**Change in Program Fiscal Support**

(standard E1.11b)

March 2023

Accredited PA programs are required to report changes in their programs to the ARC-PA as detailed in Section E of the accreditation *Standards*, 5th edition. **Anticipated changes in program fiscal support must be submitted to the ARC-PA immediately upon knowledge of the anticipated change (standard E1.11b).**

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 **October 1** are considered for the March meeting. Changes submitted on or before **February 1** are considered for the June meeting. Changes submitted on or before **May 15** are considered for the September meeting.

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

Standard E1.11b requires programs to report any decrease of:

* ≥ 20% of the program’s overall budget**.** This includes faculty and staff salaries/ benefits, funding related to faculty and staff development and operations.
* ≥ 20% for program expenditures
* ≥ 5% of its operating budget

**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

The program is reporting a: (check all that apply)

[ ]  decrease in overall budget (standard A1.06 and E1.11bi)

[ ]  decrease in faculty and staff salaries/benefits (standard A1.07)

[ ]  decrease in funding related to faculty and staff development (standard A1.03)

[ ]  decrease in operating budget (standard A1.06 and E1.11bii)

[ ]  decrease in program expenditures (standard A1.06 and E1.11bi)

[ ]  other, specify: Enter text

**Effective date of change**: Click or tap to enter a date.

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

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

1. Provide a narrative regarding the anticipated changes in the program as a result of decreased financial support, i.e., reduction in class size, change in the curriculum offered or curriculum delivery methods, change in rotations offered, etc.

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

1. Provide a narrative addressing the program’s plan to continue compliance with the *Standard* A1.06 in light of anticipated changes.

A1.06 The sponsoring institution *must* provide the program with *sufficient* financial resources to operate the educational program and fulfill the program’s obligations to matriculating and enrolled students.

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

**Include** the following as separate documents with this form:

1. Documentation of institutional (letter or approval from dean or senior institutional official) approval for this change.
2. A tabular representation of the current vs. revised program budget. Budget must include (at a minimum) identification of:
* all sources of revenue
* faculty and staff salaries and benefits (whether from program or other budget source)
* funds related to faculty development (whether from program or other budget source)
* operating expenses

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 **October 1** are considered for the March meeting. Changes submitted on or before **February 1** are considered for the June meeting. Changes submitted on or before **May 15** 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.