



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
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TO: Program Directors, Department-Accredited EMS Training Institutions

FROM: Deborah Allwes, BS, BSN, MPH, Director
Bureau of Health Care Safety and Quality

DATE: May 29, 2014

RE: Deadlines and Fees for Renewal of Accreditation

Deadlines for renewal: Under 105 CMR 170.946 (E), the term of accreditation as an EMT training institution is three years, and in order to renew accreditation, a complete renewal of accreditation application and fee must be filed with the Department **six months** prior to the expiration of accreditation. It is critical for accredited training institutions to meet this requirement, to ensure continuity of accreditation for their students, since under 105 CMR 170.945, only Department-accredited training institutions are authorized to provide initial training programs for EMS personnel. Once your training institution's accreditation lapses, you cannot hold any initial EMT training courses.

Therefore, please be advised, that beginning July 1, 2014, the Department will be no longer issue course registration numbers to accredited training institutions that have not renewed their accreditation in accordance with the regulatory requirements. Effective immediately, no training institution that has allowed its accreditation to actually lapse, so that it is now past its expiration date, will be issued new course registration numbers, until its accreditation renewal application and fee has been received and approved by the Department.

Fees: With the promulgation of the updated EMS System regulations, effective March 28, 2014, there has been a change to the fee for Department accreditation. Under 105 CMR 170.950(H), training institutions are required to pay a single \$1,500 fee for the full three-year term of their accreditation at the time they apply for accreditation or renewal of accreditation, not an annual fee of \$500 for each of the three years, as was previously the case. The Department will begin implementing the new fee structure as of January 1, 2015. For accredited training institutions that have already partially paid for their current accreditation cycle under the old fee structure (i.e., either \$500 or \$1,000), the Department will issue an invoice for the remaining amount up to the \$1,500, and payment is due by January 1, 2015.

For further information, contact Patricia Reilly, RN, Clinical Coordinator at patricia.reilly@state.ma.us.