

NOTIFICATION OF CHANGES TO PROGRAM

- No changes to Program have occurred since the previous school approval application was submitted.

The school is required to notify the Board in writing within 30 days of any changes that may affect the programs offered. This requirement applies both to applicant schools which have changes subsequent to the submission of the initial application for approval, as well as to approved schools which are more than 30 days away from the due date for the submission of the renewal of school approval application. The types of changes to be reported include, but are not limited to:

- **Curriculum Changes:** Courses added or deleted from the program; change in any course of greater than 10% of the stated hours of the course; change in the sequence of organization of the courses in the program. This includes student clinic/fieldwork and externship experiences.

For any new or revised course, explain the rationale for the change and attach the following documentation: course description, course curriculum, and syllabus. For a change in the sequence of organization, attach a complete schedule of classes for the program; provide a description of the new sequence and how it is consistent with the stated educational objectives of the program. For course deletions, explain the rationale for this action.

- **Facility Changes:** Any change in the way the facility space is utilized; additions or subtractions from the amount of space in the facility; relocation of the facility.

Describe the changes; attach an updated Facility Plan which shows the changes.

- **Ownership Changes:** Any change in ownership status involving **less than** a controlling interest (50%).

Describe this change in detail, and provide names, addresses and phone numbers of any new owners and their share of ownership in the institution. Attach a revised organizational chart.

- **Staff Changes:** Any change in Program Director; instructors and/or teaching assistants.

List these changes; attach personnel information forms, with all required documentation, for all new staff members.

Note: All changes since the last Application for Renewal of School Approval was submitted must be reflected in this Application, even if the changes were submitted to the NCBMBT office previously.

Name of Institution

Program Director (please print or type)

Date

Signature

This institution hereby informs the Board of Massage and Bodywork Therapy of changes to the program entitled _____ (choose from changes described in preceding narrative) and which are described on the following page(s):