



Form IA-5: RLEP Application Instructions

(For Form CA-1: Registered Leadership Education Provider
(RLEP) Application – online form)

All sections of the application must be filled out in their entirety. All information is required unless otherwise noted. Incomplete applications will not be accepted.

Registered Leadership Education Provider Information

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

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.”

Federal Employer Identification Number (EIN) – Enter the organization’s Employer Identification Number (EIN). An EIN is a nine-digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. If you are a sole proprietor, do NOT enter your Social Security Number. If you do not have an EIN, one can be obtained from the Internal Revenue Service at www.irs.gov.

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.

Continuous Operation – Enter the date (MM/DD/YYYY) since which the organization has been in continuous operation from.

Previously Used Name and/or Address – If the organization was previously operated under a different name and/or from a different address within the past ten (10) years, enter the applicable information.

Application Type (Select only one)

Initial – For first-time registration applicants only.

Renewal – For organizations which are currently Registered Leadership Education Providers and are renewing their registration prior to or not more than 90 days following the last day of the month of the initial registration anniversary date (e.g., if initial registration anniversary date is January 10, renewal must be received no later than April 30). Registered Leadership Education Providers with registrations expired beyond 90 days must apply for



Reinstatement (see below). *Note: Registration must be renewed annually along with the payment of all other applicable fees in order to maintain Registered Leadership Education Provider registration in good standing.*

Reinstatement – For organizations which failed to renew their Registered Leadership Education Provider registration within 90 days following the last day of the month of their initial registration anniversary date. *Note: In the event of a lapse of registration, any accredited course offerings will no longer be recognized as Accredited and the organization must re-register as a Registered Leadership Education Provider and resubmit their program offering(s) for re-accreditation, including the payment of all applicable accreditation fees.*

RLEP ID # - If the application is for Renewal or Reinstatement, enter the previously-assigned NEMSMA Registered Leadership Education Provider (RLEP) Identification Number. The RLEP ID # can be found on previous RLEP registration/renewal certificates. The RLEP ID # is different from program or conference accreditation registration numbers. DO NOT enter program or conference accreditation identification numbers. If you do not know your RLEP ID # or are having difficulty locating it, contact NEMSMA’s Committee on Accreditation at accreditation@nemsma.org.

Contact Information

Primary Contact – Enter the name and all contact information details requested for the organization’s primary point of contact for NEMSMA-related Registered Leadership Education Provider registration and accreditation matters.

Secondary Contact – Enter the name and all contact information details requested for the organization’s secondary point of contact for NEMSMA-related Registered Leadership Education Provider registration and accreditation matters. If there is no secondary point of contact, enter “N/A.”

Legal Nature of the Organization

Tax Status of Organization – Identify the type of legal tax status of the organization.

For-Profit – All organization types other than non-profit.

Non-Profit - An organization granted tax-exempt status by the Internal Revenue Service (IRS). Written notice of non-profit status granted by the IRS must be submitted to NEMSMA upon request.

Type of Legal Entity – Check the box which best describes the type of legal entity of the organization.

Corporation – Check this box for any type of corporation other than a personal service corporation.

Wholly-Owned Subsidiary – A wholly-owned subsidiary is a company whose stock is entirely owned by another company. The owner of a wholly-owned subsidiary is known as the parent company or holding company.

Partnership – A business organization of two or more people who pool some or all of their money, abilities, and skill in a business and divide profit and loss in predetermined proportions.



Sole Proprietor – A business or financial venture that is carried on by a single person and is not a corporation or limited liability company.

Personal Service Corporation (PC) – Check this box if the organization is a personal service corporation. Personal services include the performance of services in such fields as accounting, actuarial science, architecture, consulting, engineering, health (including veterinary services), law, and the performing arts.

Limited Liability Company (LLC) – An LLC is a business organized under the laws of a state or foreign country as a limited liability company.

General Partnership – A general partnership is an arrangement by which partners conducting a business jointly have unlimited liability, which means their personal assets are liable to the partnership's obligations.

Limited Partnership (LP) – A limited partnership (LP) exists when two or more partners unite to jointly conduct a business in which one or more of the partners is liable only to the extent of the amount of money that partner has invested.

Limited Liability Partnership (LLP) – A limited liability partnership (LLP) is a partnership in which some or all partners (depending on the jurisdiction) have limited liabilities.

Professional/Trade Association – A professional or trade association (also known as an industry trade group, business association, sector association or industry body) is an organization founded and funded by businesses that operate in a specific industry.

Other – If the type of legal entity of the organization is not listed, please identify.

Intended Educational Delivery Model

Identify all intended educational delivery models the organization engages in, provides or intends to provide at the time of application. Select all that apply. You must select a minimum of one.

Faculty Information

Authorized training centers are allowed by NEMSMA, but organizations must have a comprehensive process in place to properly vet, educate, authorize and monitor instructors teaching accredited Programs. Documentation of the vetting process for faculty conducting Programs through or at authorized training centers must be provided to NEMSMA upon request.

Organizational Background

If the answer to any of these questions is “YES,” please provide full details and supporting documentation (e.g. certified court copy with court seal affixed, complaint, answer, judgment, settlement, or disposition) to assist with NEMSMA’s review.



Fees

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

Checks should be made payable to: NEMSMA

ALL FEES ARE NON-REFUNDABLE

Application for Initial Registration – This one-time fee allows an organization to become designated as a NEMSMA “Registered Leadership Education Provider” or “RLEP.” Organizations must be registered with NEMSMA in order to apply for NEMSMA Accreditation of conference sessions, courses, workshops, or programs. *Note: Registration does not mean that educational offerings are automatically accredited.*

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

If you are applying to become a RLEP for the first time and are hosting a conference, do not check the “Application for Initial Registration” box, but instead check the “Conference Waiver (First Year Only)” box.

Application for Renewal of Registration – For organizations which are currently Registered Leadership Education Providers and are renewing their registration prior to or not more than 90 days following the last day of the month of their initial registration anniversary date (e.g., if the initial registration anniversary date is January 10, renewal must be received no later than April 30). Registered Leadership Education Providers with registrations expired beyond 90 days must apply for Reinstatement (see below). *Note: Registration must be renewed annually along with the payment of all applicable fees in order to maintain Registered Leadership Education Provider (RLEP) registration in good standing.*

Application for Reinstatement of Registration – For organizations which failed to renew their Registered Leadership Education Provider registration within 90 days following the last day of the month of their initial registration anniversary date. *Note: In the event of a lapse of registration, any accredited course offerings will no longer be recognized as Accredited and the organization must re-register as a Registered Leadership Education Provider and resubmit their course offering(s) for re-accreditation, including the payment of all applicable accreditation fees.*

NEMSMA Strategic Partner / Sponsor – Identify level of partnership/sponsorship. No Registration, Renewal, or Reinstatement fees are required for NEMSMA Partners and Sponsors.

Signature & Attestation

The application must be electronically signed by an authorized representative of the organization.



Payment

If paying by check, payment must be submitted separately to:

National EMS Management Association, Inc.
P.O. Box 472
Platte City, MO 64079

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**