



NOTIFICATION OF SUBSTANTIVE CHANGE

FORM 108

I. General Information	
Program Name	
JRCERT Program Number	
Type of Program	<input type="checkbox"/> Radiography <input type="checkbox"/> Radiation Therapy <input type="checkbox"/> Magnetic Resonance <input type="checkbox"/> Medical Dosimetry
Intended Implementation Date	

ALL Substantive Changes **MUST** have JRCERT approval **PRIOR** to implementation.

Programs must submit the applicable substantive change fee prior to Board consideration. Click [here](#) for the current fee schedule.

Indicate the Substantive Change(s) the program intends to implement. Check ALL that apply.

<input type="checkbox"/> II. Change in the legal status, form of control, or ownership of the sponsor or program.	
Current Owner	
Future Owner	
<u>Submit:</u> Narrative and exhibits as necessary to assure ongoing compliance with the Standards, paying particular attention to program faculty, curriculum, and program operations (Objectives 2.1, 2.2, 2.4 (if applicable), 3.1, 3.3, 4.1, 4.2, 4.4, and 4.9 (if applicable)).	

<input type="checkbox"/> III. 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).
<u>Submit:</u> Narrative that describes the rationale for changing the established mission and/or objectives of the sponsor or program. Provide exhibits that reflect the new mission and/or objectives of the sponsor.

IV. Change in the established curriculum structure.

Check all applicable options below and provide a narrative as indicated. For all options,

- 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.
- **Submit:** an outline of the former curriculum and an outline of the revised curriculum noting changes.

Addition and/or deletion of more than two (2) courses.

Consistent with Policy 11.405, Procedure 11.405H, the JRCERT will initiate the continuing accreditation process which includes submission of a self-study report and an onsite review (see JRCERT Policy 11.600) if the program implements any change that represents an aggregate change of 25% or more of courses or program length.

Addition of programs that represent a significant departure from the existing offerings of the educational program or method of delivery from those that were offered when the JRCERT last evaluated the program, including but not limited to the following alternative learning options (check all that apply).

Distance or hybrid delivery of four (4) or more radiologic science didactic courses (excludes the general education component of the curriculum)

The total number of distance or hybrid professional courses is

The total number of didactic professional courses is

This change represents % of the professional curriculum

Consistent with Policy 11.405, Procedure 11.405H, the JRCERT will initiate the continuing accreditation process which includes submission of a self-study report and an onsite review (see JRCERT Policy 11.600) if the program transitions to 50% of its radiologic science or medical dosimetry didactic courses or 50% of the program to distance delivery.

Is the program going to broadcast distance education (DE) across state lines? Yes No

*If yes, please **submit** documentation that the sponsoring institution participates in The National Council for State Authorization Reciprocity Agreements (NC-SARA) or documentation that the program has been granted state approval to broadcast DE in the state in which the student is located.*

Distance delivery of more than 50% of total clinical clock hours (medical dosimetry only)

Evening track

Part-time track

Weekend track

- For addition of distance delivery, **submit** the [Distance Education Report](#).
- For addition of all other alternative learning options, **submit** the [Alternative Learning Options Report](#).
- For all options, **submit** program publications that include a description of the alternative learning option(s).

	Addition or deletion of more than 10% of existing clock hours
<p><i>**Consistent with Policy 11.405, Procedure 11.405H, the JRCERT will initiate the continuing accreditation process which includes submission of a self-study report and an onsite review (see JRCERT Policy 11.600) if the program implements any change that represents an aggregate change of 25% or more of courses or program length.**</i></p>	
	Addition or deletion of more than eight (8) weeks of program length
<p>Changed from months to months</p> <p><i>**Consistent with Policy 11.405, Procedure 11.405H, the JRCERT will initiate the continuing accreditation process which includes submission of a self-study report and an onsite review (see JRCERT Policy 11.600) if the program implements any change that represents an aggregate change of 25% or more of courses or program length.**</i></p>	
	Change from clock hours to credit hours or credit hours to clock hours.
	Any change from semester, trimester, or quarters.

<input type="checkbox"/> IV. Change in program award.	
<p>Check all applicable options below and provide a narrative as indicated. For all options,</p> <ul style="list-style-type: none"> 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. 	
	Addition of a degree or credential level different from that included in the program's current accreditation.
<p>Newly added degree/credential level (specify):</p> <p>Number of months for completion of new degree/credential level:</p> <p><u>Submit:</u> Outline of former curriculum, outline of revised curriculum, rationale for change.</p>	

	Change in the terminal award provided by the program
<p><input type="checkbox"/> Change in terminal award from (specify):</p> <p>to (specify):</p> <p>Submit: Outline of former curriculum, outline of revised curriculum, rationale for change, and completed curriculum analysis grid (available at www.jrcert.org under Program Directors & Faculty/Program Forms).</p> <p>OR</p> <p><input type="checkbox"/> Deletion of terminal award (specify):</p> <p>Submit: Narrative that describes the rationale for deletion of the terminal award.</p>	
	Addition of a graduate program by an institution that previously offered only undergraduate programs or certificates
<p>Submit: Outline of former curriculum, outline of revised curriculum, rationale for change, and completed curriculum analysis grid (available at www.jrcert.org under Program Directors & Faculty/Program Forms).</p>	