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Committee on Accreditation

of Educational Programs for the EMS Professions

What is a Realistic Deadline to Write and Complete the ISSR?

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How long should a program expect to take to write the first ISSR? When I began the journey to our first accreditation I did not have a clear expectation of how long it should take. I thought I could have it finished in about 3-4 months. As I went through all the steps I learned that my expectation was greatly underestimated. It took me a little over 2 years to complete and have it ready to submit.

My suggestion to anyone who has started or who is about to start their first self-study, is to set a realistic timeline for yourself and stick to it. I found that it is easier to break the process into steps and work on the steps one at a time until you have finished, then move on to the next.

Phase one should include downloading and organizing all the documents and templates you will need to complete. Keep all the information in a binder for easy reference later. Read through all the material slowly and carefully as this will help you set your timeline and help you stay on track.

Phase two will include setting up a meeting with all the departments who will be involved in this process. You will need to let everyone know what is expected of them and what information they will need to help you assemble for the self-study. You may need to set up individual meetings with the dean, vice president and the president of the school to let them know what you are planning and what assistance you will need from them. Depending on how your organization is set up you may need to meet the finance committee to get the funding approved. This process is the hardest to plan for, depending on the schedules of these department heads.

After you have all the necessary information assembled in one place you are ready to sit down and write your self-study. Give yourself enough time to thoroughly evaluate each question on the study and answer in as much detail as possible, as this will help on the site visit.

After you have completed the first draft of the document schedule a meeting with the dean and him/her proofread the study. After you have made any revisions to the documents have another person read through and make any final revisions.

The next step is to let the school know you are ready to submit the document and allow them to

proofread and approve it. You will need the college president's signature on the final draft before it is submitted.

This timeline may or may not work for everyone, but I hope it will be of some value as you begin your journey to being accredited.

GOOD Luck!

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