



COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE
CHANGE IN PROGRAM DIRECTOR
Entry into RC Practice (ENTRY)

CHANGE IN PROGRAM PERSONNEL (ENTRY)

PROGRAM DIRECTOR STATUS

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

Institution 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:

Work #:

Cell #:

E-mail:

Key Personnel Academy Completion Date (if required):

State License Number:

Expires:

RRT Credential Number:

Expires:

PLEASE NOTE: As per StandardS 2.04 & 2.05, the PD of an Entry program must have:

- 1) earned at least a baccalaureate degree if an associate's degree program, or at least a master's degree if a bachelor's or master's degree program;
- 2) valid Registered Respiratory Therapy (RRT) credential and current state license;
- 3) minimum of four (4) years' experience as an RRT with at least two (2) years' experience in clinical respiratory care; and
- 4) minimum of two (2) years' experience teaching in an accredited respiratory care program either as an appointed faculty member or as a clinical preceptor.

PREPARER CHECKLIST...

- Letter of Appointment / Acceptance
- Curriculum Vitae (showing required experience)
- Copy of State License with expiration date
- Copy of RRT Certificate/Credential verification w/ expiration date
- Copy of college transcript (highest degree completed)
- Copy of Key Personnel Academy certificate (if previously completed)
- This completed form

Send all 6 completed documents to:

CoARC
Shelley Christensen
shelley@coarc.com

FOR COARC EXECUTIVE OFFICE ONLY

- Approved
- Temporary/Acting/Transitional until

- Confirmation of Change Sent to Program
- Updated Database
- Sent Welcome Letter

Signature: _____

Signature: _____

Date:

Date: