



DIRECTIONS: Upload this document and accompanying documentation into the EDvera system, using “Interim Report Document.”

NOTIFICATION OF CURRICULUM CHANGE

Name of Institution _____

Address _____

City _____ State/Province _____ Zip _____

Phone _____ Fax _____ Email _____

Person requesting change _____ Title _____
(Print Name)

Name of person to whom COMTA mailings/correspondence should be directed:

Email address of that person: _____

Type of Accreditation (mark one): *Programmatic* or *Institutional*

Name(s) of Program(s) (**list all programs within the institution that are part of your accreditation**)



REQUIRED ATTACHMENTS TO THE APPLICATION

- Notify COMTA in writing of the proposed changes and their relationship to the program elements in place as part of the most recent accreditation evaluation.
- Specify how these courses, programs and/or hours relate to the institutions mission and objectives.
- Specify any changes to method of delivery and how the criteria for Standard II will be met by the new methods.
- If the changes affect the Competency Chart, complete an updated chart and submit revised syllabi for all courses in the program.
- Identify the instructional staff hired to meet the additional requirements and submit the COMTA Instructional Staff forms for each instructor (Appendix D.7) and the job description for each proposed instructor specifically identifying the qualifications and expectations of each position.
- Identify the process the institution used in determining the need for this expansion of programming, courses and/or hours.
- Submit appropriate fee for the change, payable to COMTA (See Fee Schedule).

OTHER INSTRUCTIONS

- Schools must submit all documents electronically in EDvera System, using Interim Report Document

THIS NOTIFICATION OF CURRICULUM CHANGE HAS BEEN SUBMITTED BY:

(Signature) – School Owner or School/Program Director (not-profit)

(Type name)

Date _____