




<b>Bureau of EMS, Trauma &amp; Preparedness Division of EMS &amp; Trauma Policies &amp; Procedures</b>		<b>EMS EMS-301</b>
<b>Subject:</b> EMS Initial Education Programs: Application Process		
<b>Supersedes #:</b> N/A	<b>Previous Date:</b> N/A	<b>Pages:</b> 2
<b>Approved by:</b> 		<b>Date:</b> 11/19/19

**PURPOSE:**

To define the approval process for EMS Education Programs.

**POLICY:**

All EMS Initial Education Programs held in the State of Michigan must be approved through the Division of EMS and Trauma (DET). Applications for approval must be submitted at least 60 days prior to the proposed course start date (new program) or program expiration date (re-approval). The application will not be considered complete until all required criteria has been submitted and reviewed.

If the education program fails to meet the 60-day deadline or submits an incomplete application, it could result in a lapse of the program approval or a delay in beginning a proposed course. No courses may be held until the program has met all required criteria, has had a site visit, and has been approved by the DET.

A site visit will not be scheduled until the application is complete.

**PROCEDURE:**

1. Programs must complete the "[Application and Re-Approval Application for Initial Education Program Sponsor](#)" in its entirety, including all required attachments for:
  - a. Current Commission of Accreditation of Allied Health Education Programs (CAAHEP)
  - b. If applying for a paramedic level program, either a CoAEMSP Communication for Accreditation or Letter of Review
  - c. Program Sponsor
  - d. Program Director

- e. Instructional Faculty
  - f. Physician Director (for EMT and higher levels)
  - g. Advisory Committee
  - h. Financial Resources
  - i. Facility Requirements
  - j. Operational Policies
  - k. Program Evaluation
  - l. Clinical Resources
  - m. Program Syllabus & Student Policies
  - n. Course Certificate
  - o. Operational Policies and Procedures
  - p. Program Evaluation Tools
  - q. Course Schedules
  - r. Signature Page
2. All completed applications and required criteria must be submitted to [MDHHS-EMSED@michigan.gov](mailto:MDHHS-EMSED@michigan.gov)
  3. Applications will be reviewed by the DET within 15 calendar days of receipt, and the education program will be notified if the application is incomplete.
  4. Once the application is complete, a site visit will be scheduled and conducted by the DET EMS Regional Coordinator within 21 calendar days of receiving the completed application.
    - a. Note: Site visits will not be scheduled until an application is complete
  5. Programs will receive correspondence from the DET Education Coordinator, regarding application status, within 7 calendar days from the date of the site visit.