



JOINT ACCREDITATION™  
INTERPROFESSIONAL CONTINUING EDUCATION

## Substantive Change Policy

Substantive change involves a significant modification, expansion, or contraction of the nature and scope of an accredited provider. Substantive change includes, but is not limited to:

1. Any change in the established mission or goals of the provider;
2. Change in the legal status, governance, ownership or resources of the program;
3. Change in CPE administrator;
4. Change in supervisor;
5. Change in organizational structure;
6. Any other changes that the CPE administrator feels require notification to Joint Accreditation.

Note: If a Joint Accredited provider undergoes a corporate change, resulting, for instance, from a merger or acquisition, Joint Accreditation expects to be made aware of the change as soon as possible so that the accreditors can work through the transition with the organization.

Similarly, when an accredited provider undergoes significant organizational change, for example, becoming owned by a commercial interest, Joint Accreditation considers the provider to be significantly different than the organization that was accredited. Joint Accreditation will expect the provider to cease providing CE as a Joint Accredited provider.

Joint Accreditation will also withdraw a provider's accreditation if the provider is dissolved or ceases to exist as a result of a merger, acquisition or dissolution.

### Procedures for Reporting Substantive Change

If the provider is reporting a change of CPE administrator or change in supervisor, the provider must complete the change in the Joint Accreditation Program Activity Reporting System. For other substantive changes, the provider should notify [info@jointaccreditation.org](mailto:info@jointaccreditation.org) in writing within 30 days of the change. Notification should provide documentation that the program will continue to comply with Joint Accreditation criteria and policies. The circumstances provided may present the need for review and reconsideration of accreditation in accord with criteria evaluation and operational procedures or appropriate monitoring.

### Non-Compliance with Substantive Change Reporting

It is the responsibility of an accredited provider to follow the Substantive Change policies and procedures of Joint Accreditation and to inform [info@jointaccreditation.org](mailto:info@jointaccreditation.org) of such changes in accord with those procedures. If a provider fails to follow this substantive change policy and its procedures, the accreditation of the program may be placed in jeopardy. If an accredited provider is unclear as to whether a change is substantive in nature, they should contact Joint Accreditation staff for consultation.