

3.450 Reporting Non-Substantive Program Changes

The Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) requires program report non-substantive changes no later than 30 days after the change occurs.

- A. Reportable personnel changes include staffing in the following positions:
 - 1. Program Director
 - 2. Clinical Coordinator (Including addition of or staffing change in a Co-Coordinator)
 - 3. Affiliate Education Supervisor at a clinical affiliate or Academic Affiliate Advisor
 - 4. Program Director's immediate supervisor
 - 5. Sponsoring institution president/CEO

- B. Programs must also report changes in the following items no later than 30 days after the change occurs:
 - 1. Name change of sponsoring institution or program
 - 2. Program address (physical and/or mailing)
 - 3. Program web page URL
 - 4. Program Director
 - a. Work phone number
 - b. Work email address
 - c. Highest degree
 - d. Credentials
 - 5. Clinical Coordinator
 - a. Work email address
 - b. Highest degree
 - c. Credentials
 - 6. End of affiliation with a clinical or academic affiliate

Notification forms for these changes are available in the Program Resources area of the JRCNMT website. The forms contain instructions identifying any external documents that must be submitted as part of the notification. Notification must be submitted by email to the JRCNMT as a single PDF file per change.

Items A1 – A3 are reviewed by the JRCNMT Executive Officers to ensure new candidates meet the criteria in the *Standards*. All other changes are handled by JRCNMT staff.