

EMS ACADEMY COURSE APPROVAL PROCESS

I. Introduction

This University of New Mexico EMS Academy Course Approval Process (hereafter “CAP Process”) outlines for external agencies, communities, personnel or UNM EMS Instructor Coordinators affiliated with the EMS Academy Programs, the process the EMS Academy follows to approve or deny a requested course.

II. Course Request Review

Courses that may be requested are: First Responder (EMR), EMT-Basic (EMT), EMT-Intermediate (AEMT), Transition Courses and Continuing Education Packages. The request is initiated at the time EMS Academy receives a fully completed “Course Request Form”. Courses request must be submitted a minimum of 45 calendar days in advance for non-credit courses. Courses request must be submitted a semester in advance, in line with the UNM scheduling office deadlines for courses offered for credit at UNM or another academic institution; deadlines are the 1st week of the preceding October for Spring Semester, the 1st week of the preceding December for Summer Semester and the last week of the preceding February for Fall semester.

In reviewing the course request, the EMS Academy will consider all of the following but is not limited to: expressed need for the course, course accessibility, financial feasibility to student and institution, minimum and maximum course enrollment numbers, clinical resource availability, adherence to required courses standards (institutional, state, national), instructor qualifications, instructor performance and professionalism, adherence to institutional policies and instructional resource availability. If during the review or coordination process it is determined that the course cannot be approved, the review process will cease and the course will be denied. The requesting party will be provided with reason for the denial of the course.

III. Appeal to the Department Chair of Emergency Medicine of a Denied Course

The requesting party may appeal the decision of the EMS Academy to the Department Chair of Emergency Medicine or the Chair’s designee by submitting a written appeal to the Department Chair of Emergency Medicine within (7) calendar days of the issuance of EMS Academy’s decision. Failure to submit a timely appeal constitutes the requesting party’s waiver of their right to appeal the decision of the EMS Academy, which shall therefore be final.



Should the requesting party appeal the EMS Academy's decision, the Department Chair or their designee may, in their sole discretion, review the request and the grounds for the course denial. While considering the appeal the Department Chair or designee shall not overrules matters of NMAC, NM Joint Organization on EMS Education, National Education Standards and institutional policy and procedure. After considering all information they deem relevant or pertinent to the matter, the Department Chair or their designee shall issue a written decision either granting or denying the appeal within (7) days unless not reasonably practicable under the circumstances. The Department Chair's or their designee's decision shall be final.

IV. General Provisions

For good cause, the time limits provided herein can be extended. Good cause includes, but is not limited to, the fact that a deadline falls during school holidays, vacations or summer session if parties or decision makers are absent. Any such time extensions will be communicated in writing to all interested parties and the decision will be made thereafter as expeditiously as possible.

The University of New Mexico EMS Academy reserves the right to make changes to this procedure as it deems necessary. Any changes hereto will be prospectively applicable to all EMS Course Requests.