**244 CMR 6.04 (1)(k) Notification of Change in Chief Executive Officer of The Parent Institution**

Relevant Regulations at 244 CMR 6.04

 (1)(k) The program shall, within seven business days, notify the Board in writing of a change in administrative personnel within the program, or a change in the chief executive officer of the parent institution, or both.

Please complete ALL of the following sections.

## Parent Institution Information

|  |  |
| --- | --- |
| Date: |  |
| Parent Institution: |  |
| Address: |  |
| City, State, Zip: |  |
| Chief Executive Officer Name and Credentials: |  |
| Email:  |  |

## Nursing Education Program Information

|  |  |
| --- | --- |
| Nursing Education Program: |  |
| Address: |  |
| City, State, Zip: |  |
| Program Administrator: |  |
| Email:  |  |
| Nursing Program Type: | [ ]  Associate Degree [ ]  Direct Entry Master’s [ ]  Diploma[ ]  Baccalaureate [ ]  Practical |

## New Parent Institution Chief Executive Officer

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| Credentials: |  |
| Position Title: |  |

## New Parent Institution Chief Executive Officer

## Contact Information

|  |  |
| --- | --- |
| Telephone: |  |
| Fax: |  |
| Email: |  |

## Effective Date

Month/Date/Year:

|  |  |
| --- | --- |
| Signature: |  |
| Date |  |