

November 27, 2017

Donald Babb, President
Citizens Memorial Hospital
EMT Paramedic Program
1500 N. Oakland Ave.
Bolivar, MO 65613

LETTER OF REVIEW

Re: Program Number 600874

Dear President Babb:

After assessment of the information in the Letter of Review Self Study Report (LSSR) including all other pertinent information, it is the determination of the CoAEMSP that the program has demonstrated satisfactory core information of the *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions* of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Accordingly, the Chair and Executive Director of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), have authorized issuing this Letter of Review (LoR), effective as of the above date, for the Paramedic educational program sponsored by Citizens Memorial Hospital.

Letter of Review is NOT a CAAHEP accreditation status, it is a status granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the CAAHEP accreditation *Standards*; however, it is NOT a guarantee of eventual accreditation.

Under the authority of this LoR, the Paramedic program graduates will meet the eligibility requirement of the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination related to “successfully completed a CAAHEP-accredited (or one that has a Letter of Review) Paramedic program.” All other NREMT requirements for admission to the Paramedic examination must be met by the individual.

In addition to maintaining on-going compliance with the CAAHEP Standards, the program must meet all administrative requirements specified in Appendix A of the CAAHEP *Standards and Guidelines*. One of those requirements is to “file all reports in a timely manner...in accordance with CoAEMSP policy” (A.3.f).

The date on which the next class will be admitted and the on-time graduation date for that class must be reported to CoAEMSP within fourteen (14) calendar days of receipt of this LoR. On-time graduation date refers to the date on which students would complete all the required courses of the program (i.e., all didactic, laboratory, clinical, and field internship) in the normal allotted time in the sequence published by the program.

A subsequent step in the “becoming accredited” process will be to prepare the Initial-accreditation Self Study Report (ISSR) and submit it to the CoAEMSP within 180 days following the graduation of the first class of students admitted after the date of this LoR (i.e. within 180 days following the on-time

graduation date reported to CoAEMSP).

If the ISSR is not satisfactory and/or administrative requirements are not met, the program will have thirty (30) days after the receipt of the CoAEMSP Executive Analysis (EA) to provide additional information to address the deficiencies; otherwise the LoR may be suspended or revoked. The LoR may also be suspended or revoked if the six (6) month submission deadline is not met. Other situations such as, but not limited to, failure to respond to requests from the Executive Office, failure to notify the Executive Office of changes, failure to make payments to maintain the LoR as well as failure to meet the CAAHEP *Standards*, can cause the LoR to be suspended or revoked .

When the CoAEMSP deems the ISSR is satisfactory, the Executive Office will schedule an on-site visit with the program as specified in the CoAEMSP policies and procedures.

Additionally, the Office of EMS (OEMS) in your state will be notified and kept apprised of the LoR status that your program holds. Any changes to the LoR status of your program, including suspension, revocation, or issues of non-compliance, will be communicated to your State OEMS as well as the NREMT. You **MUST** comply with all rules and regulations in your state to maintain your program in good standing as well as those with NREMT. The LoR status of your program will be posted in "real time" to the CAAHEP website for review and verification by prospective students, OEMS officials, NREMT, and the public.

The program director should contact John Corley with the NREMT to complete the required documentation to have the program official sponsor name listed on the NREMT website for students wishing to take the NREMT Paramedic examination.

The CoAEMSP has a specific policy and wording that a program must use to publish its CoAEMSP Letter of Review Status ([Policy](#) I.B.3). Please review the policy posted on our website at <http://coaemsp.org/LoR.htm>.

CoAEMSP commends you and your colleagues for your commitment to quality Paramedic education, as demonstrated by your participation in CAAHEP programmatic accreditation. Please do not hesitate to contact me if you have questions. **Email the date of the next entering class and on-time graduation date to: lynn@coaemsp.org within 14 calendar days of receipt of this letter.**

Sincerely,



George W. Hatch, Jr., EdD, LP, EMT-P
Executive Director

cc: Theron Becker, MMPA, BS-FPE, NRP, Dean
Theron Becker, MMPA, BS-FPE, NRP, Program Director
Tom Brazelton, MD, MPH, FAAP, CoAEMSP Chair
CAAHEP
NREMT
MO State EMS Director
MO State EMS Training Coordinator