the corresponding PowerPoint slide deck, student handout, and other course materials) which follows the clip sufficiently covers or re-iterates the principle(s), the video clip does not need to be submitted.*

*Example #2: A Program uses pre-recorded lectures on core substantive topics, followed by students being tested on or submitting writing assignments on the subject matter presented in the video lecture. In this case, the video would have to be submitted as part of the Accreditation application.*

If the video(s) is hosted on the RLEP's website or video channel, and a link can be provided, the link should be noted on Form **AA-4** as further discussed in the "**Cell Descriptions**" section, below. If the video(s) is embedded in the presentation and not hosted on a website or video channel, the video must be submitted by uploading it directly to the submission portal (see "**Step 5 – Application Submission**," below).

Use the following naming convention for each attachment:  
**[RLEP ID #]\_[Name of Program]\_[Attachment 1, 2, 3, etc.]**

**Audio files must be saved as .MP3 files**

**Video files must be saved as .MP4 files**

**PowerPoints must be saved as .PDF files with 1 slide per page**

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



**Step 4 – 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-4** 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-4 in any other format.

**Step 5 – 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 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):**

***ALE Awarded – FOR NEMSMA CoA USE ONLY***

***ALE Requested*** – Enter the number of ALEs that you are requesting for this individual lesson based upon the Lesson Length minus Breaks. 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 lessons ending in less than quarter-hour increments, round to the nearest 15-minute interval (*Ex: a 50 minute lesson should be rounded down to three-quarters of an hour and entered as 0.75; a 10 minute segment should be rounded up to one-quarter of an hour and entered as 0.25.*)

***Lesson Number*** – Enter the number or letter designation for this lesson within the overall course. (*Ex: “Chapter 1,” or simply “1”*)

***Lesson Name*** – Enter the title for this individual lesson. (*Ex: “Introduction,” “Anticipating a Crisis,” etc.*)

***Lesson Description*** – Enter a brief description for this individual lesson, focusing on the content that will map to the Pillars, and the specific Topic and Competency addressed. (*Ex: “A leader needs to remain alert to anticipating a crisis before it happens. Remaining alert involves receiving, understanding, and leveraging reports, communications, and briefings necessary to ...”*)

***Learning Objectives*** – Enter the learning objectives listed for this session. A minimum of three (3) Learning Objectives per hour of requested ALE 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 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 single cell.

***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 lesson maps.

*Example: A lesson 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 lesson falls.

*Example: A lesson 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 lesson falls.

*Example: A basic awareness lesson on stress tolerance in the workplace “maps” to “Supervising Officer” Level while a lesson 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 lesson. 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 lesson on managing stress in the workplace which focuses on resiliency “maps” to the “Personal Resiliency” Competency.*

**Delivery Method** – Briefly describe how this lesson will be taught. (For example, lecture, small group problem solving, live distributive learning, video-based delivery, etc.)

**Instructional Materials** – Enter the instructional materials that will support this lesson. (For example, textbook “Leadership on the Line,” PowerPoint slide deck, handouts, etc.). If video(s) is used as part of the instructional materials which contains substantive learning content not contained elsewhere in the Program materials, it should be noted.

**How Will Objectives Be Demonstrated** – Enter the method used to demonstrate successful student achievement of the Learning Objectives listed. (For example, written multiple choice exam, role play/simulation, individual or group project, etc.)

**Lesson Length** – Enter the total lesson duration in minutes and/or hours. (Ex: 60 minutes, 90 minutes, 1 hour 15 minutes.) Time may be entered in any format (Ex: “60 minutes,” “60 min,” “60m,” etc.), but must include minute/hour designation. If the lesson includes breaks, the lesson time entered should be the total lesson time consisting of a combination of both the actual lesson time plus the break(s). (Ex: a 3-hour lesson includes a 15-minute break. The time entered should be 3 hours, not 2 hours 45 minutes.)

**Breaks** – From the drop-down list, indicate “Yes” if breaks will be offered during this lesson or “No” if no break will occur during this individual lesson. If there will be a break following the end of a lesson, but prior to the start of a new one, select “No.”

**Break Duration** – If you indicated “Yes” for Breaks, please indicate the total allotted length of the break time occurring during the lesson. Time may be entered in any format (Ex: “10 minutes,” “10 min,” “10m,” etc.), but must include minute/hour designation.





**Attachments** – Enter the name(s) of the Instructional Material attachment(s) or link(s) associated with the lesson and the file type (for example: “Attachment 1 (PPT),” “Attachment 2 (handout),” “www.youtube.com/leadershipschool101/leadershipfordummies/chapter1 (video link),” etc.). If the Instructional Material includes video(s) hosted on the RLEP’s website or video channel, the link should be provided here. Please make sure to double-check all video links and insure that applicable permission settings are set to allow the NEMSMA accreditation reviewers access the video during their review. If audio or video is embedded in the lesson PowerPoint and not hosted on a website or video channel, the video should be identified as an attachment (ex: “Attachment 3 (video)”) and must be submitted by uploading the video directly to the submission portal (see “Step 5 – Application Submission,” above) as part of the application submission process. Be certain to identify on the PowerPoint which audio or video file goes with which lesson! **REMINDER: Audio files must be saved as .MP3 files; Video files must be saved as .MP4 files.** If the Instructional Material for the lesson includes a commercially published textbook, indicate the title of the textbook, author(s), publisher, and ISBN number, and “(textbook – not attached)”. The attachment number should correspond to the applicable file naming convention (for example: the Instructional Material identified as “Attachment 1 (PPT)” should correspond to the file saved as “[RLEP ID #]\_[Name of Program]\_[Attachment 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.

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Questions concerning these instructions or the completion of Form AA-4 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)**