



Substantive Change of Faculty and Director

Instructions: Complete and submit the Substantive Change Application Cover Sheet and the Substantive Change of Faculty and Director. Both forms and any additional documentation must be submitted together.

All fields are required to be filled in. If a field does not apply to you, type in N/A.

Application Must Be Typed or Clearly Printed in English

Today's Date (month/dd/yy)	Effective Date (month/dd/yy) of Change
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SECTION 1 - TEP INFORMATION

Legal Name of Organization	Name of Owner / Director
Program Name (if different than above)	
Program Address	City
State / Province	Zip Code & Country

IF CHANGE IN PROGRAM DIRECTOR OR LEVEL COORDINATOR:

* Documentation required: resume/vitae, Montessori credentials, university credential, professional development from the last three years and any other supporting documentation for each Program Director and Level Coordinator.

Course Level	
Former Director / Level Coordinator's Name	Former Director / Level Coordinator's Email Address
New Director / Level Coordinator's Name	New Director / Level Coordinator's Email Address
Course Level	
Former Director / Level Coordinator's Name	Former Director / Level Coordinator's Email Address
New Director / Level Coordinator's Name	New Director / Level Coordinator's Email Address

Substantive Change of Faculty and Director

IF CHANGE IN FACULTY:
 * Documentation required: resume/vitae, Montessori credentials, university credential, professional development from the last three years and any other supporting documentation for each new faculty member.

Former Instructor/Field Supervisor's Name Course Level	Former Instructor/Field Supervisor's Email Address Subject matter
New Instructor/Field Supervisor's Name Course Level	New Instructor/Field Supervisor's Email Address Subject matter
Former Instructor/Field Supervisor's Name Course Level	Former Instructor/Field Supervisor's Email Address Subject matter
New Instructor/Field Supervisor's Name Course Level	New Instructor/Field Supervisor's Email Address Subject matter
Former Practicum Supervisor/Coordinator's Name Course Level	Former Practicum Supervisor/Coordinator's Email Address Subject matter
New Practicum Supervisor/Coordinator's Name Course Level	New Practicum Supervisor/Coordinator's Email Address Subject matter

SECTION 2 - IMPACT STATEMENT

With reference to MIA's Quality Principles, briefly describe the impact of the change on the following:

Meet the needs of the Adult Learner (evaluate the Adult Learner, connect Adult Learner with practicum sites, etc.)

Meet program capacity (size of building, number of classrooms, etc.)

Meet financial responsibilities (income and expenses, etc.)