



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-905	Page: 1	of: 2
Title: Accreditation Application and Self Study Processing		
Regulatory Authority: 12VAC5-31-1350		
Date of Issue: December 1, 2002	Effective Date: July 1, 2012	

- A. All initial Intermediate and Paramedic programs require accreditation prior to course approval by the Office of EMS. Accreditation may be issued for up to five (5) years. Certification programs beginning prior to accreditation will not be eligible for testing.
- B. Individuals, agencies, educational institutions or training centers interested in becoming accredited can find the requisite Institutional Self Study on the Office of EMS web site. This document contains necessary background information as well as the application and self study document.
- C. Specifics on developing, organizing and submission of the self study can be found in Policy **T-910**.
- D. The accreditation process will begin once three (3) copies of the Institutional Self Study have been received by OEMS.
 - 1. After the application and Self Study has been received it will be reviewed by OEMS staff for completeness. Should additional documentation be required, OEMS staff will request this from the applicant.
 - 2. Once the Self Study document meets the minimum requirements for submission, OEMS will assign a Site Team and forward a copy of the Self Study to the team for their review.
 - 3. The Site Team will review the Self Study document and work with program to correct deficiencies.
 - 4. The program will respond back to Site Team providing documentation for correcting deficiencies. Once the Site Team has received all requested documentation, they will update the Self Study document.
 - 5. When the Site Team has determined that the program warrants consideration for state accreditation, a site visit will be scheduled. For more on the composition of the site team, please see policy number **T-925**.

- E. Following the site visit, the Site Team will compile and issue a written report about the program. This report will include a recommendation, either for or against the program gaining a grant of accreditation. The report will be submitted to OEMS for review.
- F. Upon review of the accreditation analysis submitted to the Office by the Site Team, the Office will determine the suitability of the training site for "Program Site Accreditation" and notify the applicant in writing of the results with thirty (30) days.
 - 1. Depending on the outcome, a subsequent accreditation review/site visit may be conducted to review program outcomes, policies, procedures and documents.
- G. The Medical Direction Committee shall review any appeals by a program concerning the removal or denying of accreditation.