



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

CHANGE IN PROGRAM PERSONNEL (DA)		
PROGRAM DIRECTOR STATUS		
Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Acting <input type="checkbox"/> Transitional <input type="checkbox"/> <small>*Explanation of status is located in Accreditation Policies 6.0- Personnel</small>		
Institution Name:		
Program Number:		Degree Type (e.g. AS, BS, MS, etc.):
FORMER PROGRAM DIRECTOR		
Name:		Credentials:
Reason for Change: <input type="checkbox"/> Retiring <input type="checkbox"/> Resigning <input type="checkbox"/> Reassignment <input type="checkbox"/> Other (reason)		
NEW PROGRAM DIRECTOR		
Name:		Credentials:
Same PD as the base program or ADT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable		
Address:		
City:	State:	ZIP Code:
Work #:	Cell #:	E-mail:
Key Personnel Academy Completion Date (if required):		
State License Number:		Expires:
RRT Credential Number:		Expires:
PLEASE NOTE: As per StandardS 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 <input type="checkbox"/> Curriculum Vitae (showing required experience) <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"/> Copy of Key Personnel Academy certificate (if previously completed) <input type="checkbox"/> This completed form		Send all 6 completed documents to: CoARC Shelley Christensen shelley@coarc.com
FOR COARC EXECUTIVE OFFICE ONLY		
<input type="checkbox"/> Approved <input type="checkbox"/> Temporary/Acting/Transitional until _____		<input type="checkbox"/> Confirmation of Change Sent to Program <input type="checkbox"/> Updated Database <input type="checkbox"/> Sent Welcome Letter
Signature: _____		Signature: _____
Date: _____		Date: _____