
Program Change

- Request for changes for the Director, Program Name, Physical Location or Age Groups Served must be made in the Change Restricted Information link in MARIT.
- Programs must open the Change Restricted Information link in MARIT, select the item they wish to change, complete all requirements listed, and submit to MARIT. Missouri Accreditation Executive Director will contact the Program concerning the requested change.
- **Director Change**
 - If at any time there is a change in a Program's Director, Missouri Accreditation Executive Change information and credentials should be submitted within thirty (30) calendar days to Missouri Accreditation.
 - Open MARIT and select Director Change
 - Enter the required information: Previous Director name, New Director's name, New Director's email address, answer the two questions listed
 - Upload New Director's education credentials
 - Submit
- **Program Name Change**
 - Name change for a program may only be made after contacting Missouri Accreditation.
 - Open MARIT and select Program Name Change
 - Enter the required information: Program's Previous Name and Program's New Name
 - Submit
- **Physical Location Change**
 - Select this option if you are moving your program to a different address or physical location on same property, adding or moving a classroom in a different location.
 - Open MARIT and select Physical Location Change
 - Enter the required information: Program's Previous Address, Program's New Address, Program's New Phone Number, and Program's New Fax Number
 - Upload the required documents listed in the MARIT.
 - Submit
 - An On-site visit is required and an On-site visit cost will be invoiced. See Cost Schedule, page 23-25. All costs must be paid before an on-site visit will be made and the Location Change approved. Not notifying Missouri Accreditation of a change in location may result in the loss of the Program's Accreditation.
- **Age Group Served**
 - Select this option if the Program is serving additional age groups.
 - Open MARIT and select Age Group Change
 - Select the Age Groups the Program is adding
 - Upload the required documents
 - An On-site visit is required and an On-site visit cost will be invoiced. See Cost Schedule, page 25. All costs must be paid before an on-site visit will be made and the Age Group

Served Change approved. Not notifying Missouri Accreditation of a change in Age Groups served may result in the loss of the Program's Accreditation.