



COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE
CHANGE IN PROGRAM DIRECTOR
Degree Advancement (DA) Program

CHANGE IN PROGRAM PERSONNEL (DA)

PROGRAM DIRECTOR STATUS

Permanent Temporary Acting
*Explanation of status is located in Accreditation Policies 6.0- Personnel

Sponsor Name:

Program Number: **Degree Type (e.g. AS, BS, MS, etc.):**

FORMER PROGRAM DIRECTOR

Name: **Credentials:**
Reason for Change: Retiring Resigning Reassignment Other (reason)

NEW PROGRAM DIRECTOR

Name: **Credentials:**

Same PD as the base program or ADT? Yes No Not applicable

Address:

City: **State:** **ZIP Code:**

Phone: **Fax:** **E-mail:**

State License Number: **Expires:**

RRT Credential Number: **Expires:**

PLEASE NOTE: As per Standard DA 2.4 & 2.5, the PD of a DA program must have:
a) earned at least a master’s degree;
b) valid RRT credential OR be a physician (MD or DO) OR academician (PhD or EdD);
c) current professional license or certificate unless exempted from licensure under state/federal law;
d) minimum of four (4) years’ experience as an RRT OR physician (MD or DO) OR academician of which at least two (2) years must include experience in clinical respiratory care, pulmonary medicine, cardiothoracic surgery, critical care, anesthesiology, healthcare administration, healthcare research, or subject area directly related to the degree conferred; and a
e) minimum of two (2) years’ teaching experience in clinical respiratory care, research, management, education, or subject area directly related to the degree conferred and associated with an accredited respiratory care program, graduate school, or medical school.

PREPARER CHECKLIST...

<input type="checkbox"/> Letter of Appointment / Acceptance	Send all 6 completed documents to: CoARC Michelle Poster 1248 Harwood Road Bedford, TX 76021 or michelle@coarc.com
<input type="checkbox"/> Curriculum Vitae	
<input type="checkbox"/> Copy of State License (if applicable) with expiration date	
<input type="checkbox"/> Copy RRT, MD, or DO Credential Verification w/ expiration date	
<input type="checkbox"/> Copy of college transcript (highest degree completed)	
<input type="checkbox"/> This completed form	

FOR COARC EXECUTIVE OFFICE ONLY

<input type="checkbox"/> Approved	<input type="checkbox"/> Confirmation of Change Sent to Program
<input type="checkbox"/> Not Approved	<input type="checkbox"/> Updated Database
<input type="checkbox"/> Temporary until ____/____/____	<input type="checkbox"/> Sent Welcome Letter
Signature: _____	Signature: _____
Date: ____/____/____	Date: ____/____/____