



**NOTICE OF CHANGE
OAC 310:677-3-5(C)**

TRAINING PROGRAM:	TRAINING CODE:
COMPLETED BY:	DATE:
ADDRESS:	EFFECTIVE DATE:

OAC 310:677-3-5(c) *An approved program shall notify the Department in writing before making substantive changes to the program. Substantive changes shall include but not be limited to:*

Check all applicable boxes and complete the 'Previous' and 'New' sections for the change(s) being reported. Attach all required documents.

Change in Location of Administrative Offices – OAC 310:677-3-5(c)(1)

Previous Location: _____

New Location: _____

**Change in requirements or procedure for selection of instructors (Submit documentation)
OAC 310:677-3-5(c)(2)**

Change in Curriculum (Submit documentation) – OAC 310:677-3-5(c)(3)

Different Legal Entity sponsoring the Program – OAC 310:677-3-5(c)(4)

Previous Entity: _____

New Entity: _____

Change in Location of Classroom – OAC 310:677-3-5(c)(5)

Previous Location: _____

New Location: _____

Change in Location of Laboratory– OAC 310:677-3-5(c)(5)

Previous Location: _____

New Location: _____

Change in Staff– OAC 310:677-3-3(c)(7): (Attach documentation)

**Please note that the Notice of Change is to be sent in advance of the change requested and will need to be reviewed before approval is given.*

Type or Print Name

Signature

Date