



Committee on Accreditation
of Educational Programs for the EMS Professions

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November 7, 2013

LETTER OF REVIEW

B. Kaye Walter, PhD, President
Bergen Community College
EMT – Paramedic Program
400 Paramus Road
Paramus, NJ 07652

Re: Program Number: 600724

Dear Dr. Walter:

After assessment of the core information of the Letter of Review Self Study Report (LSSR) including all other pertinent information, the Chairman and Executive Director of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), have authorized issuing this Letter of Review (LoR) for the Paramedic educational program at **Bergen Community College** effective as of the above date.

It is the determination of the CoAEMSP that the program has demonstrated satisfactory core information of the *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions* of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The CoAEMSP Letter of Review is **NOT** a CAAHEP accreditation status and is not a guarantee of eventual accreditation. An Executive Analysis (EA) for an LSSR will **not** be issued.

Under the authority of this LoR, the Paramedic program graduates will meet the eligibility requirement of the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination related to "graduation from a CAAHEP accredited Paramedic program". All other NREMT requirements for admission to the Paramedic examination must be met by the individual.

In addition to maintaining on-going compliance with the Standards, the program must meet all administrative requirements specified in Appendix A of the *Standards and Guidelines*. One of those requirements is to "file all reports in a timely manner...in accordance with CoAEMSP policy" (A.3.f). As long as the program remains active as an LoR program, the required Annual Report will be due **on or no later than April 1, starting in 2014 and each subsequent April 1 until the program receives accreditation or the LoR is revoked**. Accordingly, accredited programs must electronically file an Annual Report each year due on or before December 1. The Executive Office will be contacting the program to provide the specifics of setting up, completing, and submitting the Annual Report.

The date on which the next class will be admitted and the on-time graduation date for that class must be reported to CoAEMSP within fourteen (14) calendar days of receipt of this LoR.

Since a complete Initial Self Study Report (ISSR) was not submitted originally, then a subsequent step in the "becoming accredited" process will be to prepare the complete ISSR and submit it to the CoAEMSP within 180 days following the graduation of the first class of students admitted after the date of this LoR.

When the ISSR is submitted and the CoAEMSP deems the ISSR is satisfactory, the Executive Office will schedule an on-site visit with the program as specified in the CoAEMSP policies and procedures.

If the complete ISSR is not satisfactory, the program will have thirty (30) days after the receipt of the Executive Analysis (EA) to provide additional information to address the deficiencies, otherwise the LoR may be revoked. The LoR may also be revoked if the six (6) month submission deadline is not met. Other situations such as, but not limited to, failure to respond to requests from the Executive Office, failure to make payments to maintain the LoR as well as failure to meet the Standards, can cause the LoR to be revoked immediately.

Additionally, the Office of EMS (OEMS) in your state will be notified and kept apprised of the LoR status that your program holds. Any changes to the LoR status of your program, including revocation or issues of non-compliance, will be communicated to your State OEMS as well as the NREMT. You **MUST** comply with all rules and regulations in your state to maintain your program in good standing as well as those with NREMT. The LoR status of your program will be posted in "real time" to the CAAHEP website for review and verification by prospective students, OEMS officials, NREMT, and the public.

CoAEMSP commends you and your colleagues for your commitment to quality Paramedic education, as demonstrated by your participation in CAAHEP programmatic accreditation. Please do not hesitate to contact me, if you have any questions. **Email the date of the next entering class and on-time graduation date to: lynn@coaemsp.org within 14 calendar days of receipt of this letter.**

EXPIRATION DATE:

Sincerely,



George W. Hatch, Jr., EdD, LP, EMT-P
Executive Director

cc: Susan Barnard, EdD, Dean
Jennifer McCarthy, MAS, MICP, Program Director
Douglas K. York, NREMT-P, PS, CoAEMSP Chair
CAAHEP
NREMT
NJ State EMS Director
NJ State EMS Training Coordinator