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**Notification of Intent**

**Substantive Change Document: Change of Degree**

**Professional and Post-Professional Degree Programs**

Professional Programs transitioning from a baccalaureate to a post-baccalaureate degree **OR** Post-Professional Programs from a post-baccalaureate to a doctoral degree who are in good standing with the CAATE and in mid-cycle for accreditation may apply for continuing accreditation through this Substantive Change Request for Change in Degree Document.

The Notification of Intent form must be uploaded to the substantive change tab via eAccreditation prior to your preferred intent deadline (see the dates below and check the available spots per cycle documented on the CAATE [website](https://caate.net/substantive-documents/)). Once submitted and approved, you will be invoiced electronically for $3000; please follow the instructions on the invoice for payment. The Substantive Change Application (mini self-study) will not be available in eAccreditation until payment is received.The mini self-study and all materials must be completed in eAccreditation no later than submission deadline associated with your intent date (see table of dates below). All materials submitted become the property of CAATE and will not be returned. All fees submitted are non-refundable and due at the time of application. Failure to submit the application by the deadline will result in forfeiting the $3000 application fee.

This substantive change application does not extend continuing accreditation past the original review date. Application for a substantive change does not guarantee the change will be accepted. After review of materials, the CAATE may deem that an on-site visit is necessary to ensure compliance with the *Standards*. If an on-site review is required, the institution will be charged a site visit fee of an additional $3000 ($6000 total) to cover expenses associated with the site visit. If the comprehensive review and substantive change application are conducted at the same time (only during the May-July cycle), the cost for the substantive change application will be modified. The comprehensive review fee remains unchanged, but the substantive change fee would be reduced to $1500.

***Once a program’s request for change in degree has been approved by the Commission, the program will no longer be allowed to admit students into the professional phase of the program at the previous degree level.***

**Substantive Change Review Cycles (under the 2020 Professional Standards)**

*The final window to submit a Notification of Intent for Substantive Change of Degree will be the October 1, 2022 window, with a mini self-study due date of December 1, 2022.*

|  |  |  |
| --- | --- | --- |
| **Notification of Intent Due** | **Mini Self-Study Due** | **Please check the box for the review cycle the application is being submitted for:** |
| February 1, 2021 | April 1, 2021 |  |
| May 1, 2021 | July 1, 2021 |  |
| June 1, 2021 | August 1, 2021 |  |
| October 1, 2021 | December 1, 2021 |  |
| December 1, 2021 | February 1, 2022 |  |
| February 1, 2022 | April 1, 2022 |  |
| May 1, 2022 | July 1, 2022 |  |
| June 1, 2022 | August 1, 2022 |  |
| October 1, 2022 (final cycle) | December 1, 2022 |  |

**Institutional Control/Ownership (check one)**

[ ]  State, County or Local Government

[ ]  For-Profit

[ ]  Non-Profit (Private or Religious)

Name of Sponsoring Institution Sponsoring Institution Web Address

Name of regional or national accreditor recognizing the Sponsoring Institution

Agency that gives the institution degree granting authority (i.e., Board of Regents, Board of Education, etc.)

Name of Program to be Accredited

**Previous Degree Awarded:** [ ]  BA [ ]  BS [ ]  BAT [ ]  BSAT [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  MA [ ]  MS [ ]  MAT [ ]  MSAT [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**New Degree to be Awarded:** [ ]  MA [ ]  MS [ ]  MAT [ ]  MSAT [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  DAT [ ]  PhD [ ]  ScD AT [ ]  EdD [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Sponsoring Institution Officials:

**Chief Executive Officer/President** (please print) Degree/Credentials Working Title

**Signature of Chief Executive Officer/President** Date

**Dean/Comparable Administrator** (please print) Degree/Credentials Working Title

**Signature of Dean or Comparable Administrator** Date

**Department Chair** (please print) Degree/Credentials Working Title

**Signature of Department Chair** Date

**Program Director** (please print)Degree/Credentials (PhD, EdD)

**Signature of Program Director** Date

## Program Director Information

1. Program Director

a. Name with Professional Credentials

b. Office Address (Provide complete address including city, state and zip code)

c. Office Phone

d. Office Fax

e. E-mail address

f. Academic Rank and Title

g. BOC#  Year Certified

h. Type of State Athletic Training Credential (license, certification, registration, exempt, NA)

 Current State Athletic Training Credential Number

* 1. Check either the **YES** or **NO** box to respond to each statement below as the statement relates to the current Program Director and Program BOC Pass Rate.

|  |  |  |
| --- | --- | --- |
| **Program Director Qualifications** | **YES** | **NO** |
| 1. **Full-time Employee of Host Institution**
 | **[ ]**  | **[ ]**  |
| 1. **Graduate Faculty Member of Host Institution with all graduate faculty rights**
 | **[ ]**  | **[ ]**  |
| 1. **Tenure-Track Academic Appointment**
 | **[ ]**  | **[ ]**  |
| 1. **Non-tenure Track Academic Appointment**
 | **[ ]**  | **[ ]**  |
| 1. **Tenured Faculty Member at Host Institution**
 | **[ ]**  | **[ ]**  |

|  |  |  |
| --- | --- | --- |
| **Program BOC Pass Rate** | **YES** | **NO** |
| 1. **Are you currently on Probation for Standard 11 (2012 Standards)/Standard 6 (2020 Standards)?**
 | **[ ]**  | **[ ]**  |
| 1. **What is your current 3-year aggregate BOC Pass Rate?**
 |  **%** |
| 1. **I understand that the BOC Pass Rate will transition to the graduate program; I have read and understand the** [**Standard 11 (2012 Standards)/Standard 6 (2020 Standards).**](https://caate.net/important-information-regarding-application-standard-11/)
 | **[ ]**  | **[ ]**  |
| 1. **I understand that if the Program is on Probation for Standard 11/6 for a second year with a pass rate of 50-70%, the Commission would move to a Show Cause action. If the Program is on Probation for Standard 11 (2012 Standards)/Standard 6 (2020 Standards) for a second year with a pass rate below 50% the Commission would move to a Withdrawal Accreditation action.**
 | **[ ]**  | **[ ]**  |

## Student Data

|  |  |  |
| --- | --- | --- |
| ***Please indicate current student numbers***  | ***Current Program*** | ***New Degree Program (if applicable)*** |
| Number of students currently enrolled in the professional phase of the program  |  |  |
| Anticipated number of graduates for the current AY  |  |  |

|  |  |
| --- | --- |
| ***Please answer the following***  | ***Indicate appropriate year***  |
| What year will the last cohort graduate from the current program (undergraduate/post professional masters)? (mm/dd/yyyy) |  |
| When will the first class begin the new degree program? (mm/dd/yyyy) |  |
| When is your next comprehensive review? (found on the Accreditation tab - Accreditation Cycle Next field) |  |

***PLEASE NOTE:  Once a program’s request for change in degree has been approved by the Commission, the program will no longer be allowed to admit students into the professional phase of the program at the previous degree level.***

## General Questions

**Prior to your preferred intent deadline (check the available spots per cycle document on the** [**CAATE website**](https://caate.net/substantive-documents/)**), please upload this completed Notification of Intent form and other requested documentation to the Substantive Change tab via eAccreditation. Once submitted and approved you will be invoiced electronically for $3000. Please follow the instructions on the invoice for payment. The Substantive Change mini self-study will not be available in eAccreditation until payment is received.**

In order for a program to submit this Notification of Intent, the program must answer ‘YES’ to all of the statements listed below.

|  |
| --- |
| **If submitted documentation is not signed and dated, the CAATE Office will notify you and request appropriate signatures.** |
|  | YES | NO | Date Approval Granted |
| Institution approval was granted for the post baccalaureate degree in athletic training; attach formal documentation verifying approval of the named degree.*All documentation must be signed and dated.* | [ ]  | [ ]  |  |
| State approval was granted for the post-baccalaureate degree in athletic training. Alternatively, if state approval is not required, please provide a formal letter with explanation.*All documentation must be signed and dated.* | [ ]  | [ ]  |  |
| Regional accreditor approval was granted for the post-baccalaureate degree in athletic trainingAlternatively, check yes, if regional accreditor is not required, and submit appropriate formal documentation stating regional accreditor approval is not needed*All documentation must be signed and dated.* | [ ]  | [ ]  |  |
|  |