



MDHHS-BETP EMS Education Program Site Visit Report

Name of Program:

Date of visit:

Level of program sponsorship:

Pre-Visit Items	Meets	Does Not Meet	Notes
Program Sponsor:			
Type: (Post-secondary school, high school, vocational school, proprietary school, adult education center, licensed life support agency, hospital or US Military)			
Sponsor Contact person other than representative or program director:			
Statement of sponsor's responsibilities:			
Action plan identifying how the sponsor will provide oversight of all EMS courses at all locations.			
Operational Policies:			
General liability policy covering students, faculty, ancillary staff, etc. Recommended at least \$1,000,000.			
Americans With Disabilities Act: (program also provides students with NREMT ADA policy, located on their website at www.nremt.org)			
Non-discrimination policy:			
Published sexual harassment policy:			
Record maintenance policy: (student records must be maintained minimum of seven years).			
Examples of evaluation tools:			
Admission criteria:			
Policy for records of students denied admission, as well as reason for denial, incident reports, counseling records, etc.:			
Procedure used to review test instruments:			
Syllabus/Course Announcements/Course Catalogs/Handbooks demonstrate "fairness in advertising".			
Evaluations of program by students for during each course and at the end of each course: (provide copy of evaluation).			
Written action plan documenting how the information from evaluations will be implemented:			
Advisory committee meeting at least annually (majority of committee should not be current faculty):			
Certificate of completion for courses. Sample must be enclosed.			
Financial support statement attached showing support of the course and that the program sponsor is financially responsible for the program.			
Verification of submission to local MCA regarding any upcoming courses.			
EMR/MFR and EMT Psychomotor Exam Assurance statement signed.			
Paramedic programs must have math and reading assessment testing and remediation resources available.			
Paramedic program may not begin a course until the letter of review from the CoAEMSP is received and in their file at MDHHS.			
If CAAHEP accredited, must submit copy of certificate.			
Program Director:			
Michigan licensed provider and Instructor Coordinator (copy of licenses and curriculum vitae):			
Written agreement between the program sponsor and the course coordinator, including job description and employment verification:			
Written job description outlining the responsibilities for this position:			
Written agreement that the program director will submit a course completion roster at the end of approved course, with students who have successfully completed			
Instructional Faculty:			
Copy of Michigan provider and IC license. If subject matter expert, must be shown on attached CV.			
Sponsor must provide an employment verification letter or contract with each instructor.			
Written job description outlining the responsibilities for this position:			
Physician Director: For EMT, AEMT and Paramedic programs.			
Formal affiliation letter between the program and the physician director with written description of expectations.			
Copy of Michigan MD or DO license.			
Current curriculum vitae.			
Provides verification of clinical experience and current expertise in emergency medical care.			

This site visit report is a preliminary report and is not a final approval for this program. Once all records are reviewed for completeness and accuracy, you will hear from MDHHS-BETP regarding the approval of your program.

Site Visit Report (Updated 09/2020)