

SUBSTANTIVE CHANGE FORM

2021 CHEA Standards and Procedures for Recognition Section D. Substantive Changes – 16. Changes Requiring Notification

<u>Directions for Submission:</u> Please complete and save this form, then upload it along with all supporting documents *at one time* to https://www.chea.org/form/recognition-submission-form. Please limit attachments/exhibits that best represent your narrative or provide evidence. There is a 100 mb limit for each submission.

Accrediting Organization:
Acronym used by Accrediting Organization:
Type of Accrediting Organization (Institutional, Programmatic or Both):
Accrediting Organization Website Address:
Full Name of Person Completing Form:
Title/Position:
Contact Email Address:
Contact Phone Number:
Date Submitted:
1. Identify the area(s) of substantive change below (select all that apply): governance; financial condition; mission; operations; relationship with parent or sponsoring organization; standards, policies, or procedures; and editorial changes to the CHEA-recognized scope.

lde	entify the date implemented for each identified substantive change:
	governance (date substantive change implemented) financial condition (date substantive change implemented) mission (date substantive change implemented) operations (date substantive change implemented) relationship with parent or sponsoring organization (date for substantive change)
	standards, policies, or procedures (date for substantive change) editorial changes to the CHEA-recognized scope (date for substantive change).
2.	Provide a succinct narrative for each of the substantive change(s) noted above. Be specific and clearly identify which area is being addressed when more than one area of substantive change has been identified. As appropriate, attach
	supporting documentation along with this completed form (e.g., revised standards or procedures) according to the "Directions for Submission" above, if needed.
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Accrediting organizations must timely notify CHEA of all substantive changes within 60 days of implementation of the change(s). Substantive changes are reviewed by the Committee on Recognition to determine if such changes affect compliance with the CHEA standards, including the accrediting organization's capacity to successfully administer the substantive change. The Committee reserves the right to request additional information regarding the substantive change notification(s).

Upload additional pages if needed along with all other documentation and this completed form according to "Directions for Submission" at the top of this document. Please only submit this form and supporting documentation once.