



GOOD CAUSE EXTENSION REQUEST FORM

The JRCERT limits the response time for sponsors and programs to comply with the relevant accreditation standards by establishing the following maximum timeframe for compliance, as outlined in Policy 11.400, Procedure 11.403A:

Eighteen (18) months from the date of notice of non-compliance if the program is at least one (1) year but less than two (2) years in length

Thirty-six (36) months from the date of notice of non-compliance if the program is two (2) years or longer in length.

Should a program not document compliance within the specified timeframe, the JRCERT must take immediate adverse action (involuntary withdrawal of accreditation) unless the JRCERT, for good cause, extends the period for achieving compliance. Consistent with Policy 11.400, Procedure 11.403B, grounds for a good cause extension of the timeframe for achieving compliance may include, but are not limited to:

Natural disasters or acts of God,

A change in ownership, or

A change in key program personnel.

The length of such a good cause extension is generally twelve (12) months but in any event will not exceed twenty-four (24) months. The good cause extension will commence upon the expiration of the compliance timeframe.

To apply for mitigating circumstances for a good cause extension to a compliance timeframe, complete the below form and supply all requested supporting documentation in PDF format. The program must submit the mitigating circumstances fee prior to Board consideration. Click [here](#) to view the current fee schedule. Please note that only one extension for good cause will be granted within one accreditation award cycle.

I. General Information	
Program Name	
JRCERT Program Number	
Institution Address	
Program Director	
Program Director Email	
Program Director Signature	I agree that typing my name qualifies as my signature.

II. Provide a narrative indicating the grounds for which a good cause extension should be granted.

III. Provide a listing of all students currently enrolled in the program, including those admitted since the program was initially placed on Probation.

Student Name	Anticipated Graduation date

If more space for student list is required, duplicate and attach additional page(s) as necessary.

IV. Provide the status and results of previously implemented action plan(s) to address the area(s) of non-compliance. Attach supporting documentation as necessary.

V. Provide the action plan to aid students in the event that accreditation is withdrawn for failure to document full compliance with the STANDARDS. Attach supporting documentation as necessary.