



## NOTIFICATION OF SUBSTANTIVE CHANGE

### FORM 108

I. General Information	
Program Name	
JRCERT Program Number	
Type of Program	<input type="checkbox"/> Radiography <input type="checkbox"/> Radiation Therapy <input type="checkbox"/> Magnetic Resonance <input type="checkbox"/> Medical Dosimetry
Intended Implementation Date	

**ALL** Substantive Changes **MUST** have JRCERT approval **PRIOR** to implementation.

Programs must submit the applicable substantive change fee prior to Board consideration. Click [here](#) for the current fee schedule.

Indicate the Substantive Change(s) the program intends to implement. Check ALL that apply.

<input type="checkbox"/> II. Change in the legal status, form of control, or ownership of the sponsor or program.	
Current Owner	
Future Owner	
<p><b>Submit:</b> Narrative and exhibits as necessary to assure ongoing compliance with the Standards, paying particular attention to program faculty, curriculum, and program operations.</p>	

<input type="checkbox"/> III. Change in the established mission or objectives of the sponsor or program (please note this does NOT refer to routine, periodic revision of established mission statement and objectives).
<p><b>Submit:</b> Narrative that describes the rationale for changing the established mission and/or objectives of the sponsor or program. Provide exhibits that reflect the new mission and/or objectives of the sponsor.</p>

**IV. Change in the established curriculum of the program.**

Check all applicable options below and provide a narrative as indicated. For all options,

- Describe the curriculum change/revision and provide a rationale for the change.
- Indicate if the new curriculum impacts the mission, goals, and learning outcomes of the program.
- Verify that the new curriculum meets ASRT/AAMD/AEIRS established criteria by submitting an updated Curriculum Analysis Gris (available at [www.jrcert.org](http://www.jrcert.org) under Program Directors & Faculty/Program Forms).
- **Submit:** an outline of the former curriculum and an outline of the revised curriculum noting changes.

Change from clock hours to credit hours or credit hours to clock hours.

Addition or deletion of **more than** 10% of existing clock hours.

*\*\*Consistent with Policy 11.407, Procedure 11.407G, the JRCERT will initiate the continuing accreditation process which includes submission of a self-study report and an onsite review (see JRCERT Policy 11.600) if the program adds or deletes more than 20% of existing clock hours.\*\**

Addition of courses at a degree or credential level different from that included in the program's current accreditation.

*\*\*Contact the office for guidance in submission of appropriate documentation.\*\**

Addition and/or deletion of more than two (2) courses.

*\*\*Consistent with Policy 11.407, Procedure 11.407G, the JRCERT will initiate the continuing accreditation process which includes submission of a self-study report and an onsite review (see JRCERT Policy 11.600) if the program adds or deletes more than six (6) courses.\*\**

Addition or deletion of **more than** eight (8) weeks of program length

Changed from            months to            months

*\*\*Consistent with Policy 11.407, Procedure 11.407G, the JRCERT will initiate the continuing accreditation process which includes submission of a self-study report and an onsite review (see JRCERT Policy 11.600) if the program adds or deletes more than twelve (12) weeks of program length.\*\**

	Addition of an alternative learning option (check all that apply).
<input type="checkbox"/> Distance or hybrid delivery of four (4) or more radiologic science didactic courses (excludes the general education component of the curriculum)  The total number of distance or hybrid professional courses is _____  This change represents the entire professional curriculum <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>**Consistent with Policy 11.408, Procedure 11.408G, the JRCERT will initiate the continuing accreditation process which includes submission of a self-study report and an onsite review (see JRCERT Policy 11.600) if the program transitions to distance delivery of 100% of its radiologic science didactic courses.**</i>	
<input type="checkbox"/> Distance delivery of more than 50% of total clinical clock hours ( <b>medical dosimetry only</b> )	
<input type="checkbox"/> Evening track	
<input type="checkbox"/> Part-time track	
<input type="checkbox"/> Weekend track	
For all options, include the following: <ul style="list-style-type: none"> <li>• A narrative, with exhibits, to assure ongoing compliance with the Standards.</li> <li>• A narrative to assure that educational experiences and outcomes are equitable and consistent with those gained through traditional methods.</li> <li>• <b>Submit:</b> program publications that include a description of the alternative learning option(s)</li> </ul>	

<input type="checkbox"/> <b>V. Change in terminal award provided by the program.</b>	
<input type="checkbox"/> Addition of terminal award (specify):  Number of months for degree: _____  <b>Submit:</b> Outline of former curriculum, outline of revised curriculum, rationale for change.	
<input type="checkbox"/> Deletion of terminal award (specify):  <b>Submit:</b> Narrative that describes the rationale for deletion of the terminal award.	
<input type="checkbox"/> Change in terminal award from (specify): _____  to (specify): _____  <b>Submit:</b> Outline of former curriculum, outline of revised curriculum, rationale for change, and completed curriculum analysis grid (available at <a href="http://www.jrcert.org">www.jrcert.org</a> under Program Directors & Faculty/Program Forms).	

**Note: For a Transfer of Sponsorship, Submit JRCERT Form 300, found at [www.jrcert.org](http://www.jrcert.org) under Program Directors & Faculty/Program Forms.**