



ACATE PERSONNEL CHANGE FORM <https://www.caahep.org/ACATE>

When there is a change in Program Director, whether on a permanent, temporary, or acting basis, all of the following information for the replacement must be forwarded to the ACATE no later than 30 calendar days following the effective date of replacement. acatecouncil@gmail.com

- Proof of Academic Appointment
- CV/Vitae showing formal education/degrees and related experience
- Certificate of ATR-BC Credentialing
- New contact information for the individual

Failure to do so may result in recommendation for Administrative Probation.

Please complete and submit this Personnel Change Form with the appropriate supporting documentation.

Changes in the above personnel must also be noted in the Annual Report.

For changes in President or Dean (or comparable positions), or for changes to the name and/or address of the program , please complete this Personnel Change Form and send the new information to ACATE. This form, after being received by ACATE, will then be forwarded to CAAHEP and you will be copied on that email.

For changes in sponsorship, or any change that constitutes a “substantive change” in the program as defined by ACATE policies and operational procedures, please review the [FAQ Sheet for Newly Accredited Programs](#) received at time of accreditation, and contact ACATE for more instructions.

Directions: Complete this form for any program or key administrator personnel change. Submit, along with any supporting documentation to acatecouncil@gmail.com

Change in Personnel for: Program Director _____
 President _____
 Dean (or comparable position) _____

Sponsor Information: Name of Institution: _____
 Web hyperlink of Institution: _____
 Address: _____
 Web hyperlink of Art Therapy Program _____
 Address: _____

Name of Former: _____

Information for New: Name: _____
 Credentials: _____
 Address: _____
 Email: _____
 Phone: _____
 Start Date: _____