



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 925	Page: 1	of: 1
Title: Accreditation Site Review Time Line		
Regulatory Authority: 12VAC5-31-1380		
Date of Issue: January 1, 2005	Effective Date: July 1, 2012	

- A. The following timeline has been established to provide guidance to individuals/entities seeking programmatic accreditation.

TIME LINE SCHEDULE		
TASK	ANTICIPATED	ELAPSED TIME
OEMS receives, processes and acknowledges receipt of self-study.	7-10 days	7-10 days
Selection of Site Team members	7-10 days	2 weeks
Site Team members acknowledge receipt of self-study	1 week	2 weeks
Site Team reviews self-study and the Team leader forwards questions/concerns to the Program Director	4 weeks	6 weeks
Program Director responds back to Site Team Leader of their intentions to complete required areas of concern or withdraw from the application process (if required)	2 weeks	8 weeks
Site Team receives and reviews updates/corrections from the Program Director	2 weeks	2 weeks
Team Leader works in conjunction with the Office and the Program Director to establish date for site visit	8 weeks	10 weeks
Site Visit takes place	1 weeks	12 weeks
Site Team finalizes their report and makes recommendation to OEMS	1 weeks	12 weeks
OEMS reviews recommendation and makes the final decision on accreditation. Program Director is notified.	2 weeks	14 weeks

**The anticipated time line for these activities is twenty-two weeks (22) or approximately six months to complete the accreditation process.