



Application for Conference Session Accreditation NEMSMA FORM: AA-1	OFFICE USE ONLY	
	Form Received	
	Payment Received	\$
	<input type="checkbox"/> Fee Waiver	<input type="checkbox"/> First-time Applicant <input type="checkbox"/> Strategic Partner/Sponsor
	Payment: <input type="checkbox"/> CC <input type="checkbox"/> PO <input type="checkbox"/> Ck#	
Certificate Sent		

Application Date _____

Registered Leadership Education Provider Information

Organization Name					RLEP ID #	
Trade Name (if different)						
Primary Physical Address						
City		State		Zip		
Administrative Phone		Fax		E-Mail		
Organization Website						
Mailing Address	<input type="checkbox"/> Check if same as Physical Address					
Address						
City		State		Zip		
Is the organization a NEMSMA Strategic Partner, Sponsor or Development / Educational Partner? YES <input type="checkbox"/> NO <input type="checkbox"/>						
<input type="checkbox"/> Strategic Partner <input type="checkbox"/> Platinum <input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Development / Education Partner						
Has the organization name and/or addresses on record changed since initial registration or most recent renewal? YES <input type="checkbox"/> NO <input type="checkbox"/>						
If yes, provide the previously used name and/or address:						

Contact Information

Primary Contact				Title		
Address					Email	
City					Phone	
State		Zip		Mobile		
Secondary Contact				Title		
Address					Email	
City					Phone	
State		Zip		Mobile		

Application History

Has the RLEP previously applied for NEMSMA conference session accreditation? YES NO

If yes, list all previous applications (conference name, year):

Has the RLEP ever been denied leadership conference session accreditation by NEMSMA? YES NO

(Examples of denials include: Failure to submit all required documentation, failure to use required forms, failure to submit abstract/session descriptions and/or learning objectives, or failure to submit required fees.)

If yes, please explain:

Type of Conference

<input type="checkbox"/> Worldwide Conference	<input type="checkbox"/> State Conference	<input type="checkbox"/> Other (Please Describe):
<input type="checkbox"/> National Conference	<input type="checkbox"/> Local Conference	
<input type="checkbox"/> Regional Conference		

Event Date(s) _____ **To** _____

Event Location

Name of Venue						
Address						
City		State		Zip		
Conference website						
Expected Attendance						



Event Information

Description of Learning Environment and How Conference will be Conducted:

Are there any restrictions or prerequisites for students to attend the conference? YES NO

If yes, describe the knowledge, experience, level of training or prerequisites necessary for attendance:

Distributed Learning

Will the conference record any of the applied-for sessions? YES NO

If yes, how many sessions will be recorded? All Keynote and/or General Session(s) Only

Other (please describe):

Will recorded sessions be made available for listening or viewing by those not physically in attendance? YES NO

Will the conference offer live-streaming of any applied-for sessions? YES NO

If yes, how many sessions will be live-streamed? All Keynote and/or General Session(s) Only

Other (please describe):

If the conference will offer recording or live-streaming, will attendance registration be required to view/listen to the recording or live-streaming? YES NO

Verification of Attendance

Describe your plan for verifying attendance at each conference session (include verification for distributed learning participants, if applicable):

Conference Session Evaluation Process

Describe the evaluation instrument(s) you will use to assess student and presenter evaluation of conference sessions:

A copy of your evaluation instrument must be attached to this application.

Describe how information gained from student and presenter evaluations will be used to improve future Accredited Leadership Education (ALE) activities:

Event Marketing Information

Describe below how the conference will be marketed:

Describe how the RLEP intends to promote NEMSMA Accreditation:

Date by which RLEP intends to begin promoting NEMSMA Accreditation:



Conference Session Accreditation Information

Will this conference also carry accreditation or recommended 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? YES NO

If yes, identify which organization(s):

Completed Conference Session Accreditation Application Spreadsheet (Form AA-2) attached.

Has Competencies Mapping been performed by the RLEP? YES NO

If yes, provide the name of the individual or group which performed the Competencies Mapping:

[Application continues on next page]



Fee Calculation Worksheet

If this is the first time the RLEP has ever 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*).

If the RLEP is a NEMSMA Strategic Partner or Platinum Sponsor, the Application Processing, Accreditation Review, and Competencies Mapping Fees are waived. Rush Processing Fees, if applicable, still apply.

(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)

Accreditation Review Fees (*per contact hour*):

Total ALE Requested = 1 – 10 Hours = \$40/hour

Total ALE Requested = 11 – 74 Hours = \$25/hour

Maximum Total ALE Requested = ≥75 Hours = \$2,000 flat fee

Credit may be applied for in increments of 0.25 ALE

Fill in the information below to compute the fee:

1) Accreditation Application Processing Fee: **\$100.00**
(Required; Non-refundable)

2) ALE Accreditation Review Fee:

Total # ALE requested = _____

Total # ALE Hours requested = 1-10 hours x \$40 per Hour = \$ _____
OR

Total # ALE Hours requested = 11-74 hours x \$25 per Hour = \$ _____
OR

Total # ALE Hours requested ≥75 Hours = **\$2,000.00**

Total Accreditation Review Fee = \$ _____

3) Competencies Mapping Fee (*per contact hour*):

Optional; for conference sessions only:

Total # ALE hours requested = 1 – 74 ALE x \$5 per ALE = \$ _____
OR

Total # ALE hours requested ≥75 ALE = \$ _____

Total Competencies Mapping Fee = \$ _____



4) Rush Processing Fee: (if applicable) : **\$250.00**

NOTE: Rush accreditation processing is strongly discouraged

- <30 day turn-around, or
 Inside of 45 days from the conference start date

Total Rush Processing Fee = \$ _____

TOTAL ACCREDITATION FEES OWED: \$ _____

Payment is: included with this application will follow under separate cover
(RLEP ID # must be included on all payments submitted separately)

Form of Payment: Check Credit Card Purchase Order
(for payment by check or purchase order, see "Completed Form" section of attached instructions)

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

To Pay by Credit Card

Please charge my: VISA MasterCard American Express

Name of Organization: _____

RLEP ID #: _____

Card Number: _____

Card Holder's Name: _____

Billing Zip Code: _____ Expiration Date: _____

Amount to Charge: \$ _____

I authorize NEMSMA to charge the above amount.

Authorized Signature: _____ Date: _____

Contact Phone Number: _____



Signature & Attestation

The undersigned, authorized representative of this organization hereby attests to the following statements:

I have read our Application for Conference Session Accreditation, and affirm that all statements made herein or in any document attached hereto are accurate, complete, true and correct in every aspect.

During the application process and upon and following accreditation, the organization will abide by and support the following:

- The NEMSMA EMS Officer Competencies License;
- The NEMSMA Registered Leadership Education Provider Eligibility Requirements;
- The NEMSMA Standards for Accreditation; and
- The NEMSMA Accreditation policies, procedures and practices

By submitting this application, the organization gives NEMSMA and its Committee on Accreditation express permission to access and share this application, attachments, and related accreditation forms and documentation, including but not limited to the organization's own intellectual property or the intellectual property of third parties, submitted in connection with this application with NEMSMA's accreditation reviewers and support staff for the purpose of evaluating, determining and maintaining NEMSMA accreditation.

I understand that submission of this application and related accreditation forms, documentation, and fees does not, by itself, guarantee NEMSMA accreditation in whole or in part.

Following successful accreditation, the organization agrees it will notify NEMSMA in a timely manner of email and physical address changes, changes in organizational status, adverse actions by any state or federal agency or accreditation or licensure body, and that it will frequently check the NEMSMA website at <https://nemsma.org/> to obtain any modifications to the items listed in the paragraph above.

NAME OF REGISTERED LEADERSHIP EDUCATION PROVIDER

RLEP ID #

By: _____
signature

Name: _____
printed

Title: _____

Date: _____



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.

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.

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 payment will be made using a Purchase Order, or if you require an invoice, 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**