Expectations for FEM Partnership Agreement

Requirements in the FEM Standards related to partnerships:

- Partnership must include a college or university located in the U.S. or its territories, accredited to offer a graduate degree by a U.S. regional institutional accrediting body for higher education and in good standing with that accrediting body. (RE 1.1)
- Must be a formal written agreement to sponsor a single program. (RE 1.1.a)
- An organization chart must clearly show the relationship of the graduate degree program to other programs/services offered by the sponsoring organizations and the relationship among the sponsoring organizations. (RE 1.1.b)
- Partnerships must document the responsibilities of and resources provided by each partnership organization. (RE 1.2.a.1)
- Program Director must be a full-time employee of the sponsoring organization (or one or more of the sponsoring partnership organizations. (RE 1.4.b.3)
- In a partnership, one individual must serve as program director and have primary responsibility for the program and communication with ACEND. (RE 1.4.b.5)

Guidance for programs about the partnership agreement:

The partnership agreement must be detailed in a memorandum of understanding (MOU). At a minimum the MOU must:

- Be a written agreement to sponsor a future education model program signed by program director and administrators with authority to sign for each collaborating organization.
- Identify the program name and official address
- Indicate all collaborating organizations, one of which must be a regionally accredited college or university and indicate which organization is the lead sponsor
- Detail the responsibilities of each collaborating organization (i.e. who provides program director; instructors for courses and preceptors for experiential learning; who confers degree; who provides the verification statement; who holds which documents)
- Detail the resources provided by each collaborating organization (i.e. administrative/clerical support, IT support, facilities, student support services)
- Detail the percent of time spent with the students at each organization (note: at a minimum, 75% of the students’ time, or credit hours, must be at the college or university)
- Detail the financial management arrangement (i.e. fees/tuition paid by students to each collaborating organization for time/credit hours spent at each organization; financial resources/obligations of each collaborating organization)
- Describe what happens to students, if partnership is dissolved
- Describe how program will be identified and marketed

Additional Considerations:

- At least 75% of the credits (or time spent with students) must be offered by the university/college
• University/college must confer the degree
• Financial agreement must be established to separate student tuition between the university/college and the tuition collected by the organization that is not accredited to offer a degree by a U.S. regional institutional accrediting body for higher education

If one of the collaborating organizations is a business entity or publicly or privately held corporation* and DOES NOT currently house a program that is accredited by ACEND:
• The demonstration program must be housed within the collaborating educational institution, i.e., the university or college

*Definition of Business Entities or Publicly or Privately Held Corporations
These are business entities or publicly or privately held corporations without oversight by one of the regulatory bodies:

• Hospitals accredited by The Joint Commission, Det Norske Veritas (DNV), Healthcare Facilities Accreditation Program (HFAP) or other approved national accreditation organization.
• Facilities for individuals with developmental disabilities that are accredited by the Council on Quality and Leadership in Support for People with Disabilities or by The Joint Commission, DNV, HFAP or other approved national accreditation organization.
• Other health-care-related facilities that are licensed by an agency of the state in which it is located or accredited by The Joint Commission, DNV, HFAP or other approved national accreditation organization.