



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 910	Page: 1	of: 2
Title: Self Study Development, Organization and Submission Requirements		
Regulatory Authority: 12 VAC 5-31-1350		
Date of Issue: January 1, 2005	Effective Date: July 1, 2012	

A. Self Study Development

1. Since the accreditation process from initial receipt of the self study to receiving a grant can take from three to six months, a realistic and detailed timetable for the organization and completion of the self study report should be developed. Although the exact organizational plan will vary from institution to institution, the following suggestions may be helpful:
 - a. Select an appropriate member of the staff to direct the preparation of the self-study.
 - b. Involve all members of the faculty, administration, governing board or council in the discussions of the self-study.
 - c. Establish subcommittees to prepare specific sections of the self-study.
 - d. Adopt a reasonable time schedule and enforce it.

B. Self Study Organization

1. The narrative should be prepared in clear and concise language and should respond to each of the questions asked. The format for the narrative report should be as follows:
 - a. The narrative should be contained in a 3-ring binder and all materials must be typewritten or prepared using a computer, collated, tabbed to divide the various sections.
 - b. Individual pages of the self-study **should not** be submitted in plastic page holders.
 - c. Required attachments and any exhibits should be included at the end of the narrative report and should be provided only if they are essential to the team's review and preparation prior to the visit.
 - d. Exhibits should be clearly marked and logically ordered.
 - e. The following information should be provided on the front cover and spine of the 3-ring binder and the binder of exhibits accompanying the disk: Site/School name, City, State.
2. Self Study Submission - Applicants should send three hard copies of the completed self-study (including exhibits) and one copy on CD-ROM or a flash drive:

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Office of Emergency Medical Services
1041 Technology Park Drive
Glen Allen, VA 23059

- C. The institution should keep at least one copy for the institution's files.
- D. The self-study document is reviewed for completeness upon receipt at Office of EMS. The Office will contact the site if the self study does not contain all of the required items.
- E. Please do not submit other applications or requests with the self-study.