



Joint Review Committee on Education in Radiologic Technology  
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## JRCERT TEACH-OUT AGREEMENT APPROVAL FORM

In accordance with JRCERT Policy 12.200 and consistent with the Standards, if a program voluntarily enters into a Teach-Out Agreement or if the JRCERT requires a school to submit a proposed Teach-Out Agreement as part of a Teach-Out Plan, the program must submit all information listed below. The JRCERT must approve the Teach-Out Agreement prior to implementation.

The form must contain, at a minimum, the below items. Provide any supporting documentation to the below requirements in PDF format. Please begin the name of the file with the number of the section and/or subsection to which the document corresponds.

Please send the completed application and any supporting documents to [mail@jrcert.org](mailto:mail@jrcert.org).

I. General Information	
Name of Program	
Program Number	
Address	
City	
State	
Zip Code	
Telephone Number	
Fax Number	
Contact Person	
E-mail Address	
Specific Date of Program Closure	

**II. Provide a complete copy of the proposed Teach-Out Agreement(s) between the closing program and the program to teach-out the students (“teach-out program”) cross-referenced to the following checklist and demonstrating the following substantive criteria:**

Item #	Substantive Criteria	Teach-Out Agreement	
		Page #	Paragraph #
1.	The Teach-Out Agreement must stipulate that the teach-out program will provide for the equitable treatment of students.		
2.	The Teach-Out Agreement must stipulate that the teach-out program has the necessary experience, resources, and support services to meet the requirements herein and has the capacity to remain stable, carry out its mission, and meet all obligations to existing students.		
3.	The Teach-Out Agreement must stipulate that the teach-out program will provide an educational program that is of acceptable quality and reasonably similar in content, structure and scheduling to that provided by the institution that is ceasing operations.		
4.	The Teach-Out Agreement must show that the teach-out program has the capacity to provide all students with all of the instruction and services for which the students originally contracted and paid but did not receive due to the closure of the program without requiring them to move or travel substantial distances.		
5.	The Teach-Out Agreement must stipulate that the teach-out program will provide students with information and sufficient advance notification about additional charges, if any (a student may voluntarily transfer into the teach-out program and receive additional training for an additional cost).		
6.	The Teach-Out Agreement must include a list to the names of all students enrolled in the closing program (please redact social security numbers) listed by program along with the estimated graduation date for each.		
7.	The Teach-Out Agreement must describe where the teach-out will occur - the closing program, the teach-out program, or a combination thereof.		
8.	The Teach-Out Agreement must state whether the teach-out program intends to retain any faculty at the closing program for the purposes of the teach-out.		
9.	An attestation that the teach-out program will agree that if the closing program terminates its teaching activities, the teach-out program will, upon a set schedule, offer each student enrolled at the closing program a reasonable opportunity to promptly resume and complete the course of study, or a substantially similar course of study, in the geographic area in which the closing program provided the original course of study.		
10.	An attestation that the closing program shall provide notice in a timely manner to each student of the availability of the teach-out and effectively advertise the availability of a teach-out.		

Item #	Substantive Criteria Continued	Teach-Out Agreement	
		Page #	Paragraph #
11.	An attestation that the teach-out program will provide information to students enrolled at the closing program at their request with respect to the teach-out program's facilities, faculty, equipment, services, policies and practices, the manner and means by which it will accomplish the teach-out, and other information pertinent to the teach-out.		
12.	A clear description of the financial responsibilities of all parties.		
13.	The Teach-Out Agreement must state whether, upon completion of the program, the student will receive a degree, diploma or certificate from the teach-out program, or whether the degree, diploma or certificate will be awarded by the closing program.		
14.	The Teach-Out Agreement must indicate whether students who had already enrolled but who had not yet started their course of study at the closing program, and whether students who are on leave of absence from the closing program, would be entitled to begin training or re-enroll at the teach-out program.		
15.	The Teach-Out Agreement must state that the closing program will provide teach-out program with copies of the following records for the students being taught-out: <ul style="list-style-type: none"> <li>i. Enrollment Agreements</li> <li>ii. Financial Aid Transcripts</li> <li>iii. Attendance Records</li> <li>iv. Academic Transcripts</li> <li>v. Student Registration List</li> <li>vi. Student Accounts</li> </ul>		
16.	The Teach-Out Agreement must provide for placement services to students who complete their courses of study.		
17.	The Teach-Out Agreement must require that the teach-out program shall separately maintain records and document performance under accrediting standards for the students being taught-out.		
18.	The Teach-Out Agreement must provide for appropriate notification to the JRCERT and federal and state authorities.		
19.	The Teach-Out Agreement must comply with applicable federal and state law.		
20.	Signature of the chief executive officer of both the closing program and the teach-out program.		

**III. In order to demonstrate that the teach-out school has the necessary experience, resources, and support services the program must submit:**

- A. Evidence to show that the teach-out institution is accredited, in good standing, by an accrediting agency recognized by the U.S. Department of Education.**
- B. Evidence to show that the teach-out institution is appropriately licensed and in good standing with any applicable state or federal regulatory oversight agency.**
- C. Evidence to show that the proposed teach-out institution currently offers programs that are of acceptable quality and similar in content, structure and scheduling to those offered at the closing program or to show how the proposed teach-out program would be capable of conducting a teach-out of the programs including:**
  - 1. A list of any faculty being retained temporarily for the purposes of the teach-out, the programs and courses taught by each, and information showing that each faculty member meets JRCERT faculty qualification requirements.
  - 2. An explanation as to how the proposed teach-out institution would be capable of conducting a teach-out of programs.
- D. Evidence to show that the teach-out institution has the capacity to remain stable, carry out its mission, and meet all obligations to existing students including:**
  - 1. A schedule of time allocation between the administration of the teach-out students' and existing students' education, and a list of any staff being retained temporarily for the purpose of the teach-out and any new faculty hired to accommodate the teach-out.
  - 2. A budget of projected income and expense for the entire period of the teach-out, as determined by the last date of graduation, that shows income and expenses required for the proper operation of the teach-out.
- E. Evidence to show that the teach-out institution has the capacity to provide all students with all of the instruction and services for which the students originally contracted and paid but did not receive due to the closure of the program without requiring them to move or travel substantial distances, and to show how students are to be notified of any additional charges, including the following:**
  - 1. An explanation as to the adequacy of the teach-out location's facilities and equipment.
  - 2. Assure that clinical education settings, are geographically proximate to the closed program, demonstrates compatibility of its program structure and scheduling to that of the closed program.
  - 3. If any portion of the teach-out will take place at the facilities of the teach-out program, information pertaining to the location and type of facility where the students will be taught-out, including distance the from the closing program to the teach-out location.
  - 4. A description of additional charges, if any, and the program's plan to provide advance notification to students, if applicable.

**I certify that the information herein and attached hereto is correct.**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(Closing Institution's Chief Executive Officer)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(Teach-Out Institution's Chief Executive Officer)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_