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

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
☐ CoARC CV Outline (available on website)
☐ Copy of State License with expiration date
☐ Copy of NBRC RRT Certificate or NBRC Credential Verification Letter
☐ Copy of official college transcript (highest degree completed)
☐ Copy of Key Personnel Academy certificate (if previously completed)
☐ This form completed

Send all documentation to:
CoARC
Shelley Christensen
shelley@coarc.com

FOR COARC EXECUTIVE OFFICE ONLY

☐ Approved
☐ Temporary/Acting/Transitional until

Signature:

Date:

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

Signature:

Date: