**Change in Program Support**

(standard E1.09f)

January 2018

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 six months prior to the anticipated change (standard E1.09f).**

The ARC-PA will review and consider program changes and any accompanying materials at its next regularly scheduled meeting in **March**, **June** or **September**. Changes submitted on or before **December 31** are considered for the March meeting. Changes submitted on or before **March 31** are considered for the June meeting. Changes submitted on or before **June 30** are considered for the September meeting.

**Programs should plan accordingly in order to receive approvals within the required timeframe. Taking into consideration the length of time between submission and review, it is recommended that programs begin the approval process one year before a change**.

Sample timelines for a program seeking ARC-PA approval for a change are below:

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| --- | --- |
| **SAMPLE 1** | |
| **Intended implementation of program change** | **June 2021** |
| **ARC-PA considers change at commission meeting** | **September 2020** |
| **Deadline for submitting change documentation for September 2020 meeting** | **June 30, 2020** |
|  | |
| **SAMPLE 2** | |
| **Intended implementation of program change** | **January 2022** |
| **ARC-PA considers change at commission meeting** | **June 2021** |
| **Deadline for submitting change documentation for June 2021 meeting** | **March 31, 2021** |

This form is to be used by programs anticipating a **substantive decrease** in program support. **The Program Director** should submit this completed form and any required attachments as described below. Be sure to retain a copy at your program.

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.

**Program Name:** Click here to enter program name

**Program Director:** Click here to enter name

**Date of form completion**: Click here to enter date

**Date form submitted to ARC-PA:** Click here to enter 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** 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

**SIGNATURES**

The signatures of the chief administrative officer and Program Director attest to the completeness and accuracy of the information provided in this application and supporting materials.

I understand and agree that the Program will be subject to an adverse accreditation action which could include denial of accreditation or withdrawal of accreditation, and that future eligibility for accreditation may be denied in the event that any of the statements or answers made in this submitted response are false or in the event that the Program violates any of the policies governing accredited programs.

**Chief Administrative Officer** of Program’s Sponsoring Institution:

*As listed in the Program Management Portal*

Enter name Enter date

*The name that appears here is deemed an electronic signature.*

**Program Director:** Enter name Enter date

*The name that appears here is deemed an electronic signature.*

**SUBMISSION INSTRUCTIONS**

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, as determined by the ARC-PA, in March, June or September. Changes submitted on or before **December 31** are considered for the March meeting. Changes submitted on or before **March 31** are considered for the June meeting. Changes submitted on or before **June 30** are considered for the September meeting.

The program should submit this form by uploading it as a Change (decrease) in Program Support document type from the program’s portal page. 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.”

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.