

New Hampshire Department of Education  
Council for Teacher Education

Substantive Change Report

Institutions of Higher Education are expected to inform the New Hampshire Department of Education and the New Hampshire Council of Teacher Education of substantive program changes that are anticipated during the term of approval by submitting a Substantive Change Report:

Institution reporting substantive change: \_\_\_\_\_

Program(s): \_\_\_\_\_

Institutional Program Coordinator/Title: \_\_\_\_\_

Institution address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

1. Report any of the following substantive changes in the program or institution. Explain the rationale for the changes:

- Capacity (loss of key staff or faculty positions)
- Key personnel changes
- Changes in governance
- Changes in resources: funding, new structures, delivery models
- Program elimination or addition
- Realignment of curriculum: Major changes related to Ed 609 General Education Program and/or Ed 612 and Ed 614 content area standards
- Changes in student teaching, internship or practica
- Changes in alignment with certification requirements

2. Describe additional substantive changes:

3. Include any additional evidence with this form.

Return by email to [lisa.kaim@doe.nh.gov](mailto:lisa.kaim@doe.nh.gov) or send completed report to the New Hampshire Department of Education, Bureau of Credentialing, 101 Pleasant Street, Concord, NH, 03301.

Questions, contact Lisa Kaim at (603) 271-8049