

**APPENDIX K**

**AVMA CVTEA SUBSTANTIVE CHANGE REPORT**

Changes must be reported within sixty days of implementation.

Program Name:		
Address:		
City, State, Zip:		
<i>Name of Person filling out Substantive Change Report</i>		
By:		
Date:	Phone:	Email:

<b>Type of Changes(s): Select each that is appropriate.</b>	
<input type="checkbox"/>	Change in the established mission or objective of the program.
<input type="checkbox"/>	Change in the legal status, form of control, or ownership of the parent college.
<input type="checkbox"/>	Change in administration (including change of Program Director, primary Program faculty, Dean, and College President), organization, association with the parent institution or Program instructional personnel. Submit copy of CV or resume when reporting changes in primary Program faculty.
<input type="checkbox"/>	Changes in courses that represent a significant departure in either content or method of delivery.
<input type="checkbox"/>	Changes in name of degree or addition of any degree or credential level offered.
<input type="checkbox"/>	Changes in the clock hours (student contact hours) for completion.
<input type="checkbox"/>	Major changes in physical facilities used for primary instruction.
<input type="checkbox"/>	Changes in off-campus sites that provide primary instructional support where essential skills are taught and evaluated.
<input type="checkbox"/>	Any USDA non-compliance report and subsequent action.
<input type="checkbox"/>	Other changes that affect teaching/education of students.
<input type="checkbox"/>	Changes in general contact information including email, phone, and name changes.
<b>Description of change: (Must include effective date of change and documentation of continued compliance with the AVMA CVTEA Standards of Accreditation.)</b>	

Reference: Accreditation Policies and Procedures of the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA); Section VI

For Office Use Only

Date Received: \_\_\_\_\_

Rec: \_\_\_\_\_