NCRA Formal Education Program

Substantive Change Plan
## Application for a Substantive Change Plan

### Institution

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<th>Name of Institution</th>
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### Program Information

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<th>School, College, Division</th>
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<tr>
<th>Program Director</th>
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<th>Program Director Phone</th>
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<th>Program Main Number</th>
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<th>Institution/Program Web Address</th>
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Program Director *(print)*

Program Director *(sign)*  Date

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1. **Type of substantive change**
Check all changes that apply to your NCRA accredited formal education program and submit the attachments as required:

- □ Change degree level (submit attachment #1)
  - □ Transition from accredited certificate program to associate’s degree
  - □ Transition from accredited associate’s program to a bachelor’s degree
  - □ Addition of an associate’s degree program
  - □ Addition of a bachelor’s degree program

- □ Addition of a certificate program in CRM, CIM, or CDM

- □ Add an online/distance component (submit attachment #2)

- □ Establish a contractual agreement between the NCRA-accredited program and another entity-not an institution of higher learning (submit attachment #3)

- □ Change in faculty (submit CV/resume for all new faculty)

- □ Other type of substantive change – specify:

  _______________________________________________________________
  _______________________________________________________________

2. What is the date on which the first students will be enrolled in the program?
   _____/_____ (month/year)

3. Will the program continue to enroll new students in the currently accredited program?
   □ Yes          □ No

If no, please provide the date by which it will be phased out _____/_____ (month/year) and describe your plan for informing all students.
If the proposed change involves a change in the degree level, please provide the following information regarding continued compliance with each standard. Attach supporting documentation as necessary.

**Standard 1: Administrative Structure and Governance**

1. Describe how the change in degree level fits the mission and goals of the existing accredited program/institution. Provide a copy of the program and institutional goals.

2. Describe how the procedures for evaluation of academic and clinical education, including evaluation of students, will be modified to accommodate the change in degree level.

3. Describe how the program will document student progress toward the completion of the degree and professional credentialing requirements and will make this information available to assist students in qualifying for certification.

**Standard 2: Faculty/Instructional Staff**

1. Describe the faculty qualifications, number, accessibility, and time needed to accommodate a change in degree level and how the program intends to make these changes. All Cancer Registry Management (CRM) instructional staff must possess and submit with application, current and valid CTR credential number.

2. Include curriculum vitae of current faculty who will be assigned to the new program. Submit curriculum vitae of newly hired faculty.

**Standard 3: Academic and Clinical Education**

1. Describe how the academic and clinical curriculum is consistent with the degree level to which the program is changing.

2. Describe the course work and clinical practicum sequencing associated with the change in degree level.

3. Describe how the clinical supervision of students and the monitoring of the clinical education by the program staff will be affected by the change in degree level.
Standard 4: Students

1. Describe the change (if any) in admission criteria needed to accommodate the change in degree level.

2. Describe the change (if any) in how students will be informed about the program policies and procedures, degree requirements, requirements for professional credentialing, and ethical practice.

3. Describe how the change in degree level will affect the students enrolled in the currently accredited program.

4. Describe the change (if any) to the process of advising students that will need to occur to accommodate a change in degree level.
If the proposed change involves the addition of an online/distance education component, please provide the following information regarding continued compliance with each standard. Attach supporting documentation as necessary.

**Standard 1: Administrative Structure and Governance**

1. Describe how the online/distance education component fits the mission of the existing NCRA accredited program.

2. Provide the rationale for including an online/distance learning component in your program. The rationale should include student needs that will be specifically addressed by the change in the program.

3. Describe the administrative structure of the online/distance component. Include a clear delineation of the responsibilities and qualifications of the individual who has primary responsibility for the coordination of activities of the online/distance component and for those persons involved in the administration of the online/distance component.

4. Describe the procedures for seeking student evaluation of academic and clinical education in the online/distance component.

5. Describe any changes (if any) of how the online/distance component will document student progress toward the completion of a degree and professional credentialing requirements and how this information will be readily available to students in the online/distance component.

6. Describe how information is provided about the new online/distance component to the public (e.g. brochures, web sites, etc.)

**Standard 2: Faculty and Instructional Staff**

1. Describe the faculty qualifications, number, accessibility, and time needed to accommodate the addition of an online/distance component to the program.

2. Provide an estimate of student enrollments in the online/distance component for each year over the first two years of the program.

3. Describe the faculty responsibilities for the online/distance component and indicate how the responsibilities for the online/distance education component affect those of the existing program.
Standard 3: Academic and Clinical Education

1. Describe the coursework and clinical practicum sequencing associated with the online/distance component.

2. Describe how the courses offered by the online/distance component are equivalent to those that are offered in the existing program, including number of credits, availability, sequence, etc.

3. Describe how the clinical practicum will be offered and how supervision of the practicum will be managed in the online/distance component.

Standard 4: Students

1. Describe changes (if any) to the admission requirements for the online/distance component of the program.

2. Describe changes (if any) to the procedures for handling student complaints for those in the online/distance component of the program.

3. Describe changes (if any) in the procedures for student advisement of those in the online/distance component of the program.

4. Describe how students in the online/distance component will access support services (advising, library resources, counseling for students with disabilities, etc.) available to on-campus students in the program.
Attachment 3
ESTABLISHING A CONTRACTUAL AGREEMENT

If the proposed change involves the establishment of a contractual agreement with a third party, please provide the following information regarding continued compliance with each standard. Attach supporting documentation as necessary.

**Standard 1: Administrative Structure and Governance**

1. Describe how the contractual agreement fits the mission of the NCRA accredited program.

2. Provide the rationale for entering into the contractual agreement. Include why the agreement is being proposed and the needs addressed.

4. Describe the administrative structure of the contractual agreement. Include a clear delineation of the responsibilities of the individual responsible for the agreement and of those persons involved in the administration of the agreement as well as an explanation of how the administrative components of the agreement are to be integrated into those of the existing program.

5. Describe the methods to be employed for regular evaluation of the status of the contractual agreement.

6. Describe how information about the agreement is provided (when necessary) to students and to the public (e.g. brochures, Web sites, and other marketing methods).

**Standard 2: Faculty/Instructional Staff**

1. Describe the faculty responsibilities within the contractual agreement and indicate how the responsibilities for the agreement affect those for the NCRA accredited program.

**Standard 3: Academic and Clinical Education**

1. Describe the impact of the contractual agreement on the academic and clinical curriculum and changes (if any) that will occur in the NCRA accredited program curriculum.

2. Describe any changes in the admissions requirements to the NCRA accredited program due to the contractual agreement.

3. Describe how, under the contractual agreement, the clinical practicum will be offered and how supervision of the practicum will be managed.
**Standard 4: Students**

1. Describe changes (if any) that will affect student accessibility to support services (advising, library resources, counseling for students with disabilities, etc).

2. Describe how, under the contractual agreement, the academic program will monitor the advising and supervision process of the program.