

**Change in Program Support** (standard E1.09f)

November 2013

Accredited PA Programs are required to report changes in their programs to the ARC-PA as detailed in Section E of the accreditation *Standards*, 4th edition. Anticipated changes in program support must be submitted to the ARC-PA no less than six months prior to the anticipated change. (standard E1.09f)

This form is to be used by programs anticipating a **substantive decrease** in program support.

A decrease in support for the program may refer to a decrease in allocated fiscal, human, academic or physical resources. **A substantive decrease is one ≥ 20%.** Reviewing program budget numbers is only one way of determining a decrease in support. Support for vacant positions may be reduced or eliminated, leaving an open but unfunded and unfilled position within the program. Programs may also find that space allocated to the program has been reduced. Federal, state or private grants or other funds awarded to the sponsoring institution or to outside agencies that supported individuals or program activities may not be renewed. Significant numbers of supervised clinical practice sites may decide to no longer accept students.

 Please submit this completed form and any required attachments as described below.

Program Name: Enter program name

Date of form completion: Pick date

Name and title of person completing this form: Enter name and title

Date form submitted to ARC-PA: Pick date

We anticipate a: (check all that apply)

[ ]  decrease in human resources. (standard A1.08)

[ ]  decrease in physical space (standard A1.09)

[ ]  decrease in fiscal resources (standard A1.07)

[ ]  decrease in # or capacity of sites used for supervised clinical practice experiences (standard A1.11)

[ ]  other, specify: Enter text

1. Provide narrative regarding the items checked above including a timeline for when the anticipated changes will occur.

|  |
| --- |
| Click here to enter text |

1. Provide narrative regarding impact on program of anticipated changes, i.e., reduction in class size, change in curriculum offered or curriculum deliver methods, change in rotations offered, etc.

|  |
| --- |
| Click here to enter text |

1. Provide narrative addressing program’s plan to continue compliance with the Standards in light of anticipated changes.

|  |
| --- |
| Click here to enter text |

**Include documentation** of institutional (include letter from dean or senior institutional official) addressing this change.

Additional Comments which you believe are important for the commission:

Click here to enter text

Receipt of this Change in PA Program Form and any supporting materials required will be acknowledged by the ARC-PA via correspondence sent to the program. Please indicate who should receive this acknowledgement:

 Name: Enter name

 Title: Enter title

Mailing Address: Enter mailing address

 Email: Enter email

The ARC-PA will review and consider the changes described by this form and any accompanying materials either by an expedited review process or at its next regularly scheduled meeting, in March or September.

The program should submit this form by uploading it as a Change (Decrease) in Program Support document type from the program’s portal page by the **1st of July** for a September meeting or the **31st of December** for a March meeting. From the portal Program Dashboard, click on Manage Program Documents in the Action Center or click the Documents icon, which looks like several sheets of paper, in the dashboard’s upper-right corner. Click on the link to the pdf Help document “How to Upload.”

Should the ARC-PA determine that paper copies of the report are required, it will provide the program with instructions concerning the number and organization of copies needed and directions for mailing.