



2206 Highland Ave. Morton PA
19070
(233) 666-5952
Email: linda@coa-ndt.org
Website: www.coa-ndt.org

Sponsored by:

ASET

AAN

ACNS

ASNM

SUBSTANTIVE CHANGE

Instructions: This form is to be used when the program is notifying CoA-NDT about a Substantive Change in accordance with Standard V.E:

V.E. Substantive Change

The sponsor must report substantive change(s) as described in Appendix A to CAAHEP/CoA-NDT in a timely manner. Additional substantive changes to be reported to CoA-NDT within the time limits prescribed include:

1. changes in the curriculum that result in a change of 10% or more of the program credits;
2. converting a seated program to a distance program, or a distance program to a seated program;
3. changes in the degree or certificate awarded;
4. changes in the ownership or control of the sponsoring institution;
5. changes in the organizational structure or mission of the college or hospital, including changes in other departments (e.g., general education) that have an impact on the program.

Sponsoring Institution:

Program Director:

Add-on(s) impacted by the substantive change:

Planned implementation date:

How will the students be notified about the change?

Which of the following substantive changes is being reported?

- Change in Personnel (Chief Executive Officer, Dean of Health Professions or equivalent, or required program personnel)

Complete the [Online Personnel Change Form](#)

- Transfer of Sponsorship
Complete the *Transfer of Sponsorship Form*

- Adverse decision affecting the institutional accreditation by recognized institutional accrediting agencies and/or state agencies (or their equivalent).
Submit a copy of the notification from the appropriate agency to the Executive Director of CAAHEP and to the CoA-NDT (linda@coa-ndt.org)
- The institution's legal status or form of control
Submit a copy of the notification from the appropriate agency to the Executive Director of CAAHEP and to the CoA-NDT (linda@coa-ndt.org)
- Changes in the degree or credential awarded by the program.
Submit a copy of the notification from the appropriate agency to the Executive Director of CAAHEP and to the CoA-NDT (linda@coa-ndt.org)
- Converting the program from clock hours to credit hours or vice versa
Complete Appendix A and submit copies of all new syllabi.
- The addition or deletion of courses that represent a change of 10% or more of the program credits/clock hours.
Complete Appendix A and submit copies of all new syllabi.
- The program has been converted from a seated program to a distance program, or a distance program to a seated program.
Complete Appendix A and submit copies of all new syllabi.
- Changes in the organizational structure or mission of the college or hospital, including changes in other departments (e.g., general education), if these will have an impact on the program
Describe the impact of these changes on the program, if any:

APPENDIX A

1. Describe the changes in the program, including the rationale for these changes.
2. Complete the Curriculum Revision Table at the end of this document.
3. Download and complete the appropriate Appendix I for the [base EEG](#) or [IONM](#) program, or an add-on(s) impacted by the curriculum change.
4. Complete [Appendix G, Program Course Requirements Table](#).
5. Contact the CoA-NDT office (linda@coa-ndt.org) and request a secure Dropbox folder where you will upload the Substantive Change Form and supporting documents for curriculum changes.

