

NON-SUBSTANTIVE CHANGE - STATE MANDATED CHANGE

Use this application to report changes to the length of a program resulting from a change in your state’s requirements. Please submit two (2) copies of this form no later than fifteen (15) days following the state-mandated change, unless otherwise directed by this form. **Please include a fee of \$695.00 for processing of this application.** The aforementioned fee is nonrefundable. Please note that you may be assessed late fees if this change is not received on time, for which you will be billed at a separate time. (Note for Candidate Schools: If the change occurs prior to the initial accreditation on-site evaluation, no fee is required. Refer to Section 4.16 of the Rules.) Please retain a copy of this application (including attachments) for your records.

1. Ref. # of institution where this change will occur: _____

2. Name of institution where this change will occur: _____

3. **Date change occurred / is scheduled to occur:** _____

4. Is the institution’s accreditation currently on probation? Yes ____ No ____

5. Is this notification being submitted ninety (90) days after the change occurred? Yes ____ No ____

If you answered yes to question #5 above, please submit seven (7) copies of this application to NACCAS, as pursuant to Section 4.15(b) of NACCAS’ Rules, this change is now considered substantive (meaning it requires Commission approval). Additionally, please include an extra \$200 processing fee with this application in order to cover the costs associated with Commission review.

6. **Name of program that is changing due to a state mandate:** _____

7. Program length previously approved by NACCAS: _____

8. Program length after the change: _____

9. Submit the required attachments with this notification form:

- Proof of state mandate or change in state hours requirements
- Proof of state approval to offer the program at the new length (i.e., an approved program listing, letter from state showing approval for new program length, etc.) OR a letter indicating such approval will be provided once NACCAS has provisionally approved the change
- Non-Refundable Non-Substantive Change Fee of \$695*, along with an additional \$200 processing fee if you answered “yes” to question #5 of this application

* Candidate Schools: If the change occurs prior to the initial accreditation on-site evaluation, no fee is required.

CERTIFICATION

I hereby certify that the institution for which this application is being made is not under any citation by the state licensing agency for any violations of licensing laws. The institution will not make any promotional use of the application prior to approval of this application by NACCAS. In addition, I hereby provide a release for purposes of eliciting information from state boards and government entities, as well as an acknowledgment of the fact that accrediting information may, at the discretion of NACCAS, be shared with other accrediting agencies and governmental entities.

I certify that I understand that the use of any technical assistance or consultation services provided by NACCAS does not in any way guarantee the approval of this application and that NACCAS’ Board of Commissioners has the final authority in determining an institution’s compliance with accreditation requirements. I certify that the information provided herein is true and correct to the best of my knowledge and belief. I further understand that knowingly providing false or misleading information to NACCAS may result in the Commission taking adverse action against the institution.

Institution’s Owner/or Official Contact Person Signature

Date

Print Name (clearly)

Title

***Reminder: It is the institution’s obligation to notify the U.S. Department of Education of changes, if applicable.**