



Joint Review Committee on Education in Radiologic Technology
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NOTIFICATION OF SUBSTANTIVE CHANGE FORM 108

Mail original notification to the JRCERT and include a \$250 substantive change fee.
Maintain a copy for your program file.

Sponsoring Institution _____

JRCERT Program Number _____

Program Type:

- Radiography
- Radiation Therapy
- Medical Dosimetry
- Magnetic Resonance

Indicate the substantive change the program has implemented or intends to implement. Check all that apply.

- 1. Change in the legal status, form of control or ownership of the sponsor or program.

Former owner: _____

Current owner: _____

Submit: Narrative and exhibits as necessary to assure ongoing compliance with the standards, paying particular attention to program faculty, curriculum, and program operations.

- 2. Change in the established mission or objectives of the sponsor or program. (Please note this does not refer to routine, periodic revision of established mission statement and objectives.)

Submit: Contact the office for guidance in submission of appropriate documentation.

- 3. Change in the established curriculum of the program. Check all applicable options below and provide a narrative as indicated.

- Describe the curriculum change/revision and provide a rationale for the change.
- Indicate if the new curriculum impacts the mission, goals and learning outcomes of the program.
- Verify that the new curriculum meets ASRT/AAMD/AEIRS established criteria by submitting an updated Curriculum Grid (available at www.jrcert.org under Accreditation Forms and Checklists).
- Submit an outline of the former curriculum and an outline of revised curriculum noting changes.

- Change from clock hours to credit hours or credit hours to clock hours.

- Addition/deletion of more than 10% of existing clock hours.

- Addition/deletion of more than two (2) courses.
- Addition of courses at a degree or credential level above that included in the program's current accreditation. (Contact the office for guidance in submission of appropriate documentation.)
- Addition of an alternative learning option.

Check all applicable options below and provide a narrative as indicated. For all options, include the following:

- Submit program publications that include a description of the alternative learning option(s),
- A narrative, with exhibits, to assure ongoing compliance with the Standards.
- A narrative to assure that educational experiences and outcomes are equitable and consistent with those gained through traditional methods.
- Effective date of change.

- Distance or hybrid delivery of four (4) or more radiologic science didactic courses (excludes the general education component of the curriculum)
- Evening track
- Part-time track
- Weekend track

4. Change in terminal award provided by the program.

- Addition of terminal award (specify): _____
Number of months for degree: _____

Submit: Outline of former curriculum; outline of revised curriculum; rationale for change.

- Deletion of terminal award (specify): _____
Submit: No supporting documentation required.

- Change in terminal award from (specify): _____
to (specify): _____

Submit: Outline of former curriculum; outline of revised curriculum; rationale for change; completed curriculum grid (available at www.jrcert.org under Accreditation Forms and Checklists).

5. Addition/deletion of more than eight (8) weeks of program length.
Changed from _____ months to _____ months.

Submit: Outline of former curriculum; outline of revised curriculum; rationale for change; completed curriculum grid (available at www.jrcert.org under Accreditation Forms and Checklists).

6. Transfer of Sponsorship.

Submit: Form 300 (available at www.jrcert.org under Accreditation Forms and Checklists).