



NACCAS 2017 HANDBOOK

NACCAS
3015 Colvin Street
Alexandria, Virginia 22314
Telephone: 703-600-7600
Fax: 703-379-2200
www.naccas.org

Published: January 10, 2017

NACCAS HANDBOOK

Section Color Guide

Board of Commissioners, Staff, and Department of Education Contacts	White
Standards and Criteria	Lavender
Policies	Gray
Rules of Practice and Procedure	Pink
Appendices to the Rules of Practice and Procedure	Yellow
Glossary of Terms	Blue
By-Laws	Green

NACCAS BOARD OF COMMISSIONERS – 2017

Michael D. Bouman School Administrator Commissioner At-Large <i>Term expires 12/2017</i>	Empire Education Group, Inc. 1532 Sleeping Child Road Hamilton, MT 59840	(406) 499-2008 mbouman@empire.edu
Robert F. Kelley, Jr. School Owner Commissioner At Large <i>Term expires 12/2017</i>	Kelley Education, Inc. 1357 N. Milwaukee Ave. Chicago, IL 60622	(773) 351-8999 Fax: (773) 645-0079 comm.kelley@uofac.edu
Gina Kinion School Owner Commissioner Zone 3 <i>Term expires 12/2017</i>	Elaine Steven Beauty College 10420 West Florissant St. Louis, MO 63136	(314) 868-8196 Fax: (636) 639-8151 ginak1@mac.com
Elizabeth Kirkland Professional Services Commissioner At-Large <i>Term expires 12/2018</i>	Director of Seaside Education 514 North Troutman Road Camden, NC 27921	(252) 333-4632 efrtmtn@yahoo.com
Kim Layton Academic Commissioner At-Large <i>Term expires 12/2018</i>	2208 West Park Row, Suite 100 Arlington, TX 76013	(817) 524-8316 klayton@ogleschool.edu
Mary Gail Lowery Public Interest Commissioner At-Large <i>Term expires 12/2017</i>	304 C-H Lane Gatlinburg, TN 37738	Cell: (865) 789-7763 Fax: (334) 371-0017 mlowery9154@gmail.com
Allen Lee Smith Public Interest Commissioner At-Large <i>Term expires 12/2019</i>	180 Trudy Ave. Munroe Falls, OH 44262	Cell: (330) 715-6969 allensmith1800@yahoo.com
Louis Starita School Owner Commissioner Zone 1 <i>Term expires 12/2018</i>	Paul Mitchell The School Boise 1270 South Vinnell Way Boise, ID 83709	(208) 287-4040 Fax: (208) 287-4049 lou@boise.paulmitchell.edu
Janet Stemmer School Owner Commissioner At-Large <i>Term expires 12/2019</i>	Don Roberts School of Hair 152 East US Route 30 Schererville, Indiana 46375	(219) 864-1600 Fax: (219) 864-1623 commissionerstemmer@gmail.com
Chris Strawn Academic Commissioner At-Large <i>Term expires 12/2017</i>	Arthur's Beauty College, Inc. 2600 John Harden Drive Jacksonville, AR 72076	(501) 982-8987 Fax: (501) 457-0033 cstrawn@arthursbeautycollege.com
Julie Vargas Professional Services Commissioner At-Large <i>Term expires 12/2016</i>	Director of Career Opportunities Sport Clips P.O. Box 3000-266 Georgetown, TX 78627	(512) 868-4655 Fax: (512) 869-0366 julie.vargas@sportclips.com

Therese Vogel School Owner Commissioner Zone 4 <i>Term expires 12/2018</i>	Tiffin Academy of Hair Design 104 East Market Street P.O. Box 631 Tiffin, OH 44883	(419) 447-3117 Fax: (419) 447-5840 tiffinacademy@sbcglobal.net
Wanda Zachary School Owner Commissioner Zone 2 <i>Term expires 12/2019</i>	Hair Professionals School of Cosmetology P.O. Box 309 5460 Route 34 Oswego, IL 60543	(630) 554-9540 Cell: (630) 772-0377 wzachary@hairpros.edu

EXECUTIVE COMMITTEE – 2017

Chairman: Therese Vogel
First Vice Chairman: Gina Kinion
Second Vice Chairman: Chris Strawn
Treasurer: Louis Starita
Secretary: Julie Vargas

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- Zone 1** Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming
- Zone 2** Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Nebraska, North Dakota, Oklahoma, South Dakota, Texas, Wisconsin
- Zone 3** Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Missouri, South Carolina, Tennessee
- Zone 4** Connecticut, Delaware, District of Columbia, Kentucky, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virgin Islands, Virginia, West Virginia
- At Large** All 50 States, District of Columbia, Commonwealth of Puerto Rico, Commonwealth of the Northern Marianas, Guam

NACCAS STAFF DIRECTORY

Executive Office		email	(703) 600-7600
Executive Director	Tony Mirando, M.S., D.C.	amirando@naccas.org	
Senior Administrative Assistant	Erykah Wilkerson	ewilkerson@naccas.org	x141
Accreditation			
Director	Demara Stamler	dstamler@naccas.org	x137
Accreditation Manager – Compliance	Carol Orsini	corsini@naccas.org	x170
Accreditation Manager	Mary Nell Myers	mmyers@naccas.org	x152
Accreditation Manager	Eddie Broomfield	ebroomfield@naccas.org	x101
Travel Manager	Susie Kofler	skofler@naccas.org	x129
Accreditation Coordinator & FRC	Tina Waltower	twaltower@naccas.org	x146
Accreditation Analyst	Jamie Havens	jhavens@naccas.org	x151
Accreditation Analyst	Danielle Armstrong	darmstrong@naccas.org	x140
Accreditation Analyst	Russie Allen	rallen@naccas.org	x154
Accreditation Analyst	Brittany Salazar	bsalazar@naccas.org	x112
Compliance Coordinator	Alyson Rowe	arowe@naccas.org	x148
ICPE Specialist	Cassandra Billups	cbillups@naccas.org	x156

Government Relations & Legal

Director	Darin Wallace, Esq.	dwallace@naccas.org	x159
Senior Administrative Assistant	Erykah Wilkerson	ewilkerson@naccas.org	x141

Finance

Director	Claire Wurmfeld	cwurmfeld@naccas.org	x132
Financial Analyst	Val Gonzalez	vgonzalez@naaccas.org	x116
Pre-Screener	Jeanette Walker	jwalker@naccas.org	x114
Accounts Receivable	Lupeachra Davis	ldavis@naccas.org	x131
Accounts Payable	Sharise Odems	sodems@naccas.org	x160

Human Resources, Operations & Training

Director	Alicia Williams, PHR	awilliams@naccas.org	x138
Senior Administrative Assistant	Erykah Wilkerson	ewilkerson@naccas.org	x141

Information Technology & Communications

Director	Michael Pickus	mpickus@naccas.org	x135
IT & Production Specialist	Zoul-Kifl Pio	zpio@naccas.org	x115
Document Specialist	Shanna Love	slove@naccas.org	x102

Research & Compliance Reporting

Director	Jason Tiezzi	jtiezzi@naccas.org	x155
Research & Compliance Analyst	Michelle Stock	mstock@naccas.org	x121
Research & Compliance Analyst	Brett Jones	bjones@naccas.org	x191

UNITED STATES DEPARTMENT OF EDUCATION

REGIONAL OFFICES

For answers to your questions on federal student aid regulations or “Dear Colleague” letters, you should contact the USDE Case Management Team which serves your state.

Multi-Regional and Foreign School Participation Division

US Department of Education, FSA
Union Center Plaza
830 1st Street, NE
Washington, DC 20202

NE Quadrant:

Boston, Massachusetts – Region I

Phone: 617-289-0100
POCH Building,
5 Post Office Square
9th Floor, Room 24
Boston, MA 02110

Connecticut, Maine,
Massachusetts, New Hampshire,
Rhode Island, Vermont

New York City, New York – Region II

Phone: 646-428-3906
32 Old Slip, 25th Floor
New York, NY 10005

New Jersey, New York,
Puerto Rico, Virgin Islands

Philadelphia, Pennsylvania – Region III

Phone: 215-656-6436
The Wanamaker Building
100 Penn Square East – Suite 505
Philadelphia, PA 19107

Delaware, District of Columbia,
Maryland, Pennsylvania,
Virginia, West Virginia

SE Quadrant:

Atlanta, Georgia – Region IV

Phone: 404-974-9290
61 Forsyth St. SW, Suite 19T40
Atlanta, GA 30303

Alabama, Florida, Georgia, Kentucky,
Mississippi, North Carolina,
South Carolina, Tennessee

Kansas City, Missouri – Region VII

Phone: 816-268-0440
8930 Ward Parkway, Suite 2043
Kansas City, MO 64114-3302

Iowa, Kansas,
Missouri, Nebraska,

NW Quadrant:**Chicago, Illinois – Region V**

Phone: 312-730-1532

500 W. Madison Street, Suite 1427
Chicago, IL 60661Illinois, Indiana, Michigan
Minnesota, Ohio, Wisconsin**Denver, Colorado – Region VIII**

Phone: 312-730-1532

US Department of Education

Regional Office, Federal Bldg. 1244

Speer Blvd, Suite 615

Denver, CO 80204-3582

Colorado, Montana, North
Dakota, South Dakota, Utah,
Wyoming**Seattle, Washington – Region X**

Phone: 206-607-1655

Jackson Federal Building

915 2nd Avenue, Room 3362

Seattle, WA 98174-1099

Alaska, Idaho,
Oregon, Washington

SW Quadrant:**Dallas, Texas – Region VI**

Phone: 214-661-9457

1999 Bryan St, Suite 1510

Dallas, TX 75201-3136

Arkansas, Louisiana,
New Mexico,
Oklahoma, Texas**San Francisco, California – Region IX**

Phone: 415-486-5605

50 Beale Street, Room 9700

San Francisco, CA 94105

Arizona, California, Hawaii,
Nevada, American Samoa, Guam,
Territory of Pacific Islands

Federal Student Aid Hotline: 1-800-433-7327

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STANDARDS AND CRITERIA

NACCAS Goals of Accreditation

- A. To foster and improve post-secondary education and training in cosmetology arts and sciences, massage, and related and unrelated areas.
- B. To establish and enforce minimum standards of performance towards ensuring that accredited post-secondary schools offer, and can be reasonably expected to continue to offer, successful programs to prepare graduates for licensure, certification and/or employment in these areas.
- C. To ensure that each accredited institution carries out its educational activities in ethical and responsible ways.

The minimum performance requirements accredited institutions must meet constitute the NACCAS Standards and Criteria, and cover the following areas:

- 1. Educational objectives and institutional evaluation
- 2. Instructional staff
- 3. Administrative services
- 4. Admissions policies and procedures
- 5. Student support services
- 6. Curriculum
- 7. Financial practices and management
- 8. Instructional space and facilities
- 9. Evaluation of students
- 10. Occupational Associates Degree courses of study and programs

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Preface

The Commission may determine an institution's compliance with accreditation requirements through assurances from the institution (A), observation (O), and documentation (D). Each criterion is preceded with an indication of the primary method used.

Whenever a reference to a written document appears in the Standards, compliance may be shown through documents that are produced in a written copy, web-based, or any other printable media format.

Institutions may review the [*Sample Forms and Guidelines*](#) (found on the NACCAS website under "Other Key Documents") booklet for examples of ways to comply with various criteria throughout the standard.

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Standard I – Educational Objectives and Institutional Evaluation

The institution has a published mission statement identifying the institution as providing career preparation. The institution assesses its performance as related to its stated objectives, summarizes the results of the assessment, and uses the assessment to maintain or improve institution performance.

- D 1. A mission statement has been adopted by the institution and clearly identifies the institution as one preparing graduates for employment.
- D 2. The mission statement is published in the institution's catalog.
- D 3. The data contained in the institution's most recent NACCAS Annual Report are accurate.
- D 4. The institution maintains documentation that can be verified and supports the rates of graduation, licensure/certification, and employment for the most recent Annual Report year.
- D 5. The institution is responsible for the achievement of expected and acceptable outcomes, regardless of mode of educational delivery:
 - a. Graduation rate – 50%
 - b. Pass rate on certification or state licensing examinations, if required – 70%
 - c. Placement rate of graduates – 60%

(If the institution is in compliance with current low outcomes monitoring, this criterion is not cited as a limitation).

- D 6. The institution has an external advisory committee comprised of an employer or employers representing the field(s) of study offered by the institution. A committee member may represent multiple fields.
- D 7. Advisory committee member(s) shall provide annual feedback in those areas relevant to their experience and/or background. The feedback from the advisory committee must include, but does not have to be limited to, information about the institution's:
 - a. Curriculum;
 - b. Facilities and equipment; and
 - c. Graduation, licensure or certification, and placement rates.
- D 8. The institution must solicit feedback from current students based on its mission and educational objectives at least annually.
- D 9. The institution must solicit feedback from graduates based on its mission and educational objectives at least annually.
- D 10. The institution must maintain a summary of the feedback received from the advisory committee members, students and graduates.
- D 11. Based on the feedback received, the institution implements improvements and changes, as applicable, to maintain compliance with NACCAS Standards and Policies.

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Standard II – Instructional Staff

The institution employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational courses and/or program(s) regardless of mode of delivery.

- D 1. Instructors (including substitutes) hold teaching credentials demonstrating compliance with applicable state requirements.
- O/A 2. The student/teacher ratio meets the state requirements, if applicable, and in the absence of state requirements, the student/teacher ratio must not exceed 30 students in attendance per instructor.
- A 3. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures.
- A 4. Qualified substitute instructors are used when needed.
- D 5. Instructors, with the exception of substitutes, attend meetings according to the institution's policy which shall require a meeting at least once annually.
- A 6. Instructor meeting topics are relevant to the institution's stated mission and educational objectives.
- A/D 7. Within each year of employment, each regularly employed instructor (but not substitute instructors) meets the applicable state requirements for continuing education or obtains 12 hours of continuing education, whichever is greater. This requirement shall not apply during the employee's first year of employment. A year of employment shall be measured on a calendar basis or rolling 12-month basis, as defined by the institution's policy.
- D 8. Continuing education completed in person or online, includes a minimum of 4 hours in teaching methodology.
- A/D 9. Each instructor, with the exception of substitutes, shall receive and sign a written performance evaluation at least once annually.
- D 10. The evaluation includes, at a minimum, teaching preparation and effectiveness.

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Standard III – Administrative Services

The institution has in place administrative policies and services appropriate to the educational courses and/or program(s). Such policies and services meet applicable federal, state, local, and NACCAS policies.

- D1. The institution is legally authorized to provide training.
- O 2. Appropriate licenses and certificates issued by state and/or other regulatory authorities are publicly displayed in accordance with state regulations.
- A/O/D 3. The institution complies with applicable federal (including Title IV Federal Financial Aid), state, and local statutes and regulations governing the operations of the institution including the NACCAS [*Rules of Practice and Procedure*](#) (see page 57).
- D 4. The institution has adopted written operating policies and procedures.
- A 5. The institution's written operating policies and procedures are implemented and maintained effectively.
- D/O/A 6. The institution has controls in place to ensure operations, programs, and staff meet the requirement for [*administrative capacity*](#) and [*capability*](#) (See Glossary Terms)
- D 7. The institution has current, signed participation agreement(s) (Title IV, Veteran's Administration, Work Force Development, etc.) and Eligibility Certification Approval Report (ECAR) listing approved courses and/or programs, if applicable.
- D 8. Advertising conforms to the NACCAS [*Policy on Advertising*](#) (see page 22).
- D 9. The institution maintains copies of any training agreements with government agencies, school districts and/or other entities, if applicable.
- D 10. The institution guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records.
- D 11. The institution must have a policy regarding the release of student information which is in compliance with local, state, and federal law (FERPA).
- D 12. The institution provides access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.
- O 13. All institutional records related to accreditation (NACCAS Standards and Policies) must be maintained from the effective date of the most recent grant or renewal of accreditation and in accordance with state and federal law. Newly accredited institutions that do not have a six-year accreditation history must maintain records from the Candidate Consultation visit forward. Student records must be maintained in accordance with state and federal law.
- O 14. All institution records are maintained and safeguarded against loss, theft, identity theft, or damage.
- A 15. The institution utilizes technologies and practices that are effective in verifying the identity of a distance-learning student who participates in class or coursework (such as a secure login and pass code or proctored examinations) while protecting student privacy.
- A/D 16. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be available in the language in which the course will be taught.

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Standard IV – Admissions Policies and Procedures

The institution has published student admissions policies that are appropriate for the educational courses and/or program(s), and the institution follows these policies.

- D 1. The institution's admission policies require that each student meet one of the following:
- a. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable to non-Title IV recipients), etc.; or
 - b. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
 - c. Have the ability to benefit from the training, according to the NACCAS [Ability-To-Benefit Policy](#) (see page 28).
 - d. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
 - e. If attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
- D 2. A limited number of secondary students who are not enrolled under a training agreement as described in item e above (no more than 10% of the number of students currently enrolled) may be admitted, if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation, as established by the institution.
- D 3. The institution's written catalog complies with the NACCAS [Catalog Requirements](#) (see page 32).
- D 4. Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog.
- D 5. Before enrollment each applicant is provided access to written information that accurately reflects the most recent annual report year statistics.
- D 6. Before enrollment, each applicant is provided access to written information that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates.
- D 7. The institution uses an enrollment agreement that complies with the NACCAS [Enrollment Agreement Requirements](#) (see page 29).
- D 8. The enrollment agreement must be fully executed prior to the enrollee starting classes.
- D 9. A copy of the fully executed enrollment agreement is provided to the enrollee and legal guardian, as applicable.
- D 10. A copy of the fully executed enrollment agreement is maintained by the institution.
- D 11. If the institution has a leave of absence policy, it must be in compliance with the NACCAS Leave of Absence Policy.

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- D 12. The institution accurately implements the Leave of Absence Policy, as applicable.
- D 13. The institution's policies clearly state that the institution does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students.
- D 14. The institution has a policy that clearly defines how training or education received at another institution is applied to the receiving institution's course or program requirements (including the possibility that no such transfer credit is granted).
- D 15. The institution maintains a list of institutions with which they have established an articulation agreement, if applicable.
- D 16. The institution's practices are consistent with its admissions policies and requirements.
- D 17. The institution notifies distance-learning students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.
- D 18. If an institution offers a program that is longer than the state requirements, before enrollment, each applicant is provided the rationale for completing the additional hours and the benefits to be derived from the additional training.
- D 19. Before enrollment, each applicant is provided non-verbal access to information that reflects generally known prerequisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided, such as:
 - a. licensure requirements;
 - b. regulatory oversight restrictions;
 - c. physical requirements of the industry; and
 - d. ability to meet requirements set forth by employers.

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Standard V – Student Support Services

The institution has in place student support services, which provide appropriate information and advice to students.

- A 1. The institution provides access to orientation programs on or before the first day of class. (If the institution intends to award hours or credits for orientation, the orientation must be part of the institution's curriculum, if permitted by state and federal law.)
- A 2. The orientation program provides, at a minimum, information about:
 - a. the instructional course or program;
 - b. the educational objectives of each course or program;
 - c. administrative policies affecting students; and
 - d. support services available to students.
- A 3. Students are provided with academic advising and additional assistance, as necessary.
- A 4. Contact information for professional assistance is made available to students.
- D 5. The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in:
 - a. Professionalism;
 - b. Resume development;
 - c. Interview preparation; and
 - d. Job search skills.
- A 6. Information and advice on available financial assistance is accessible to students.
- D 7. The institution has an internal complaint or grievance procedure to consider student complaints that complies with the NACCAS [Internal Grievance Procedure Policy](#) (see page 38).
- A 8. The institution implements the [Internal Grievance Procedure Policy](#) (see page 38), as applicable.

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Standard VI - Curriculum

The institution offers educational courses and/or programs congruent with the mission of the institution and its educational objectives. Courses and/or programs incorporate job market requirements in instruction through involvement with the institution's advisory committee. The institution ensures that all courses and/or programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent.

- A/O 1. Courses and/or programs are congruent with the mission of the institution and its educational objectives.
- A/O 2. Courses and/or programs meet the state requirements where the student is seeking licensure and/or certification, if applicable.
- D 3. Each student is provided with a written program and/or course outline, at the beginning of the program and/or course.
- D 4. The course and/or program outlines(s) must include each of the following elements:
 - a. Name of the course or program;
 - b. Course or program description;
 - c. Course or program educational objectives;
 - d. Contents of the units of instruction and, as applicable, hours, credits and/or competencies devoted to each unit;
 - e. Instructional methods used to teach the course and/or program; and
 - f. Grading procedures.
- A/O 5. In order to fulfill course and/or program requirements, the institution makes available to students the following:
 - a. Textbooks and/or text materials;
 - b. Supplementary instructional resources;
 - c. Equipment, as applicable; and
 - d. Products and supplies, as applicable.
- A/O 6. The institution provides students and teachers with access to current reference materials to support the educational course and/or program(s) offered.
- D 7. Courses and/or programs offered by the institution comply with the applicable regulatory agency curriculum requirements. In the absence of oversight agency regulations regarding curriculum, courses and/or programs are designed to meet industry standards using feedback from the institution's advisory committee and required elements of the state or national examination, if applicable, and/or requirements defined in the oversight agency's statutes or regulations for licensure.
- A 8. Each course and/or program provides instruction on the regulations governing the scope of practice for which students are training.
- A 9. Each course or program provides supervised instruction in the applicable skills and competencies.
- D 10. Academic and practical learning precede student salon or clinic activities, as applicable.
- A/O 11. Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, distance education, problem-solving, interactive lecture,

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individualized instruction, student and classroom presentations, labs and student salon activities, etc.) are used during the program.

- A/O 12. Effective training aids and audiovisual materials are used to supplement the instructional process.
- D 13. Instruction in classrooms, labs, student salons, and/or via distance learning, if applicable, is effectively organized as evidenced by:
- a. Program and/or course outlines;
 - b. Lesson objectives;
 - c. Evaluations; and
 - d. Other applicable instructional materials.
- D 14. To offer a course and/or program that exceeds the required minimum course or program length by more than 50%, the institution must justify the course or program length. In accordance with the mission of the institution, the justification must state how the course or program length is necessitated by the following factors:
- a. Industry needs as determined and/or recommended by the institution's Advisory Committee; and
 - b. Special academic needs of the students served.
- D 15. If an institution participates in an externship, the institution's externship complies with all applicable requirements established by the state regulatory agency, however, not to exceed 10% of the total course and/or program hours. In the absence of regulations promulgated by the state regulatory agency, the institution's externship will comply with the NACCAS [*Externship Requirements Policy*](#) (see page 39). For programs that fall within the scope of Health (wellness) and related programs, the externship requirements may (upon approval of the program) exceed 10% and must be in compliance with federal, state, and local regulations.
- D 16. The institution is responsible for the management, control, and delivery of distance education (see "Glossary of Terms") instruction.
- D 17. Distance education cannot be used as a mode of delivery for more than 50% of any program.
- D18. If the institution offers a distance education program it must have a policy in compliance with NACCAS Policy on Distance Education, [*Policy VI.02*](#), see page 40.
- A/O/D19. The institution implements the policy on distance education, as applicable.

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Standard VII – Financial Practices and Management

The institution maintains a sound financial condition and has qualified financial management.

- D 1. The financial statements of the institution demonstrate that it has the financial resources to ensure continuity of operation, educational programs and services, and to fulfill its obligations to students and employees, by meeting the following requirements:
- a. Has met the requirements as set forth by the U.S. Department of Education, in accordance with 34 C.F.R. 668.171(b) (1), or the successor regulation, or
 - b. A ratio of current assets to current liabilities of one-to-one or greater (current ratio); a positive tangible net worth; and a profit in the most recent accounting year, or in two of the most recent three accounting years. Any assets of the institution that are excluded in the calculation of the composite score shall also be excluded by NACCAS in the calculation of the current ratio and net worth, or;
 - c. If the institution is not in compliance with Criterion 1 (a) or 1 (b), it has the option to demonstrate financial stability by meeting the following requirements:
 - i. Cash and cash equivalents plus available lines of credit are equal to at least 16.7% of annual revenue.
 - ii. Ratio of net liabilities (total liabilities minus cash and cash equivalents) to tangible net worth is 2:1 or less, OR ratio of total debt to earnings before interest, taxes, depreciation, and amortization (EBITDA) is 3:1 or less.
 - iii. At the institution's expense, it agrees to an onsite evaluation of its financial stability by an independent Certified Public Accounting firm selected by NACCAS, and NACCAS determines the evaluation report demonstrates positive financial stability. A copy of this report shall be provided to the institution. The evaluation shall include a series of agreed upon procedures to be determined by NACCAS. These procedures may include (but may not be limited to) the following areas of concern:
 - A. Capacity to meet financial obligations as they come due.
 - B. Compliance with loan and lease agreements.
 - C. Compliance with state requirements for posting surety bonds for student tuition refunds where institution operates instructional programs.
 - D. Compliance with federal and state tax requirements, and regulations of the U.S. Department of Education (if applicable).
 - E. Budget process and internal financial reporting.
 - F. If applicable, the institution's financial relationship with a holding company.
 - G. Personal interviews with the institution's auditor and key members of management.

In accordance with [Section 8.18](#) (see page 120) of the NACCAS [Rules of Practice and Procedure](#) (see page 57), an institution is required to bring itself into compliance with accreditation requirements within the time frames established in the *Rules*.

In addition, the institution's financial statements:

- d. Do not contain a "going concern" note from the institution's auditor;
- e. Do not disclose that the institution is in default on any of its debt obligations;
- f. Are audited and submitted electronically by the independent Certified Public Accountant;
- g. Are prepared on an accrual basis, and in accordance with Generally Accepted Accounting Principles (GAAP); and
- h. Must contain a statement from the independent CPA showing the calculations referenced in Criteria 1(a) or 1(b).

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- D 2. Institutions participating in Title IV funding programs must submit audited financial statements in accordance with federal auditing standards and guidelines.
- D 3. Unless superseded by a state-, federal- or program-mandated refund policy, the institution shall adopt a policy that complies with the NACCAS [Withdrawal and Settlement Policy and Checklist](#) (see page 41).
- D 4. Institutions participating in federal Title IV financial aid programs must perform both an institutional refund calculation and a Return to Title IV calculation.
- D 5. The institution applies the applicable refund policy to all terminations for any reason, by either party, including student decision, course and/or program cancellation, or institution closure.
- D 6. The institution maintains evidence that institutional refunds are received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations.
- D 7. The institution accurately implements the applicable refund policy.
- D 8. The institution complies with the NACCAS [Policy on Extra Instructional Charges](#) (see page 45), if applicable.
- D/A 9. Staff working with financial and accounting records is qualified by training and/or experience in accounting and bookkeeping.
- D/A 10. Staff working with student financial aid is qualified by training and/or experience in applicable laws and regulations.

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Standard VIII – Instructional Space and Facilities

The institution provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene.

- O 1. Instructional areas allow for effective delivery of instruction.
- O/A 2. Instructional space is equipped to accommodate the numbers of students assembled at one time.
- O 3. The institution meets applicable fire, building, health, ventilation, heating and safety requirements, in particular:
 - a. Sanitary drinking water is available;
 - b. Sanitary lavatories have hot and cold running water;
 - c. Relevant instructional equipment has hot and cold running water;
 - d. Appropriately located fire extinguishers are maintained in operable condition;
 - e. Electrical service is adequate to serve institution needs;
 - f. Emergency evacuation plans are known to staff and students; and
 - g. Sanitary conditions of space, equipment and product are maintained.
- O 4. Classrooms and service facilities are used exclusively for training. Classroom facilities may be used for other educational business outside of published school business hours.
- O 5. A sign indicating clearly that all services are performed by supervised students is posted in a place easily seen by all service customers.
- O 6. When a professional service facility or other business entity and an institution are under the same ownership or otherwise associated, separate operation of each entity is maintained.
- O 7. The name clearly identifies the institution as an educational institution.
- O 8. The name of the institution appears on permanent affixed sign visible from the exterior of the institution, using the institution's approved official or alternate name.

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Standard IX – Evaluation of Students

The institution uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.

- D 1. Each student is evaluated periodically on attendance (clock hours only), academic and/or practical learning, as applicable.
- D 2. Practical learning is evaluated using written criteria, such as rubrics or similar means.
- A 3. Student evaluation results are provided to students.
- D 4. The institution documents that each student who graduates or is otherwise awarded a certificate of completion has fully met the institution's published graduation requirements.
- D 5. The institution's Satisfactory Academic Progress Policy complies with the NACCAS Satisfactory Academic Progress Policy and Checklist for [Programs Measured in Clock Hours or Competencies](#) (see page 50) or for [Programs Measured in Credit Hours](#) (see page 53).
- D 6. The institution accurately evaluates student progress according to the requirements of the NACCAS Satisfactory Academic Progress Policy and Checklist, for [Programs Measured in Clock Hours or Competencies](#) (see page 50) or for [Programs Measured in Credit Hours](#) (see page 53), if applicable.

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Standard X – Occupational Associate Degree Programs

The institution offers Occupational Associate Degree programs and/or courses that are consistent with the institution's mission and educational objectives. The institution has the discretion to offer associate degrees. Associate degree offerings may be based on demographic needs, student learning objectives, and industry market needs. Associate Degrees may reflect concentration within areas such as Beauty, Health and Wellness, and corresponding Management programs. All occupational Associate Degree programs must comply with federal, state, and local regulations and NACCAS Standards and requirements.

- D 1. Administrators of Associate Degree programs shall possess at least a Bachelor's Degree, an educational background, as well as experience in the program field.
- D 2. Preparation of faculty members shall be academically and experientially appropriate to the subject matter they teach. Faculty members shall be competent to teach the subject matter offered and shall have reasonable latitude in their choice of teaching methods.
- D 3. Instructors teaching general education courses must have at least a Bachelor's Degree with appropriate course work in the subject area(s) in which the instructor is teaching.
- D 4. Faculty members who teach in technical areas of Associate Degree programs hold at least an associate degree in an area related to the technical courses they teach (See [Policy X.01, Item 1](#), p. 56, for exceptions).
- D/A 5. During any academic term, a faculty member shall not be assigned to teach more than three fields of instruction and no more than five classes.
- D 6. If the institution has a transfer or articulation policy, the institution from which the student transferred must be an accredited institution. The policy must also state that a minimum of 50% of the degree program must be delivered by the institution awarding the degree (at least 25% in the area of concentration and 25% of general education).
- D 7. Programs must be offered in credit hours, with a minimum of 60 semester credit hours or 90 quarter credit hours normally earned over a period of 4 semesters, 6 quarters, or equivalent; or 2250 clock hours in length earned over a period of 5 semesters; or competency based hybrid clock hour programs as defined by the State and outlined in Instructions for Reporting Competency Based Programs (See [Policy X.01, Item 2](#), p. 56,).
- D 8. The program must include at least 45 semester credit hours or 67 quarter credit hours in the occupational area.
- D 9. The program must include a minimum of 15 semester credit hours or 23 quarter credit hours of General Education courses with at least one course from the following areas: Mathematics; English; Humanities; Natural/Applied Science; and Behavioral Science.
- A 10. Courses and/or programs must enhance the ability of an individual to apply academic and occupational skills in the workplace.
- A 11. Courses and/or programs must qualitatively and quantitatively approximate the standards at other collegiate institutions related to the occupational degree offered.
- D/O/A 12. The institution has learning resources, (see Glossary Definition for [Learning Resources](#)), available that are required for degree-granting institutions including:

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1. A trained and knowledgeable staff is available to manage resources and ensure assistance to students and faculty in the use of the technologies and resources provided,
 2. A learning resources budget,
 3. Resources that reflect a degree-granting institution that offer programs in Health, Beauty and Wellness (including but not limited to English, Business Ethics, Law, Management, Humanities, Sciences, and Social Sciences) to support the general education component of the educational programs, and
 4. Interlibrary agreements may supplement but not replace resources.
- A/O 13. Research information is available through hard copy reference materials and/or full-text virtual libraries to support programs offered at the institution and enhance student learning outcomes.
- A/O 14. Learning resources are accessible to all students during classroom and/or lab hours and on-line, as applicable (See Glossary Definition for [Learning Resources](#)).
- A/O 15. Learning resource materials must be current and relevant to program offerings and student population.
- D 16. Students are made aware of resources available including location, hours of operation, staff responsible, and materials.
- A 17. The student teacher ratio shall be in keeping with generally accepted delivery modes and course content (See [Policy X.01, Item 3](#), p. 56).
- D 18. The institution shall make available to students a syllabus which meets NACCAS requirements (See [Policy X.01, Item 4](#), p. 56).
- A/O 19. Enrollment in the second year of a two-year program must be sufficient to support regularly scheduled classes and laboratory work. Second year work shall be based upon appropriate first year prerequisites.
- D 20. Externships and internships shall be supervised by qualified staff members who are responsible for the evaluation of the student, a viable learning environment, an overall effective learning experience. A fully executed externship/internship agreement must be on file. It is the responsibility of the institution to locate an externship/internship site and place the students. (See [Policy X.01, Item 5](#), p. 56).

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Policy III.02 – Administrative Services: Policy on Advertising

The National Accrediting Commission of Career Arts & Sciences, recognizing the desire of schools to make known their special offerings and resources, encourages schools to hold to a high standard of truthfulness in advertising and requires schools, at a minimum, to meet the standards set out in this policy on advertising. Advertising for the institution must be factual. All institutions are required to be in compliance with applicable local, state, and federal oversight agencies with respect to advertising the institution, attracting prospective students, or promoting the institution for any reason whether using written copy, web-based information, or any other media format.

Schools applying for, denied, or in candidacy status shall not use the candidacy or application for candidacy in any way to imply, either publicly or privately, that the institution has the approval or accreditation of the institution or its programs by the Commission. A school that has never been accredited, has voluntarily relinquished accreditation by NACCAS, or has had its accreditation withdrawn by the NACCAS Board of Commissioners, may not advertise itself as accredited by NACCAS. An institution that has been granted “candidate status” may use the phrase “candidate for accreditation” in its advertising.

1. Advertising materials and any public statements and disclosures shall clearly distinguish the institution as a school. When advertising its accredited status, or the accredited status of its programs, an institution shall accurately describe such status by:
 - a. Using the name under which accreditation was granted;¹
 - b. Specifying the status of any and all of its separate facilities;
 - c. Representing as accredited only those programs and courses that were evaluated and approved during the institutional accreditation process or subsequently reviewed and approved by the Commission;

¹When an institution submits its application for accreditation, if any other names are used, a list of these must be attached to the application. The Commission allows use of a shortened version of the school name in certain instances where the school is clearly identifiable as the same institution.

Example: International Academy of Hair Design, Inc. has “International Academy” on its exterior sign.

Example: Charles and Alice Beauty School, A Partnership, uses “C&A Beauty School” in its advertising.

An expanded campus facility that offers different programs than the main facility may be identified as a separate department of the main campus. Example: Charles and Alice Beauty School – Department of Massage. The main campus’ name must be clearly identified on any expanded campus facility.

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- d. Each year, a school may advertise a maximum of one pilot program or course that does not yet have NACCAS approval in order to determine if a market exists for it. All advertising must clearly indicate that the pilot program or course is not yet accredited.
 - e. Off-site advertising (not on the premises of the school) must include the approved name of the school; and
 - f. Words such as “salon” or “spa” may be used in the school’s name, so long as the institution is clearly identified as an educational institution (academy, college, institute, school, etc.).
2. When advertising its accredited status in advertising, promotional literature or letterhead, the school shall do so by using the NACCAS emblem alone and/or by using any one of the following descriptions:
- a. Accredited by the National Accrediting Commission of Career Arts & Sciences, Inc.;
 - b. Nationally accredited by the National Accrediting Commission of Career Arts & Sciences, Inc.; or
 - c. Accredited by NACCAS.

Either statement above may be followed by “The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.” If other wording is used, written authorization from the Commission is on file at the school.

3. Any advertising by an institution or by its agents and representatives, with particular attention to advertising directed at prospective students, shall be accurate with regard to the institution or program, in terms of:
- a. Resources;
 - b. Admission requirements;
 - c. Academic progress policy;
 - d. Graduation requirements;
 - e. Fees and other charges;
 - f. Student financial assistance programs, whatever the source (advertising of financial aid includes a qualifying statement that financial aid is available to those who qualify);
 - g. Refund policy; and
 - h. Administrative policies and standards.

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Any quantitative claim made (i.e., graduation rates, licensure or certification rates, percentage of graduates employed), or any claim that draws a qualitative comparison between the advertising institution and another institution or institutions, in any advertising, shall be supported by current data sufficient to prove the truthfulness of the claim.

Supporting data for such claim shall be maintained for a minimum of 3 years and shall be available for review by the Commission and the general public.

4. The laboratory does not represent itself as providing services by licensed professionals. In the case of electrology, or massage, the practical laboratory of a school shall not be called, labeled, referred to or advertised as an electrologist's or massage therapist's private or occupational clinic.

If an institution wishes to identify its clinic either with the term "salon" or "spa" it must be identified as a student-training area.

5. An accredited institution, its agents and representatives may not offer any monetary or other incentive (not to be confused with Incentive Compensation under Title IV) to students or prospective students to induce them to enroll in, attend, continue in, or graduate from said institution unless all of the following requirements are met:
 - (a) The incentive must be bona fide;
 - (b) The incentive must be available, on the same terms and conditions, to all students or prospective students for the period in which the incentive program is in effect;
 - (c) The terms and conditions of the incentive must be fully set forth in writing and each student qualifying for the incentive must be furnished with a copy of the terms and conditions prior to the student taking any course of action based on the incentive;
 - (d) All public statements and advertising concerning the incentive program must be truthful, complete and accurate;
 - (e) The incentive program must not be conducted in a manner that is misleading or deceptive or that leads to abuse of student financial aid programs or of students or prospective students;
 - (f) The incentive offered must in fact be provided to all qualifying students;
 - (g) The incentive program must comply with all applicable federal, state, and local laws, regulations, and ordinances; and
 - (h) The particulars concerning an incentive must remain on file for 3 years.
6. A school shall not use any trade or business name, label, insignia, or designation that misleads or deceives prospective student or the public as to the nature of the school, its accreditation, programs of instruction, methods of teaching, or any other material fact. No advertising by an institution, its agents and representatives shall be:

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- a. Fraudulent;
- b. Deceptive;
- c. Misleading; and/or
- d. False

The term “advertising,” as used in this policy, refers to school name, “.edu”, letterhead, public disclosures, publications, websites, public information releases, advertisements, published notices, public statements, recruitment practices, promotional practices and materials, and disclosures by an institution, its agents or representatives.

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Policy IV.01 – Admission Policies and Procedures: Admissions Policy

NACCAS requires each institution to have in place an admissions policy that identifies all requirements that a prospective student must meet prior to enrolling in, and beginning, a specific program of study. Required documents must be maintained in each student's file. Criterion 1 states:

The school's admission policies require that each admitted student meet one of the following:

- a. Have a high school diploma, or its equivalent, a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients);
- b. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- c. Have the ability-to-benefit from the training, according to the NACCAS [Ability-To-Benefit Policy](#) (see page 28); or
- d. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- e. If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

High School Diploma/GED

NACCAS recognizes several equivalents to a high school diploma:

- A GED;
- A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma;
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; or
- For Associate Degree Programs: For a student who enrolls in a program that leads to an associate's degree or its equivalent in lieu of completing high school, a high school transcript must be presented indicating the student has excelled in high school. In addition, the student must no longer be enrolled in high school and must satisfy the school's written policy for admitting such students prior to the first day of class.

Homeschooling

Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible for admission into a NACCAS-accredited school, if the school's policy so states, and if their secondary school education was in a home school that state law treats as a home or private school. Some

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states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, she must obtain this credential in order to be eligible for enrollment.

Proof of Age

Proof of age may be documented by various means, including, but not limited to, birth certificate, driver's license, government-issued identification, birth registration, passport, etc.

Ability-To-Benefit

For schools that accept ability-to-benefit students, the school must maintain documentation of the results of each student's test for verification that the student has achieved a passing score. Information on the third-party test administrator also must be maintained. The institution must also maintain the name and address of the test administrator who administers the test and any identifier assigned to the test administrator by the test publisher or the state. An option to testing prior to enrollment is after enrollment, the student may satisfactorily complete 6 credit hours or 225 clock hours, if applicable.

Policy on Training Agreements

If a NACCAS-accredited institution enters into a training agreement with a government agency, school district, and/or other entity, it must ensure that the following conditions are met:

1. In order to comply with [*Section 1.2 of the NACCAS Rules of Practice and Procedure*](#) (see page 59), accredited institutions must have at least one student who is contracted under its own enrollment agreement separate and apart from any training agreements;
2. Students attending under a training agreement are not considered enrollees of the NACCAS-accredited institution and are not counted in the NACCAS Annual Report;
3. The institution is not required to have a separate contract with each individual student enrolled under the training agreement;
4. The institution must maintain a copy of any training agreement with a list of students enrolled through the agreement; and
5. The training agreement must specify what is expected of the NACCAS-accredited institution with regard to the contractual relationship (i.e. reporting of attendance and grades, etc.).

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Policy IV.02 – Admission Policies and Procedures: Ability-To-Benefit Policy

The following policy applies to all NACCAS-accredited institutions or departments:

I. Admissions Procedures for Ability-To-Benefit Students

1. Definition of an Ability-To-Benefit Student - A student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution.
2. Admissions of Ability-To-Benefit Students - In order to be admitted on the basis of his or her ability to benefit, a student shall complete either:
 - a. prior to admission, complete a nationally recognized, standardized, or industry developed test (see Part II, Implementation) that measures the applicant's aptitude to successfully complete the program or course to which he or she has applied, or
 - b. For courses and/or programs of 600 hours or more, after enrollment, satisfactorily complete 6 credit hours or 225 clock hours, as applicable.

II. Implementation

1. Tests - Tests used to determine a student's Ability-To-Benefit may be of three types: nationally recognized tests, standardized tests, or industry-developed tests.
2. Institutional Policy – NACCAS accredited institutions must develop, publish, and implement institutional policies that conform to NACCAS' Ability-To-Benefit Policy. A general statement of the school's Ability-To-Benefit policy shall be published in the school catalog. If the institution does not admit Ability-To-Benefit students, this should be stated. Catalogs may incorporate paste-overs or inserts until the next required catalog republication.
3. Recordkeeping– Institutions shall develop and retain the necessary recordkeeping documents, including records of tests administered, passing scores, student scores, counseling records, name of administrator, and records pertaining to each student's enrollment. These documents shall be retained for a minimum of six years following the student's completion of the program, and shall be made available upon request to NACCAS on-site examiners.

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Policy IV.03 – Admission Policies and Procedures: Enrollment Agreement Requirements and Checklist

A contractual relationship exists between an institution and its applicant or student. The terms of such agreement are considered to be of substantial importance and should be clearly understood by all concerned parties, including unsophisticated applicants and parents. Therefore, an institution is required to utilize a written enrollment agreement clearly outlining the obligations of the institution and the student, including details of the institution's refund policy, and to provide a copy of the fully executed agreement to the enrollee prior to starting classes. Further, an institution may not collect any payments from an applicant other than a non-refundable application fee not to exceed \$100.00 prior to entering into an enrollment agreement. Any changes to terms of the enrollment agreement must be acknowledged by both parties by signature or initialing the changes. This checklist has been prepared to assist schools in interpreting the Standards for accreditation and to serve as a guide in preparing contracts.

It is not necessary for the various elements to be stated in any special phraseology or listed in any particular sequence, as long as the overall document conveys the terms of the agreement in a manner that can be easily understood.

Required Elements

These elements must be included in each enrollment agreement. A copy of the agreement is to be furnished to the applicant before any payment is made other than a non-refundable application fee not to exceed \$100.00. Since accrediting standards require that each applicant be fully informed as to the nature of the obligations, responsibilities, and rights under the contract before signing it, the applicant should also have a copy of the institution's catalog and any other necessary supporting documents detailing the services outlined in the enrollment agreement.

A copy of this checklist (or the abbreviated version found in the NACCAS [*Sample Forms and Guidelines*](#) booklet, found on the NACCAS website under "Applications and Forms/Other Key Documents") is to accompany each enrollment agreement copy sent to the Commission, and this form is also a required exhibit for the Institutional Self-Study (ISS). For each of the items below, review the relevant section of your enrollment agreement to determine if it contains all of the information required by the item in the NACCAS Enrollment Agreement Requirements. Then list the item number of your enrollment agreement where the information can be found.

- _____ 1. Title – Identified as a contract or enrollment agreement.
- _____ 2. Institution – Name and address of the institution to be attended.
- _____ 3. Student – List the name of the student enrollee.
- _____ 4. Course and/or Program(s) – Program title(s) as identified in the catalog.
- _____ 5. Length of Course and/or Program –
 - a. Total number of clock hours, credit hours, or competencies in each course and/or program
 - b. Number of clock hours, credit hours, or competencies accepted by the institution as transfer or re-entry for the student

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- c. Number of clock hours, credit hours, or competencies being contracted with the student
 - d. Approximate number of weeks or months required for completion of the clock hours, credit hours, or competencies being contracted with the student
- _____ 6. Cost –
- _____ a. Tuition – Total tuition for the course.
 - _____ b. Books and Supplies – Must be actual cost to the student.
 - _____ c. Fees – Must be separately identified (e.g. registration fee, laboratory fee, activity fees, locker fee, etc.).
 - _____ d. Other Costs – All other costs and charges must be identified (e.g. extra instructional charges, penalty charges, uniforms, etc.).
 - _____ e. Payment – Methods and terms of payment of monies owed to the institution must be identified.
- _____ 7. Starting Date – Scheduled class starting date.
- _____ 8. Calculated Completion Date.
- _____ 9. Class Schedule – For clock hour programs, identify whether the student is full time or part time and the actual hours per week the student is scheduled to attend.
- _____ 10. Termination by Institution – Grounds for termination by the institution and applicable administrative fee (not to exceed \$150.00).
- _____ 11. Refund Policy – Must comply with the NACCAS [*Withdrawal and Settlement Policy and Checklist*](#) (see page 41) and any state or federally mandated policies.
- _____ 12. Graduation Requirements – List any special conditions or requirements.
- _____ 13. Employment Assistance – A clear statement that the institution does not guarantee employment. A description of the extent and nature of employment assistance.
- _____ 14. Acknowledgement – Acknowledgement that signers have read and received a copy of the contract.
- _____ 15. Applicant Signature – Date and signature of the applicant (and/or parent or other sponsor, if the applicant is below legal age).
- _____ 16. Institution Signature – Acceptance date and signature of appropriate institution official.
- _____ 17. Other Elements – Other elements required by various governmental bodies (such as state licensing and approval agencies).
- _____ 18. Conditional Elements – The enrollment agreements (contract) must also disclose and outline any other conditions, circumstances, or qualifications imposed by the institution.

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- _____ 19. The contract must be in the language in which the program will be taught. The program will be taught in _____; the contract is in _____.

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Policy IV.04 – Admission Policies and Procedures: Catalog Requirements and Checklist

A prospective student is entitled to sufficient data to make an informed choice of training opportunities and institutions. An institution is therefore obligated to provide sufficiently detailed information in advance of enrollment to assure that prospective students clearly understand their opportunities, limitations, and obligations.

Prior to signing an enrollment agreement (contract), an institution is required to provide each applicant with access to a written publication that is readily identifiable as a catalog. The catalog provided to the student must be written in the language in which the program(s) will be taught. The catalog is designed, written and printed to convey an accurate and dignified impression of the institution. It avoids false, misleading and exaggerated statements. Illustrations and copy pertain directly to the institution, and sources of illustrations are clearly identified.

A copy of this checklist (or the abbreviated version found in the NACCAS [Sample Forms and Guidelines](#) booklet, found on the NACCAS website under “Other Key Documents”) is to accompany each catalog copy sent to the Commission, and this form is also a required exhibit for the Institutional Self-Study (ISS). The cross-referenced catalog submitted with the ISS must be translated into English. For each of the items below, review the relevant section of your catalog to determine if it contains all of the information required by the item in the NACCAS Catalog Requirements. Write the item number from the Catalog Requirements next to the requirement in the catalog and list the appropriate page number(s) from the catalog on this checklist where the information can be found.

The catalog must be an organized collection of the items listed below; however, it is not necessary to adhere to any particular sequence or phrasing when including this information.

- _____ 1. The catalog must be written in the language in which the course and/or program(s) will be taught.
- _____ 2. Name and address of the institution for each location. An unaccredited institution must be identified as such or omitted from the catalog.
- _____ 3. Date of publication.
- _____ 4. The school's mission statement.
- _____ 5. The admission requirements (criteria) used by the institution for each program or course. The institution's admission policy must comply with the NACCAS [Ability-To-Benefit Policy](#) (see page 28).
- _____ 6. The admission requirements used by the institution state how training or education received at another institution is applied.
- _____ 7. The admission requirements used by the institution state whether they allow students to re-enter a program after they have withdrawn.
- _____ 8. The name of each course and/or program and the name, nature and level of occupation for which training is provided must be identified.

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- _____ 9. Length of course and/or program: Total number of clock hours, credit hours, or competencies in each course and/or program offered by the institution to show the scope of units included.
- _____ 10. Description of the institution's general facilities and equipment.
- _____ 11. The grading system used by the institution. Identify the full range of grades that students may earn. (Must be consistent with the institution's Satisfactory Academic Progress Policy for [Programs Measured in Clock Hours or Competencies](#) (see page 50) or for [Programs Measured in Credit Hours](#) (see page 53).
- _____ 12. Graduation requirements for each course and/or program. List any special conditions or requirements.
- _____ 13. Type of document (certificate, diploma, etc.) awarded upon graduation from each program.
- _____ 14. Refund Policy: Refund policy must comply with the NACCAS [Withdrawal and Settlement Policy and Checklist](#) (see page 41) and [Minimum Tuition Adjustment Schedule](#) (see page 43) and state- or federal- mandated policies.
- _____ 15. Employment Assistance: A clear statement that the institution does not guarantee employment. Describe employment assistance.
- _____ 16. A school calendar of beginning dates of classes for each course and/or program. Indicate holidays and school closures.
- _____ 17. Statement that the institution does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion.
- _____ 18. Name(s) of the owner(s).
- _____ 19. The institution's policy guaranteeing the right of students to gain access to their files.
- _____ 20. The institution's policy for releasing information about an individual student.
- _____ 21. Scholarship and fee waiver policies (if applicable).
- _____ 22. Specifics describing the extent of other available services, such as housing (if applicable), career counseling, etc.
- _____ 23. The name(s), address(es), and telephone number(s) of the appropriate state agency(ies) that license the institution, as well as the name(s), address(es) and telephone number(s) of the agency(ies) which accredit the institution.
- _____ 24. Any other material facts concerning the institution or the program of instruction that are likely to affect the decision of the student to enroll therein.

The following items may appear on a dated catalog insert as long as there is a clear indication in the catalog's table of contents that this information is so provided. *If an institution chooses to use a catalog format that is comprised of inserts or separate pages, all pages or inserts must be dated and numbered. The main body of the catalog must contain a complete table of contents that clearly indicates all inserts or separate pages and the corresponding page numbers.*

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- _____ 25. Policies related to tardiness, excused and unexcused absences, make-up work, conduct, termination and other rules and regulations of the institution.
- _____ a. Tardiness
 - _____ b. Excused and unexcused absences
 - _____ c. Make up work
 - _____ d. Conduct
 - _____ e. Termination
 - _____ f. Other rules and regulations of the institution
- _____ 26. Administrative staff and faculty.
- _____ 27. Costs for each course and/or program:
- _____ a. Tuition – Total tuition for each course.
 - _____ b. Books and Supplies – Must be actual cost to the student.
 - _____ c. All fees – Must be separately identified.
 - _____ d. Other Costs.
 - _____ e. Payment – Methods and terms of payment of monies owed to the institution must be identified.

If One Catalog Is Used For Several Institutions

- _____ 28. All institutions that use a common catalog must be of common ownership and this must be indicated.
- _____ 29. Any pictures of the physical facilities must be captioned to identify the particular institution depicted.
- _____ 30. The members of the headquarters administration who have supervisory responsibilities for the institutions must be clearly identified.
- _____ 31. Any information contained in the catalog that is not common to all institutions must be clearly identified.
- _____ 32. The names and addresses of the institutions which utilize the catalog must be included.

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Policy IV.05 – Admission Policies and Procedures: Teach Out Policy and Checklist

Institutions may submit draft versions of a [Teach-Out and Teach-Out Agreements](#) (see page 86) to the Commission for an advisory opinion prior to the agreement being finalized. A favorable opinion by the Commission will not constitute approval of the Agreement, and does not excuse the institution from undergoing the review and approval process once the final agreement has been executed. The Teach-Out Plan and/or Agreement applies also to programs which are discontinued.

If an institution accredited by NACCAS closes without a Teach-Out Plan or Teach-Out Agreement, NACCAS shall work with the U. S. Department of Education and/or the appropriate state agency, to the extent feasible, to assist students in finding reasonable opportunities to complete their education without additional charges.

If NACCAS approves a Teach-Out Plan or Teach-Out Agreement that includes a program that is accredited by another recognized accrediting agency, NACCAS will notify the other accrediting agency of its approval.

When developing a Teach-Out Plan and entering into a Teach-Out Agreement, the school must follow the NACCAS Teach-Out Policy and Checklist as follows:

- _____ 1. If no closure of an institution or program has occurred, an accredited institution must submit to NACCAS the Teach-Out Agreement entered into with another institution not later than 15 days after entering into such agreement.
- _____ 2. *In the event of an unplanned closure of an institution or program*, the Teach-Out Plan and Agreement must be submitted for approval not later than 15 days following the occurrence of a Teach-Out Event.
- _____ 3. In the event of the *planned* closure of an institution or program, the Teach-Out Plan and Agreement must be submitted 30 days prior to the closure date.
- _____ 4. A copy of the enrollment agreement for each institution that will receive students under the Teach-Out Agreement must be submitted.
- _____ 5. A copy of the catalog for each institution that will receive students under the Teach-Out Agreement must be submitted.
- _____ 6. A copy of the Teach-Out institution's license issued by the state regulatory agency must be submitted.
- _____ 7. Any additional information, if applicable, must be submitted.
- _____ 8. The Teach-Out Plan notifies students about additional charges, if any.
- _____ 9. The Teach-Out Plan provides students access to the program and services without requiring them to move or travel substantial distances.
- _____ 10. The Teach-Out institution(s) has the necessary experience, resources, and support services.

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- _____ 11. The teach-out institution(s) provides an educational program of acceptable quality as evidenced by state approval.
- _____ 12. The teach-out institution(s) has a program that is reasonably similar in content, structure, and scheduling to the closing institution or program.
- _____ 13. The teach-out institution(s) is stable, can carry out its mission, and meet all obligations to existing students.
- _____ 14. If an institution that is party to a Teach-Out Agreement has learned that another party to the Agreement plans to close, NACCAS must be notified.
- _____ 15. The closing school (or program) is responsible for submitting to NACCAS a list of students who were enrolled at the time of closure and indicate the arrangements made for each affected student.
- _____ 16. The closing school or program complies with applicable state and/or federal laws regarding records maintenance.

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Policy IV.06 – Leave of Absence Policy

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

In order for an LOA to qualify as an approved LOA (if the institution elects to offer LOAs):

1. The institution must have a formal written policy regarding leaves of absence requiring that all requests for leaves of absence be submitted in advance in writing, include the reason for the student's request, and include the student's signature.
 - a. The policy must require a student to apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance.
 - b. An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, ***the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.***
2. The student must follow the institution's policy in requesting the LOA.
3. There must be a reasonable expectation that the student will return from the LOA.
4. Approval of the student's request for an LOA is in accordance with the institution's policy.
5. The institution may not assess the student any additional institutional charges as a result of the LOA.
6. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. The institution must extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
9. At an institution that is not required to take attendance, if a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date is the date the student began the LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance. (See the NACCAS [Withdrawal and Settlement Policy and Checklist](#), see page 41).

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Policy V.01 – Student Support Services: Internal Grievance Procedure Policy

Each accredited institution must have an internal complaint or grievance procedure to resolve student complaints at the local level.

The school must describe its internal complaint process in the Institutional Self-Study submitted to NACCAS and it will be reviewed during the on-site evaluation, either special or regular.

Policy Requirements:

At a minimum:

- a. The policy must be written and identified as a complaint or grievance policy.
- b. Students must be informed of the policy at the beginning of the course or program.
- c. The policy must clearly define the steps a student must take to file a formal grievance.
- d. Forms, if applicable, for filing a complaint are made available to students.
- e. Records of complaints and their resolution, as applicable, are retained according to the school's record keeping policy for review by the NACCAS on-site visit team.

The school may refer to the NACCAS [*Sample Forms and Guidelines*](#) booklet (found on the NACCAS website under "Other Key Documents") for guidance in developing a policy appropriate for the school.

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Policy VI.01 – Curriculum: Externship Requirements Policy

In the absence of regulations promulgated by the state regulatory agency, the institution's externship policy contains the following elements:

1. The institution has a written agreement with an appropriate service facility for each externship course offered to its students;
2. If state licensing is required, the service facility where the externship occurs must be licensed by the state;
3. If the state does not require licensing of the service facility, it must have a business license to operate;
4. Each individual supervising students in the service facility must:
 - a. Hold any required certification or state license(s); or
 - b. If no state certification or license is required, have at least one year of experience in the field for which supervision is being provided;
5. Students cannot accrue more than 10% of the contracted course and/or program (competencies, credits, or hours) in a state-authorized, if applicable, externship course and/or program. If the externship occurs in a state other than the location of the institution, state authorization shall be required, if applicable. For programs that fall within the scope of Health (wellness) and related programs, the externship requirements may (upon approval of the program) exceed 10% and must be in compliance with federal, state, and local regulations;
6. An institution must select students for the externship based on written criteria and the institution must ensure that the participating students met these criteria;
7. Students must have taken and passed a comprehensive written and practical examination establishing the individual's qualification to participate in the course;
8. A written training plan and goals for students that specify the particular applications and experiences that are to be secured during the externship;
9. Institution official must make periodic visits to a participating establishment to observe and verify these requirements are being met;
10. Establishment must evaluate the students' performance for activities completed during the externship;
11. Students are evaluated by the service facility with respect to their attainment of the training objectives for the externship;
12. Establishment must complete a certificate of attendance and training (competencies, credits, or hours) as related to course requirements that are completed during the externship; and
13. Institution must recognize training (competencies, credits, or hours) certified by the establishment toward a student's course completion.

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Policy VI.02 – Curriculum: Policy on Distance Education

If an institution offers distance education as a method of delivery it must have a policy containing, at minimum, the elements listed below. An institution's distance education policy must be in compliance with all local, state and federal laws and regulations and NACCAS Standards and Criteria.

The policy must contain the following at minimum:

1. The interaction with the instructor must be validated by measureable participation (clock hour, credit hour, or competency based) in the academic programs;
2. All assessments that will be used for calculating a student's GPA must be executed while the student is physically on campus;
3. The student participates in learning activities while physically present at the contracted campus at least once every 10 business days for the length of a scheduled class day as outlined in the enrollment contract;
4. All transcripts or other documents, (official or unofficial), listing academic attainment received must identify the distance education component;
5. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be found in the student file.

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**Policy VII.01 – Financial Practices & Management: Withdrawal and Settlement
Policy and Checklist**

The intent of the NACCAS Withdrawal and Settlement Policy & Checklist is to see that each applicant/student is assured minimum conditions of refund, and that the institution will be assured of its integrity, if it meets these Standards. When calculating refunds, the school must use the policy mandated by state and/or federal regulatory agencies for each student. In the absence of such mandated policies, the school must apply a fair and equitable policy that contains all the elements of this checklist and is at least as liberal as the NACCAS [*Minimum Tuition Adjustment Schedule*](#) (see page 43). Schools may have more liberal policies and the Commission encourages such practices.

A copy of this checklist is to accompany each catalog and enrollment agreement sent to the Commission and this form is also a required exhibit for the Institutional Self-Study for [*Standard VII*](#) (see page 16). For the applicable items below, you will review the relevant section of your refund policy in both your catalog and enrollment agreement to determine if it contains all of the information required. Then list the item number in the refund policy in your catalog or enrollment agreement where the information can be found. If the Commission receives information that an institution is not complying with a mandated policy, it shall take appropriate action pursuant to the NACCAS [*Rules of Practice and Procedure*](#) (see page 57).

All Policy Requirements

The Policy:

- ___ 1. Is stated in clear language that can be easily understood.
- ___ 2. Applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.
- ___ 3. Complies with the mandated policy.
- ___ 4. Requires that refund calculations are performed and refunds are made timely as outlined in [*Standard VII, Criterion 6*](#), see page 17.

NACCAS Refund Policy Requirements (Schools using a mandated state and/or federal regulatory agency or special programs, will not complete the remainder of the checklist).

The policy requires that:

- ___ 5. The institution must identify whether refund calculations are based on actual hours or scheduled hours.
- ___ 6. Monies due the applicant or student are refunded within forty-five (45) days of official cancellation or withdrawal.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

- ___ 7. An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable application fee.

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- ____ 8. A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by school are refunded except a non-refundable application fee.
- ____ 9. A student cancels the contract after three business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less an application fee, if applicable, and registration fee of (state the amount for each course of study).
- ____ 10. A student notifies the institution of his/her withdrawal.
- ____ 11. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- ____ 12. A student is expelled by the school.
- ____ 13. In type 8, 9, 10 or 11 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

The Policy requires that:

- ____ 14. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days.
- ____ 15. For a school that is required to take attendance, the required date of the refund is determined by counting from the date the withdrawal was determined. However, for clock hour schools, the refund is calculated based on the student's last date of attendance.
- ____ 16. Unofficial withdrawals for non-clock hour students are determined by the school through monitoring of students' completion of class participation in learning activities such as class assignments, examinations, tutorials, computer-assisted instruction, participation in academic advisement, or other academically related activities.
- ____ 17. Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.
- ____ 18. When situations of mitigating circumstances are in evidence, schools are encouraged to adopt a policy wherein the refund to the student may exceed the [Minimum Tuition Adjustment Schedule](#) (see page 43).
- ____ 19. All extra costs, such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.
- ____ 20. A non-refundable application fee does not exceed \$100.00, if applicable.
- ____ 21. A termination fee not to exceed \$150.00, if applicable.

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- ____ 22. The NACCAS Minimum Tuition Adjustment Requirements are followed.

Minimum Tuition Adjustment Schedule

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF COURSE AND/OR PROGRAM, SEMESTER, TERM OR BILLING PERIOD, PER CONTRACT	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
---	---

0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Course and/or Program Cancellation Policy

- ____ 23. If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:
- ____ a. Provide a full refund of all monies paid; or
 - ____ b. Provide completion of the course and/or program.
- ____ 24. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
- ____ a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - ____ b. Provide completion of the course and/or program; or
 - ____ c. Participate in a Teach-Out Agreement; or
 - ____ d. Provide a full refund of all monies paid.
- ____ 25. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option:

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- _____ a. Provide a pro rata refund; or
- _____ b. Participate in a Teach-Out Agreement.

Collection Policy requires that:

- _____ 26. Collection procedures shall reflect ethical business practices.
- _____ 27. The name of the National Accrediting Commission of Career Arts and Sciences is not used in the institution's refund policy nor in any of its collection efforts.
- _____ 28. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy.
- _____ 29. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

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Policy VII.02 – Financial Practices & Management: Contract: Policy on Extra Instructional Charges

An institution may charge a student for extra instruction needed to complete his/her program under the following conditions:

1. The absences allowed within the contract period have been exhausted; and
2. The amount charged per unit of instruction (i.e., clock hour, week, credit or competency) is clearly stated on the enrollment agreement and tuition and fees information is provided to students upon enrollment.

Schools charging a fee prior to the completion date appearing on the enrollment agreement have secured from the student an acknowledgment of credit to their account. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates.

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Policy VII.03 – Financial Practices & Management: Policy on Financial Statement Reserves

This policy applies to audited financial statements with a fiscal year end date of July 1, 2017 and thereafter.

1. Reserve Requirement: The institution must have (at least) 3% of Net Revenues in reserves (based on the net revenues reported in the previous year's audited financials).

- a. For these purposes, "Net Revenue" is defined as revenue minus refunds, or discounts. It does not include cost of goods sold, operating expenses, or taxes.
- b. Reserves shall consist of cash and/or cash equivalents as defined by U.S. GAAP, and/or any documented commercial line of credit issued to the institution. (Any letter of credit requirement imposed by the U.S. Department of Education cannot be included as reserves as required by this Policy VII.03).
- c. The amount of Cash Reserves referred to bank balances should be based on the Average Daily Balance for each month in analysis. (see section 3 below)

2. Compliance Deadlines: All accredited institutions and applicants for accreditation must demonstrate compliance with this Policy VII.03 by the following deadlines.

a. *Applicants for Initial Accreditation:* Institutions applying for initial accreditation must have 3% of Net Revenue in reserves at the time of application. [This means that any financial statements with a fiscal year end date of July 1, 2017 and thereafter that are submitted in connection with an application for initial accreditation must show reserves of at least 3% of Net Revenue.]

b. *Accredited Institutions:* Accredited institutions may demonstrate compliance with this Policy VII.03 by increasing their reserves over a three-year period, in accordance with the following timetable:

- i. The institution should (but it not required to) demonstrate at least 1% of Net Revenue in reserves for audited financial statements with year-ending dates between July 1, 2017 and June 30, 2018.
- ii. The institution must demonstrate at least 2% of Net Revenue in reserves for audited financial statements with year-ending dates between July 1, 2018 and June 30, 2019.
- iii. The institution must demonstrate at least 3% of Net Revenue in reserves for audited financial statements with year-ending dates of July 1, 2019 and thereafter.

3. Average Reserve Balance: In each fiscal year, the institution must maintain the required reserve balance [as described in Section 1(b) & 1(c) above]:

- (a) For the 90 days prior to fiscal year end **and**
- (b) For at least (9) of the twelve (12) months in that fiscal year.

[For example, an institution with a 3% reserve requirement and a December year-end must meet the 3% reserve requirement for (i) October through December, and (ii) at least 6 other months during that year.] This requirement does not apply to accredited institutions in their first year of transitioning to the 3% Reserve Requirement (as described in Section 2(b)(i) above).

4. **CPA Certification of Compliance:** The institution's audited financial statement must include an auditor's note indicating the institution is compliant with this Policy VII.03.

5. **Temporary Waiver:** An institution that has suffered a disaster (as described in Policy VIII.01: Policy on Disasters) may Petition the Commission for a temporary waiver of this Policy VII.03.

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Policy VIII.01 – Instructional Space and Facilities: Policy on Disasters

Your institution may qualify for temporary relief from compliance with NACCAS standards and other accreditation requirements if it has been affected by floods, tornadoes, hurricanes, fires, wild fires, earthquakes, or other disaster.

You must notify NACCAS immediately should the following occur:

1. The school or a significant part of its facilities have been destroyed.
2. You have ceased teaching students for any days not listed in your catalog.
3. There are circumstances that might affect your ability to comply with accreditation standards or procedures.
4. If the institution is unable to come into full compliance at its approved location within thirty (30) calendar days, it must provide a written plan and timeline, stating how it plans to resume operations.

Notify NACCAS at:

Executive Director
NACCAS
3015 Colvin Street
Alexandria, VA 22314
703-600-7600
Fax: 703-379-2200
amirando@naccas.org

The Executive Director will present the plan to the full Commission for review, (see below for “Requirements for Institutions that have Undergone a Disaster”).

These notices are required under [*Section 5.3 of NACCAS' Rules of Practice and Procedure*](#) (see page 95).

The Commission also advises you to notify your case management team at the United States Department of Education without delay. The Department grants relief on a case-by-case basis.

REQUIREMENTS FOR INSTITUTIONS THAT HAVE UNDERGONE A DISASTER

When an institution experiences a disaster as outlined above, and the institution is unable to come into compliance at its approved location, it must submit to NACCAS, within 30 days, a written plan and timeline stating how it plans to resume operations. Recognizing that some staff may change, facilities will be new, even new state requirements may control the operations of the institution, the Commission requires the institution to develop a business plan and submit this as part of its plan to come back into full compliance following the disaster. The Disaster Plan must include, but is not limited to the following:

1. A comprehensive explanation of the disaster.

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2. An explanation regarding plans for the facility;
 - a. Do you plan to go to a temporary location and then return to your approved facility (If yes, what is your projected date of return), or
 - b. Are you abandoning your current facility and planning on submitting a change of location application for the new location.
3. If the administrative capacity and/or teaching staff have changed, provide an organizational chart showing the job titles of the individuals who will work at the new location, reporting lines clearly depicted, and copies of all pertinent job descriptions for these individuals with the plan.
4. A description of any reports that will be generated by the institution on a regularly scheduled basis (i.e. attendance reports, enrollment reports, students currently on probation, etc.).
5. A description of how student records from the affected location will be maintained.
6. The following enrollment projections at the location:
 - a. Enrollment prior to the disaster
 - b. Returning students after the disaster
 - c. Projected enrollment at the current location
7. A description and detailed floor plan to scale (to include square footage) of the facility in which classes will be offered.
8. Evidence that the location in which you are currently teaching is safe for occupancy and has state approval to operate as a school. Provide copies of current and valid permits, certificates, etc. to operate the business in the current facility.
9. A written financial plan which projects the revenues, expenditures and cash flow of the school at its location. This plan must include all start up costs, i.e., building and equipment costs, staffing of new facility, as well as projected enrollments and clinic revenues.
10. Courses and/or programs you plan to teach at the location during this period of non-compliance.
11. A projected timeline in which the institution will be back in full compliance with NACCAS Standards and Criteria, including [Section 1.2](#) (see page 59), which requires an institution be “in operation” to be accredited.

The institution's business plan will be reviewed by the Executive Director of NACCAS. The Executive Director shall require the applicant to submit any additional information which the Commission will need.

Note: Visit(s) will be required if the institution does not resume full compliant operations at its original facility within 9 months from the date of the disaster. If the disaster prolongs the temporary status into the 9th month, a partial team visit will occur at no charge to the institution in order to verify sufficient operations. If the disaster prolongs the temporary status into the 12th month, a full team visit will take place at the institution's expense to verify compliance with NACCAS requirements. Additionally, a final full

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team visit, at the owner's expense, will be required once the institution resumes full compliant operations at its original permanent facility. However, if the institution relocates to a new permanent location, the appropriate change of location application (found on the NACCAS website) must be submitted, as required by [Part 4](#) (see page 79) of the NACCAS Rules of Practice and Procedure.

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Policy IX.01 – Evaluation of Students: Satisfactory Academic Progress Policy and Checklist For Programs Measured in Clock Hours or Competencies

A copy of this checklist is to accompany each Satisfactory Academic Progress Policy sent to the Commission, and this form is also a required exhibit for the Institutional Self-Study for [Standard IX](#) (see page 19). For each of the items below, review the relevant section of your policy to determine if it contains all of the information required. Then list the item number on your policy where the information can be found. Enter an N/A for any item that does not apply to the institution's policy. For example, a school may not participate in or offer federal financial aid programs.

The Institution's Policy:

- ___ 1. Is written and identified as a Satisfactory Academic Progress Policy.
- ___ 2. Applies to every student enrolled in a NACCAS-approved program.
- ___ 3. Is provided to applicants prior to enrollment.
- ___ 4. Is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).
- ___ 5. Includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Institutions may evaluate cumulative qualitative (theory and practical) elements separately as long as they each meet the required threshold.
- ___ 6. Includes a [maximum time frame](#) in which a student must complete the educational course or program that is no longer than 150% of the NACCAS approved length of the educational course or program based on 100% attendance schedule measured in academic years, non-standard terms, or clock hours completed.
- ___ 7. Includes the institution's policy regarding the status of students who exceed the [maximum time frame](#).
- ___ 8. Ensures that a leave of absence extends the student's contract period and [maximum time frame](#) by the same number of days taken in the leave of absence.
- ___ 9. Contains qualitative factors that will be evaluated to determine academic performance using a reasonable system of grades and/or work projects completed and/or comparable factors measurable against a norm.
- ___ 10. Contains a grading scale that includes a minimum acceptable level of progress requiring at least the equivalent of a 70% cumulative grade average or project completion rate, or a letter grade of C, or have an academic standing consistent with the institution's requirements for graduation, whichever is greater.
- ___ 11. Establishes evaluation periods, whether in clock hours, weeks, or months, that are similar in length.

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- ___ 12. The first evaluation must occur no later than the mid-point of: the academic year or the course and/or program, whichever occurs sooner. (Note: All evaluations must be completed within seven (7) business days following the established evaluation points.)
- ___ 13. Identifies whether evaluation periods are based on actual hours completed or scheduled hours.
- ___ 14. Specifies that students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.
- ___ 15. May allow for an initial status of satisfactory academic progress *warning* for students who are not considered meeting minimum standards for satisfactory academic progress. (The institution may elect to place the student on satisfactory academic progress *probation* without first placing the student on *warning*. See item below.)
- ___ 16. Indicates how a student can re-establish satisfactory academic progress and/or financial aid eligibility, if applicable.
- ___ 17. May allow for the status of *probation* for students who are not considered meeting minimum standards for satisfactory academic progress if:
 - ___ a. The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the *warning* or previous evaluation period; and
 - ___ b. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
 - ___ c. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
 - ___ d. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.
- ___ 18. May allow a student to appeal a satisfactory academic progress determination. If the institution permits a student to appeal a satisfactory academic progress determination, the policy must describe:
 - ___ a. How the student may re-establish eligibility for financial aid, if applicable;
 - ___ b. The reasons for which a student may appeal such as the death of a relative, an injury or illness of the student, or other allowable special circumstances;
 - ___ c. Documentation the student must submit regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation; and
 - ___ d. How the results of the appeal are documented in the student's file.

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- ____ 19. States that a student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on *warning* or has prevailed upon appeal of the determination that has resulted in the status of *probation*.
- ____ 20. Requires the institution to notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable.
- ____ 21. Details reasonable provisions regarding temporary interruptions or Leaves of Absence.
- ____ 22. Addresses the status of students re-entering the institution and requires that they re-enter in the same progress status as when they left.
- ____ 23. States whether course incompletes, withdrawals, or repetitions apply to the institution, and if so, states the policy.
- ____ 24. States that course incompletes, repetitions, and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards if the institution has no such items or policies.
- ____ 25. Establishes that transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.
- ____ 26. Describes how students have access to satisfactory academic progress evaluation results.

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Policy IX.02 – Evaluation of Students: Satisfactory Academic Progress Policy and Checklist For Programs Measured in Credit Hours

A copy of this checklist is to accompany each Satisfactory Academic Progress Policy sent to the Commission, and this form is also a required exhibit for the Institutional Self-Study for [Standard IX](#) (see page 19). For each of the items below, review the relevant section of your policy to determine if it contains all of the information required. Then list the item number on your policy where the information can be found. Enter an N/A for any item that does not apply to the institution's policy. For example, a school may not participate in or offer federal financial aid programs.

The Institution's Policy:

- ___ 1. Is written and identified as a Satisfactory Academic Progress Policy.
- ___ 2. Applies to every student enrolled in a NACCAS approved program.
- ___ 3. Is provided to applicants prior to enrollment.
- ___ 4. Is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).
- ___ 5. Includes both quantitative (academic terms) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Institutions may evaluate cumulative qualitative (theory and practical) elements separately as long as they each meet the required threshold.
- ___ 6. Includes a [maximum time frame](#) in which a student must complete the educational course or program that is no longer than 150% of the NACCAS approved length of the educational course or program based on the number of credit hours to complete the program measured in quarter or semester terms.
- ___ 7. Includes the institution's policy regarding the status of students who exceed the [maximum time frame](#).
- ___ 8. Ensures that a leave of absence extends the student's contract period and [maximum time frame](#) by the same number of days taken in the leave of absence.
- ___ 9. Contains qualitative factors that will be evaluated to determine academic performance using a reasonable system of grades and/or work projects completed and/or comparable factors measurable against a norm.
- ___ 10. Contains a grading scale that includes a minimum acceptable level of progress requiring at least the equivalent of a 70% cumulative grade average or project completion rate, or a letter grade of C, or have an academic standing consistent with the institution's requirements for graduation, whichever is greater.

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- ____ 11. Monitors the academic progress of students at the midpoint and end of each term. (Note: All evaluations must be completed within seven (7) business days following the established evaluation points.)
- ____ 12. Establishes that for a school participating in Title IV, HEA programs, states a student's successful course completion percentage is based on the number of successfully completed credit hours (those with a grade of 70% or higher or as otherwise defined by the institution) divided by the cumulative number of credit hours attempted by the student at that time.
- ____ 13. Specifies that students who meet the minimum requirements for academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.
- ____ 14. May allow for an initial status of satisfactory academic progress *warning* for students who are not considered meeting minimum standards for satisfactory academic progress. (The institution may elect to place the student on satisfactory academic progress *probation* without first placing the student on *warning*. See item below.)
- ____ 15. Indicates how a student can re-establish satisfactory academic progress and/or financial aid eligibility, if applicable.
- ____ 16. May allow for the status of *probation* for students who are not considered meeting minimum standards for satisfactory academic progress if:
 - ____ a. The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the *warning* or previous evaluation period; and
 - ____ b. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
 - ____ c. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
 - ____ d. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.
- ____ 17. May allow a student to appeal a satisfactory academic progress determination. If the institution permits a student to appeal a satisfactory academic progress determination, the policy must describe:
 - ____ a. How the student may re-establish eligibility for financial aid, if applicable;
 - ____ b. The reasons for which a student may appeal such as the death of a relative, an injury or illness of the student, or other allowable special circumstances;

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- _____ c. Documentation the student must submit regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation; and
- _____ d. How the results of the appeal are documented in the student's file.
- _____ 18. States that a student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on *warning* or has prevailed upon appeal of the determination that has resulted in the status of *probation*.
- _____ 19. Requires the institution to notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable.
- _____ 20. Details reasonable provisions regarding temporary interruptions or Leaves of Absence.
- _____ 21. Addresses the status of students re-entering the institution and requires that they re-enter in the same progress status as when they left.
- _____ 22. States whether course incompletes, withdrawals, or repetitions apply to the institution, and if so, states the policy.
- _____ 23. States that course incompletes, repetitions, and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards if the institution has no such items or policies.
- _____ 24. Establishes that transfer credit hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted credits at the institution.
- _____ 25. Describes how students have access to satisfactory academic progress evaluation results.

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Policy X.01 – Occupational Associate Degree Programs

Item 1. Exceptions to instructor qualifications: Exceptions to the associates degree requirement may be justified for instructors who have demonstrable current exceptional professional certification(s), letters of recommendation or attestations from previous employer(s), letters attesting to this expertise from professional peers not connected to the college, real examples of previous success in the field such as published work, juried exhibits and shows, evidence of a professional portfolio accepted by the institution and available for review, and/or other significant documented experience relevant to the courses to be taught.

Item 2. Clock to credit hour conversion:

15 clock hours of lecture = 1 semester credit hour
10 clock hours of lecture = 1 quarter credit hour
30 clock hours of lab = 1 semester credit hour
20 clock hours of lab = 1 quarter credit hour
45 clock hours of clinical/internship = 1 semester credit
30 clock hours of clinical/internship = 1 quarter credit

Lecture hours refer to classroom instruction in theory/academic learning.

Lab hours refer to classroom instruction in practical/hands-on learning.

Clinical hours refer to students performing services.

Item 3. Student/Teacher Ratio: The institution shall consider the following factors in determining the student/teacher ratio:

1. The amount of lecture given by instructors in skill building and practice classes;
2. The level of existing skills of the student;
3. The amount of direct supervision exercised by the instructor and the availability of instructional equipment in the lab setting where there is primary instruction in a specific skill; and
4. The use of technology in providing alternative instruction or evaluation.

Item 4. Syllabus: A description of how the course will be taught with a planned arrangement of materials and activities. The minimum requirements for a course syllabus shall consist of the title and course description, course number, course prerequisites and/or requisites, instructional contact hours/credits, learning objectives, instructional materials and references, topical outline of the course, instructional methods, out-of-class learning activities and assignments, assessment criteria, method of evaluating students, and the date the syllabus was last reviewed. A course syllabus should be reviewed to ensure that it reflects the most recent trends, developments, and instructional materials for the specific subject areas. A current syllabus prepared and utilized by instructors in guiding and directing the learning experience of the students is necessary to ensure the quality of instruction.

Item 5. Externships/Internships: A supervised practical experienced that is the application of previously studied theory. Normally, three hours of work in a practical setting has the credit equivalency of one hour of classroom lecture. Under the supervision of a faculty member, a written agreement shall be developed that outlines the arrangement between the institution and the externship site, including specific learning objectives, course requirements, and evaluation criteria.

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RULES

Part 1 – Eligibility For Accreditation, The Accreditation Process, Instructions For Submitting Documents To NACCAS; Definitions

Sub-Part A – Definitions

Section 1.0 Definitions

- (a) The term “adverse action” is an action appealable under these *Rules*. ‘Adverse actions’ are removal from candidate status, denial of initial accreditation, withdrawal of accreditation, and non-approval of changes under [Part 4](#) (see page 79) of these *Rules*.
- (b) The term “certified return receipt” shall also include delivery by courier where written evidence of date of delivery is furnished to the person sending the material.
- (c) Whenever the term “clock hour” or hour is used, the equivalent in credit hours or competencies may be substituted.
- (d) For purposes of these *Rules*, the term “cosmetology arts and sciences,” in addition to encompassing the teaching of the art and science that concerns the external treatments on the body for the health, condition and appearance of the hair, skin and nails, shall also encompass massage and cognate areas that serve to supplement the practical, scientific and business skills of cosmetology, massage, and related professions. For a representative list of curricula and programs covered, refer to [Appendix #1](#) (see page 140).
- (e) Any reference to “day” is a reference to a calendar day. If a time period measured in days ends on a Saturday, Sunday or national holiday, the official end of the time period shall be moved to the next business day.
- (f) For purposes of these *Rules*, “family” means parent, sibling, spouse or child, grandchild, spouse’s parent, sibling, child or grandchild, any of the aforementioned in a “step” relationship, or sibling’s or child’s spouse.
- (g) The term “in operation” means being continuously licensed by the state and training students, as a cosmetology school, a massage school, (or department or program of study of cosmetology or massage) or as a school in a related discipline. Such operation must be as a freestanding institution (i.e., not as an additional location of another institution), and must be immediately preceding and contiguous to the submission of the application for accreditation.
- (h) The term “licensed” means that the cosmetology school (or department of cosmetology or cosmetology program of study) holds a valid state license to operate a cosmetology school, department of cosmetology or cosmetology program of study, or a school in a related discipline (e.g., barbering, electrolysis, or massage). In jurisdictions where no

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license is issued, the school must submit verification as to time in operation from the government agency with jurisdiction over the institution.

- (i) Any requirement for “notice” or “notification” shall mean a specific letter to the Executive Director of NACCAS informing the Commission of the specific change or situation for which notice is required under the *Rules*. Incorporation of the information into an unrelated application or communication shall not constitute “notice.”
- (j) The term “private” includes for profit and non-profit institutions.
- (k) The term “recognized accrediting agency” means an accrediting agency recognized by the Secretary of the United States Department of Education in accordance with 34 Code of Federal Regulations Part 602.
- (l) Regular student: A student enrolled under the school’s admissions requirements with individual enrollment agreements between student and school.
- (m) Whenever the term “school” is used in these *Rules*, it shall also include the school where a department or program of study of cosmetology or massage is located. A “school” shall have a single, permanent, non-transferable NACCAS reference number.
- (n) Special student: A student enrolled through a contract with another entity.
- (o) A “specialized school of cosmetology arts and sciences” is one that does not offer a program in basic cosmetology. (Examples: College of Barbering, School of Massage, Skin Care Academy.)
- (p) The term “specialty” means a specialized field of cosmetology arts and sciences or massage. (Examples: aromatherapy, barbering, electrology, esthetics, holistic health, geriatric massage, nail care.)
- (q) The term “United States” means, in addition to the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, and the Commonwealth of the Northern Mariana Islands. The term “international” means any place outside the United States.

Sub-Part B - Institutional Eligibility Requirements

Section 1.1 Basic Information

- (a) Accreditation is voluntary. An institution that seeks accredited status must be willing to achieve and maintain basic standards for quality education. NACCAS accredits postsecondary institutions whose primary activity is education in the field of the cosmetology arts and sciences. An illustrative list of programs included in this field is found in [*Appendix #1*](#) (see page 140) to these *Rules*. An institution may offer a broad range of programs or focus on a specialty area.
- (b) NACCAS publishes and makes available to the applicant and, upon request, to the general public a copy of its standards, rules and policies pertaining to candidate status and accreditation, as well as application materials. All key documents are available on the

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NACCAS Website at www.naccas.org or by requesting a copy by writing or calling the NACCAS headquarters.

- (c) NACCAS is a non-profit corporation organized under the laws of Delaware. Fees paid by applicant and accredited institutions support the work of NACCAS to provide the independent recognition of institutions which achieve and maintain quality standards. The schedule of fees is in [Appendix #2](#) (see page 141) to these *Rules*.

Section 1.2 Institutional General Eligibility Requirements

- (a) Disqualified Owner. An institution shall not be granted accredited status if a Controlling Voting Interest in the institution is owned or controlled, directly or indirectly, by Disqualified Owners.
- (b) Except as provided in [Section 4.6\(g\)](#) (see page 83) and [4.6\(i\)](#) (see page 83) of these *Rules*, an institution may not be granted accredited status as a Main Campus before it has been in operation as an independent institution (i.e., not as an additional location of another institution) for two years.
- (c) A private² cosmetology school (or department of cosmetology or cosmetology program of study) or specialized school of cosmetology arts and sciences, massage, or related program, located within the United States and/or internationally is eligible to apply for accreditation, provided:
 - (1) It is a postsecondary institution;
 - (2) It is licensed by the state in which it is located;
 - (3) It is in operation and has been in operation at least eighteen (18) months;
 - (4) It offers at least one program that is more than 150 hours in length or the equivalent measured in credits or competencies;
 - (5) It has complied with the NACCAS Accreditation Workshop attendance policy (See [Appendix #3](#), page 142);
 - (6) It has access to the Internet;
 - (7) It is not owned wholly or in any part by, nor does it employ, any individual who has been debarred from participation in any federal or state program within the past five years;
 - (8) It has complied with the candidate status requirement; and

² Starting January 1, 2005, the Commission no longer accepts applications from public institutions. Public institutions that were accredited by NACCAS or already in the candidate or initial accreditation process as of that date will continue to be accepted for accreditation by NACCAS under a grandfather clause.

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- (9) In the case of a specialized school of cosmetology arts and sciences, the school must also meet the following criteria:
 - (i) Be open at least 25 hours per week;
 - (ii) Operate and offer instruction for a minimum of 40 weeks per year; and
 - (iii) Meet all applicable State requirements.
- (d) Exceptions to the “two years in operation” and general eligibility requirements:
 - (1) An applicant for candidate status does not need to meet the “two years in operation” requirement.
 - (2) An institution need not comply with the candidate status requirement if it is owned:
 - (i) By a person(s) or entity that owns at least 10 % of an institution currently accredited by NACCAS; or
 - (ii) By a person(s) or entity that has owned at least 10 % of an institution accredited by and in good standing with a recognized accrediting agency within the past 24 months.
 - (3) A school under the same Ownership as one or more accredited schools may apply for accreditation after one full year of operation. The Ownership of the new school must be identical to that of the accredited school.
 - (4) An applicant for provisional additional location accreditation.
- (e) Reapplications for Accreditation
 - (1) Except as provided under Section 1.2(e)(2) below, an institution whose accreditation has been withdrawn by NACCAS (all appeal rights exhausted) or that voluntarily relinquishes accreditation while in withdrawal status may apply for candidate status immediately, but must wait one (1) year before reapplying for accreditation (either as a main campus or as an additional location of an accredited main) and, subject to the requirements of Section 2.2(a)(iii) of these Rules, shall be treated as a new school for all other purposes.
 - (2) The one-year waiting period described in Section 1.2(e)(1) above shall not apply if the institution, following its loss or relinquishment of accreditation, undergoes a Change of Control such that, at the time of re-application for accreditation, more than 50% of the Voting Interests of the institution are owned or controlled by persons other than the person who was the Controlling Owner at the time of the institution’s loss or relinquishment of accreditation.

Section 1.3 Programs Approved Within the Aegis of Institutional Accreditation

- (a) Any program exceeding 150 hours in length or the equivalent in credits or competencies and/or leading to initial state licensure or certification must be approved by the Commission. Approval may occur:
 - (1) In conjunction with an institutional accreditation review; or

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- (2) Between institutional accreditation reviews (see [Part 4](#) (page 79) of the *Rules*).
- (b) Courses required for continuing education for licensure renewal or those hours required by the state regulatory agency after an examinee fails the exam do not require approval by NACCAS.
- (c) Electrology programs must be at least 300 hours in length or the equivalent in credit hours or competencies, unless fewer hours are mandated by state law or regulation.
- (d) At institutions in states where NACCAS accreditation is recognized for schools to obtain licensure by means of accreditation, all programs offered at the institution seeking or continuing NACCAS accreditation must be approved by the Commission.
- (e) Any course for continuing education or professional development, of 150 hours or less, taught or sponsored by the institution which the institution wishes to be listed by NACCAS as an approved course.

Sub-Part C – Summary of the Accreditation Process

Section 1.4 Steps in the Process of Achieving Accredited Status

- (a) Complete candidate status, if required (see [Part 2](#), page 65);
- (b) Attend a NACCAS Accreditation Workshop (See NACCAS Workshop Requirements, [Appendix #3](#), page 142);
- (c) Submit an application and required fee (See NACCAS [Schedule of Fees](#));
- (d) Complete an Institutional Self-Study (See [Part 2](#) (page 70) of these *Rules*, and Institutional Self-Study: Requirements for Completing the Institutional Self-Study (ISS): Accredited Status, [Appendix #5A](#), page 147);
- (e) Undergo an on-site evaluation (See [Part 3](#), page 72);
- (f) Receive a report of the findings of the on-site evaluation team (See [Part 3](#), page 72);
- (g) Respond to the report findings (See [Part 3](#), page 72) and [Guidelines for Responding to Limitations](#));
- (h) The findings and the school's response will be reviewed by the Commission (See [Part 8](#), page 109);
- (i) The Commission shall take one of the actions set out in [Part 8](#) (see page 109) of these *Rules* and notify the school of its action;
- (j) When accreditation is initially granted, the school shall be assigned a school reference number (See [Part 8](#), page 109);

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- (k) If the Commission takes an adverse action, the school may appeal it (See [Part 9](#), page 123).

Section 1.5 Obligations of the Institution to Maintain Accredited Status

- (a) In order to maintain accredited status, accredited institutions, departments and programs of study, throughout the period of accreditation granted, must do the following:
- (1) Continue to meet the eligibility criteria contained in this Part;
 - (2) Submit required applications (See [Parts 2](#), page 65) and [4](#) (page 79) of these Rules);
 - (3) Undergo additional on-site evaluations, announced or unannounced, as ordered by the Commission (See [Parts 3](#), page 72) and [8](#) (page 109);
 - (4) Obtain approval for significant changes that take place (See [Part 4](#), page 79);
 - (5) Submit an accurate annual report (See [Part 5](#), page 93);
 - (6) Respond to complaints (See [Part 6](#), page 97), “show cause” orders (See [Part 7](#), page 105) and Commission directives (See [Part 8](#), page 109);
 - (7) Maintain compliance with NACCAS Standards and Criteria, Rules, Policies, Commission directives, and other requirements;
 - (8) Be current in the payment of fees (See NACCAS [Schedule of Fees](#)); and
 - (9) Comply with time frames established by the Commission.
- (b) Failure to maintain continued compliance with all NACCAS standards and criteria and other accreditation requirements shall lead to the Commission taking appropriate action under these *Rules*.

**Sub-Part D – General Instructions for
Submitting Documents to the Commission**

Section 1.6 Submission of Documents to the Commission

- (a) All submission of documents to NACCAS shall be prepared and submitted in accordance with the Commission’s Requirements for Organization of Document Submissions to NACCAS as well as with specific instructions issued by the Commission, and shall, in all cases, be submitted in an organized manner. The information contained therein shall be typewritten and in English, and any photographs included in the submission shall be originals or clear copies.
- (b) The NACCAS office may refuse to accept and consider any document not submitted in conformity with this Section and other specific directives pertaining to document submission.

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- (c) Each institution submitting information and documentation to the Commission for purposes of accreditation:
- (1) Must accompany such information or documentation with a certification, signed and dated by a person with authority to submit such information or documentation that reads as follows:
- “I certify that the information provided herein is true and correct to the best of my knowledge and belief. I further understand that knowingly providing false or misleading information to NACCAS may result in the Commission taking adverse action against the institution.”
- (2) Must maintain at least one (1) complete copy of such submission in its permanent records for a period of not less than six (6) years.
- (d) Submit all requests, applications, responses and appeals to:
- Executive Director
Attention: (As Directed)
NACCAS
3015 Colvin Street
Alexandria, VA 22314
- (e) Complete instructions for seeking candidate status, initial accreditation, renewal of accreditation, and change applications are included with the application for each process. A school, upon request, may receive special or additional instructions from the NACCAS staff either by telephone, letter, or in person at the NACCAS headquarters.
- (f) If the Commission determines that an institution has knowingly provided false or misleading information, it shall take any action against the institution that it believes is reasonable and appropriate, including, but not limited to, denying any pending application or taking any accreditation action listed in [Section 8](#) (see page 109) of the *Rules*.

Section 1.7 Withdrawals of Applications

- (a) Any institution may withdraw an application it has submitted to NACCAS before the Commission considers it.
- (1) Such withdrawal request shall be in writing and sent by a traceable means to the Executive Director of NACCAS.
- (2) No money shall be refunded when an application is withdrawn, except a deposit for an on-site evaluation that has not been scheduled.
- (b) An acknowledgment from NACCAS indicating that the request has been complied with shall be issued.

Section 1.8 Equivalence

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- a. General. Except as set out in Section 1.8(b) below, any institution seeking or holding accreditation from the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) and from another accrediting agency recognized by the U.S. Department of Education or seeking or holding a license, certification, or similar authorization or credential from another state or federal government agency must describe itself in identical terms to each body with regard to purpose, governance, Ownership, Ownership structure, programs, program lengths, location of facilities, degrees, diplomas, certificates, personnel, finances and constituents, and must keep each agency apprised of the other agency's actions with respect to such institution, as provided for in [Section 5.3\(a\)](#) (see page 95) of these *Rules*.
- b. Ownership Reporting. If any such other accrediting agency or state or federal government agency requires the institution to report information concerning its Ownership or Ownership structure in less detail than is required by NACCAS (e.g., the other agency does not require reporting of owners with an Ownership Interest of less than 10%), NACCAS does not require the institution to report to that other agency any more information than the other agency requires. Any information required to be reported to both NACCAS and such other agency (e.g., owners with an Ownership Interest of 10% or greater) must be reported in identical terms to both NACCAS and the other agency.

Section 1.9 Requests for Information

The Commission may, at any stage in the accreditation process, including appeals, request an institution to produce documentation that it deems pertinent and relevant to an accrediting action. Failure to produce such documentation, in the manner and within the time frame established by the Commission, may result in action being taken by the Commission, consistent with [Part 8](#) (see page 109) of these *Rules*, including denial or withdrawal of accreditation.

Section 1.10 Extensions for Submitting Documents to the Commission

Throughout the process of consideration of any application for renewal of accreditation, application for a substantive change submitted pursuant to [Part 4](#) (see page 79) of these *Rules*, or monitoring process pursuant to [Part 5](#) (see page 93) and [Part 6](#) (see page 97) of these *Rules*, the maximum combined total of any and all extensions granted shall be 45 days, unless extraordinary circumstances are shown. The days allowed for any administrative "show cause" arising from the process shall be counted as extensions for purposes of this Section.

Related Documents

The following documents may be helpful to you in understanding the requirements of this part of the NACCAS *Rules*. They are available on the NACCAS website at www.naccas.org, in the NACCAS *Handbook*.

Appendix #1 (see page 140)	Statement of Scope
Appendix #2 (see page 141)	Schedule of Fees – Fees are posted on NACCAS' website
Appendix #3 (see page 142)	NACCAS Workshop Requirements

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Part 2 – Application For Candidate Or Accreditation Status

Sub-Part A - Application for Candidate Status

Section 2.0 Purpose

The purpose of candidate status is for institutions interested in becoming accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) to become knowledgeable of NACCAS Accreditation Standards and other requirements and to implement them in their operations. It is to prepare institutions to meet the requirements for initial accreditation.

Institutions that are interested in applying for initial accreditation must first obtain candidate status. Exceptions are listed in [Section 1.2c](#) (see page 59).

Section 2.1 Application for Candidate Status

- (a) An institution interested in becoming a candidate for accreditation with NACCAS must first meet all institutional eligibility requirements, except it does not have to have been in operation for two years ([See Part I, Sub-Part B](#), see page 58). In addition, the Owner of such an institution and (if different from the Owner) the proposed Accreditation Liaison for the institution must attend a NACCAS Accreditation Workshop and Candidate Class within six (6) months prior to submission of an Application for Candidate Status.
- (b) To initiate the process of obtaining candidate status, fill out the Application for Candidate Status ([Application #1](#), found on the NACCAS website under “Applications and Forms”) This is available on the NACCAS website at www.naccas.org or may be obtained by writing or calling NACCAS headquarters to request a copy. Applications must be submitted in accordance with [Part 1](#) (see page 57) of these *Rules* and specific directions or instructions, which accompany the application form.
- (c) To initiate the application process, send to the Executive Director of NACCAS a complete application that includes:
 - (1) The application form completely filled out;
 - (2) Application fee;
 - (3) Proof of Owner’s (and, if different from the Owner, proposed Accreditation Liaison’s) attendance at a NACCAS Accreditation Workshop within the previous six (6) months;
 - (4) Other required exhibits; and
 - (5) Sustaining fee.

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Section 2.2 Grant of Candidate Status

- (a) Candidate status shall be granted by the Executive Director of NACCAS if the following conditions are met:
 - (i) the application is complete and demonstrates the applicant meets institutional eligibility requirements,
 - (ii) the required sustaining fee has been paid, and
 - (iii) if the applicant was previously an accredited school, or an applicant for candidate status or initial accreditation, the applicant shall have paid to NACCAS all fees and other charges outstanding to NACCAS as of the date the applicant's prior accreditation (or application for candidate status) was withdrawn or denied.
- (b) A removal from candidate status is appealable pursuant to [Part 9](#) (see page 123) of these *Rules*.

Section 2.3 Workshop Attendance and Technical Assistance

- (a) The application fee for candidate status allows the owner and one other representative of the applicant institution to attend a NACCAS Accreditation Workshop at no additional charge. The institution's Owner and (if different from the Owner) proposed Accreditation Liaison must attend a NACCAS Accreditation Workshop prior to submitting its Application for Initial Accreditation, but not later than twelve (12) months following the grant of candidate status. (Attendance by the institution's Owner and (if different from the Owner) proposed Accreditation Liaison at a NACCAS Accreditation Workshop prior to submission of the Application for Candidate Status does not satisfy this requirement.

If the institution has not submitted an Application for Initial Accreditation as of the 12-month anniversary of its having been granted candidate status, the institution's Owner and (if different from the Owner) proposed Accreditation Liaison must attend a second-post application NACCAS Accreditation Workshop not later than the 24-month anniversary of its grant of candidate status.

- (b) Following attendance at the Workshop, the institution must conduct and develop a preliminary institutional self-study (see page 147, [Appendix #5A](#)).
- (c) Once the preliminary institutional self-study is ready, the candidate may request an on-site candidate consultation. The request shall:
 - (1) Be in writing;
 - (2) Sent to the Executive Director of NACCAS;
 - (3) Give the name of the Owner and (if different from the Owner) proposed Accreditation Liaison;

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- (4) Include documentation to show that the institution has complied with the NACCAS Accreditation Workshop requirements set out in this Section 2.3 of these Rules and in [Appendix #3](#), see page 142; and
 - (5) Include one copy each of the school catalog, preliminary institutional self-study and enrollment agreement(s) or contract(s).
- (d) NACCAS shall schedule an on-site candidate consultation by one or more NACCAS staff members or evaluators (the candidate consultant(s)).
- (1) The functions of the consultant(s) shall be to supplement the Accreditation Workshop attended by one or more representatives of the applicant institution, to provide the most current interpretations and expectations of the Commission under the *Standards and Criteria* related policies, and *Rules of Practice and Procedure* and to discuss with the school liaison and other authorized personnel specific ways the school can comply with these and ways the institution can show this compliance in the Institutional Self-Study, which must accompany an application for initial accreditation.
 - (2) Throughout the day(s), the candidate consultant(s) shall write sections of a Consultancy Report and work with the school liaison and other authorized personnel to develop a plan to correct areas of limitation and to put into place systems needed to comply with accreditation requirements. The plan shall include an implementation calendar. The candidate consultant(s) shall discuss the preliminary team report during an exit interview, and mail a final report to the school within 15 days.
 - (3) Within 45 days following the candidate consultation visit, the school shall submit to NACCAS its fully developed plan for achieving compliance with NACCAS' accreditation requirements together with the implementation calendar.
- (e) The institution may obtain additional technical assistance while implementing its compliance plan, at no additional charge, from the candidate consultant(s) and through:
- (1) Attendance at additional NACCAS Accreditation Workshops (upon payment of required fees);
 - (2) Additional on-site assistance by a NACCAS staff person, or other NACCAS evaluator (upon payment of required fees); and/or
 - (3) One-on-One, pre-arranged, consultation with Commission staff at NACCAS' headquarters.
- (f) The NACCAS staff person assigned to work with the candidate, together with the liaison, shall determine when the institution is ready to apply for initial accreditation and jointly shall make this recommendation to the Executive Director of NACCAS, but with reference to [Section 1.2](#) (see page 59) of these *Rules*.

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- (g) A school in candidate status shall be required to submit the minimum sustaining fee in accordance with [Appendix #2](#) (see page 141) to these *Rules*.

Section 2.4 Duration of Candidate Status and Obligation of Candidate Institutions

- (a) Candidate status shall expire upon the occurrence of the earlier of any of the following events:
 - (1) Twenty-four months from the date of the notice from NACCAS that candidate status has been granted to the institution, if the institution has not applied for initial accreditation;
 - (2) The school fails to fulfill its obligations under the [Rules of Practice and Procedure](#) (see page 57) and policies of the Commission, including payment of required fees. Determination of such failure shall be made by the Executive Director of NACCAS in accordance with the same rules and procedures that apply to applicants for accreditation and accredited institutions; or
 - (3) The school receives its grant of initial accreditation.
- (b) The following obligations apply to institutions in candidate status that wish to become accredited:
 - (1) Submit the minimum sustaining fee in accordance with [Appendix #2](#) (see page 141) to these *Rules*;
 - (2) Submit change applications, as applicable, in accordance with [Section 4.16](#) (see page 91) of these *Rules*;
 - (3) Respond to Commission directives, orders, and decisions within required time lines;
 - (4) Progress steadily through candidacy by:
 - (i) Sending representatives to the Workshop;
 - (ii) Drafting the institutional self-study and submitting it to the NACCAS consultant(s) prior to the consultation visit;
 - (iii) Receiving the NACCAS consultant(s);
 - (iv) Completing revisions to procedures, policies, and documents, set out in the Consultancy Report and implementation plan; and
 - (v) Applying for initial accreditation before candidate status expires.

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Sub-Part B -- Application for Accreditation Status

Section 2.5 Application for Initial Accreditation

- (a) The application form for initial accreditation, [*Application #2*](#), is found on the NACCAS website at www.naccas.org under “Applications and Forms.”
- (b) Submit the application form to NACCAS headquarters. In order to be complete and ready for processing, the application must include:
 - (1) Application form, completely filled out;
 - (2) All required exhibits;
 - (3) Application fee;
 - (4) Deposit toward the on-site evaluation fee submitted by certified check;³ and
 - (5) Sustaining fee.
- (c) The application and institutional self-study must be complete and the school ready for the on-site evaluation visit within one (1) year or the process must be initiated anew (including payment of fees).
- (d) The school will be required to have available the most recent annual report data during its first on-site evaluation for verification by the evaluation team.

Section 2.6 Application for Renewal of Accreditation

- (a) Within nine to twelve months before its anniversary date, an institution must submit to NACCAS an application for renewal of accreditation and an institutional self-study. This time frame may be varied in cases when a school is called up for early renewal of accreditation.
- (b) The completed application must be sent to the Executive Director of NACCAS by the due date. It must include:
 - (1) The application form completely filled out;
 - (2) All required exhibits;
 - (3) The institutional self-study;

³ The balance shall be billed monthly until the fee is paid in full or paid thirty days from the date of the confirmation of the on-site evaluation, but not later than the day of the visit in any case. Non-receipt of funds may, after notice, result in cancellation of the on-site visit.

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- (4) Application fee; and
- (5) Deposit toward the on-site evaluation fee.⁴

Sub-Part C - Institutional Self-Study

Section 2.7 Nature of the Institutional Self-Study

- (a) The institutional self-study is a qualitative analysis of the strengths and weaknesses of the school. The completion of the ISS by the applicant school is a critical step in the application process. The ISS must be in a form approved by NACCAS (see page 149, [Appendix #5C](#)) and must result from the participation of the entire staff and faculty of the school, students, graduates, employers, and other appropriate persons. Instructions for completing the ISS are given at the NACCAS Accreditation Workshops and are available on NACCAS' [website](#). On an initial application, an on-site evaluation visit will not be scheduled until a completed ISS and the required exhibits are received by NACCAS.
- (b) The applicant may request written or oral consultation from NACCAS with respect to completion of the ISS. If on-site consultation is requested, any expenses for such on-site assistance must be paid by the applicant.

Section 2.8 Processes That Include a Self-Study Requirement

- (a) Schools in the following application processes must submit an institutional self-study to NACCAS:
 - (1) Candidate for accreditation;
 - (2) Applicant for initial accreditation;
 - (3) Applicant for renewal of accreditation;
 - (4) Applicant for Additional Location accreditation;
 - (5) Institution called up for early renewal of accreditation;
 - (6) Category 3 Change of Control.
- (b) Other processes require a variation on the institutional self-study:
 - (1) Applicant for addition or change of a program: program self-study.

⁴ The balance shall be billed monthly until the fee is paid in full or paid thirty days from the date of the confirmation of the on-site evaluation, but no later than the day of the visit in any case. Non-receipt of funds may, after notice, result in cancellation of the on-site visit.

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Related Documents

The following documents may be helpful to you in understanding the requirements of this part of the NACCAS *Rules*. They are available on the NACCAS website at www.naccas.org, in the *NACCAS Handbook*.

Appendix #1 (see page 140)	Statement of Scope
Appendix #2 (see page 141)	Schedule of Fees – Posted on NACCAS’ Website
Appendix #3 (see page 142)	NACCAS Workshop Requirements
Appendix #4 (see page 144)	Procedures Governing Measurement of Academic Programs
Appendix #5A (see page 147)	Institutional Self-Study: Candidate Status
Appendix #5B (see page 148)	Institutional Self-Study: Requirements for Completing the Institutional Self-Study (ISS): Accredited Status
Appendix #5C (see page 149)	Institutional Self-Study Format

Found on the NACCAS website under “Applications and Forms”:

Application Form #1	Application for Candidate Status
Application Form #2	Application for Initial Accreditation - school required to go through candidacy
Application Form #4	Application for Renewal of Accreditation

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Part 3 – On-Site Evaluation Of Applicants And Accredited Schools

Section 3.0 Purpose of On-Site Evaluations

The Commission shall conduct on-site evaluations of applicant and accredited schools as necessary to assist in its determination of compliance with NACCAS accreditation requirements.

Section 3.1 Categories of On-Site Evaluation

The categories of visits are:

- (a) Regular Evaluation Visits: Regular Evaluation Visits include visits to evaluate applicants for initial accreditation, renewal of accreditation, provisional additional location and full accreditation for an additional location, and Change of Control visits.
- (b) Special monitoring or investigative on-site evaluations: The Commission shall conduct additional on-site evaluations of applicant and accredited schools as necessary to assist in its determination of compliance with NACCAS accreditation requirements. The Commission may also order an on-site evaluation in conjunction with any other process, including but not limited to:
 - (1) Relocation (new and/or old location);
 - (2) Annual Report;
 - (3) Complaint;
 - (4) Show Cause;
 - (5) Any action taken pursuant to [Part 8](#) (see page 109) of these *Rules*;
 - (6) Information from the U.S. Department of Education or other government entities;
 - (7) Unresolved stipulations, reason for deferral, or reporting requirement; or
 - (8) Commission directive.

These visits may be announced or unannounced, carried out by full or partial evaluation teams, and the cost will be paid by the school unless the Commission determines otherwise.

- (c) Consultation Visits: Eligible schools in candidate status will receive a consultation visit by one or two NACCAS staff members and/or evaluators. Any school may request a representative of the Commission to consult with school representatives. The Commission may order a consultation visit.

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Section 3.2 Function of On-Site Evaluators

The on-site evaluation provides an opportunity for discussion among the evaluators and school officials, faculty, staff, students, and other relevant individuals. The evaluators shall not recommend the action the Commission should take on any institution nor make any specific recommendations to the institution on how to comply with NACCAS [Standards and Criteria](#) (see page 6). These functions are reserved to the Commission.

- (a) In the case of a regular visit the function of the evaluators shall be to verify and to ascertain the accuracy of the information submitted by the school in its application and the Institutional Self-Study and to independently evaluate the institution's compliance with accreditation requirements.
- (b) In the case of a special monitoring or investigative visit, the function of the evaluators shall be in accordance with the Commission's directives in each case.
- (c) In the case of consultation visits, the function of the evaluators shall be to provide technical assistance to help the personnel at the institution understand accreditation requirements.

Section 3.3 On-Site Evaluators

NACCAS shall compile and maintain a list of qualified on-site evaluators and, to the extent practicable, shall match their qualifications with the school they evaluate. Evaluators shall be added to the list and selected to participate in the on-site evaluation without discrimination on the basis of sex, race, religion, age, color, or ethnic origin. Except as set forth in Section 3.3(j) below, each team conducting a regular or special evaluation shall consist of (i) at least one evaluator in the academic field and one administrator and (ii) an evaluator knowledgeable in each field or specialty in which programs, meeting requirements of [Section 1.3](#) (see page 60) of these *Rules*, are offered at the institution. One evaluator may represent more than one field or specialty. If neither the academic nor administrator evaluator meets this requirement, a practitioner will be added to the team. The school shall bear the expense of any additional team members required.

- (a) Evaluator in the Academic Field: In order to qualify as an evaluator in the Academic Field, a candidate must:
 - (1) Have a bachelors (or higher level) degree in education and background in educational concepts (Evaluators reviewing General Education courses in an Associate Degree program must meet this qualification); or
 - (2) Have:
 - (i) a minimum of four years of experience in teaching in secondary and/or in post-secondary education in an accredited institution (Evaluators reviewing General Education courses in an Associate Degree program must meet the qualification set forth in 3.3(a)(1) above; and
 - (ii) knowledge and experience in pedagogy.

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- (b) Evaluator in the Field of Administration: In order to qualify as an evaluator in the Field of Administration, a candidate must:
- (1) Have a minimum of two years of experience in an administrative position in a NACCAS accredited school and be currently active in the day-to-day school operations of a NACCAS accredited school; or
 - (2) Have five years' experience in the day-to-day school operations in an administrative position in a NACCAS accredited school and demonstrate relevant industry involvement by:
 - (i) active membership in professional organization(s) in the field, or
 - (ii) recent authorship of professional publications, or
 - (iii) evidence of continuing education in the field.
- The Executive Director shall have the authority to waive the requirements of this Section 3.3(b) in exceptional circumstances.
- (c) Practitioner evaluator: A practitioner evaluator is a representative of professional services operations in fields within NACCAS' scope. In order to qualify as a practitioner evaluator, the candidate:
- (1) Must have completed an education program in the field;
 - (2) Must have at least two years of experience as a practitioner on a day-to-day basis in a licensed establishment that provides services in the field of programs offered at the institution to be evaluated; and
 - (3) Must demonstrate an abiding interest in the field by:
 - (i) national certification in the field, or
 - (ii) active membership in professional organization(s) in the field, or
 - (iii) recent authorship of professional publications, or
 - (iv) evidence of continuing education in the field, and
 - (v) maintain a current practitioner license, if applicable.
 - (4) The practitioner evaluator may have a direct or indirect interest in a school offering programs within NACCAS' scope so long as the primary focus of his/her professional activity is to provide services to the public.
 - (5) The practitioner evaluator(s) must be selected from outside the market area of the applicant school.
- (d) The requirements under Section 3.3(a)-(c) may be waived by the NACCAS Executive Director (subject to final approval by the Executive Committee) upon review of the applicant's resume.
- (e) On-site evaluators in the academic and practitioner categories may also serve as program evaluators.

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- (f) NACCAS evaluators are subject to the NACCAS Workshop Requirements.
- (g) NACCAS' on-site evaluators are subject to the NACCAS [*Evaluator Code of Ethics*](#) (found within the Independent Contractor Agreement). On-site evaluators shall be informed that all information associated with the accreditation process is highly confidential and that misuse or unauthorized disclosure of such information is a breach of such confidence.
- (h) To safeguard the privilege of serving on NACCAS' on-site evaluation teams, the Commission reserves the right to delete an evaluator from the list for failure to comply with the NACCAS [*Evaluator Code of Ethics*](#) (found within the Independent Contractor Agreement), performance effectiveness and other requirements or conduct as stated in the Guidelines for On-Site Evaluation Teams in accordance with procedures set out in [*Part 6, Sub-Part B*](#) (see page 100)
- (i) Evaluators, Commissioners, or NACCAS staff members may be assigned to conduct consultation visits.
- (j) General Eligibility Compliance Visits. Where the sole purpose of an on-site evaluation visit is to assess the institution's compliance with the Institutional General Eligibility Requirements set out in Section 1.2(c) of these Rules, the Commission may direct that the visit be conducted by a NACCAS representative qualified, by virtue of their position, training and experience, to conduct such an assessment and provide a report to the Commission.

Section 3.4 Announced Visits: Notice of Team Members to School

Upon appointment of the on-site evaluation team, the school shall be promptly notified of the names of the prospective team members. A school may not request that a specific individual serve as a member of the team.

- (a) If any conflicts of the types prohibited by the [*Evaluator Code of Ethics*](#) (found within the Independent Contractor Agreement) exist, the applicant's representative and/or the evaluator must make this known to NACCAS.
- (b) If the institution has other good grounds to believe that a member of the team does not meet the qualifications for an on-site evaluator or suffers from a conflict of interest, or for other good cause, it may request NACCAS to replace that team member.
- (c) If the Executive Director of NACCAS determines that good cause exists for replacing the team member, he or she shall be replaced. Written confirmation will be sent to the school once the team members have been approved.

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Section 3.5 Observers

- (a) Persons with a direct interest in licensure or accreditation of cosmetology or massage schools and NACCAS Commissioners shall be permitted to accompany the on-site evaluation team for scheduled visits as observers. Permission to observe an evaluation team must be secured in writing from the Executive Director of NACCAS prior to the on-site evaluation. Such observers shall have no role in the on-site evaluation process.
- (b) A school may request that observers not be permitted to attend the on-site evaluation. NACCAS shall honor any such request where the school shows that there is good cause to bar observers from the evaluation.
- (c) Observers shall be reminded in writing by NACCAS that all information associated with the accreditation of an institution is highly confidential and that misuse or unauthorized disclosure of such information is a breach of that confidence.

Section 3.6 Announced Visits: Date and Postponements

- (a) The date(s) of the on-site visit shall be set forth after the consultation between NACCAS and the school. The visit shall last one or two days, in accordance with [Appendix #13](#), “Determining Visit Length,” see page 213. A longer visit may be required if the institution fails to cooperate with the visiting team, all additional expenses paid by the institution.
- (b) Renewal Visits: Renewal Visits shall be scheduled to take place between two and six months prior to an institution’s anniversary date for renewal of accreditation.
- (c) Regular On-Site Evaluations: Requests for postponement of an approved visit date must:
 - (1) Be made in writing to the Executive Director of NACCAS within a reasonable time prior to the scheduled on-site visit; and
 - (2) Describe in detail the facts and circumstances that necessitate the postponement.

Requests will be granted only in extraordinary circumstances and for good cause shown and no more than once per visit. Expenses to the Commission as a result of postponements or cancellations will be billed to the institution.

- (d) Special Monitoring or Investigative Visits: No postponement shall be allowed for special or investigative visits.
- (e) In the highly unusual circumstance that a member of the on-site evaluation team is unable to join the team or needs to leave early (e.g., due to illness or death in the family), NACCAS has the option of postponing the visit, using a substitute evaluator without prior notice to the school, or of having the partial team conduct its portion of the evaluation. In this latter case, the remaining portion of the evaluation will be conducted by the absent team member at some future time, and the school shall accept the findings of the partial team as if a full team had been present. The Commission shall schedule a visit by the absent team member, or, in the case of postponement, of the full team, at the

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earliest possible date. The accreditation status of the school does not change pending rescheduling of all or part of the on-site evaluation. Any additional costs due to use of a substitute or postponement of all or part of the visit shall be paid by the Commission.

Section 3.7 School Representative During Visit

The Owner of the school, or the full-time employee of the school designated by the Owner as responsible for the school's accreditation, who has attended the NACCAS Accreditation Workshop, shall be present at the school throughout the candidacy consultation visit and the initial accreditation visit and shall be available or present for all other on-site evaluation visits, including the exit interview, unless the school has contacted NACCAS in advance and demonstrated good cause as to why this requirement should be waived. If the person responsible for the school's accreditation is not at the school on the day of an interim visit, the evaluator will request that an attempt be made to notify that individual to be available during the visit.

Section 3.8 The Visit Report

At such time as all accreditation requirements, Standards and respective Criteria have been covered by the team, the team and NACCAS staff representative shall meet to write the findings of the team in the Visit Report. Although each member is responsible for criteria that fall under his or her own area of expertise, the findings in a Visit Report represent a consensus of the team. The NACCAS staff person shall edit the team's draft report and prepare the formal Visit Report upon returning to NACCAS headquarters, within twenty-one (21) business days following the visit.

- (a) In all cases, the Visit Report shall specify the date, location of the school, courses offered, and the number of clock hours, credits or competencies, as the case may be, in each program, as well as the duration of the visit.
- (b) The Visit Report shall specifically, and in detail, set forth areas where the applicant is not in compliance with NACCAS' [*Standards and Criteria*](#) (see page 6) or other NACCAS accreditation requirements. Any findings shall be reported with specific reference to the applicable [*Standards and Criteria*](#) (see page 6). The report shall also recite any and all evidence that supports the conclusion that a school is not in compliance with the [*Standards and Criteria*](#) (see page 6) or other accreditation requirement.

Section 3.9 Exit Interview

- (a) At the conclusion of a scheduled visit, the team shall hold an exit interview with the school's chief executive officer, manager, and/or any other staff the school's chief executive officer wishes to have present. During this interview, the team shall present the strengths and limitations of the school in relation to each of the NACCAS Standards as described in the Visit Report.
- (b) At the conclusion of any on-site evaluation, the school's chief executive officer or school-designated official must acknowledge that the exit interview took place, or that the exit interview was waived, as well as the time and duration of the interview. Additionally, the school's chief executive officer or school-designated individual must acknowledge the

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programs reviewed during the on-site evaluation and their corresponding hours, credits or competencies, as the case may be.

Section 3.10 Response to Visit Report - Opportunity to Comment and Supplement

- (a) Formal Visit Report Sent to Institution - 21 Days: Within twenty-one (21) business days of the office's receipt of the report prepared during a visit, NACCAS shall forward a copy of the Visit Report to the school.
- (b) Institution may respond to the Visit Report - 45 days: The school shall have the opportunity to file a response to the Report of any visit before that report is forwarded to the full Commission. The school shall send its response to the Executive Director of NACCAS, and the response shall be postmarked no later than forty-five (45) days from the date of receipt of the report. The school's response to any Visit Report must include an explanation of how the institution has corrected the specific limitations and any documentation necessary to support the response.
- (c) If no response to the visit report is received by NACCAS, the Report shall be forwarded without response to the full Commission.
- (d) The Commission may designate a committee to receive the school file and make recommendations to the full Commission.

Related Documents

The following documents may be helpful to you in understanding the requirements of this Part of the NACCAS Rules. They are available on the NACCAS website at www.naccas.org in the *NACCAS Handbook*.

[Appendix #2](#) (see page 141)

Schedule of Fees – Posted on NACCAS' Website

[Appendix #13](#) (see page 213)

Determining Visit Length

[Agreement](#)

Independent Contractor Agreement

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Part 4 – Substantive Changes and Notification Requirements

**Part 4A – Changes Requiring Approval Before Being Included in
The Aegis of Institutional Accreditation**

Section 4.0 Substantive Changes

- (a) The following changes require approval from NACCAS before they will be included under the aegis of Institutional Accreditation already granted by NACCAS.
 - (1) Change of mission, degree or credential granted;
 - (2) Relocation described in [Part 4A- Sub-Part 4A.1](#) (see page 80);
 - (3) Change of Control described in [Part 4A – Sub-Part 4A.2](#) (see page 81);
 - (4) Establishment of an additional location described in [Part 4A – Sub-Part 4A.3](#) (see page 81);
 - (5) Substantive Additions or Changes to Program offerings described in [Part 4A – Sub-Part 4A.4](#) (see page 84);
 - (6) Change in the way academic programs are measured described in [Part 4A – Sub-Part 4A.4](#) (see page 84);
 - (7) Change in participation in federal student assistance programs described in [Part 4A – Sub-Part 4A.5](#) (see page 86); and
 - (8) Teach-Out or school-closure agreements described in [Part 4A – Sub-Part 4A.5](#) (see page 86).
- (b) Approval of the following substantive changes shall require a full team (comprehensive evaluation) visit, in addition to such other conditions as may be determined by the Commission:
 - (1) Change of mission, degree or credential granted;
 - (2) Category 3 Change of Control, as described in [Part 4A – Sub-Part 4A.2](#) (see page 81) and [Appendix #9](#) (see page 205); and
 - (3) Establishment of an additional location, as described in [Part 4A – Sub-Part 4A.3](#) (see page 81).

Section 4.1 Change of Mission, Degree or Credential - 90 days before change

A school must notify the Commission in writing, at least ninety days in advance, of its intent to change the established mission or objectives of the institution or to offer any degree or credential at a level above that in the institution's current grant of accreditation. The school shall be required to undergo early renewal of accreditation.

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Sub-Part 4A.1 – Changes of Location

Section 4.2 Change of Location

- (a) A Change of Location takes place when an institution physically moves its operations from one location to another, where the new location is no more than 75 miles from the former location, and no further instruction is conducted at the former location. In addition to a physical move, there should be appropriate licensing and transfer of students, curriculum, administrative staff, teaching staff, equipment, supplies and records. The new facility should be of sufficient size to accommodate the students transferring locations.
- (b) The Commission considers a relocation of operations to a site more than 75 miles from the institution's current location to be a closure of the existing institution and the establishment of a new institution.

Section 4.3 Notice and Visit Requirements for a Change of Location

- (a) 30 Days: An Application for Change of Location ([Application #11](#)) must be completed and returned to the Executive Director of NACCAS thirty (30) days prior to the date the school plans on relocating.
- (b) Visit within Six Months: Within six (6) months of the Change of Location, the institution shall undergo an on-site evaluation, in accordance with [Part 3](#) (see page 72) of these Rules, to review the institution's compliance with all NACCAS standards, in accordance with the Change of Location Visit Check List. The visit shall be conducted by a NACCAS staff person and a Practitioner Evaluator. The institution must have available to the evaluation team all of the documents and information listed in the "[Required On-Site Documents](#)" on the NACCAS website. The visit shall be conducted at the school's expense.

Section 4.4 Additional Requirements for Change of Location

- (a) Notice to Students: Adequate notice of the Change of Location must be afforded students, and the institution shall make a good faith effort to provide for the education of students who are unable to transfer. The institution must give a *pro rata* refund to any student who neither transfers to the new location nor accepts alternate educational options.
- (b) Evaluation Visit: The Commission and its committee shall have the right to order a visit to the school's former location, especially if the school proposes to continue the education of currently enrolled students at the former location. Such on-site evaluations shall be conducted in accordance with [Part 3](#) (see page 72) of these Rules, and any such visit shall be conducted at the school's expense.
- (c) Relocation Across State Lines: Institutions relocating across state lines must meet the requirements of the state to which the school is relocating, must remain in continuous operation, and must re-contract students at no additional expense to the student. For students who transfer, if the new state requires more hours of training for the program or course, the institution may not charge more. If the new state requires fewer hours, the institution shall apply a pro rata refund.

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Sub-Part 4A.2– Changes of Control

Section 4.5 Change of Control

- (a) 30 Days: The New Controlling Owner must complete and return the appropriate Change of Control application and send it to the Executive Director of NACCAS at least thirty (30) days prior to the effective date of the change of control, together with the applicable fee.
- (b) Within 6 Months: The Commission shall carry out a visit (announced or unannounced) at the institution within 6 months after the effective date of the Change of Control.
- (c) When a Change of Control takes place, if the application for a Change of Control is not received, the accreditation of the institution shall have been relinquished (1) in accordance with [Section 8.13\(c\)\(2\)](#) (see page 116) of these *Rules* or (2) the date the New Controlling Owner states, in writing, the intention of not continuing as an accredited institution, whichever comes first. An accredited institution that is undergoing a Change of Control and that submits the required application when due shall remain in accredited status until such time as NACCAS denies the application and the institution subsequently fails to appeal or has exhausted its appeal rights.

Sub-Part 4A.3 – Addition of Campuses

Section 4.6 Additional Location⁵

- (a) Definitions:
 - (1) A “main campus” is a school of career arts and sciences that has been accredited by NACCAS for the two (2) most recent years (and is not currently accredited as an additional location of another accredited institution). Any change in location of the main campus must comply with the procedures set out in [Sub-Part 4A.1](#) (see page 80) of these *Rules*. The main campus includes facilities located within a two (2) mile radius of the primary training site.
 - (2) An “additional location” is an additional training location of the main campus that provides the same administrative services as the main campus.
- (b) A school seeking to have an Additional Location approved within the accredited status of the main campus (school) must formally request such approval from the Commission by filing an application for initial Additional Location ([Application #3](#), [Application #16A](#) and [Application #16B](#) found on the NACCAS website under “Applications and Forms”)

⁵ During the period following establishment of an additional location, and until provisional additional location accreditation is granted, the institution must notify its students that the additional location is not accredited. If the main campus is certified to participate in federal student financial assistance programs, that certification does not extend to any additional location; the additional location must be accredited and be certified separately by the U.S. Department of Education before any federal student financial assistance may be disbursed to students at the additional location.

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and undergoing a two-tiered review process. Schools seeking such approval must do the following:

- (1) Comply with the [*Description of Separate Facilities*](#) (see Appendix #10, page 208);
 - (2) Be licensed, open and operating prior to submitting an application for provisional additional location accreditation;
 - (3) Must offer only complete program(s) that meet state requirements.
- (c) Acquisition of Existing School Teaching Programs Unrelated to Programs Offered at the Main Campus. If an accredited school acquires an existing school for which it wishes to seek provisional additional location accreditation, and the acquired school offers one or more programs not related to any approved program at the (prospective) main campus (a “legacy” program), the following applies:
- (1) If the newly-acquired additional location was accredited by NACCAS at the time of its acquisition (i.e., under its former ownership) and offers at least one complete program related to the programs offered at the (new) main campus, the additional location may continue to offer the “legacy” program as a NACCAS-approved program.
 - (2) If the newly-acquired additional location was not accredited by NACCAS at the time of its acquisition and/or has no program related to the programs taught at its (new) main campus, the additional location must either:
 - (a) Cease to teach the “legacy” program immediately, and make appropriate provision for teach-out of the affected students; or
 - (b)
 - (i) Petition the Commission for approval to continue to teach the “legacy” program solely for the purpose of teaching out the students already enrolled in the program at the time it received provisional accreditation and, if the institution wishes to continue to offer the “legacy” program to new students, (ii) submit an application for addition of new program (see [*Section 4.9*](#), see page 85) with its application for initial additional location accreditation and undergo its first additional location evaluation visit before it is granted provisional accreditation, so that both applications may be considered by the Commission at the same time.
- (d) Visits to Additional Locations and Institutional Self-Study. Except as provided in Section 4.6(k), see page 83:
- (1) **Institutional Self-Study:** An institutional self-study for an institution seeking provisional additional location accreditation shall be submitted simultaneously with (and shall be a required exhibit to) the institution’s Application for Initial Additional Location.

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- (2) Visit within 6 months: Within six (6) months after provisional Additional Location accreditation status is granted the institution shall undergo a regular on-site evaluation.
- (e) Establishment of an Additional Location by a New Owner. In the event of a Change of Control of a main campus, a new Additional Location may not be established off the main unless the New Controlling Owners have completed the Change of Control process including an on-site evaluation, review and approval by the Commission.
- (f) Change of Control of an Additional Location. In the event that an Additional Location is sold and/or transferred independently of the main facility, the accreditation of such Additional Location is terminated as of the date of such sale or transfer. An application for accreditation may be submitted to the Commission should accreditation be terminated under such circumstances. The application must be consistent with requirements for an initial applicant or an Additional Location of another facility.
- (g) Change from Additional Location to Freestanding Institution. In order for an Additional Location to become an accredited freestanding institution, such Additional Location must have achieved full Additional Location status and must otherwise meet the definition of a “Main Campus.”
- (h) Re-designation of Main Campuses as Additional Locations. In order for a main campus (or campuses) to be re-designated as Additional Locations of another main campus, the campuses must comply with the requirements for an Additional Location set out in [Sections 4.6\(a\)](#) (see page 81) and [\(b\)](#) (see page 81) of these *Rules*.
- (i) Shifting the Designation of a Main Campus and its Additional Location. An institution may request a re-designation of a main campus as an Additional Location and its Additional Location as a main campus if the Additional Location has achieved full Additional Location status and otherwise meets the definition of a “Main Campus.”
- (j) Additional Location-to-Additional Location Re-Designation. An institution may request that an Additional Location of a main campus be re-designated as an Additional Location of a different main campus under the same Ownership.
- (k) Renewal of Accreditation. The anniversary date of an additional location and its main campus shall coincide.⁶
- (l) Accreditation of Main Campus and Additional Locations Currently Accredited by another Accrediting Agency.
- 1) If an institution in good standing with another accrediting agency is granted initial accreditation by NACCAS, the institution may immediately seek provisional

⁶ If an Additional Location or a main campus is granted a shorter period of accreditation, the main and all Additional Location s will have the same shortened period of accreditation.

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accreditation as an additional location for any of its then-existing additional locations that are also in good standing with the other accrediting agency.

- 2) The existing additional locations shall (i) submit an institutional self-study at the same time as the main campus submits its Application for Initial Additional Location, (ii) undergo an on-site evaluation at the same time as the initial accreditation visit for the main campus (i.e., prior to the grant of provisional Additional Location accreditation) and (iii) undergo a regular on-site evaluation within 6 months of receiving Additional Location accreditation.
- (m) **Loss of Main Campus Accreditation.** Additional Locations are accredited solely within the accredited status of their main campus, not as freestanding institutions. If a main campus ceases to be accredited for any reason, the accreditation of its Additional Location is lost, without the requirement of any action by the Commission, on the effective date of the main campus' loss of accreditation. This is not an appealable action of the Commission. The Additional Location may apply for accreditation as a freestanding institution at any time it meets the general eligibility requirements for such accreditation.

Sub-Part 4A.4 – Substantive Additions and Changes to Program Offerings

Section 4.7 Definitions

- (a) The following additions or changes to program offerings are substantive:
 - (1) A program is added in a subject matter area not already covered by a NACCAS-approved program at the institution. Example: The school adds an instructor training program;
 - (2) A program is added that requires a separate state license. Example: All approved programs are licensed by a State Board of Barbering and Cosmetology when the school adds as massage program licensed by the State Board of Health.
 - (3) The length of a program already approved by NACCAS is increased or decreased more than 25% and including all additional requests for increases or decreases less than 25%.
 - (4) The school combines into one program those complete programs previously approved by the Commission and the total length for the new combined course is the same, longer, or shorter than the sum of length for the individual measurement.
 - (5) A change in the way the length of a program is measured, such as change from clock hours to credit hours, or competency-based academic measurement.
 - (6) A change in the way a program is delivered. (Examples: School-based program converts to online modality; approved program is offered in a new language).

Section 4.8 Measurement of Academic Programs and Conversions

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A school may measure academically in terms of clock hours, credit hours or competencies. The burden of establishing the educational validity of any measurement values assigned rests with the institution. Those institutions that desire to initially measure in terms of credit hours, or desiring to convert from clock hours to credit hours, or the reverse, must secure approval from the Commission in accordance with NACCAS' [*Procedures Governing Measurement of Academic Programs*](#) (see Appendix #4, page 144).

Section 4.9 Approval Procedure for Substantive Additions or Changes to Program Offerings

- (a) NACCAS approves programs offered by institutions within the aegis of institutional accreditation granted. Substantive additions or changes to program offerings that were not approved during an institution's most recent initial or re-accreditation evaluation may not be advertised (unless approved under the Test Market Exception, detailed below) or offered until they are approved in accordance with the procedures established in this Section and the NACCAS Procedure for Addition or Change of a Substantive Program (see page 173, [Appendix #6](#)).

- (1) Test Market Exception: An institution may advertise a maximum of one new program a year before it receives approval from NACCAS. However, the program must comply with the following:

- (a) Be advertised in accordance with NACCAS [Policy on Advertising](#) (see page 22);

- (b) An application for approval must be submitted within 15 days of the start of the first class; and

- (c) Subsequent class starts must have received NACCAS approval.

In all other particulars, the course is subject to this section of the *Rules* and related sections, policies, and accreditation requirements.

- (b) Before the substantive new or changed program is offered: Prior to the scheduled beginning of the first class enrolled in the substantive new or changed program, the institution must submit the appropriate application and fee to NACCAS and obtain approval by the Commission.
 - (c) The Executive Director of NACCAS shall send the application to two outside program evaluators, in accordance with [Section 3.3\(d\)](#) (see page 74) of these *Rules* and the Procedure for Addition or Change of a Substantive Program who will recommend to the full Commission whether or not the program complies with requirements for final approval and inclusion under the aegis of institutional accreditation already granted to the applicant.

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Section 4.10 Prior Notice of Substantive Changes; Unforeseeable Events

Notwithstanding anything in this Sub-Part 4A to the contrary, but subject to the notification requirements of [Section 5.3](#) (see page 95) of these Rules, the Executive Director shall have the authority to waive any prior notice requirement for a substantive change under this Sub-Part 4A where prior notice of the change was not possible (e.g., death of an owner) and the institution notified NACCAS within 90 days after the occurrence of the change (or earlier, if required by Section 5.3).

Sub-Part 4A.5 – Other Changes

Section 4.11 Change in Participation in Federal Student Financial Assistance Programs Established under Title IV of the Higher Education Act of 1965, as Amended

- (a) The accreditation granted by NACCAS allows institutions to apply for participation in federal student financial assistance programs.
- (b) Within 30 days of ending Title IV participation: An institution that withdraws or is terminated from participation in federal student financial assistance programs established under Title IV of the Higher Education Act of 1965, must submit an application for change in the purpose of its accreditation, within 30 days of the change. This application must be accompanied by an eighteen-month business plan,⁷ in accordance with NACCAS' requirements (see [Appendix #11B](#), see page 211), indicating how the institution will sustain programs and operations which meet NACCAS' accreditation standards.

Section 4.12 Teach-Out and Teach-Out Agreements

- (a) Submission of Teach-Out Plans and Agreements. An accredited institution:
 - (1) Must submit a Teach-Out Plan and associated Teach-Out Agreement(s) for approval by the Commission, not later than 15 days following the occurrence of a Teach-Out Event (see page 35, [Policy IV.05](#)); provided, however that in the event of the closure of an institution, the plan and agreement(s) must be submitted at least 30 days prior to the closure date;
 - (2) Must submit any other Teach-Out Agreement entered into other than that which is required by Section 4.12(a)(1) see above, for approval by the Commission, not later than 15 days after entering into such agreement;
 - (3) Must submit a Teach-Out Plan and, if the Teach-Out Plan includes entering into a Teach-Out Agreement with another institution, a draft Teach-Out Agreement (i.e., a template Agreement, not with any specific institution) for review by the Commission not later than 15 days following receipt of notice from the

⁷ The 18-month business plan for schools that cease Title IV participation covers the 18 months from:

- a. the date on which the school's withdrawal from Title IV is effective, or
- b. the date on which the school's termination from Title IV by the USDE went into effect.

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Commission that the institution has been assigned the accreditation status of “Accreditation on Probation.” A favorable determination by the Commission will not constitute approval of the final Agreement, and does not excuse the institution from undergoing review and approval of the final Agreement, as required by this Section 4.12, in the event that a Teach-Out Event occurs.

- (4) May submit a Teach-Out Plan and, if applicable, an associated Teach-Out Agreement entered into other than as required by Section 4.12(a)(1), see page 86, for approval by the Commission, at any time.
- (b) Submission Materials: In seeking approval of a Teach-Out Plan and/or Teach-Out Agreement(s), the institution must provide the Commission with:
 - (1) A copy of the Teach-Out Plan and any associated Teach-Out Agreement(s) (see page 35, [Policy IV.05](#));
 - (2) A copy of the enrollment agreement for each institution that will receive students under the Teach-Out Agreement;
 - (3) A copy of the catalog of each institution that will receive students under the Teach-Out Agreement;
 - (4) Additional information, if any, requested by the Commission after items (1) through (3) have been received.
- (c) Advisory Opinion: Institutions may submit draft versions of the Teach-Out Agreement to the Commission for an advisory opinion prior to the Agreement being finalized. A favorable opinion by the Commission will not constitute approval of the Agreement, and does not excuse the institution from undergoing the review and approval process once the final Agreement has been executed.
- (d) Teach-Out Institution. The Commission shall not approve any Teach-Out Agreement unless it has determined that each institution to which students are to be transferred to complete their programs:
 - (1) Has the necessary experience, resources, and support services to:
 - (a) Provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by the institution that is ceasing operations or terminating the applicable program; and
 - (b) Remain stable, carry out its mission, and meet all obligations to existing students; and
 - (2) Provide students access to the program and services without requiring them to move or travel substantial distances, and that it will provide students with information about additional charges, if any.
- (e) Notification of Closure: When an institution party to a Teach-Out Agreement learns that another party to the Agreement plans to close, or has closed, it shall notify NACCAS within ten (10) days of learning of the closure.

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- (f) Closed Institution. If an institution accredited by NACCAS closes without a Teach-Out Plan or Teach-Out Agreement, NACCAS shall work with the U.S. Department of Education and the appropriate State agency, to the extent feasible, to assist students in finding reasonable opportunities to complete their education without additional charges.
- (g) In the event that, pursuant to [Section 4.12\(a\)](#) (see page 86) of these *Rules*, the Commission approves a Teach-Out Plan or Teach-Out Agreement that includes a program that is accredited by another recognized accrediting agency, NACCAS shall notify the other accrediting agency of its approval.
- (h) For purposes of these Rules, the term “Teach-Out Event” shall mean the occurrence of any one or more of the following events involving a NACCAS-accredited institution:
 - (1) The U.S. Department of Education notifies the Commission that the Secretary of Education has initiated an emergency action against the institution, in accordance with section 487(c)(1)(G) of the Higher Education Act (or a successor statute)(the “HEA”), or an action to limit, suspend, or terminate an institution participating in any title IV, HEA program, in accordance with section 487(c)(1)(F) of the HEA (or a successor statute), and that a Teach-Out Plan is required.
 - (2) The Commission acts to withdraw the accreditation of the institution.
 - (3) The institution notifies the Commission that it intends to cease operations entirely.
 - (4) A State licensing or authorizing agency notifies the Commission that an institution's license or legal authorization to provide an educational program has been or will be revoked.

Part 4A.6 – Commission Actions on Substantive Changes

Section 4.13 Commission Action on Substantive Changes

With respect to applications for substantive changes under this Part, the record for the application will be taken up and considered by the full Commission.

- (a) The Commission may receive recommendations from the Executive Director and/or a designated committee.
- (b) The full Commission may approve the change, and continue the institution’s accreditation or take any of the actions set out in [Part 8](#) (see page 109) of these *Rules*. Such approval may be given prior to the effective date of the change for which approval by the Commission is sought; provided, however, that:
 - (1) Such approval shall be subject to such stipulations as the Commission shall deem appropriate (including the stipulation that the change occur not later than a fixed date); and
 - (2) The effective date of such approval shall be the date on which such stipulations are met, and shall in no case be retroactive.

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- (c) Deny Approval: A denial of approval of a change under this Part is appealable in accordance with [Part 9](#) (see page 123) of these *Rules*.

**Part 4B Non-Substantive Changes Requiring
Notification and an Abbreviated Procedure**

Section 4.14 Definitions of Non-Substantive Changes

- (a) Changes of Ownership Not Resulting in a Change of Control:
- (1) Transfer of Non-Voting Interests.
 - (2) Transfer of less than 50% of Voting Interests, without any Change of Control.
 - (3) Transfer of Voting Interests among existing owners, without any Change of Control.
 - (4) Transfer of the Voting Interests of an Owner who has died or retired, to a Family Member of the deceased or retiring Owner.
 - (5) Transfer of the Voting Interests of an Owner who has died or retired, to one or more of the remaining Owners; provided that the person to whom such Voting Interests are transferred (i) is a Natural Person who (ii) has been involved in management of the institution for at least two years preceding the transfer and who (iii) has established and retained an Ownership Interest in the institution for at least two years prior to the transfer.
- (b) Expansion or Reduction of Campus Facilities:
- (i) Addition to or reduction of the contiguous space comprising a Facility, where the aggregate change in total contiguous space (either in increase or decrease) is greater than 25%.
 - (ii) Addition of Additional Classroom Space not evaluated by NACCAS during the institution's most recent initial or re-accreditation process.
- (c) Non-Substantive Additions or Changes to Program Offerings:
- (1) A program not leading to licensure that an institution offers to its employee(s) at no charge.
 - (2) The length of a program already approved by NACCAS is increased or decreased by 25% or less (one time only)⁸.

⁸ Note: Subsequent Increases or decreases, even if less than 25%, would be considered substantive and require approval by the Commission.

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- (3) A change is made in compliance with a State mandate.
 - (4) A crossover program is added that allows completers in one program previously approved by NACCAS to meet the requirements for licensure in the area covered by another program previously approved by NACCAS.
 - (5) A program already approved by NACCAS at one campus is added to the program offerings at another campus in the same state, under the exact same ownership.
 - (6) The institution offers a course for continuing education or professional development that is deemed approved within the aegis of the institution's institutional accreditation under [Section 1.3](#), see page 60, of these Rules.
 - (7) Test Market Exception: An institution may advertise a maximum of one new program a year before it receives approval from NACCAS (must comply with [Section 4.9\(a\)\(1\)](#) see page 85).
 - (8) Elimination of a program.
- (d) Contracting for Education Programs or Courses. (See [Appendix #8 – Policy on Contracting for Educational Programs or Courses](#), see page 204)
 - (e) Additions, deletions or modifications of alternate names used (provided any such additional alternate names comply with NACCAS' [Policy on Advertising](#), see page 22).
 - (f) Changes to the person designated as the on-site contact person for the institution.
 - (g) Changes to the official contact person(s) for the institution.
 - (h) Category 1 Changes of Control
 - (i) Changes of Name
 - (j) Changes in Fiscal Year End

Section 4.15 Notification to NACCAS of Non-Substantive Changes

- (a) Except as set forth in Sections 4.15(b) below & (c) see page 91, the institution must submit the appropriate Notification Form and fee to the Executive Director of NACCAS at least 30 days before the change and NACCAS shall acknowledge the change.
- (b) If the institution fails to notify NACCAS of a change described in [Section 4.14](#), see page 89, within 90 days after the deadline for notification set forth in these Rules, the change shall no longer be considered a non-substantive change under these Rules. The Commission shall consider any such change to be a substantive change, and the institution must apply for approval of such change by the Commission in accordance with the applicable provisions of Part 4 of these Rules.

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- (c) Notwithstanding Section 4.15(a) & (b) see page 90, the Executive Director shall have the authority to waive any prior notice requirement for a non-substantive change where prior notice of the change was not possible (i.e. death of a school contact person) and the institution notified NACCAS within 90 days after the occurrence of the change.

Part 4C Changes after Submission of Application for Candidate Status or Initial Application

Section 4.16 Changes after Submission of Application for Candidate Status or Initial Application

- (a) School in Candidate Status: If an institution which has applied for or been granted candidate status undergoes any of the changes indicated in this Part, it must submit the appropriate application to the NACCAS Executive Director for approval. No fee will be charged.
- (b) If an institution has applied for or been granted candidate status undergoes any of the changes indicated in this Part prior to undergoing an initial onsite evaluation visit in connection with its application for accreditation, it must submit the appropriate application to the NACCAS Executive Director for approval. No fee will be charged.
- (c) If an initial applicant undergoes any of the changes indicated in this Part after undergoing an initial onsite evaluation visit in connection with its application for accreditation, a corresponding application for the change must also be submitted to the Commission for approval, including payment of required fees.

Related Documents

The following documents may be helpful to you in understanding the requirements of this Part of the NACCAS Rules. They are available on the NACCAS website at www.naccas.org and in the *NACCAS Handbook*.

<u>Appendix #1</u> (see page 140)	Statement of Scope
<u>Appendix #2</u> (see page 141)	Schedule of Fees – Posted on NACCAS’ Website
<u>Appendix #4</u> (see page 144)	Procedures Governing Measurement of Academic Programs
<u>Appendix #5B</u> (see page 148)	Institutional Self-Study: Requirements for Completing the Institutional Self-Study (ISS): Accredited Status
<u>Appendix #5C</u> (see page 149)	Institutional Self-Study Format
<u>Appendix #6</u> (see page 173)	Procedure for Addition or Change of a Substantive Program
<u>Appendix #7</u> (see page 175)	Requirements for Completing the Program Self-Study (PSS)
<u>Appendix #7A</u> (see page 177)	Program Self-Study Format

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<u>Appendix #7B</u> (see page192)	Modified Program Self-Study Format
<u>Appendix #8</u> (see page204)	Policy on Contracting for Educational Programs or Courses
<u>Appendix #9</u> (see page 205)	Change of Control Categories and Requirements
<u>Appendix #10</u> (see page 208)	Description of Separate Facilities
<u>Appendix #11B</u> (see page 211)	Business Plan for Schools That Have Been Withdrawn or Terminated From Title IV Funding

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Part 5 – Monitoring

Sub-Part A – Annual Reports

Section 5.0 Annual Report

- (a) Every year, each accredited school, each applicant for initial accreditation and each school in candidate status shall electronically submit an annual report in the manner required by the Commission. The report and required documents must be received in the NACCAS office no later than the due date. Failure to submit a complete Annual Report by the due date may result in the withdrawal of the school's accreditation, denial of initial accreditation or removal from candidate status (as applicable) and in late fees as determined in [Appendix #2](#) (see page 141) of these *Rules*.
- (b) NACCAS shall verify information provided on the annual reports using various methods, which shall include, but not be limited to,

- (1) Verification during on-site evaluations,
- (2) Verification of institutions that are being monitored for low outcomes.

The information each NACCAS-accredited institution provides on the annual report submitted to NACCAS is used to calculate outcome rates for the institution. The formulas used to calculate rates are shown in the annual report worksheet on NACCAS' website, <http://naccas.org>.

- (c) Institutions with one or more outcomes (graduation, placement, licensure) below NACCAS minimum threshold, based on the annual reports due most recently, shall be required to comply with monitoring (see Section 5.0(d) below).
- (d) Monitoring: Depending on the number of years the institution has had a low outcome, and in accordance with [Section 8.18](#) (see page 120) of these *Rules*, the Commission may monitor the institution through a process including requiring the institution to undertake one or more of the elements listed below:
 - (1) Participate in training on strategies for improving outcomes and reporting;
 - (2) Submit a preliminary annual report with back-up documentation;
 - (3) Conduct a student retention study;
 - (4) Submit a plan for improvement and/or supplement to a plan for improvement;
 - (5) Undergo a consultation visit.
- (e) If the plan for improvement is inadequate, the Executive Director and/or Commission may order additional information or actions by the institution, including a special on-site visit to provide technical assistance for institutions preparing and/or implementing a plan for improvement or to evaluate the effectiveness of a plan and its implementation.
- (f) Monitoring Enrollment Growth. Each accredited institution shall provide the Commission with aggregate enrollment data on an annual basis. The Commission shall require the

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submission of such additional reports or data as it may determine is required to effectively monitor any institution experiencing significant enrollment growth, as defined and published by the Commission.

Sub-Part B – Financial Monitoring

Section 5.1 Financial Statements

- (a) Institutions must submit financial statements that comply with NACCAS' *Standard VII, Criteria 1d-h* (see page 16) Financial Practices and Management.
 - (1) An institution that applies for initial accreditation must submit a financial statement for its most recently completed fiscal year at the same time the application is submitted.
 - (2) Accredited institutions must submit their financial statements within six months following the end of each institution's fiscal year. If an institution changes its fiscal year, it must submit (at the appropriate times) both (i) the audited 12-month financial statements that would have been due NACCAS had no such change been made (i.e., for the "old" fiscal year) and (ii) audited financial statements for the 12-month period ending on the first "new" fiscal year end date to occur on or after the effective date of the change, such that there shall be no gap in the periods covered by consecutive audited statements.⁹
- (b) In any accreditation process, the Commission may request the institution's most Recent financial statements, to determine compliance with NACCAS Standard VII, Criterion 1 (see page 16). The Commission may accept partial-year financial statements as evidence of compliance with Standard VII, Criterion 1 only in the case of a Category 3 Change of Control in which Control is acquired by a newly-formed Business Entity that has been in operation for less than a full 12-month period.
- (c) In the case of the following accreditation processes, if more than fourteen (14) months have passed since the fiscal year end date of the institution's most-recently submitted audited financial statements, the Commission shall defer final action on the application until it has received the institution's audited financial statements for its most recent fiscal year; provided that the foregoing shall not apply if the Commission determines that its consideration of the application has been delayed beyond the 14-month deadline through no fault of the institution.
 - (1) Application for Initial Accreditation
 - (2) Application for Renewal of Accreditation

⁹ Example: ABC Beauty School has a calendar year fiscal year. In September 2015, ABC changes its fiscal year to end March 31. In 2016, ABC must submit (i) an audited financial statement covering the period 1/01/15 to 12/31/15 not later than June 30, 2016 and (ii) an audited financial statement covering the period 4/01/15 to 3/31/16 not later than September 30, 2016. The next audited financial statement due to NACCAS will cover the period 4/01/16 to 3/31/17, due not later than September 30, 2017.

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- (3) Application for Initial Accreditation of an Additional Location
- (4) Granting Full Additional Location Accreditation for an Additional Location

Sub-Part C – Monitoring of Government Actions

Section 5.2 Information from the U.S. Department of Education or Other Government Entities

Information received from the U.S. Department of Education or other government agencies shall be reviewed by a designated committee of the Commission and where it suggests any possible area of noncompliance with accreditation standards or other requirements, the Committee shall initiate a process in any of the ways listed in [Section 8.16](#) (see page 119) of these *Rules*.

Sub-Part D – Special Reports

Section 5.3 Special Report

- (a) Each accredited school and each applicant for initial accreditation must notify NACCAS in writing of any material event that may jeopardize its continued operation as a licensed accredited school within ten (10) calendar days of the events' occurrence.

Material events necessitating such reports include the following:

- (1) Filings of petitions for bankruptcy;
- (2) Destruction of the school or a significant part of its facilities;
- (3) Limitation, suspension or revocation of a school's license or right to operate;
- (4) Cessation of teaching;
- (5) Any show cause order, imposition of probationary status, denial or withdrawal of accreditation by another accrediting agency;
- (6) Voluntary relinquishment of accreditation received from another accrediting agency;
- (7) Any criminal or civil action filed by a state (including state-supported legal assistance agencies) or federal authorities against the institution, its officers or employees;
- (8) Any final action against the school to limit, suspend or terminate student loan guarantees or participation in external programs by a guaranty agency or the United States Department of Education;
- (9) Any determination, in accordance with requirements of the United States Department of Education, that the institution is not meeting the Department's requirements;

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- (10) Any qualified or adverse statement, or statement related to an institution's status as an "ongoing concern" included on an audited financial statement.

Such report shall fully set forth the circumstances of such material event and shall append copies of any document or information to the Commission that is relevant to the material event. Such reports shall be submitted to the Executive Director of NACCAS.

- (b) Special reports required by [Section 5.3\(a\)](#) (see page 95) shall be supplemental to, and not in lieu of, any other report or filing that may be required by these *Rules of Practice and Procedure*.

Sub-Part E – Committee and Commission Action on Monitoring Processes

Section 5.4 Committee and Commission Action

- (a) A designated Committee may initiate a monitoring process and bring an institution before the Commission in any of the ways set out in [Section 8.16](#) (see page 119) of these *Rules*.
- (b) The full Commission shall take appropriate action under [Part 8](#) (see page 109) of the *Rules*.

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Part 6 – Complaint Procedure

**Sub-Part A - Complaints against Candidate, Applicant
and Accredited Schools**

Section 6.0 Purpose of Complaint Procedure

Any institution accredited by NACCAS is expected to comply with NACCAS *Standards and Criteria*, *Rules of Practice and Procedure*, *Policies* and other accreditation requirements throughout the period of accreditation granted. Complaints are a way the Commission monitors this continuing compliance.

The Commission shall receive and process any complaint that sets forth facts that reasonably suggest an accredited school or an initial applicant or institution in candidate status may not be in compliance with NACCAS *Standards and Criteria* or that the school may be in violation of other Commission requirements. Complaints shall be processed by NACCAS in an expeditious manner.

Where issues of educational quality or compliance with NACCAS' accreditation requirements are not central to the complaint, the Commission shall have a system to refer the complaint and/or the complainant to the appropriate state or federal agency or private entity with jurisdiction over the subject matter of the complaint or special expertise and authority in the matter.

The Commission will not intervene on behalf of individuals in cases of disciplinary action or dismissal, or act as a court of appeals in such matters as admission, graduation, fees, and similar points of issue, unless the context suggests unethical or unprofessional actions that seriously impair or disrupt the educational services of a candidate or an accredited institution.

Section 6.1 Parties Who May File a Complaint

- (a) General: A complaint may be filed by any party who has good reason to believe that an accredited school or an initial applicant or institution in candidate status has violated NACCAS *Standards and Criteria* or other accreditation requirements including, but not limited to, students and former students of the school, prospective students, governmental agencies with responsibility for activities of cosmetology or massage schools, members of the public, and other accredited schools.
- (b) Student complainants:
 - (1) In accordance with NACCAS' *Standards and Criteria*, schools must have a policy and procedure for handling student complaints and inform the students in writing of same. The notice must be included in the school's catalog, handbook, other published materials, and/or otherwise prominently displayed in the school.
 - (2) NACCAS shall not consider a student complaint until all procedures and remedies within the institution have been exhausted.

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- (3) A student complainant must show that the institution's complaint procedure has been followed and state why the matter is considered still unresolved when he/she submits a complaint to NACCAS.

Section 6.2 Filing and Content of Complaint

- (a) A complaint need not be submitted on NACCAS' official complaint form, but must be in writing and must contain all information required on that form and as attachments to that form. The form is available on the NACCAS website, www.naccas.org or by request. The complaint must be submitted to the Executive Director of the Commission and signed by the complainant.
- (b) A complaint must:
 - (1) State the basis for any allegations of noncompliance with NACCAS' Goals of Accreditation, *Standards and Criteria*, *Rules of Practice and Procedure*, or other Commission requirements.
 - (2) Contain all relevant names and dates and briefly describe the actions forming the basis of the complaint.
 - (3) Be accompanied by copies of any documents or materials that support the allegations, when available.
 - (4) Include a release from the complainant(s) authorizing the Commission to forward a copy of the complaint, including the identity of the complainant(s), to the institution.

Complaints that are filed seeking redress for an individual grievance cannot be kept confidential, since information must be obtained from the school to address the individual's allegations.

- (c) 21 days: If additional information is necessary, a complaint form shall be sent to the complainant. The complainant shall have twenty-one (21) calendar days to return the completed complaint form. If the completed form is not returned within twenty-one (21) calendar days, the complaint shall be considered to be abandoned and will not be pursued by NACCAS.

Section 6.3 Processing a Complaint

- (a) 10 days: Receipt of the complaint shall be acknowledged to the complainant in writing by the Executive Director of NACCAS within ten (10) business days of receipt.
- (b) When a complaint meets the requirements of [Section 6.2](#) (above), the complaint shall be referred to a committee established pursuant to [Section 8.16](#) (see page 119) of these *Rules*.

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Section 6.4 Notice of the Complaint and Responses Thereto

- (a) 10 – 21 days: When a complaint meets the requirements of [Section 6.2](#) (see page 98), the Executive Director of NACCAS shall notify the school named in the complaint that a complaint has been filed. The Executive Director shall provide the school with either a copy of the complaint or a summary of the allegations set out in the complaint as directed by the committee to which the complaint was referred. The notice shall also identify the NACCAS *Standards and Criteria, Rules of Practice and Procedure*, accreditation objectives, or other Commission requirements which were allegedly violated.
 - (1) 10 days: Within the 10 days after NACCAS receives a complaint, the Executive Director shall encourage an informal resolution or settlement of the dispute.
 - (2) 21 days: If an informal resolution is not reached, a formal written complaint must be sent to the school and NACCAS shall advise the school that it has twenty-one (21) days from the date of receipt of the notice to submit a response to the complaint.
- (b) The response of the school to the complaint shall set forth all defenses the school intends to assert and shall be accompanied by any documents or other materials which support the position of the school.
- (c) The Executive Director of NACCAS, the designated committee or the Commission may, at any time, request additional information from the complainant or the school deemed necessary for the resolution of the dispute. A reasonable time limit (usually 21 calendar days) for replying to such requests may be imposed and neither the Executive Director of NACCAS, nor the committee, nor the Commission need consider information not submitted in a timely fashion.
- (d) Reasonable time - usually 21 days: The notice of the filing of the complaint, the school's responses, and any other information concerning the complaint proceeding shall be sent by certified mail, return receipt requested.

Section 6.5 Taking Action on a Complaint

- (a) The designated committee or the Commission shall review the complaint and the institution's response and shall take one of the following actions:
 - (1) Encourage an informal resolution or settlement of the dispute; or
 - (2) Determine that the complaint (together with the supporting documentation provided by the complainant) is insufficient to establish that the institution is out of compliance with NACCAS' Standards, Rules and/or other accreditation requirements, in which case the designated committee or the Commission shall either (i) close the complaint or (ii) defer action and request that the complainant and/or the institution produce additional information; or

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- (3) Close the complaint on one or more of the following grounds:
 - (i) That the complaint, if submitted anonymously, consists of allegations that cannot be adequately investigated by NACCAS or adequately responded to by the institution without knowledge of the complainant's identity; or
 - (ii) That the allegations of the complaint do not related to any NACCAS Standard, Rule or other accreditation requirement with which the institution may be out of compliance; or
 - (iii) That the institution has shown current compliance with the NACCAS Standards, Rules and/or other accreditation requirements implicated by the allegations of the complaint.
 - (iv) Determine that the institution is not in compliance with one or more of NACCAS Standards, Rules and/or other accreditation requirements and, if this determination is made by the designated Committee, refer the matter to the Commission for appropriate action.
- (b) If the institution is determined to be not in compliance with one or more of NACCAS Standards, Rules, and/or other accreditation requirements, the Commission shall take one or more of the actions authorized in [Part 8](#) (see page 109) of these Rules.
- (c) The complainant, if known, shall be notified in writing of the designated committee's or the Commission's decision under Section 6.5(a), see page 99 and, to the extent consistent with the Commission's obligations under [Section 11.0](#) , see page 137, of these Rules, the reasons for that decision.
- (d) A complainant whose complaint has been closed under Sections 6.5(a)(2), 6.5(a)(3)(i) or 6.5(a)(3)(ii) may file a new complaint which meets the requirements for a complaint set out in [Section 6.2](#) (see page 98).

Section 6.6 Reporting of Complaints Received

A record of the complaint, response, and other relevant information shall be filed in the school file. The Executive Director shall submit, at each meeting of the committee designated to handle complaints, a detailed report on each complaint that was resolved without the Commission's intervention. The Executive Director shall submit at each Commission meeting the following information: (1) Number of complaints received since the previous Commission meeting, (2) status of complaints, and (3) a breakdown of the types of complaints received.

Sub-Part B - Complaints Against NACCAS Evaluators

Section 6.7 Requirements

- (a) Complaints regarding the conduct of an evaluator while acting on behalf of NACCAS shall be in writing, signed by the complainant and submitted to the Executive Director, who shall forward them to the Commission Chair.
- (b) The complaint shall:

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- (1) State the name of the evaluator;
 - (2) Contain relevant dates;
 - (3) Briefly describe the actions forming the basis of the complaint;
 - (4) Be accompanied by copies of relevant documents; and
 - (5) Any other documents or materials that support the allegations must also accompany the complaint.
- (c) The Chair shall refer the complaint to the Executive Committee, or encourage an informal resolution between the complaining party and the evaluator.
- (d) If the complaint is referred to the Executive Committee, that Committee shall notify the evaluator, in writing, of the allegations and inform the complaining party that the complaint is under consideration by the Executive Committee. The evaluator will have an opportunity to respond and/or request a hearing before the Executive Committee. The Committee or the Commission shall conduct an investigation of the allegations.
- (e) An evaluator who does not respond to complaint allegations will automatically be deleted from the list of NACCAS evaluators.
- (f) Where an evaluator responds, but is deemed not to be in compliance with the NACCAS [*Evaluator Code of Ethics*](#) (found within the Independent Contractor Agreement) and other requirements as stated in the Guidelines for On-Site Evaluation teams, he/she will be notified in writing that he or she has been deleted from the list of NACCAS evaluators.

Sub-Part C - Complaints Against NACCAS Staff Members

Section 6.8 Complaints Against NACCAS Staff Members

- (a) **30 Days After Incident:** Complaints regarding the conduct of a Commission staff member shall be in detail, in writing or typed, signed by the complainant, and submitted to the Executive Director within 30 days of the incident from which the complaint arises. If the complaint regards NACCAS' Executive Director it shall be submitted to the chair of NACCAS within these same timelines. The complaint shall state the name of the staff member, and contain relevant dates, briefly describe actions forming the basis of the complaint that could constitute a violation of NACCAS' [*Code of Ethics*](#) (found on the NACCAS website under "Other Key Documents") allegedly violated by the staff member, and identify all witnesses. Complainant must make a diligent effort to obtain witnesses. Witnesses must submit their statements, in writing and signed, within 30 days after being personally notified of the complaint. A complaint based upon written evidence should be accompanied by copies of relevant documents. Any other documents or materials that support the allegations should accompany the complaint. The complaint shall be handled through employee evaluation procedures established in NACCAS' Employee Manual.

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- (b) Complaints and witnesses, witness statements, or documents in support of a complaint not submitted within the above deadlines shall be barred by limitation. Complaints against NACCAS staff members and proceedings under this Section of the *Rules* shall be held in the strictest confidence, in accordance with NACCAS' [Code of Ethics](#) (found on the NACCAS website under "Other Key Documents").

Section 6.9 Complaints Against the Commission or Commissioners

- (a) Within 20 days after incident: Any party intending to lodge a complaint with the Commission regarding the conduct of a Commissioner or of the Commission shall notify the Commission of its intent to file such complaint. The notice of intent to file complaint shall be typed and shall briefly describe the action(s) forming the basis of the complaint and the date(s) upon which those actions occurred.
- (b) Within 45 days after incident:
- (1) Complaints regarding the conduct of a Commissioner or of the Commission shall be submitted on the Section 6.9 Complaint Form in detail, typed and in English, signed by the complainant, and submitted to the Chair or First Vice Chair of the Commission, if the complaint is concerning the Chair.
 - (2) The complaint shall state the name of the Commissioner(s) against whom the complaint is lodged, and contain relevant dates, briefly describe the actions forming the basis of the complaint which the complainant believes constitutes a violation of the NACCAS [Code of Ethics](#) or [NACCAS Policy on Diversity](#) (found on the NACCAS website under "Other Key Documents") or a violation of due process.
 - (3) The complaint shall identify all witnesses.
 - (4) A complaint based upon written evidence should be accompanied by copies of relevant documents. Any other documents or materials that support the allegations should accompany the complaint. Complainant must make a diligent effort to obtain witnesses.
 - (5) Members of the Board of Commissioners shall be barred from bringing any complaint arising from Commission action on a corporate matter, if such Commissioner has not first complied with the requirements of [Article III, Section IX](#) (see page 238) of the *By-Laws* of NACCAS.
- (c) Except in the case where the complaint is against the Commission itself, the Commission shall appoint a preliminary review panel of three Commissioners, which panel shall be selected by lot from among all Commissioners not named by the complaining party as persons against whom the complaint is being lodged (which list of non-named Commissioners shall be confirmed by the Commission's in-house counsel). The complaint shall be referred to the preliminary review panel, or to NACCAS' outside counsel if the complaint is against the Commission itself, to determine whether or not the complaint includes allegations of violations of NACCAS' [Code of Ethics](#) or [NACCAS](#)

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[Policy on Diversity](#) (found on the NACCAS website under “Other Key Documents”) or the requirements of due process.

- (d) The independent panel shall be organized in accordance with [Section 6.10](#) (see below) of these *Rules* (titled “Independent Panel”) and advised by a panel advisor who holds a mediator certificate from the Virginia Supreme Court or an American Arbitration Association credential, or the equivalent.

Section 6.10 Independent Panel

- (a) An Independent Panel shall be made up of the following:
 - (1) One member of the Commission, or former Commissioner, for whom no conflict or perception of a conflict exists with any of the parties to the complaint, to be selected by the Chair;
 - (2) One panelist with no current or past relationship to NACCAS (prior service on an Independent Panel excepted), to be selected by NACCAS’ outside general counsel; and
 - (3) One panelist selected by the other two, who also has no current or past relationship to NACCAS. This third panelist shall be selected from a list of at least three potential panelists provided by the panel advisor.
- (b) The Independent Panel shall:
 - (1) Invite submission of evidence (documents, witness statements, other) from the complainant to further substantiate allegations of violations of the [Code of Ethics](#) or [NACCAS Policy on Diversity](#) (found on the NACCAS website under “Other Key Documents”) or requirements of due process.
 - (2) Provide the complained-against party with specifics on the alleged violations and provide opportunities for a response / defense.
 - (3) If either party requests a hearing, the Independent Panel shall hear the complaint allegations with witness statements and other evidence and hear the defense in detail.
- (c) Where the allegations of the complaint have been substantiated or where the Independent Panel has determined that the complaint was filed vexatiously, the action taken by the Independent Panel shall be final and unappealable. Actions the Independent Panel shall take are:
 - (1) Dismissal of the complaint;
 - (2) Reprimand;
 - (3) Order attendance at a training or counseling seminar related to the offense by one or both of the parties;

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- (4) In the case of a complaint against an individual Commissioner, order the complained-against Commissioner to remedy or resolve the condition giving rise to the complaint; or
 - (5) Removal from the Board of Commissioners of either the complainant, complained-against Commissioner, or both.
- (d) The decision of the Independent Panel shall be rendered within ninety (90) days of its formation and it shall be final, unappealable, and made part of the official record of the Commission. Complaints and witnesses, witness statements, or documents in support of a complaint not submitted within the above deadlines shall be barred by limitation. Complaints against Commissioners and proceedings under this Section of the *Rules* shall be memorialized in a record maintained by the NACCAS Secretary. Complaints and the records on complaints shall be held in the strictest confidence, in accordance with NACCAS' [Code of Ethics](#) (found on the NACCAS website under "Other Key Documents")

Section 6.11 **Costs.** The cost of the Independent Panel shall be paid by the Commission.

Related Documents

The following documents may be helpful to you in understanding the requirements of this part of the NACCAS *Rules*. They are available on the NACCAS website at www.naccas.org in the *NACCAS Handbook*.

[NACCAS By-Laws](#) (see page 230) and [Code of Ethics](#) (found on the NACCAS website under "Other Key Documents")

[Complaint Form – Complaints Against Schools](#) (found on the NACCAS website under "Applications and Forms")

[Complaint Form – Complaints Against the Commission or Commissioners](#) (found on the NACCAS website under "Applications and Forms")

[Directions for Responding to Complaints \(Vol. 2\)](#) (found on the NACCAS website under "Other Key Documents")

[Policy #V.01](#) (see page 38) Internal Grievance Procedure Policy

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Part 7 – Show Cause Proceedings

Section 7.0 Purpose of Show Cause Proceedings

The Commission reserves the right to monitor applicants, schools in candidate status and the institutions it accredits. This monitoring may be merged with any other process the school has pending before the Commission. Monitoring will be conducted through analysis of the annual report, complaints, government information and information from third parties, special and investigative visits, and by other means.

In cases where an applicant, candidate, or accredited institution is not in another process with the Commission, and the Commission has reason(s) to believe that the institution is no longer in compliance with *NACCAS Standards and Criteria, Rules of Practice and Procedure* or that the school has failed to comply with any other order or requirement of the Commission, it shall order the school to show cause why its accreditation status should not be changed.

Section 7.1 Initiation of Show Cause Proceeding

- (a) Show cause proceedings may be initiated by the Commission or a committee constituted in accordance with the requirements for committees set out in [Section 8.16](#) (see page 119) of these *Rules*.
- (b) Administrative show cause procedures shall be initiated by the Executive Director of NACCAS if an institution no longer meets basic eligibility requirements set out in [Part 1](#) (see page 57) of these *Rules*, or fails to comply with, submit, or respond, by the due date, to a Commission requirement, directive, or action such as but not limited to:
 - (1) NACCAS workshop policy;
 - (2) Application for renewal of accreditation;
 - (3) Institutional self-study;
 - (4) Annual report;
 - (5) Annual report verification study;
 - (6) Stipulation or report;
 - (7) Special report;
 - (8) Plan for improvement;
 - (9) An assessed fee; or
 - (10) Has an official default rate in excess of the threshold established by the U.S. Department of Education.
- (c) The written show cause order shall be promptly sent to the chief executive officer of the school which is the subject of the order. It shall:

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- (1) State fully the reasons why it was issued;
 - (2) Identify the Standards and Criteria, Rules of Practice and Procedure, orders or requirements of the Commission with which the school may not be in compliance;
 - (3) Explain the reasons and recite the evidence indicating that the school may not be in compliance with the Commission's requirements; and
 - (4) Advise the school of its obligations in the show cause proceedings.
- (d) The show cause order may incorporate any additional requirements of those listed in [Section 8.11](#) (see page 115) of these Rules.
- (e) The show cause order, the school's response to the order, and all other documents and correspondence pertaining thereto shall be sent by certified mail, return receipt requested or alternate traceable means.
- (f) The decision to issue a show cause order is not a decision which is appealable under [Part 9](#) (see page 123) of these Rules.

Section 7.2 Response to Show Cause Order – 15 Days or 45 Days

- (a) 15 Days to Respond to an Administrative Show Cause Order: Within fifteen (15) days of receipt of an administrative show cause order, the school shall submit to the Executive Director of NACCAS the required fee, application, institutional self-study, annual report, workshop registration or other required document, or evidence of prior submission and compliance with the administrative requirement cited in the administrative show cause order.
- (b) 45 Days to Respond to Other Show Cause Orders: Within forty-five (45) days of receipt of a show cause order issued by the Commission or an authorized committee, the school shall submit to the Executive Director of NACCAS a Response to Show Cause Order. The Response shall contain or be accompanied by any evidence that demonstrates that the school is in compliance with the NACCAS *Standards and Criteria*, the *Rules of Practice and Procedure* and other Commission orders or requirements cited in the show cause order.

Section 7.3 Decision on Show Cause Order

Upon expiration of the time limits for submission of the Response to the Show Cause Order or any progress report or additional requirements placed on a school in relation to the Show Cause Order, a decision will be made on the institution's compliance with the accreditation standard, procedure or other requirement cited in the order.

- (a) Decision on administrative show cause orders: The Executive Director of NACCAS has the authority to:
- (1) Rescind the "show cause" order if the institution's response gives evidence that it was unwarranted;

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- (2) Remove the institution from “show cause” if the response shows the institution now complies with the accreditation standard, procedure or other requirement cited in the order; or
 - (3) Refer the institution’s record to the full Commission to take action.
- (b) A committee may recommend any of the actions listed in [Part 8](#) (see page 109) of these *Rules* that is applicable, and/or;
 - (1) Rescind the show cause order and order no change in the school’s accreditation status, where the record shows the order was unwarranted;
 - (2) Remove the show cause order if the record shows the school is now in compliance; or
 - (3) Recommend any of the actions listed in [Part 8](#) (see page 109) of these *Rules* that is applicable.
- (c) Where an administrative show cause order is issued based on an official cohort default rate in excess of the threshold established by the U.S. Department of Education, the Commission or a committee shall remove the order with a reporting requirement if the institution’s response shows that any one of the following was present during the 24 months preceding issuance of the show cause order:
 - (1) Fifteen percent or fewer of the institution’s students who are enrolled on at least a half-time basis have received any federal student loan; or
 - (2) Two-thirds or more of the institution’s students are individuals from disadvantaged economic backgrounds (based on the Pell grant index for zero family contribution) and the institution has complied with NACCAS’ outcomes standards for the two most recent years for which annual reports were required to be submitted to NACCAS; or
 - (3) The institution submits a copy of its letter to the U.S. Department of Education formally withdrawing from participation in the Title IV Higher Education Opportunity Act (HEOA) loan program(s), together with the receipt indicating the letter was received by the Department;
 - (4) The institution submits a letter from the U.S. Department of Education accepting the institution’s withdrawal from participation in the Family Federal Education Loan Program (FFEL);
 - (5) The institution submits evidence that its official default rate has been below the congressional threshold for the past three years;
 - (6) The institution is successful in obtaining a rescission of the show cause order under [Part 7](#) (see page 105) of the *Rules*;
 - (7) The institution’s appeal of its official default rate is pending before the U.S. Department of Education; or

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- (8) The institution has a default management plan that complies with the Guidelines for Preparation of a Default Management Plan in NACCAS' Sample Forms and Guidelines booklet (found on the NACCAS website under "Other Key Documents").

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Part 8 – Commission Action: Candidate And Accreditation Status

Section 8.0 Who Takes Action

Except for decisions to grant or deny candidate status, which shall be taken by the Executive Director of NACCAS, decisions on schools may only be taken by the full Commission at meetings duly constituted in accordance with the [By-Laws](#), see page 230.

Section 8.1 Effective Date of Commission Decisions

The general rule is that the effective date of a Commission decision is the date on the letter notifying the institution of that decision. The effective date will be some other date for the following decisions:

- (a) A school seeking initial accreditation or provisional additional location status that is awarded the classification of “Accreditation with Stipulations” ([Section 8.8](#), see page 113) shall not be added to the *NACCAS Directory of Accredited Schools* until all stipulations have been met and all fees have been remitted in a timely manner. The effective date of accreditation will be the date on the notification from NACCAS that the institution has met the stipulations and paid all fees.
- (b) Commission decisions that are appealable but are not appealed shall become effective 20 days after the institution receives notification of the decision, in accordance with [Section 8.17](#) (see page 119) of these *Rules*.
- (c) In exceptional circumstances, the Commission may establish different effective dates where such action is necessary to serve the equitable interests of the school and the students; provided that in no case will such effective date be retroactive.

Section 8.2 Statuses of Accreditation That May Be Granted

- (a) The status classifications utilized by the Commission for accrediting schools appear below:
 - (1) “Accreditation”;
 - (2) “Accreditation with Recommendations for Improvement”;
 - (3) “Accreditation with Stipulations”;
 - (4) “Accreditation with Reporting Requirement”;
 - (5) “Accreditation on Probation”;
 - (6) “Denial of Accreditation”; and
 - (7) “Withdrawal of Accreditation”.

The accreditation status awarded is institutional and shall be based upon the institution’s compliance with the NACCAS *Standards and Criteria, Policies*, procedures and other formal accreditation requirements adopted by the Commission.

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- (b) A school in any accredited status classification shall continue in accredited status until such time as the Commission takes an adverse action and the school has exhausted its appeal remedies pursuant to [Part 9](#) (see page 123) of these *Rules*, or has not appealed the decision. One exception: Where the new Owner of an accredited institution does not comply with NACCAS' Change of Control process, the new Owner is deemed to have relinquished accreditation (see [Part 4, Sub-Part 4A.2](#), see page 81).
- (c) The only actions considered to be adverse actions, and therefore appealable pursuant to [Part 9](#) (see page 123) of these *Rules*, are actions to deny or withdraw accreditation, remove from candidate status or deny approval of a change.

Section 8.3 Basis for Status Decisions

- (a) The Commission's decision concerning an institution's accreditation status shall be based upon the Commission's review of the institution's records, which shall include all of the following that apply:
 - (1) Application (for Initial Accreditation, Renewal of Accreditation or change);
 - (2) Institutional Self-Study;
 - (3) On-Site Evaluation Visit Report;
 - (4) Additional relevant information solicited by the Commission from the chief executive officer of the school and/or the on-site visit team Chairperson when such information is needed to clarify a Visit Report;
 - (5) Response to the Visit Report;
 - (6) Annual report information;
 - (7) Complaints;
 - (8) Information from government entities and other third parties;
 - (9) Actions by other recognized accrediting agencies;
 - (10) Any other materials determined by the Commission to be relevant and trustworthy, including comment from interested parties.

Wherever information from third parties is included in the record which may lead to an adverse status decision, the school shall have an opportunity to respond before the decision is final.

- (b) In considering the appropriate action to take on an institution or program, the Commission shall take into account actions by other recognized accrediting agencies which have denied accreditation or reaccreditation status to the institution or program, have placed the institution or program on public probationary status, or have revoked the accreditation or reaccreditation status of the institution or program.

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- (c) If another recognized accrediting agency places an institution or the principal program offered by such institution on public probationary status or revokes the accreditation of the institution or principal program within an institution, NACCAS shall promptly review the accreditation or reaccreditation status it has previously granted to that institution to determine if there is cause for it to withdraw or otherwise alter that status consistent with the “show cause” procedures outlined in [Part 7](#) (see page 105) of these *Rules*.
- (d) NACCAS shall not renew the accreditation of any institution for which the Commission has received information from an appropriate State agency, or another accrediting agency, showing that the institution is subject to any of the following actions:
 - (1) An interim action by a recognized institutional accrediting agency potentially leading to the suspension, revocation, or termination of accreditation;
 - (2) A threatened loss of accreditation and the due process procedures required by the action have not been completed;
 - (3) An interim action by a State agency potentially leading to the suspension, revocation, or termination of the institution’s legal authority to provide postsecondary education;
 - (4) A threatened suspension, revocation, or termination by the state of the institution’s legal authority to provide postsecondary education, and the due process procedures required by the action have not been completed.

If the Commission grants initial accreditation or reaccreditation to an institution notwithstanding the threatened, interim or final adverse actions taken against the institution by another recognized institutional accrediting agency or State agency, the Commission shall provide the Secretary of the U.S. Department of Education, within 30 days of such action, with a thorough explanation, consistent with the Commission’s accreditation standards, why the previous action by the institutional accrediting agency or State does not preclude the Commission’s action.

Section 8.4 Consideration of Applications and Other Matters

- (a) Applications will be considered by the Commission at its regularly scheduled meetings which are held at least two times a year. In order for an application, response to visit report, or other document related to an accreditation process to be included in the record considered by the Commission, it must be received at least 30 days before the start of the meeting of the Commission or committee for which the matter is an agenda item. Any document received late will be considered only at the discretion of the Commission.

After the required due dates pass, whether a school has submitted the required materials for an application or accreditation process, or undergone a required on-site evaluation, the Commission shall consider the record on the matter and take whatever actions it deems necessary under the circumstances, in accordance with this Part.

- (b) The Commission may, in its discretion, consolidate two or more actions involving the same school or affiliated schools, which are pending before the Commission.

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Section 8.5 Deferral of Action

- (a) The Commission may defer any action on an application for accreditation, renewal of accreditation or changes if the school does not presently meet the *Standards and Criteria* for accreditation or is not in compliance with a formal accreditation requirement adopted by NACCAS, if it is shown that:
 - (1) The school can make significant progress toward accreditation within a short period of time; and/or
 - (2) There is insufficient information about the school; or
 - (3) The necessary elements of judgment for the Commission to render a decision are lacking.
- (b) The Commission may defer any action within timeframes allowable under [Section 8.18](#) (see page 120) of these *Rules* then shall render a decision based on the information before it.

Section 8.6 Status: Accreditation

The Commission may grant periods of accreditation from one to six years. Anniversary dates fall in January, May or September.

- (a) Initial Accreditation: Applicants for initial accreditation that are found to be in compliance with the NACCAS *Standards and Criteria* and other formal policies of the Commission shall be granted accreditation status.
 - (1) Upon the grant of initial accreditation, the institution shall be assigned a permanent, non-transferable, reference number identifier.
 - (2) The maximum period of accreditation for an institution granted accreditation based on an initial application from an Owner with no prior experience as Owner of a NACCAS-accredited institution shall be no more than three (3) years.
- (b) Renewal of Accreditation: Applicants for renewal of accreditation that are found to be in compliance with the NACCAS *Standards and Criteria* and other formal policies of the Commission shall be granted renewal of accreditation status.
 - (1) On renewal the period of accreditation granted to an institution shall be for a maximum of six (6) years, except that if renewal follows an appeal of a non-administrative withdrawal of accreditation, the maximum period of accreditation the Commission may grant is three (3) years.
 - (2) If a school is in the process of renewal of accreditation on the anniversary date of the previous grant of accreditation, accreditation shall continue until the Commission takes action on the renewal application. Any subsequent grant of accreditation shall be counted from the last anniversary date.

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- (c) A school granted accreditation shall have its name listed in the *NACCAS Directory of Accredited Schools* and be issued a Certificate of Accreditation. The school may use the accreditation certificate and emblem and may make statements concerning its accredited status in its catalog, advertising, and other publications in a manner approved by NACCAS.

Section 8.7 Status: Accreditation with Recommendations for Improvement

The classification of “Accreditation with Recommendations for Improvement” shall be granted when the record before the Commission evidences facts that warrant non-binding recommendations for improvement and does not indicate present non-compliance with the *Standards and Criteria* and other accreditation requirements.

Section 8.8 Status: Accreditation with Stipulations

- (a) The classification of “Accreditation with Stipulations” shall be awarded when there is evidence that there are deficiencies in the school’s compliance with NACCAS *Standards and Criteria* or other accreditation requirements that can be corrected within a relatively short period of time, usually forty-five (45) days.
- (b) The determination as to whether a school has complied with a stipulation may be delegated by the Commission to the Executive Director. In those instances when the Executive Director cannot determine whether a school has corrected a stipulation or has reason to believe that the school has failed to comply with a stipulation or cannot determine whether the stipulation is unwarranted, the matter shall be referred to the Commission for decision.
- (c) If a school fails to comply with the stipulations or fails to demonstrate that the stipulations were unwarranted, in the case of applications under [Parts 2](#) (see page 65) and [4](#) (see page 79) of these *Rules*, accreditation shall be denied or withdrawn within the timelines set out in [Section 8.18](#) (see page 120) of these *Rules*, except for good cause.

Section 8.9 Status: Accreditation With Reporting Requirement

- (a) The classification of “Accreditation with Reporting Requirement” shall be granted to schools in any process provided for in these *Rules* when:
 - (1) Financial statements indicate the school is not in full compliance with NACCAS financial standards (see [Standard VII](#), see page 16);
 - (2) A pending action by a government or other entity gives the Commission cause to believe the institution has difficulty continuing to comply with NACCAS financial standards (see [Standard VII](#), see page 16);
 - (3) A school that does not comply with NACCAS standards for graduation, placement, or pass rates on state licensure or certification examinations has submitted a plan for improvement which shows it can come into compliance;

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- (4) The school receives a stipulation under [Section 8.8](#) (see page 113) of these *Rules* for which compliance can best be shown through periodic reporting.
- (b) The Commission shall have the authority to establish the frequency, format, and content of required reports.

Section 8.10 Status: Accreditation on Probation

- (a) The Commission shall assign to an institution the accreditation status of “Accreditation on Probation” whenever any one or more of the following events occurs:
 - (1) The institution’s accreditation is withdrawn, with the right to appeal;
 - (2) The institution is within six (6) months of the deadline for showing compliance with NACCAS’ *Standards and Criteria, Rules* and/or other accreditation requirements (collectively, “NACCAS’ Accreditation Requirements”) established by [Section 8.18](#) (see page 120) of these *Rules*;
 - (3) The institution has failed to respond, or to respond adequately, to a Commission show cause order or directive;
 - (4) The Commission has determined that the institution has engaged in fraud;
 - (5) If the institution is an additional location of another institution, the institution’s main campus has been assigned the accreditation status of “Accreditation on Probation”; or
 - (6) The Commission has otherwise determined that the institution has failed to comply with one or more of NACCAS’ Accreditation Requirements, and that the noncompliance is sufficiently serious that withdrawal of accreditation is warranted if corrective action is not taken immediately.
- (b) The Commission may assign to an institution the accreditation status of “Accreditation on Probation” upon the occurrence of any event described in Section 5.3(a) of these Rules.
- (c) The accreditation status of “Accreditation on Probation” shall not be assigned for any reason other than as set forth in [Section 8.10\(a\)](#) or [Section 8.10\(b\)](#), above. The Commission is not required to issue a show cause order to an institution before placing the institution’s accreditation on Probation. The Commission is not required to place an institution’s accreditation on Probation before withdrawing the institution’s accreditation.
- (d) When an institution’s accreditation is placed on Probation:
 - (1) The institution shall be notified of the specific facts that led the Commission to take this action, including any specific findings of noncompliance with NACCAS’ Accreditation Requirements.
 - (2) The Commission shall not approve any substantive changes at the institution or any additional location of the institution: provided, however, that the Commission may approve a Change of Control if, but only if, the institution has made a clear and convincing case that new Ownership will substantially resolve

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the institution's compliance problems. Approval of a Change of Control shall not, by itself, result in the institution's removal from Probationary status.

- (3) The Commission may require the institution to undergo early renewal.
- (e) An institution shall be removed from Probationary status only upon a determination by the Commission that the institution is compliant with NACCAS' Accreditation Requirements. Such a determination shall be based on actual evidence of compliance. The Commission may obtain such evidence using any investigatory method or monitoring method provided for in these *Rules*, but may not rely on any evidence (a) that is more than six months old or (b) that is contradicted or called into question by more recent evidence.
- (f) An institution whose accreditation is placed on Probation shall remain in the status of Accreditation on Probation until it has shown compliance with NACCAS' Accreditation Requirements. However:
 - (1) The Commission shall take adverse action against the institution, if the institution has failed to show compliance within the time limits established by [Section 8.18](#) (see page 120); and
 - (2) The Commission may establish a deadline for showing compliance that is shorter than the deadline imposed by [Section 8.18](#) (see page 120).

Section 8.11 Requirements Incorporated into Commission Actions

- (a) Accreditation with Recommendation for Improvement: The Commission may require an institution granted accreditation with recommendations for improvement to submit periodic reports.
- (b) Deferral, Accreditation with Stipulations, Reporting Requirement, or On Probation: When the Commission defers its decision on an application or process, grants an institution any of these accreditation statuses, or continues an institution's accreditation in any of these statuses following any process, including a complaint, it may require the institution to comply with one or more of the following directives:
 - (1) Submit specific documents or reports;
 - (2) Submit additional information;
 - (3) Attend a NACCAS Accreditation Workshop and/or default management workshop;
 - (4) Undergo an on-site evaluation by a full or partial team, the cost to be borne by the institution unless otherwise determined by the Commission;
 - (5) Undergo early renewal of accreditation.

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Section 8.12 Status: Denial of Accreditation

The status of Denial of Accreditation shall be restricted to schools applying for initial accreditation. A denial of accreditation shall apply when the Commission determines from the record of an applicant for initial accreditation that the institution does not meet the requirements specified in the *Standards and Criteria* or other accreditation requirements and, therefore, addition to the list of accredited schools is not warranted.

Section 8.13 Relinquishment of Accreditation

- (a) An accredited institution may at any time request voluntary relinquishment of NACCAS accreditation status by submitting a written request to the Executive Director of NACCAS via certified mail. Such request shall specify the date upon which the school wishes the voluntary relinquishment to be effective, which date may not be earlier than the date of the request or later than the institution's anniversary date (unless the institution's anniversary date has already passed). In addition, the institution's request must contain a statement to the effect that the school official requesting the voluntary relinquishment of accreditation has the authority to do so.
- (b) The following actions shall constitute the relinquishment of accreditation of an institution if there is no response to an order to "show cause" or a response to "show cause" does not warrant another action:
 - (1) The institution closes or ceases operation as an educational institution (See [Section 1.2\(c\)\(3\)](#), page 59) of these *Rules*);
 - (2) The institution lost its license to operate in the state in which it is located (See [Section 1.2\(c\)\(2\)](#), page 59) of these *Rules*).

In addition, the institution will be assessed a fee of \$5,000.

- (c) The following actions shall constitute the relinquishment of accreditation of an institution if there is no response to an order to "show cause" or a response to "show cause" does not warrant another action:
 - (1) The institution relocates without complying with the procedures established by [Part 4, Sub-Part 4A.1](#) (see page 80) of these *Rules*.
 - (2) The institution undergoes a Category 3 Change of Control, and the parties to the Change of Control do not comply with the notice and application requirements set forth in [Part 4, Sub-Part 4A.2](#) (see page 81) of these *Rules*.

In the case of the actions specified in this Section 8.13(c), the institution can come into compliance with NACCAS' requirements by submitting the appropriate change application within the show cause period. In addition, the institution will be assessed a fee of \$5,000.

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- (d) The effective date of the relinquishment shall be the date of the Commission's notice of relinquishment to the school, unless the institution has voluntarily relinquished its accreditation and has requested a later effective date that complies with the requirements of [Section 8.13\(a\)](#), see page 116.

Section 8.14 Status: Involuntary Withdrawal of Accreditation

- (a) Following the due process required by these *Rules*, the Commission shall, at any time, withdraw a schools accreditation for any of the reasons included in [Section 8.12](#) (see page 116) and for the following additional reasons:
- (1) Failure to continue to meet the basic eligibility requirements for accreditation set out in [Part 1](#) (see page 57) of these *Rules*;
 - (2) Failure to file an Application for Renewal of Accreditation and/or an Institutional Self-Study for reaccreditation or a change application within the time limits established by the Commission ([Part 2](#), see page 70).
 - (3) Failure to cooperate in a required on-site evaluation of the school conducted by a team or individual ([Part 3](#), see page 72).
 - (4) Failure to notify the Commission in a timely manner of any material change in the way the school conducts its business or the circumstances in which it operates ([Parts 4](#) (see page 79) or [5](#) (see page 93)).
 - (5) Failure to file a satisfactory Annual Report, Special Report, or any other report or required document within the time limits established by the Commission ([Part 5](#) (see page 91) and other parts).
 - (6) Failure to prove compliance with the *Standards and Criteria* for Accreditation or other accreditation requirements within a specific time period established by the Commission upon Application for Renewal, or failure to show cause ([Parts 7](#) (see page 105) and [8](#) (see page 109)).
 - (7) Failure to eliminate or resolve stipulations contained in an Accreditation with Stipulations decision within the time set by the Commission ([Part 8](#), see page 109).
 - (8) Failure to pay any required fees within the time limits established by the Commission ([Appendix #2](#), see page 141).
 - (9) Failure to comply with a Commission order or directive ([Part 8](#), see page 109).
- (b) Upon receipt of notification from the Commission that withdrawal of accreditation is final, or when an institution voluntarily relinquishes accreditation, the school must:
- (1) Immediately inform all students enrolled in the school and those seeking admission that accreditation by NACCAS has been withdrawn. A student

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enrolled in the school at the time that accreditation has been withdrawn or relinquished shall be permitted to complete the course or program of study on the usual schedule and shall be considered a graduate of an accredited school.

- (2) Remove from public view all certificates, decals, signs, emblems, and other evidence of accreditation and must cease using printed materials or advertising indicating in any way that the school is, or has been, accredited by NACCAS.

Section 8.15 Actions to Monitor the On-going Compliance with Accreditation Requirements by an Institution

- (a) In order to ensure that each institution accredited by NACCAS achieves and maintains compliance with NACCAS' *Standards and Criteria*, Policies, *Rules of Practice and Procedure* and other accreditation requirements, the Commission, besides the actions listed elsewhere in this Part, may take any actions that it believes are necessary, proper and fair, including but not limited to:
 - (1) Order an appearance before the Commission.
 - (2) Order an on-site evaluation, announced or unannounced, by a full or partial team. The cost of such visit shall be borne by the school unless the Commission determines otherwise.
 - (3) Shorten the period of accreditation previously granted to the school and require the school to undergo early renewal of accreditation.
- (b) In the event that the Commission determines that a school holding the status of accreditation no longer complies with one or more of the *Standards and Criteria*, Policies, *Rules of Practice and Procedure* and other accreditation requirements, based upon the seriousness of the non-compliance, the Commission shall take one or more of the following actions:
 - (1) Continue accreditation with recommendation(s) for improvement, stipulations, or a reporting requirement;
 - (2) Continue accreditation on probation;
 - (3) Shorten the period of accreditation previously granted to the school and require the school to undergo early renewal of accreditation; or
 - (4) Withdraw the school's accreditation.
- (c) The foregoing actions may entail any of the requirements set out in [Section 8.11](#) (see page 115) of these Rules. In addition, the Commission may assess such fees or fines for noncompliance with NACCAS' *Standards and Criteria*, Policies, *Rules of Practice and Procedure* and other accreditation requirements by accredited schools and applicants for accreditation as are provided in NACCAS' [Schedule of Fees](#).

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Section 8.16 Oversight of Continued Compliance

- (a) The Commission may delegate in one or more committees authority to make recommendations on applicant or accredited schools to the full Commission.
- (b) A duly constituted committee with authority to recommend school actions and/or the Commission may do the following:
 - (1) Request additional information;
 - (2) Order the school to show cause why its accreditation should not be withdrawn for non-compliance with specific accreditation requirements;
 - (3) Order a special visit to the institution to gather additional information for the school record; and/or
 - (4) Continue accreditation in any of the statuses established by this Part.

Section 8.17 Official Notification of Commission Action

Whenever the Commission takes an action on an applicant or accredited school pursuant to these *Rules*, the Commission shall notify the affected institution in writing of that action, within 45 days; provided, however, that written notice of any action to deny or withdraw accreditation, or to place a school's accreditation on probation, shall be given within 30 days. The notice shall be sent to the chief executive officer or designated official of the institution via certified mail, return receipt requested, or other traceable means.

In all cases, if there is a recommendation for improvement, it shall be specified in the notice.

- (a) Commission action to grant or renew accredited status, with or without conditions: The notice shall indicate the period of accreditation granted and the programs approved within the aegis of institutional accreditation. The notice shall indicate if the accreditation granted allows the institution to seek eligibility to participate in federal student financial assistance programs.
- (b) Commission action to approve a change and continue accreditation, without conditions: The notice shall specify the change approved within the aegis of the institutional accredited status previously granted.
- (c) Commission action to defer action, or grant, renew, or continue accreditation with stipulation, reporting requirement, or on probation: The notice shall provide the institution's chief executive with a detailed explanation of:
 - (1) The specific facts and/or program characteristics upon which the Commission relied in making its decision;
 - (2) The standards, criteria, policies, procedures, rule, Commission directive, or other accreditation requirement with which the school was found to be in less than full compliance;

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- (3) Any requirements the Commission has placed on the institution as a condition of its action, pursuant to [Section 8.11](#) (see page 115) of these *Rules*.
- (4) The date by which the school must demonstrate that the requirements have been met or establish that they were unwarranted.
- (d) Voluntary relinquishment of accreditation by the institution: The school shall be advised that, as requested, the name of the school has been removed from the *NACCAS Directory of Accredited Schools*.
- (e) Commission action to deny or withdraw accreditation: The notice shall provide the institution's chief executive with a detailed explanation of:
 - (1) The manner in which the school has failed to comply with the Commission's standards, criteria, policies, procedures, rules, Commission directives, or other accreditation requirement and the basis for the withdrawal of accredited status;
 - (2) The evidence and reasoning relied upon by the Commission in reaching its decision;
 - (3) The institution's right to appeal the action pursuant to [Part 9](#) (see page 123) of these *Rules*, if applicable; or
 - (4) The institution's obligations under [Section 8.14\(b\)](#) (see page 117), in the case of a final withdrawal, all appeal rights exhausted.

Section 8.18 Time Lines to Remedy Non-Compliance

- (a) Where the Commission has found an area in which the institution is out of compliance with accreditation standards and requirements, the period allotted to an institution to remedy the non-compliance or cure the deficiency, together with the time for the Commission's final decision, in no case shall exceed the following time limits:
 - (1) Twelve months, if the institution's longest program is less than one year in length;
 - (2) Eighteen months, if the institution's longest program is at least one year, but less than two years in length; or
 - (3) Two years, if the institution's longest program is at least two years in length.

These time frames shall begin to toll on the date of the first official written notification by the Commission to the institution (which may include electronic notification) advising the institution that the Commission has determined that the institution is not in compliance with NACCAS' accreditation standards or requirements.
- (b) If the institution does not bring itself into compliance or cure the deficiency within the specified period, the Commission must take adverse action unless the period for achieving compliance is extended in accordance with [Section 8.18\(c\)](#), see page 120.

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Related Documents

The following document may be helpful to you in understanding the requirements of this part of the NACCAS Rules: **34 CFR Part 602**

- (c) The Commission shall not grant an extension of the deadline established under [Section 8.18\(a\)](#), see page 120 unless all of the following conditions are met:
- 1) The institution requests an extension in writing in accordance with [Section 1.2](#), see page 59 of these Rules. The request must be accompanied by appropriate documentation and other evidence establishing that the institution meets the requirements for an extension set out in this Section 8.18(c).
 - 2) The institution is in compliance with all other NACCAS Standards, Rules and other accreditation requirements and is otherwise in good standing with NACCAS.
 - 3) The Commission determines that, throughout the period allowed under [Section 8.18\(a\)](#), see page 120, the institution has been making a good faith effort to remedy existing deficiencies and bring itself back into compliance, and has shown substantial progress toward achieving that goal. This determination shall be based on review of all applicable evidence of compliance, including such interim compliance reports as may have been ordered by the Commission.
 - 4) The institution established to the reasonable satisfaction of the Commission that its failure to bring itself into compliance or cure the deficiency by the deadline established under [Section 8.18\(a\)](#), see page 120, is directly and materially attributable to an event or circumstance that:
 - i. is (or was) beyond the control or material influence of the institution; and
 - ii. could not reasonably have been anticipated, avoided or prepared for by the institution.
 - 5) The institution establishes to the reasonable satisfaction of the Commission that it has used its good faith best efforts to mitigate the effects and consequences of the event or circumstance described above, and to bring itself back into compliance by the deadline established under [Section 8.18\(a\)](#), see page 120.
 - 6) The Commission determines that there is a reasonable likelihood that the institution will be able to bring itself into compliance within the period of extension, if granted.
- (d) The Commission may not grant an extension of more than six (6) months. Although the Commission may consider requests for additional, subsequent extensions, no such additional extension may be granted unless the conditions for extension described above continue to be met (including, without limitation, continued significant progress toward compliance during the extension period as evidenced by applicable interim compliance reports). Under no circumstances will the Commission grant extensions that (collectively) exceed one (1) year.

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- (e) The decision to grant or not grant an extension is discretionary. The Commission reserves the right to deny a request for an extension, even if the conditions for extension described above have been met. The decision to deny an extension request is not subject to appeal.

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Part 9 – The Appeal From Adverse Accreditation Status Decisions

Sub-Part A -- General Information

Section 9.0 Coverage of Appeals

The appeal procedure specified in [Sub-Part B](#) (see page 125) constitutes the exclusive remedy for an institution to appeal an Adverse Action by the Commission. The Commission will only consider appeals filed pursuant to this procedure and will not act upon petitions for reconsideration, petitions for reinstatement, or any other such filing.

- (a) Only Adverse Actions made by the Commission may be appealed. Adverse Action decisions are:
 - (1) Removal from candidate status;
 - (2) Denial of approval of a change under [Part 4](#) (see page 79) of the *Rules*;
 - (3) Denial of initial accreditation; and
 - (4) Withdrawal of accreditation.
- (b) All documents submitted to NACCAS on appeal must comply with the requirements of [Part 1](#) (see page 57) of these *Rules*, and must be sent by certified mail, return receipt requested, or an alternate traceable means.
- (c) The appeal procedures established by the Commission shall be construed to secure the just and expeditious determination of every appeal proceeding. An institution retains its accreditation status while undergoing an appeal.
- (d) Except as set forth in Section 9.0(e) below, if no letter of intent to appeal an Adverse Action is received by the Commission within the time frames specified in [Sub-Part B](#) (see page 125), the Adverse Action shall enter into effect on the twentieth day after the institution received official notice of the Adverse Action.
- (e) Receipt: The letter officially notifying an institution of the Commission's Adverse Action shall be mailed by a traceable means.
 - (1) The date an institution receives notice of the Adverse Action is the date the Commission's official action letter is signed for, irrespective of who signs for it.
 - (2) If the first notice from the Commission is returned as undeliverable, the Commission shall attempt to contact the institution at its telephone, facsimile and/or email address of record to obtain an alternate address for delivery of the notice and, if successful, send a second notice to that alternate address. If the institution cannot be contacted by these means (or does not respond to the

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Commission's request for information within three business days), the Commission shall send a second notice to the institution's address of record (by an alternate traceable means, if available).

- (3) If the second notice from the Commission is returned as undeliverable, the Adverse Action shall enter into effect on the date the second notice is returned to the Commission.

Section 9.1 Grounds for an Appeal

An institution affected by an Adverse Action by the Commission may appeal that decision if it has reason to believe:

- (a) That the decision was clearly erroneous, not supported by the evidence on the record at the time the Commission took action, or was otherwise arbitrary and capricious; or
- (b) If, but only if and only to the extent that, the Adverse Action resulted from a finding that the institution has failed to comply with NACCAS' financial viability requirements under NACCAS' [*Standard VII, Criterion 1*](#), see page 16, that it can prove current compliance with [*Standard VII, Criterion 1*](#), see page 16.

Section 9.2 Standard of Review on Appeal

- (a) In all cases, the institution bears the burden of proof on appeal.
- (b) Except for the consideration of new financial information as permitted under [*Section 9.5*](#), see page 126, of these Rules, the Appeal Review Panel shall only consider evidence in the record at the time the Commission took action. The Appeal Review Panel shall not consider evidence of compliance or remediation after the date the Commission took the Adverse Action.
- (c) In reaching a determination that the Commission's decision was clearly erroneous, not supported by the evidence on the record at the time the Commission took action, or was otherwise arbitrary and capricious, the Appeal Review Panel shall not substitute its judgment for that of the Commission. A finding by the Appeal Review Panel that the Commission acted in error must be based on the conclusion that no reasonable decision-making body would have reached the decision on appeal, taking into account the evidence in the record at the time the Commission took action, and the requirements of the Commission's *Standards, Criteria, Rules* and other accreditation requirements.
- (d) The record on an appeal shall include, as applicable, the Letter of Intent to Appeal, Appeal Document and all documents cited therein, together with all other documents and information in the record at the time the Commission took the Adverse Action under appeal and relevant to the reasons stated by the Commission for taking such action and/or the grounds for appeal stated in the Appeal Document.

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Sub-Part B -- Appeals Procedure

Section 9.3 Letter of Intent to Appeal – 20 Days

To initiate an appeal process, within twenty (20) days after receiving official notice of the Adverse Action, the institution must do the following:

- (a) Write a letter of intent to appeal, addressed to the Executive Director of NACCAS. The letter must:
 - (1) State the specific grounds for the institution's appeal; and
 - (2) Indicate whether the institution intends to pursue an administrative appeal, a documentary appeal or a personal appearance appeal (as defined in NACCAS' [Schedule of Fees](#)).
- (b) Submit the appeal fee corresponding to an administrative appeal, a documentary appeal or a personal appearance appeal (as defined in NACCAS' [Schedule of Fees](#)).

Section 9.4 Appeal Document – 45 Days

- (a) In support of its appeal, the institution shall submit an Appeal Document, prepared and submitted in accordance with the provisions of this Section 9.4, to the Executive Director of NACCAS. The Appeal Document shall set out in detail all of the facts and arguments which the institution believes support its claim that the Commission's decision was clearly erroneous, not supported by the evidence on the record at the time the Commission took action, or was otherwise arbitrary and capricious. The Appeal Document must address each of the bases for the Adverse Action stated by the Commission in the Commission's official notification letter to the institution.
- (b) In its Appeal Document, the institution shall support its argument on appeal by specific reference to information and documentation in the record at the time the Commission took the Adverse Action, identifying where in the record that information or documentation may be found. (The institution may include copies of relevant documents, but each such document must be identified by the location of such document in the record.)
- (c) The institution's appeal is not an opportunity to introduce evidence not in the record at the time the Commission took the action being appealed (including, but not limited to, evidence of remediation). Except as permitted by [Section 9.5](#), see page 126, the Appeal Document may not include or refer to information or documentation not in the record at the time the Commission took the Adverse Action.
- (d) The Appeal Document must be organized in accordance with the Commission's Requirements for Organization of Document Submissions to NACCAS and the requirements of [Part 1.6](#), see page 62, of these Rules. The institution shall submit three (3) copies of the Appeal Document in hard-copy format and one (1) copy in electronic (WORD or PDF) format (which may be delivered electronically to NACCAS or on a flash drive or other portable data storage device).
- (e) The Appeal Document must be received by NACCAS not later than forty-five (45) days after the receipt by the institution of the Commission's official notice of an Adverse

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Action. Except as provided in [Section 9.5](#), below, the Appeal Review Panel shall not review or otherwise take into consideration any additional documentation or appeal materials received after the submission deadline; provided, however, that the Panel may consider Appeal Documents received after the 45-day deadline if, but only if, the institution can demonstrate that the Appeal Document was shipped not less than three (3) days prior to the deadline, by a means reasonably calculated to ensure receipt by NACCAS by that deadline. In addition, if the appellant fails to timely meet any requirement on appeal, including the payment of appeal fees, the Appeal Review Panel has no obligation to review the appeal and the adverse accreditation action shall become effective in accordance with [Section 9.0\(d\)](#) (see page 123) of these *Rules*.

Section 9.5 New Financial Information

- (a) Submission of New Financial Information. Notwithstanding [Section 9.4](#) (see page 125), where the Adverse Action subject to appeal was based in whole or in part on a failure of the institution to comply with [Standard VII, Criterion 1](#) (see page 16), the institution may submit new financial information for consideration by the Appeal Review Panel, at any time prior to the meeting of the Panel, provided that such information:
1. Was unavailable to the institution until after the Adverse Action subject to appeal was taken by the Commission; and
 2. Is significant and bears materially on the financial deficiencies identified by the Commission.
- (b) Significance and Materiality of New Financial Information. [Standard VII, Criterion 1](#) establishes three separate, alternative tests for demonstrating financial viability. Each of these tests requires review of specific financial information, presented in a specified format. Accordingly, new financial information presented on appeal satisfies the “significance and materiality” test of Section 9.5(a)(2) above if, and only if, it consists of the information required to establish that the institution meets the requirements of [Standard VII, Criterion 1](#) under one of these three tests.
- (1) Standard VII, Criterion 1(a) or 1(b): Compliance with [Standard VII, Criterion 1\(a\)](#) and/or [1\(b\)](#) is demonstrated by calculation of certain financial scores or ratios derived from 12-month audited financial statements ([Standard VII](#)). Institutions may demonstrate compliance with [Standard VII, Criterion 1\(a\)](#) or [1\(b\)](#) by submission of audited 12-month financial statements covering a period more recent than that of the financial statements last reviewed by the Commission (which, for purposes of appeal, need not be the institution’s regular fiscal year).
 - (2) Standard VII, Criterion 1(c): Compliance with [Standard VII, Criterion 1\(c\)](#) requires (i) demonstration of certain documented financial ratios and (ii) Commission determination of financial viability based on its review of a report of an onsite evaluation conducted by an independent certified public accountant approved by the Commission and conducted under a series of agreed upon published procedures determined by NACCAS.

If an appellant institution elects to demonstrate compliance with [Standard VII, Criterion 1](#) utilizing the method described under [Criterion 1\(c\)](#), the institution shall bear the burden of ensuring that all elements of the [Criterion 1\(c\)](#) process

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are complete and available for review by the Appeal Review Panel prior to the date on which the Panel must consider the institution's appeal (as determined under Section 9.6 of these Rules, see below). If a [Criterion 1\(c\)](#) report is not final and available for review when the Appeal Review Panel meets to consider the institution's appeal, the Panel (i) has no power to defer action on the appeal to a later date (see Rules, [Section 9.8\(b\)](#)), see page 128, and (ii) may not remand the matter to the Commission for consideration at a later date unless the Panel determines that the institution's failure to submit the required [Criterion 1\(c\)](#) report is the direct result of unreasonable delay by NACCAS.

Section 9.6 Meetings and Deliberations of the Appeal Review Panel

- (a) All appeals shall be heard by an Appeal Review Panel organized in accordance with [Sub-Part C](#) (see page 129).
- (b) The Appeal Review Panel shall meet at least twice a year, when there are appeals pending. The Panel shall establish a meeting schedule for each calendar year and shall establish, for each meeting date, an agenda closure date based on the Commission's meeting schedule, such that all perfected appeals from Adverse Actions at any meeting of the Commission shall be heard by the same Panel.
- (c) A majority of Panelists shall constitute a quorum at any meeting of the Appeal Review Panel. The meeting of the Appeal Review Panel shall include review of the record on appeal, personal appearance appeal hearings, deliberations, and rendering of decisions.
- (d) At least fifteen (15) days before a meeting of the Appeal Review Panel, each Panelist shall receive a complete copy of the appellant's Appeal Document.
- (e) At the Appeal Review Panel meeting, following any personal appearance hearing(s) and after the appellants are no longer present, the Appeal Review Panel shall discuss the appellant's record on appeal, oral testimony, and answers to questions at the hearing, if any.
- (f) No members of the Commission or the public shall be allowed in the meeting of the Appeal Review Panel unless requested or required by the Panel. However, both parties shall be allowed to have counsel present and one or more staff members of NACCAS shall staff the Panel and be available throughout the meeting of the Panel for purposes of clarification of the Commission's Standards and Criteria. However, the staff shall not offer an opinion on the appeal.

Section 9.7 Appeal Hearing Procedures

As a general proposition, forty-five (45) minutes shall be allocated for an appeal presentation. The Chair of the Appeal Review Panel has the authority to grant additional time for the hearing, if he or she believes that it is needed.

- (a) The appeal hearing shall commence with an opening statement by the Chair of the Appeal Review Panel, which describes the applicable standard of review, and the procedures to be followed at the hearing.

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- (b) The appealing institution's representative(s) shall then make its presentation in support of the appeal. The institution, in presenting its argument, may reference its Appeal Document and any other information or documentation in the record that is relevant to the grounds for appeal cited in its Appeal Document, but may not introduce or refer to any evidence not in the record at the time the Commission took the Adverse Action being appealed (except as permitted by [Section 9.5](#), see page 126).
- (c) Any member of the Appeal Review Panel, other than any Panelist required to recuse, may question the representative(s) of the institution at any time during the presentation, on any matter relevant to the Commission's written reasons for taking the Adverse Action under appeal and/or the grounds for appeal cited in the institution's Appeal Document.
- (d) All Panelists shall be required to recuse from discussion and voting on any matter when required to do so to comply with the requirements of the NACCAS Code of Ethics, or the provisions of Section 9.13, see page 130. In addition, any Panelist holding an ownership interest in, or serving as an administrator of, a NACCAS-accredited school that is subject to an open Show Cause order shall recuse from discussion and voting on all matters before the Appeal Review panel until such time as that order has been closed.
- (e) At the conclusion of the question and answer period, the institution may make a brief closing statement, after which, the hearing shall be adjourned.

Section 9.8 Authority and Recommendations of the Appeal Review Panel

- (a) The Appeal Review Panel has no authority to waive or otherwise modify the NACCAS eligibility criteria, *Standards and Criteria*, *Rules of Practice and Procedures*, *Policies*, or other accreditation requirements.
- (b) The Appeal Review Panel may either:
 - (1) Affirm the Adverse Action of the Commission, in which case the decision shall be final;
 - (2) Reverse the Adverse Action of the Commission, in which case the Commission shall implement the decision of the Appeal Review Panel, as provided in [Section 9.8\(c\)](#) (see page 129) of these *Rules*;
 - (3) Amend the Adverse Action of the Commission, in which case the Commission shall implement the decision of the Appeal Review Panel as provided in [Section 9.8\(c\)](#) (see page 129) of these *Rules*;
 - (4) Remand the Adverse Action to the Commission for further consideration, in which case the Commission shall reconsider the original decision as provided in [Section 9.8\(d\)](#) (see page 129) of these *Rules*.

In all cases, the Appeal Review Panel shall provide the Commission with a written statement of the result of the appeal and of the basis for that result, together with the record on appeal, including the Appeal Document and transcript of the personal appearance hearing (if any).

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- (c) If the Appeal Review Panel reverses or amends the Adverse Action, the Commission shall implement the Appeal Review Panel's decision in a manner consistent with the Panel's decision and (if applicable) instructions, and with the Commission's accreditation standards and these *Rules*.
- (d) If the Appeal Review Panel remands Adverse Action to the Commission for further consideration, it shall provide the Commission with a written statement identifying specific issues that the Commission must address in rendering its final decision. In undertaking its reconsideration of a decision remanded by the Appeal Review Panel, the Commission shall act in a manner consistent with the Panel's decision and instructions (including with respect to the addressing the specific issues identified by the Panel), and with the Commission's accreditation Standards and these *Rules*. A decision by the Commission upon a matter remanded to it by the Appeal Review Panel shall be final and not subject to further appeal. The Commission shall send an official notification to the appellant in accordance with [Section 8.17](#) (See page 119) of these *Rules*.
- (e) In implementing any decision by the Appeal Review Panel, the Commission may impose any monitoring, reporting or other limitations or obligations on the accreditation of an institution consistent with these *Rules* and the decision of the Appeal Review Panel.
- (f) In the event that the Commission determines that it is incapable of implementing the Appeal Review Panel's decision in a manner consistent with the Commission's accreditation Standards and these *Rules* because the Appeal Review Panel has exceeded the limitations to its authority under [Section 9.8\(a\)](#) (see page 128) of these *Rules* by waiving or otherwise modifying the NACCAS eligibility criteria, *Standards and Criteria*, *Rules of Practice and Procedures*, *Policies*, or other accreditation requirements, the Commission shall remand the decision to the Appeal Review Panel and the Appeal Panel shall render a decision consistent with such eligibility criteria, Standards and Criteria, *Rules of Practice and Procedures*, policies, and/or other accreditation requirement.

Section 9.9 Record of Appeal Hearing

The Appeal Review Panel shall record or stenographically transcribe any personal appearance appeal hearing before it. A transcript of the hearing shall be provided to the institution upon written request and payment of a reasonable charge for transcription costs.

Section 9.10 Expenses of Appeal

- (a) The expenses incurred in the development and presentation of its appeal shall be borne exclusively by the institution filing the appeal, including the appeals fee as indicated in [Appendix #2](#) (see page 141) to these *Rules*.
- (b) The expenses involved in the arrangements for the location of the meeting of the Appeal Review Panel shall be paid by NACCAS.

Sub-Part C – Appeal Review Panel

Section 9.11 Function of Appeal Review Panel

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The purpose of the Appeal Review Panel is to review the Appeal Document (if any) submitted by the appellant institution, conduct an appeal hearing (if requested by the appellant), and render a decision on the appeal, in accordance with [Section 9.6](#) (see page 127) through [Section 9.8](#) (see page 128) of these *Rules*.

Section 9.12 Composition of Appeal Review Panel

The Appeal Review Panel shall consist of seven (7) Panelists, of which:

- (a) Four (4) Panelists shall satisfy the qualifications set forth in NACCAS' [By-Laws](#) (see page 230) for a Commissioner representing schools in fields of training within NACCAS' scope; provided, however, that at all times at least three (3) of such Panelists shall satisfy the ownership requirements of [Article III, Section IV.A.4](#), see page 233;
- (b) One (1) Panelist shall satisfy the qualifications set forth in NACCAS' [By-Laws](#) (see page 230) for a Commissioner representing professional services operations in fields within NACCAS' scope;
- (c) One (1) Panelist shall satisfy the qualifications set forth in NACCAS' [By-Laws](#) (see page 230) for an academic Commissioner; and
- (d) One (1) Panelist shall satisfy the qualifications set forth in NACCAS' [By-Laws](#) (see page 230) for a Commissioner representing the public interest.

Section 9.13 Qualifications of Panelists

- (a) In addition to satisfying the qualifications for the category of Panelist to which he or she is appointed (as set forth in [Section 9.12](#), see above), each Panelist must (i) have signed an agreement to abide by the NACCAS [Code of Ethics](#), found on the NACCAS website under "Other Key Documents" (including, without limitation, an agreement to disavow from discussion or voting on any matter where a conflict of interest exists); and (ii) either have attended a NACCAS accreditation workshop within the previous three (3) years or have signed an agreement to attend a NACCAS accreditation workshop prior to the first meeting of the Appeal Review Panel on which he or she will serve.
- (b) No person may serve as a Panelist if he or she holds an ownership interest in, or serves as an administrator of, a NACCAS-accredited school whose accreditation status is "Accreditation on Probation." In the event that an accredited school with which a sitting Panelist is so affiliated is placed on Probation, that Panelist shall be immediately disqualified from further service on the Appeal Review Panel, and the vacancy created on the Panel shall be filled by the Executive Committee in accordance with [Section 9.14](#) of these Rules (see page 131). A Panelist who becomes disqualified from Panel service because of his or her affiliation with a NACCAS-accredited school that is on Probation is not permanently disqualified from service on the Panel, and may be re-appointed to the Panel in a future election cycle if he or she has become eligible for Panel service again.

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- (c) No sitting Commissioner may serve on an Appeal Review Panel, nor may any former Commissioner serve on an Appeal Review Panel until at least one (1) year after his or her term as Commissioner has ended.
- (d) No two people from the same business entity may be appointed to serve simultaneously on the Appeal Review Panel.
- (e) No Panelist may be appointed to more than two consecutive full terms on the Appeal Review Panel. For purposes of this section, a replacement Panelist who serves a partial term of less than one calendar year is not deemed to have served a full term. A Panelist who is disqualified from reappointment on account of serving two consecutive full terms shall remain disqualified for the three (3) years immediately following his or her last full term of service.

Section 9.14 Selection of Panelists

- (a) Each year, the Commission shall solicit, by public notice, applications from interested and qualified parties to replace Panelists whose terms of appointment will expire on December 31 of that year.
- (b) The Commission may, in its discretion, appoint a committee for the purpose of reviewing applications and making recommendations for appointment to the Commission.
- (c) Not later than December 31 of each year, the Commission shall review the applications received by NACCAS and make appointments to the Panel from the list of applicants whose applications show that they meet the qualifications for Panelists set forth in [Section 9.12](#) (see page 130) and [Section 9.13](#) (see page 130). Panelists shall be appointed by vote of the Commission. Appointments shall be publicly announced and the list of panelists shall be available on the NACCAS [website](#).

Section 9.15 Term of Panelists; Resignation and Removal; Vacancy

- (a) Each panelist shall be appointed for a three (3) year term. Except in the case of a Panelist appointed to fill an interim vacancy (whose term shall begin immediately upon appointment), each Panelist's term shall commence on January 1, immediately following his or her appointment. Each Panelist shall serve until his or her term expires, or until his or her resignation or removal, as provided in these *Rules*.
- (b) At each meeting of the Appeal Review Panel, each Panelist shall attest that he or she continues to satisfy the qualifications for the category of Panelist for which he or she was appointed. If the Panelist cannot do so, he or she shall resign immediately. Any Panelist who is absent from two (2) consecutive meetings of the Appeal Review Panel shall be deemed to have resigned his or her seat on the Panel.
- (c) The Executive Committee shall have the power to remove from office any panelist who, in the determination of the Executive Committee, (1) has ceased to satisfy the qualifications for the category of panelist for which he or she was appointed or (2) has

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violated his or her obligations under these *Rules* and/or the [Code of Ethics](#) (found on the NACCAS website under “Other Key Documents”).

- (d) In the event of any vacancy on the Appeal Review Panel, the Executive Committee shall appoint a replacement Panelist to serve the remainder of the term of the Panelist who is being replaced. The replacement Panelist must satisfy all of the qualifications for the same category of Panelist (e.g., school owner, academic, professional services or public interest representative) as the Panelist he or she is replacing.

Section 9.16 Objections to Appeal Review Panel

- (a) Each institution that has appealed an Adverse Action of the Commission pursuant to [Section 9.3](#) (see page 125) of these *Rules* shall be notified, in writing, whether its appeal will be heard (i) in the then-current calendar year or (ii) in the following calendar year. Institutions whose appeals will be heard in the then-current calendar year may, within ten (10) days from receipt of such written notification, submit to NACCAS, in writing, the name(s) of any Panelist(s) the institution believes is prevented by a conflict of interest from hearing the institution’s appeal. Institutions whose appeals will be heard in the following calendar year shall be notified in writing when the Panelists for the following year have been selected, and may object, in writing, to any such Panelists within ten (10) days of receipt of such notice.
- (b) An appellant objecting to a panelist must indicate in writing the specific violations of the NACCAS [Conflict of Interest Policy](#) (found on the NACCAS website under “Other Key Documents”) that require the challenged Panelist to recuse themselves from consideration of the institution’s appeal. In the event that the challenged Panelist does not voluntarily recuse themselves, the remaining Panelists, by majority vote, shall determine whether the institution has shown good cause for requiring such recusal, and the challenged Panelist shall abide by the decision of the Panel.

Section 9.17 Special Panelists

- (a) In the event that more than four (4) Panelists are required to recuse from any institution’s appeal, the Executive Committee shall appoint one (1) or more Special Panelists solely for purposes of hearing the affected institution’s appeal. The Special Panelist(s) must meet the qualifications for a panelist set forth in these *Rules*, other than the compositional requirements set forth in [Section 9.12](#) (see page 130).
- (b) The affected institution shall be notified in writing of any Special Panelists appointed to hear its appeal, and shall have five (5) days to object to any such Special Panelists, on the terms set out in [Section 9.16](#) (see above). The appointment and objection process described in this Section 9.17 shall continue until there shall be at least three (3) Panelists (including Special Panelists) not disqualified from hearing the institution’s appeal.
- (c) Where necessary to permit the appointment and objection period described in above to be completed in a timely manner, the Appeal Review Panel shall defer consideration of the objecting institution’s appeal to a special meeting called specifically for that purpose. Such special meeting shall be held not later than thirty (30) days following the final selection of

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Special Panelists and, unless the appellant has requested an appeal hearing at which a representative of the institution will make a personal appearance, such special meeting may (in the Panel's discretion) be a telephonic meeting.

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**Part 10 – Developing Standards, Rules, And Policies, Opportunity To Comment,
And Petitions For Waiver**

Section 10.0 Publication of Proposed Material Changes

- (a) The Commission shall publish in the NACCAS newsletter (or in any other mailing distributed to all accredited schools and the NACCAS mailing list) all proposed material changes in its Standards and Criteria, *Rules of Practice and Procedure*, policy statements, any other document which contains requirements or procedures with which a school must comply in order to secure and/or maintain accredited status. Interpretation of existing Standards and Criteria, *Rules of Practice and Procedure* and other documents need not comply with the requirements of Part 10. The Commission shall also publish, in advance of Commission action, the names of schools seeking initial accreditation, renewal of accreditation, or approval of Additional Locations.
- (b) The Commission shall submit to the Secretary of the United States Department of Education any proposed change in the policies, procedures, or accreditation standards of NACCAS that might alter its
 - (1) Scope of recognition; or
 - (2) Compliance with the criteria for recognition by the Secretary.

Section 10.1 Opportunity for Comment

The Commission encourages all interested parties to submit written comments concerning proposed changes in the Commission's Standards, requirements, and procedures or comments pertaining to schools seeking accredited status, published pursuant to [Section 10.0](#) (above) of these *Rules*. Unless a longer comment period is specified by the Commission, interested parties shall have fifteen (15) calendar days to submit such comments with respect to schools seeking accredited status, and forty-five (45) calendar days to submit comments relating to all other matters. The Commission shall not be required to consider comments received after the published comment deadline.

Section 10.2 Publication of Final Changes

After evaluating and taking into account the comments submitted pursuant to [Section 10.1](#) (above) of these *Rules*, as well as all other information available to it, the Commission shall prepare and publish in final form the change in the NACCAS requirements or procedures. Such publication shall specify the effective date of the change.

Section 10.3 Compliance with Notice and Comment Procedures

- (a) Except as provided in [Section 10.3\(b\)](#) below, no material change in any Commission requirement or procedure shall become effective and binding unless the notice and comment procedures set out in [Sections 10.0-10.2](#) (see above) have been followed by the Commission.
- (b) Whenever the Commission determines that emergency circumstances exist that necessitate that a material change in the Commission's requirements or procedures

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become final and effective immediately, it shall publish the change in final form without regard to the notice and comment procedures set out in [Sections 10.0-10.2](#) (see page 134).

Section 10.4 Personal Appearances

Any interested party may ask the Commission in writing for an opportunity to appear before the Commission at a regularly scheduled meeting for the purpose of providing comment on NACCAS policies, procedures, Standards and Criteria and other matters of importance to accredited schools in general. The request must specifically state the purpose for which the party seeks an appearance. The Commission in its sole discretion may grant such requests and may impose such limitations on the presentation as it deems appropriate. The Commission shall not grant a request to appear where the purpose of presentation is to discuss specific accreditation decisions, individual cosmetology or massage schools, or to lodge or pursue complaints. A denial of a request to appear is not appealable. Guidelines for making personal appearances as provided for in this Section 10.4 may be obtained from the national office of the Commission. Appearance costs shall be borne by the interested party.

Section 10.5 Petitions for Variance

The Commission shall accept for consideration at its regular meetings where accreditation actions are taken, petitions for variance of these *Rules of Practice and Procedure*, the Appendices to these Rules or NACCAS' Policies filed by a school. If a school wishes to petition the Commission for a variance from these *Rules of Practice and Procedure*, the Appendices or NACCAS' Policies it shall do so by filing with the Executive Director, in writing, a Petition for Variance. Such petition shall cite the specific section of these *Rules of Practice and Procedure*, the Appendices or NACCAS' Policies from which a variance is sought. It shall include an explanation of all factors and considerations to support the variance sought. A petition needs to be submitted at least forty-five (45) days prior to the Commission meeting where it is to be considered.

Decisions by the Commission on a Petition for Variance shall be made in the same procedural manner as other accrediting actions of the Commission.

The denial of a Petition for Variance is not appealable.

Section 10.6 Variance on the Commission's Own Accord

The Commission may, on its own accord, without a Petition for Variance having been filed, approve a variance of these *Rules of Practice and Procedure* in exceptional circumstances when such is warranted in the interest of equity.

Section 10.7 Variance in Case of Disaster

The Commission may grant variances of compliance with some standards and procedures to schools affected by floods, tornadoes, hurricanes, fires, wild fires, earthquakes or other disasters. Variances shall be in areas set out in NACCAS [Policy on Disasters](#) (see page 47).

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Section 10.8 Temporary Variance for Institutions Undergoing a Change of Location

In the event that an institution is undergoing a change of location, the Executive Director may approve a temporary waiver of the requirement under Section 1.2(c)(3), see page 59, of these Rules that the institution be continuously open and operating, if such waiver is necessary to permit the institution to effect the relocation. Such waiver shall not exceed five (5) business days.

Related Documents

The following document may be helpful to you in understanding the requirements of this Part of the NACCAS *Rules*. They are available on the NACCAS website at www.naccas.org in the *NACCAS Handbook*.

[Appendix #12](#) (see page 212)

Instructions for Submission of Petitions for a Variance of the NACCAS *Rules*

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Part 11 – Confidentiality And Information Sharing

Section 11.0 Confidentiality of Records

- (a) The Commission recognizes the confidential nature of certain information that a school submits during the processes of becoming accredited, renewing accreditation, or maintaining its accreditation. To this end, NACCAS Commissioners, staff, and on-site evaluators shall protect the confidentiality of information provided by schools during the accrediting process from disclosure, unless excepted under this Part.
- (b) With respect to complaints filed with NACCAS pursuant to [Part 6](#) (see page 97), NACCAS shall have no duty to disclose the identity of the complainant, except as provided in [Sections 6.2](#) (see page 98) and [11.3](#) (see below) of these *Rules*.

Section 11.1 Directory of Accredited Schools

No less than once per year, the Commission shall publish on its Website or through other means a *NACCAS Directory of Accredited Schools*, which shall list, by state and in alphabetical order, the name, address and telephone number of the school, the Owner, or a school designated official, the year the school was initially accredited, the accredited programs offered by the school and the date of the next scheduled accreditation review (as of the date of publication).

Section 11.2 Exception for Certain Information Concerning a School's Status

The Commission shall make available to the public, and may publish in any official NACCAS publication, the following information concerning the status of an institution with the Commission:

- (a) The name and address of the institution;
- (b) The form of business (corporate, partnership, sole proprietorship, etc.), and whether it is part of a multi-school system;
- (c) The accredited (or non-accredited) status of the school, including the date of initial accreditation, renewal of accreditation or previous accreditation, date of voluntary or involuntary withdrawal of accreditation, the date of the most recent final action by the Commission concerning a school, the time frame for processing an application and whether a site visit has been conducted.

Section 11.3 Sharing Information With Other Accrediting Agencies and Government Bodies

NACCAS shall notify the appropriate accrediting agencies of a decision by the Commission to grant initial accreditation or renewal of accreditation, to place an institution on probation, and a decision to deny or withdraw accreditation, as well as a decision by an institution to voluntarily relinquish its accreditation, within 30 days of the decision.

NACCAS shall grant all reasonable special requests for accreditation information made by other accreditation agencies and governmental entities, including the United States Department of Education. Requests for information from such entities shall be in writing, submitted to the Executive Director, and

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shall state the name and address of the institution for which the information is sought, the nature of the information requested, as well as the purpose for which the information is to be used. A decision to deny such a request is not subject to appeal. In the event that the United States Department of Education requests that a request for information be treated as confidential, NACCAS shall honor that request. In all other cases, NACCAS shall review the circumstances surrounding the contact by the United States Department of Education, including the need for the confidentiality of that contact, before determining whether the institution will be notified when such requests for information have been granted. NACCAS shall also comply with requests from the United States Department of Education for special reports such as an annual data summary.

Institution seeking accreditation from NACCAS shall agree to provide a release for purposes of eliciting information from state boards and government entities, as well as an acknowledgement of the fact that accrediting information may, at the discretion of NACCAS or as required by applicable statutes or regulations, be shared with other accrediting agencies and governmental entities.

Section 11.4 Notification to Government Entities

NACCAS shall inform the U.S. Department of Education and the appropriate State oversight agency, at the same time that it notifies the institution, of any final denial or withdrawal actions, and of any action to place an institution's accreditation on probation, taken pursuant to [Parts 4](#) (see page 79) and [8](#) (see page 109) of the *Rules*. A final decision is one reached after an institution has exhausted the appeals process provided under [Part 9](#) (see page 123) of these *Rules*, or which is entered after an institution has failed to avail itself or its appeal rights with the prescribed time frame. No later than 60 days after a final decision to deny or withdraw accreditation, NACCAS shall make available to the U.S. Department of Education and the appropriate State oversight entity a brief statement summarizing the reasons for the Commission's decision and the comments, if any, that the affected institution submits with regard to that decision.

NACCAS shall notify the United States Department of Education and the appropriate State oversight agency, within 30 days, of any decision to grant initial accreditation, renewal of accreditation, or approve a change under [Parts 4](#) (see page 79) and [8](#) (see page 109) of the *Rules*. Also, NACCAS shall notify these government entities, within 30 days, of an institution's decision to voluntarily relinquish its accreditation and the effective date of that relinquishment.

NACCAS' Executive Director shall inform the United States Department of Education of the name of any institution or program accredited by NACCAS which NACCAS has reason to believe is failing to meet its Title IV, HEA program responsibilities or is engaged in fraud or abuse and the reason for the Commission's concern.

Section 11.5 Exception in Event of Appropriate Legal Request

As a general rule, the Commission has no authority or duty to refuse to disclose information about a school when requested to do so pursuant to appropriate legal process. If the request is made by a party with the ability to obtain school records through a legal process, it shall be within the discretion of the Commission whether to require that the formalities of the legal process be observed or to provide such information to the requester as if the legal process had been followed. In either event, the Commission will make a reasonable effort to ensure that the documents provided are used only for the legal purpose for which they were sought. The Commission shall be under no obligation to inform a school that such a request has been made and complied with. Such notice may be furnished to the school if the Commission so decides and if such

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notice is in accordance with law; provided, however, that NACCAS shall honor all requests by the United States Department of Education to maintain the confidentiality of contact with the Department.

Section 11.6 Public Availability of Summary Information

NACCAS shall notify the public of a decision by the Commission to grant initial accreditation, renewal of accreditation, to place an institution on probation, and a decision to deny or withdraw accreditation, as well as a decision by an institution to voluntarily relinquish its accreditation, within 30 days of the decision. The Commission shall provide written notice to the public within 24 hours after a decision to place an institution on probation or to withdraw its accreditation (all appeal rights exhausted), by posting the notice on the NACCAS [website](#) or other means.

NACCAS shall make available to the public, upon written request, a summary of a final accrediting decision to deny or terminate accreditation, together with any comments submitted by the institution no later than 60 days after the decision becomes final.

Section 11.7 Authorized Disclosure of Information

If a school wishes specific accreditation information that is otherwise to be treated as confidential under this part released to third parties, the chief executive officer of such school or a school-designated official shall provide a written release to the Commission stating the precise information sought to be released and the party or parties to whom the information is to be released.

Section 11.8 Exception for Disclosure Necessary to Correct Misrepresentation

If a school releases information to any third party that misrepresents any action by the Commission, the Commission shall, at its discretion, disclose information about the school in any manner it deems necessary to correct such misrepresentation.

Section 11.9 Document Retention Policy

Accreditation documentation shall be maintained and disposed of in accordance with NACCAS' Document Retention Policy.

Related Documents

The following documents may be helpful to you in understanding the requirements of this Part of the NACCAS Rule: **34 CFR Part 602** and **Family Educational Right and Privacy Act**.

Appendices to the *Rules of Practice and Procedure*
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APPENDICES

Appendix #1 – Statement of Scope

The following change to the NACCAS *Rules of Practice and Procedure* was adopted, after comment, at the June 1988 meeting;

Section 1.0(d) is amended to read as follows:

“(d) For purposes of these *Rules*, the term "cosmetology arts and sciences," in addition to encompassing the teaching of the art and science that concerns the external treatments on the body for the health, condition and appearance of the hair, skin, and nails shall also encompass massage and cognate areas that serve to supplement the practical, scientific and business skills of the cosmetology, massage and related spa professions. For a representative list of curricula and programs covered, refer to Appendix #1."

The following non-exhaustive list illustrates curricula and programs covered under NACCAS' scope of accreditation:

- | | |
|---|---|
| 1. Advanced Cosmetology | 12. Manicuring |
| 2. Barbering | 13. Massage Therapy |
| 3. Beauty School Management | 14. Permanent Waving |
| 4. Cosmetology (Basic) | 15. Platform Artistry |
| 5. Esthetics and Skin Care | 16. Refresher Course |
| 6. Ethnic Hair Studies | 17. Salon Coordination |
| 7. Hair Coloring | 18. Salon Management and Administration |
| 8. Hair Cutting | 19. Sculptured Nails |
| 9. Hair Waving | 20. Shampoo Specialist |
| 10. Hair Removal | 21. Teacher Training |
| (Temporary and Permanent) | 22. Wig Specialist |
| 11. Makeup Specialist, including stage and theatrical | |

The following is a non-exhaustive list of cognate curricula and programs covered under NACCAS' expanded scope of accreditation, including programs unrelated to cosmetology or massage. Note that, while NACCAS can accredit these programs within the institution's accreditation, they may not be eligible for purposes of federal student aid, until such time as NACCAS applies for and secures an expanded scope from the U.S. Department of Education.¹⁰

Cognate Areas (Expanded Scope) (non-exhaustive)

- | | |
|--------------------------------|---|
| 1. Dental Assistant | 7. Related Computer Training |
| 2. Interpersonal Communication | 8. Repair and Maintenance of Industry Equipment |
| 3. Marketing/Advertising | 9. Retailing and Merchandising, including Fashion |
| 4. Medical Assistant | 10. Salon Accounting |
| 5. Modeling | 11. Spa/Health Club Management |
| 6. Nursing Assistant | 12. Tanning |

¹⁰ See [Appendix #6](#) (see page 173) and related footnotes.

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Appendix #2 – Schedule of Fees

The National Accrediting Commission of Career Arts and Sciences is a 501(c) (3) non-profit corporation. The program of accreditation is sustained solely by payment of fees by applicant, candidate, and accredited schools. All applications submitted to the NACCAS office must include all required fees. The application will not be processed until the money is received.

Note: Consult NACCAS' [website](http://www.naccas.org), www.naccas.org, for the current schedule of fees for all applications and processes.

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Appendix #3 – NACCAS Workshop Requirements

In order for a school to receive credit towards meeting the requirements of NACCAS' Workshop Policy, a representative of the school must attend an accreditation workshop.

Non-Accredited Institutions

The Owner and (if different from the Owner) the proposed Accreditation Liaison of an institution applying for candidate status must attend a NACCAS Accreditation Workshop and Candidate Class within the six (6) month period prior to submitting an Application for Candidate Status.

The Owner and (if different from the Owner) the proposed Accreditation Liaison of an institution granted candidate status must attend a NACCAS Accreditation Workshop prior to submitting its Application for Initial Accreditation, but not later than the twelve (12) months after the grant of candidate status. If the institution has not submitted an Application for Initial Accreditation as of the 12-month anniversary of its having been granted candidate status, the institution's Owner and (if different from the Owner) the proposed Accreditation Liaison must attend a second-post application NACCAS Accreditation Workshop not later than the 24-month anniversary of its grant of candidate status.

The Owner or Accreditation Liaison who attended the workshop must be present during the on-site evaluation. This policy does not apply to a school Owner who currently owns an accredited school. An Owner who currently owns a NACCAS-accredited school, and has met the workshop attendance requirements set out below, may apply for initial accreditation without attending an additional NACCAS Accreditation Workshop.

Accredited Institutions

Workshop attendance for an accredited institution is based on the school's accreditation anniversary date. The Owner or (if different from the Owner) Accreditation Liaison of an accredited institution (see page 77, [Section 3.7](#), of the Rules) must attend a NACCAS Accreditation Workshop at least nine (9) months prior to, but no longer than twenty four (24) months prior to, the next anniversary date.

After being granted initial accreditation, the Owner and (if different from the Owner) the Accreditation Liaison of the newly-accredited institution must attend a NACCAS Workshop at least once during each of the institution's first three (3) years of accreditation (commencing on the date of initial accreditation). This obligation applies even if the institution's initial accreditation period is less than three (3) years.

An institution (re)accredited subsequent to a Commission deferral, show cause or denial action also may be required to attend a NACCAS accreditation workshop within nine (9) months of the Commission action. (This does not apply if the deferral, show cause or denial action was rendered mainly for financial reasons or failure to pay fees). The institution is also required to follow its regular workshop requirement schedule.

Any institution that does not satisfy this workshop attendance requirement within the timeframe described above shall be assessed a penalty fee of \$300 (which may be waived by the Executive Director in appropriate circumstances).

Multiple Schools

In the case of multiple institutions under common ownership where the schools have different anniversary dates, the owner may request, in writing, to be assigned the same mandatory attendance year. The individual responsible for the accreditation process for those schools must be available or present during all on-site evaluations in accordance with [Section 3.7](#) (see page 77) of the *Rules*. It is possible for a single individual to represent more than one institution in this capacity.

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New Owner

Any owner who attains a controlling interest in a NACCAS-accredited institution must attend a workshop between three (3) months before and four (4) months after acquisition. However, if the new owner already owns another NACCAS-accredited school or has been the Accreditation Liaison for the school purchased, he or she will meet the new owner workshop requirement by complying with the other provisions of this policy.

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Appendix #4 – Policy and Procedures Governing Measurement of Academic Programs

1. Academic Measurement

Institutions accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) may express their academic measurement in terms of:

- a. Clock Hours
- b. Competencies
- c. Credit Hours

2. Notification

The institution must notify NACCAS of its academic measurement at the following points:

- a. Application for Initial Accreditation (main campus or additional location)
- b. Before a change from one form of measurement to another or before adding a form of measurement
- c. Annual Report

3. Definitions

Clock Hours: Clock hour is defined as a minimum of 50 minutes of instruction during a 60 minute period.

Competencies: Competencies are skills and knowledge a person needs to acquire in order to obtain a license or certification to work in the field of cosmetology arts and sciences, massage, related or unrelated areas.

Competency-based program: A self-paced program measured by the student's acquisition of knowledge and skills (competencies) rather than seat time.

Non-standard term semester credit hour: At least 37.5 hours of instruction (theory, practical and laboratory).

Non-standard term/semester program: A student-centered program with many start dates throughout the year (e.g., the second Monday of every month) which may be shorter than one academic year in length, equal to one or more academic years, or longer than one or more academic years with the remainder more or less than one half of an academic year in length.

Quarter: An academic period of 10 to 12 weeks.

Non-standard term quarter credit hour or quarter hour: At least 25 clock hours of instruction (theory, practical or laboratory) = 1 quarter credit hour.

Non-standard term quarter credit hour or quarter hour Quarter Credit Hour or Quarter Hour: At least 25 clock hours of instruction (theory, practical or laboratory) is equal to 1 quarter credit hour.

Semester: An academic period of approximately 15 weeks.

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4. Validity of Academic Measurement

A school must decide which of its academic programs will be offered on a clock hour basis, competency basis, non-standard term basis, semester basis, or quarter basis. While for many years institutions of cosmetology arts and sciences have generally measured their academic programs in terms of clock hours, as provided in state laws, more and more institutions are also measuring on the basis of competencies or credit hours. No matter which academic measurement a school uses, it must establish the educational validity of the program.

- a. A program measured in competencies must link acquisition or demonstration of knowledge and competencies to a curriculum developed around minimum state licensure or certification requirements, state minimum requirements augmented by recommendations from its Advisory Committee, or skills necessary for entry-level employment according to skills standards developed by a national body with recognized expertise in this area that go beyond minimum state requirements.
- b. Competencies must be linked to the curriculum through grades, a point system, or similar assessment measure. Methods for assessing competency may include:
 - i. Initial assessment of the student's knowledge and skills at time of enrollment, with advanced placement, if eligible;
 - ii. Written or oral examinations;
 - iii. Observation and assessment of practical skills;
 - iv. Observation and assessment of work performed in an externship, if applicable;
 - vi. Assessment of student portfolios;
 - vii. Assessment of special projects; and
- c. A program measured in credit hours must satisfy at a minimum, the following requirements:
 - i. Academic Program measured on non-standard term basis:
1 credit hour = At least 37.5 clock hours of theory (academic learning), practice/demonstration, and/or laboratory experience.
 - ii. Academic Program measured on semester (approximately 15 weeks) basis (minimum):
1 credit hour = At least 37.5 clock hours of theory (cognitive/lecture), practice/demonstration, and/or laboratory experience.
 - iii. Academic Program measured on quarter (10 – 12 weeks) basis (minimum):
1 credit hour = At least 25 clock hours of theory (cognitive/lecture), practice/demonstration, and/or laboratory experience.
 - iv. If a state mandates a specific conversion rate, that conversion rate should be used.

5. Conversion to or Addition of Credit Hour or Competency-Based Programs

- a. An institution that measures its academic programs on a clock hour basis may convert to a credit hour or competency-based academic measurement, by complying with the procedure set out in [Section 4.8](#) (see page 84) of the NACCAS *Rules of Practice and Procedure*, the procedures set out in [Section 5b](#) (see page 146) of this policy, and the following conversion formula:

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- i. In establishing the appropriate conversion, a school must decide whether to organize its academic programs and the courses offered at the school in competencies, non-standard terms, semesters or quarters and how many weeks there will be in each semester or quarter. It must then divide the clock hours of the program by 37.5 (non-standard term semester) or 25 (non-standard term quarter) to determine the number of credit hours. Credits must be expressed in whole numbers and rounded down, as needed. A school must then develop curricula, lesson plans, and course schedules in conformance with the new measure of academic programs and NACCAS *Standards and Criteria*.
- ii. If a state mandates a specific conversion rate, that conversion rate should be used.
- b. Procedure to obtain approval for changes and conversions are outlined in the required application found on the NACCAS [website](#).
- c. Sample Conversions¹¹

Non-Standard Term Sample: 1450-hour basic cosmetology program

- $1450 \div 37.5 = 38.66$, which rounded down = 38 credits

Non-Standard Term Quarter Credits Sample: 1450-hour basic cosmetology program

- $1450 \text{ hours} \div 25 = 58 \text{ quarter credits}$

6. Review

A change or conversion from clock hours to credit hours must be approved by the Commission according to [Section 4.8](#) (see page 84) of the *Rules of Practice and Procedure*.

¹³Schools should take state and federal requirements into consideration when making conversions.

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Appendix #5A – Institutional Self-Study: Candidate Status

The requirements in [Appendix #5B](#) (see page 148) must be used by an institution when preparing its preliminary institutional self-study (ISS), which is required to be completed before an institution in candidate status may receive a consultation visit.

REQUIREMENTS FOR COMPLETING THE ISS

An institution that has been granted candidate status shall complete a preliminary ISS before it may receive the consultation visit that is accorded to candidates for accreditation. One copy of the preliminary ISS must be submitted to NACCAS as an attachment to the institution's candidate consultation request. The institution must retain one copy and the original preliminary ISS on-site. The consultation team will review one copy with the institution during the consultation visit. The institution should retain the original preliminary ISS at the institution for its permanent record and future reference.

The preliminary ISS must:

- Be typed clear and concise language;
- Include narrative responses and exhibits that are tabbed to designate each standard , with tabs placed behind each response; and
- Contain a list of individuals who participated in the completion of the preliminary ISS.

Upon completion of the preliminary ISS, the institution is ready to request a candidate consultation visit by submitting the Candidate Consultation Request Form to NACCAS, accompanied by the following:

- The name of the institution owner or employee designated to be the liaison throughout the candidate and accreditation application processes.
- Evidence that the designated liaison has attended an accreditation workshop within the past twelve (12) months.
- A copy of the current catalog and enrollment agreement/contract
- A copy of the preliminary ISS.

Upon receipt of the request for a candidate consultation visit and all required attachments, NACCAS shall schedule the consultation visit. During the visit, the NACCAS team will discuss the following with the liaison and any other designated institution personnel:

- All elements of the operation of the institution covered by the preliminary ISS with suggestions for improving compliance; and
- The other documents submitted for review with suggestions for improving compliance.

Upon completion of the on-site consultation, the NACCAS team will discuss the elements of the written visit report that will be provided to the institution within 15 business days of the NACCAS staff's return to the office.

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**Appendix #5B – Institutional Self-Study: Requirements For Completing The
Institutional Self-Study (ISS): Accredited Status**

The self evaluation of an institution is the most important part of the accreditation process and must be considered a major effort on the part of the institution. The institution must plan and devote appropriate time and resources for each member of its staff to participate in the preparation of the self-study. It is an endeavor that should not be taken lightly or completed in haste.

The self-study process and completion of the ISS provides the institution with guidance in conducting a comprehensive analysis of all aspects of its operation as they relate to the Standards. Completing the ISS is designed to elicit a thorough analysis of the institution's compliance with the stated criteria. It allows the institution to examine its educational programs, student support services, and curriculum. If completed properly, the ISS should serve as a tool for both short- and long-term planning and goal setting.

The institution must submit one copy of the ISS to the NACCAS office and retain at least four copies at the institution. Three copies will be mailed by the institution to the evaluators conducting the renewal or initial visit. The institution should retain the original ISS at the institution for its permanent record and future reference.

The self-study process should involve participation by all members of the institution's faculty, administrative staff, and members of the institution's advisory board, as well as graduates, employers of graduates, and other interested parties from the community. Participation of the aforementioned constituencies is a requirement of both the U.S. Department of Education and NACCAS.

The ISS must:

- Be typed in clear and concise language,
- Include responses and exhibits that are tabbed to designate each standard, and
- Contain a list of individuals who participated in the completion of the ISS.

The institution **must not** encase each page or group of pages in plastic sleeves. Incomplete or poorly organized institutional self-studies may be returned to the institution and action taken against the institution pursuant to [Part 7](#) (see page 105) and [Section 8.14](#) (see page 117) of NACCAS' *Rules of Practice and Procedure*.

SUGGESTIONS FOR PREPARING THE SELF-STUDY

In preparing to conduct a self-evaluation, it is essential that the institution's staff meet to discuss the approach that will best suit their institution. The Commission does not require that an institution follow an exact organizational plan in compiling the information for the ISS; however, the Commission has provided some suggestions that may be of assistance to the institution in conducting its self-study:

1. Designate one individual on the institution's staff who will be responsible for coordinating the self-study process.
2. Establish a written time schedule for the self-study to be completed and enforce the deadlines.
3. Consider establishing separate working groups to prepare specific sections of the self-study, who, in turn, will present their findings to the full committee.

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Appendix #5C – Institutional Self-Study Format

Review each standard statement and the corresponding criteria. Determine whether the institution is in compliance, out of compliance, or if the criterion does not apply to the institution and check, circle, or underscore the appropriate response. Whenever blank forms are requested as exhibits, expect to provide completed forms for the on-site evaluation.

The institution shall provide exhibits, as requested, with each standard. Exhibits should be placed behind the standard, labeled to correlate with the applicable criterion, and entered into the ISS. For example, when providing a copy of the evaluation used for instructors, label the exhibit as Exhibit II. 10.

Inclusion of exhibits can be achieved in a variety of ways:

1. Documents may be copied, labeled and placed behind a tab after the applicable standard if submitting a hard copy of the ISS.
2. Documents may be “cut and pasted,” labeled, and placed after the standard if submitting via a CD ROM.
3. Documents may be labeled, saved into a pdf format and placed after the standard if submitting via CD ROM.

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I. EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION

The institution has a published mission statement identifying the institution as providing career preparation. The institution assesses its performance as related to its stated objectives, summarizes the results of the assessment, and uses the assessment to maintain or improve institution performance.

Yes No N/A D 1. A mission statement has been adopted by the institution and clearly identifies the institution as one preparing graduates for employment.

State the institution's mission statement below or provide as an Exhibit at the end of this Standard.

Yes No N/A D 2. The mission statement is published in the institution's catalog.

List below the page number in the institution's catalog where the mission statement can be found.

Yes No N/A D 3. The data contained in the institution's most recent NACCAS Annual Report are accurate.

Explain below the procedures used by the institution to determine the data contained in the most recent NACCAS Annual Report are accurate. Insert a copy of each individual cohort grid as an Exhibit at the end of this Standard.

Yes No N/A D 4. The institution maintains documentation that can be verified and supports the rates of graduation, licensure/certification, and employment for the most recent Annual Report year.

Describe below the documentation that will be available for review by the on-site evaluation team. Provide as an Exhibit at the end of this Standard of three (3) real examples of back up documentation, for students listed on the cohort grid, for all three (3) outcomes rates. (Note: There should be nine (9) examples for this criterion.)

D 5. The institution is responsible for the achievement of expected and Acceptable outcomes, regardless of mode of educational delivery (check either yes, no, or N/A for each outcome rate below):

Yes No N/A a. Graduation rate – 50%

Yes No N/A b. Pass rate on certification or state licensing examinations, if required - 70%

Yes No N/A c. Placement rate of graduates - 60%

Enter the applicable outcome rate below for the institution's most recent annual report year.

Graduation: _____

Licensure: _____

Placement: _____

Indicate below if the institution is currently in low outcomes monitoring for any of the outcomes rates?

Graduation: Yes No

Licensure: Yes No

Placement: Yes No

If yes is indicated above, provide an explanation below of how the institution has complied with related commission directives for each low outcomes cohort group, as applicable.

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Yes	No	N/A	D 6.	The institution has an external advisory committee comprised of an employer or employers representing the field(s) of study offered by the institution. A committee member may represent multiple fields.
-----	----	-----	------	---

Provide the following information for each member of the advisory committee:

1. Committee member's full name
2. Name of the committee member's business
3. Address of the committee member's business
4. Specific field of employment committee member is representing

D 7. Advisory committee members shall provide annual feedback in those areas relevant to their experience and/or background. The feedback from the committee must include, but does not have to be limited to, information about the institution's:

Yes	No	N/A	a. Curriculum;
Yes	No	N/A	b. Facilities and equipment; and
Yes	No	N/A	c. Graduation, licensure or certification, and placement rates.

Provide below either a copy of the minutes or copies of completed surveys for your most recent Advisory Committee meeting. You may also place the minutes or the completed survey documents as an Exhibit at the end of this Standard.

Yes	No	N/A	D 8.	The institution must solicit feedback from current students based on its mission and educational objectives at least annually.
-----	----	-----	------	--

Explain below the institution's procedure for soliciting feedback from current students based on its mission and educational objectives. Provide examples of completed survey forms or other documentation used to collect feedback as an Exhibit at the end of this Standard.

Yes	No	N/A	D 9.	The institution must solicit feedback from graduates based on its mission and educational objectives at least annually.
-----	----	-----	------	---

Explain below the institution's procedure for soliciting feedback from graduates based on its mission and educational objectives at least annually. Provide examples of completed survey forms or other documentation used to collect feedback as an Exhibit at the end of this Standard.

Yes	No	N/A	D 10.	The institution must maintain a summary of the feedback received from the advisory committee members, students and graduates.
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Provide a copy of the summary of the feedback received from advisory committee members, students, and graduates below or as an Exhibit at the end of this Standard.

Yes	No	N/A	D 11.	Based on the feedback received, the institution implements improvements and changes, as applicable, to maintain compliance with NACCAS Standards and Policies.
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Describe below any changes or improvements the institution has undertaken or implemented as a result of feedback.

STANDARD I: EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION EXHIBITS SECTION

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II. INSTRUCTIONAL STAFF

The institution employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational courses and/or program(s) regardless of mode of delivery.

Yes	No	N/A	D 1.	Instructors (including substitutes) hold teaching credentials demonstrating compliance with applicable state requirements.
-----	----	-----	------	--

Insert copies of licenses for all regularly employed, current instructors as an Exhibit at the end of this Standard. In states where a teaching credential is not required, submit a copy of the applicable practitioner license(s) and a copy of the state regulation addressing qualifications for instructors as an Exhibit at the end of this Standard.

Yes	No	N/A	O/A 2.	The student/teacher ratio meets the state requirements, if applicable, and in the absence of state requirements, the student/teacher ratio must not exceed 30 students in attendance per instructor.
-----	----	-----	--------	--

Indicate below the student/teacher ratio required by the state (if applicable):
Indicate below the student/teacher ratio utilized by the institution:

Yes	No	N/A	A 3.	Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures.
-----	----	-----	------	---

Provide a list of the name of all substitute instructors and provide their license numbers below. Explain how the institution ensures that substitutes are familiar with the institution's curriculum, policies, and procedures.

Yes	No	N/A	A 4.	Qualified substitute instructors are used when needed.
-----	----	-----	------	--

Insert below your policy and procedure for using substitute instructors or submit as an Exhibit at the end of this Standard.

Yes	No	N/A	D 5.	Instructors, with the exception of substitutes, attend meetings according to the institution's policy which shall require a meeting at least once <u>annually</u> .
-----	----	-----	------	---

Yes	No	N/A	A 6.	Instructor meeting topics are relevant to the institution's stated mission and educational objectives.
-----	----	-----	------	--

Insert your policy and procedure regarding staff meetings below or submit it as an Exhibit at the end of this Standard. Provide a copy of instructor meeting minutes as an Exhibit at the end of this Standard for meetings conducted throughout the last 12 months based on the institution's policy.

Yes	No	N/A	A/D 7.	Within each year of employment, each regularly employed instructor (but not substitute instructors) meets the applicable state requirements for continuing education or obtains 12 hours of continuing education, whichever is greater. This requirement shall not apply during the employee's first year of employment. A year of employment shall be measured on a calendar basis or rolling 12-month basis, as defined by the institutions' policy.
-----	----	-----	--------	--

Insert a copy of the institution's written plan for continuing education here or as an Exhibit at the end of this Standard.

Yes	No	N/A	D 8.	Continuing education, completed in person or online, includes a minimum of 4 hours in <u>teaching methodology</u> .
-----	----	-----	------	---

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Insert copies of continuing education certificates or other acceptable documentation demonstrating that each instructor employed for more than one year has completed 12 hours of continuing education including a minimum of 4 hours in [teaching methodology](#) as an Exhibit at the end of this Standard.

Yes	No	N/A	A/D	9.	Each instructor, with the exception of substitutes, shall receive and sign a written performance evaluation at least once <u>annually</u> .
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Yes	No	N/A	D	10.	The evaluation includes, at a minimum, teaching preparation and effectiveness.
-----	----	-----	---	-----	--

Explain below the institution's procedures for ensuring that each instructor receives and signs a performance evaluation at least every 12 months. Clarify whether the institution performs the evaluations based on the instructor's date of hire or at the same time each year. List the names of all regularly employed instructors below and state their date of hire. Provide a copy of completed performance evaluations for each instructor as an Exhibit at the end of this Standard.

INSTRUCTOR NAME	DATE OF HIRE
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STANDARD II: INSTRUCTIONAL STAFF
EXHIBITS SECTION

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III. ADMINISTRATIVE SERVICES

The institution has in place administrative policies and services appropriate to the educational courses and/or program(s). Such policies and services meet applicable federal, state, local, and NACCAS policies.

Yes No N/A D 1. The institution is legally authorized to provide training.

Insert a copy of the institution's license as an Exhibit at the end of this Standard.

Yes No N/A O 2. Appropriate licenses and certificates issued by state and/or other regulatory authorities are publicly displayed in accordance with state regulations.

Describe below where the licenses are displayed. Provide a copy of the state regulations regarding this requirement as an Exhibit at the end of this Standard.

Yes No N/A A/O/D 3. The institution complies with applicable federal (including Title IV Federal Financial Aid), state, and local statutes and regulations governing the operations of the institution including the NACCAS [*Rules of Practice and Procedure*](#) (see page 57).

Describe below how the institution ensures that it remains in compliance with all the local, state, and federal regulations that impact the institution. If the institution participates in federal loan programs, such description should include the institution's compliance with the U.S. Department of Education's regulations concerning participation in Title IV funding programs, including with respect to the institution's cohort default rates.

Yes No N/A D 4. The institution has adopted written operating policies and procedures.

Yes No N/A A 5. The institution's written operating policies and procedures are implemented and maintained effectively.

Describe below how the institution adopts, implements, and maintains its written policies and procedures.

Yes No N/A D/O/A 6. The institution has controls in place to ensure operations, programs, and staff meets the requirement for administrative capacity and capability.

Describe below how the institution ensures that it has qualified staff, sufficient space, comprehensive curriculum and resources, and adequate policies/procedures in place to meet this requirement.

Yes No N/A D 7. The institution has a current, signed participation agreement(s) (Title IV, Veteran's Administration, Work Force Development, etc.) and Eligibility Certification Approval Report (ECAR) listing approved courses and/or programs, if applicable.

List below the financial aid programs in which the institution participates. Provide a copy of the institution's current ECAR and all participation agreements in which the institution is currently engaged as an Exhibit at the end of this Standard.

Yes No N/A D 8. Advertising conforms to the NACCAS [*Policy on Advertising*](#) (see page 22).

Provide a list below of types of advertising media (e.g.: billboard, radio, television, newspaper, website, etc.) used for the most recent 12-month period. Submit copies of at least one (1) example of each type of advertising as an Exhibit at the end of this Standard.

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Yes	No	N/A	D 9.	The institution maintains copies of any training agreements with government agencies, school districts and/or other entities, if applicable.
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List below the names of any other entities with which the institution has entered into training agreements. Provide an executed copy as an Exhibit at the end of this Standard of any training agreements in which the institution is engaged.

Yes	No	N/A	D 10.	The institution guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records.
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Yes	No	N/A	D/O 11.	The institution must have a policy regarding the release of student information which is in compliance with local, state, and federal law (FERPA).
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List below the page number in the catalog where these policies can be found. Provide the institution's policy and an executed copy of a release from used by the institution as an Exhibit at the end of this Standard.

Yes	No	N/A	D 12.	The institution provides access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.
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Describe below how the institution complies with its privacy policies while ensuring access to student and institution records to NACCAS.

Yes	No	N/A	O 13.	All institutional records related to accreditation (NACCAS Standards and Policies) must be maintained from the effective date of the most recent grant or removal of accreditation and in accordance with state and federal law. Newly accredited institutions that do not have a six (6) year history must maintain records from the Candidate Consultation visit forward. Student records must be maintained in accordance with state and federal law.
-----	----	-----	-------	--

Describe below how the institution maintains accreditation records for the period required in order to meet this requirement.

Yes	No	N/A	A 14.	All institution records are maintained and safeguarded against loss, theft, identify theft, or damage.
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Describe below the institution's procedures that ensure all institution records are maintained and safeguarded against loss, theft, identity theft, or damage.

Yes	No	N/A	O 15.	The institution utilizes technologies and practices that are effective in verifying the identity of a distance learning student who participates in class or coursework (such as secure login and pass code or proctored examinations) while protecting student privacy.
-----	----	-----	-------	--

Describe below how the institution verifies the identity of the distance learner and insert any exhibits or forms used for documenting compliance.

Yes	No	N/A	A/D 16.	Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be available in the language in which the course will be taught.
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Describe below the policies, procedures and documents (e.g. catalog, enrollment agreement, curriculum, advertising, course outline, pre-enrollment information, etc.) used by the institution that ensures compliance with this requirement. List each program of study and the languages in which each program is taught.

STANDARD III: ADMINISTRATIVE SERVICES
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
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IV. ADMISSIONS POLICIES AND PROCEDURES

The institution has published student admissions policies that are appropriate for the educational courses and/or program(s), and the institution follows these policies.

- | | | | | |
|-----|----|-----|------|--|
| Yes | No | N/A | D 1. | The institution's admission policies require that each student meet one of the following: |
| | | | a. | Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients), etc.; or |
| | | | b. | Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or |
| | | | c. | Have the ability to benefit from the training, according to the NACCAS <i>Ability-To-Benefit Policy</i> (see page 28). |
| | | | d. | Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma. |
| | | | e. | If attending under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations. |

State below the page number in the catalog where the institution's admission policy can be found. Describe below how the institution verifies the validity and equivalence of a high school diploma for foreign students, if applicable. Provide a copy of the institution's admission policy as an Exhibit at the end of this Standard.

- | | | | | |
|-----|----|-----|------|---|
| Yes | No | N/A | D 2. | A limited number of secondary students who are not enrolled under a training agreement as described in item d above (no more than 10% of the number of students currently enrolled) may be admitted if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation as established by the institution. |
|-----|----|-----|------|---|

Provide a copy of the institution's policy and procedure for admitting secondary students and submit a roster of secondary students admitted in the last 12 months as an Exhibit at the end of this Standard, if applicable.

- | | | | | |
|-----|----|-----|------|---|
| Yes | No | N/A | D 3. | The institution's written catalog complies with the NACCAS <i>Catalog Requirements</i> (see page 32). |
|-----|----|-----|------|---|

Submit a copy of the institution's cross-referenced student catalog as an Exhibit at the end of this Standard.

- | | | | | |
|-----|----|-----|------|--|
| Yes | No | N/A | D 4. | Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog. |
|-----|----|-----|------|--|

Describe below the procedure followed to ensure that all applicants have access to a copy of the institution's catalog prior to signing an enrollment agreement. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

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Yes No N/A D 5. Before enrollment each applicant is provided access to written information that accurately reflects the most recent annual report statistics.

Describe below how the institution ensures that applicants have access to written information that accurately reflects the institution's most recent annual report year statistics. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

Yes No N/A D 6. Before enrollment each applicant is provided access to written information that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates.

Describe below how the institution ensures that applicants have access to written information that accurately reflects the licensure requirements. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

Yes No N/A D 7. The institution uses an enrollment agreement that complies with the NACCAS [Enrollment Agreement Requirements](#) (see page 29).

Insert copy of the institution's enrollment agreement cross-referenced to NACCAS' Enrollment Agreement Requirements and Checklist as an Exhibit at the end of this Standard.

Yes No N/A D 8. The enrollment agreement must be fully executed prior to the enrollee starting classes.

Yes No N/A D 9. A copy of the fully executed enrollment agreement is provided to the student and legal guardian, as applicable.

Yes No N/A D 10. A copy of the fully executed enrollment agreement is maintained by the institution.

Describe below how the institution ensures that each accepted applicant receives a copy of the fully executed enrollment agreement (Glossary Term: [Fully Executed](#)). Describe when a copy of the fully executed enrollment agreement is received by the enrollee. Identify where the school maintains its copy of the fully executed enrollment agreement. Provide three (3) real examples of fully executed enrollment agreements as an Exhibit at the end of this Standard.

Yes No N/A D 11. If the institution has a leave of absence policy, it must be in compliance with the NACCAS [Leave of Absence Policy](#) (see page 37).

Provide a copy of the institution's leave of absence policy below or as an Exhibit at the end of this Standard.

Yes No N/A D 12. The institution accurately implements the Leave of Absence Policy, as applicable.

Describe below how the institution ensures that the leave of absence policy applies to all students. Provide examples of three (3) completed leave of absence forms along with their respective enrollment agreement as an Exhibit at the end of this Standard.

Yes No N/A D 13. The institution's policies clearly state that the institution does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students.

State below the page number of the catalog where the non-discrimination statement can be found. Provide a copy of the language used in the catalog that documents this requirement as an Exhibit at the end of this Standard.

Yes No N/A D 14. The institution has a policy that clearly defines how training or

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education received at another institution is applied to the receiving institution's course or program requirements (including the possibility that no such transfer credit is granted).

State below the page number of the catalog where the transfer policy can be found. Provide a copy of the transfer policy as an Exhibit at the end of this Standard.

Yes	No	N/A	D 15.	The institution maintains a list of institutions with which it has established an articulation agreement, if applicable.
-----	----	-----	-------	--

Provide the list of institutions with which the institution has established articulation agreements below, or as an Exhibit at the end of this Standard.

Yes	No	N/A	D 16.	The institution's practices are consistent with its admissions policies and requirements.
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Describe below how the institution ensures that its admission practices are consistent with its admissions policies (e.g.: training of admissions representatives, enrollment interview checklists, registration process checklists, etc.)

Yes	No	N/A	D 17.	The institution notifies distance learning students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.
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Describe below how the institution notifies distance learning students of any projected additional charges associated with the verification of student identity. Provide documentation of how a student is notified of these charges as an Exhibit at the end of this Standard.

Yes	No	N/A	D 18.	If the institution offers a program that is longer than the state requirements, before enrollment, each applicant is provided the rationale for completing the additional hours and the benefits to be derived from the additional training.
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Provide a copy below or as an Exhibit at the end of this Standard, of the rationale given to applicants for the additional hours of training and include any documents or promotional material used for this purpose.

Yes	No	N/A	D 19.	Before enrollment, each applicant is provided non-verbal access to information that reflects generally known pre requisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided such as: <ul style="list-style-type: none">• licensure requirements,• regulatory oversight restrictions,• physical requirements of the industry,• ability to meet requirements set forth by employers.
-----	----	-----	-------	--

Describe below how the institution provides information on pre requisites and other factors relevant to obtaining employment including all bullet point items listed. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

STANDARD IV: ADMISSIONS POLICIES AND PROCEDURES

EXHIBIT SECTION

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V. STUDENT SUPPORT SERVICES

The institution has in place student support services which provide appropriate information and advice to students.

Yes	No	N/A	A 1.	The institution provides access to an orientation program on or before the first day of class. (If the institution intends to award hours or credits for orientation, the orientation must be part of the institution's curriculum, if permitted by state and federal law.)
-----	----	-----	------	---

			A 2.	The orientation program provides, at a minimum, information about:
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Yes	No	N/A		a. the instructional course or program,
-----	----	-----	--	---

Yes	No	N/A		b. the educational objectives of each program or course,
-----	----	-----	--	--

Yes	No	N/A		c. administrative policies affecting students, and
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Yes	No	N/A		d. support services available to students.
-----	----	-----	--	--

Describe below the institution's orientation process, the orientation content, and when the orientation occurs. If the institution awards credits or hours for orientation provide a copy of the curriculum that includes orientation in the program as an Exhibit at the end of this Standard. Provide examples of all documentation used for this process as an Exhibit at the end of this Standard, if applicable.

Yes	No	N/A	A 3.	Students are provided with academic advising and additional assistance as necessary.
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Describe below the institution's policy and procedures regarding advising or counseling students.

Yes	No	N/A	A 4.	Contact information for professional assistance is made available to students.
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Describe below how the institution makes information for professional assistance available to students.

			D 5.	The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in:
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Yes	No	N/A		a. Professionalism
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Yes	No	N/A		b. Resume development
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Yes	No	N/A		c. Interview preparation
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Yes	No	N/A		d. Job search skills
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Provide a copy of the course outline where this curriculum content is explained as an Exhibit at the end of this Standard, if applicable.

Yes	No	N/A	A 6.	Information and advice on available financial assistance is accessible to students.
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Appendices to the *Rules of Practice and Procedure*
January 2017

Describe below how the institution makes information and advice on applicable financial assistance programs accessible to students.

- | | | | | |
|-----|----|-----|------|---|
| Yes | No | N/A | D 7. | The institution has an internal complaint or grievance procedure to consider student complaints that complies with the NACCAS <u>Internal Grievance Procedure Policy</u> (see page 38). |
| Yes | No | N/A | A 8. | The institution implements the <u>Internal Grievance Procedure Policy</u> (see page 38), as applicable. |

Provide a copy of the institution's grievance policy and procedure below or as an Exhibit at the end of this Standard. Provide a list of students who have submitted grievances within the last year and the status of said grievances as an Exhibit at the end of this Standard.

STANDARD V: STUDENT SUPPORT SERVICES
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 2017

VI. CURRICULUM

The institution offers educational courses and/or programs congruent with the mission of the institution and its educational objectives. Courses and/or programs incorporate job market requirements in instruction through involvement with the institution's advisory committee. The institution ensures that all courses and/or programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent.

Yes	No	N/A	A/O	1. Courses and/or programs are congruent with the mission of the institution and its educational objectives.
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Provide below a list of the courses and/or programs offered at the institution and describe how the courses offered by the institution are relative to the institution's mission and educational objectives.

Yes	No	N/A	A/O	2. Courses and/or programs meet the state requirements where the student is seeking licensure and/or certification, if applicable.
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Provide the following information for each course offered at the institution:

Name of the Courses Offered:

Number of Hours or Credits Required by the Institution:

Number of Hours or Credits Required by the State:

Yes	No	N/A	D	3. Each student is provided with a written program and/or course outline, at the beginning of the program and/or course.
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Describe below the institution's procedure to ensure that each student has access to a copy of the program and/or course outline at the beginning of the course.

			D	4. The course and/or program outlines(s) must include each of the following elements:
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Yes	No	N/A		a. Name of the course or program;
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Yes	No	N/A		b. Course or program description;
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Yes	No	N/A		c. Course or program educational objectives;
-----	----	-----	--	--

Yes	No	N/A		d. Contents of the units of instruction and, as applicable, hours, credits and/or competencies devoted to each unit;
-----	----	-----	--	--

Yes	No	N/A		e. Instructional methods used to teach the course or program;
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Yes	No	N/A		f. Grading procedures.
-----	----	-----	--	------------------------

Submit a copy of the course outline for each course or program offered by the institution as an Exhibit at the end of this Standard. Provide a copy of any forms used to document the applicant has received this information at the beginning of the course as an Exhibit at the end of this Standard. If the course or program outline is found in the institution's catalog state the page number it/they can be found.

			A/O	5. In order to fulfill course and/or program requirements, the institution makes available to students the following:
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Yes	No	N/A		a. Textbooks and/or text materials;
-----	----	-----	--	-------------------------------------

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Yes No N/A b. Supplementary instructional resources

Yes No N/A c. Equipment, as applicable;

Yes No N/A d. Products and supplies, as applicable.

Describe below how the institution ensures that it meets each of the requirements of this criterion for each of the courses or programs offered.

Yes No N/A A/O 6. The institution provides students and teachers with access to current reference materials to support the educational course and/or program(s) offered.

Describe below how the institution provides sufficient current, written, or web-based reference materials to support the educational courses and/or programs offered.

Yes No N/A D 7. Courses and/or programs offered by the institution comply with the applicable regulatory agency curriculum requirements. In the absence of oversight agency regulations regarding curriculum, courses and/or programs are designed to meet industry standards using feedback from the institution's advisory committee and required elements of the state or national examination, if applicable, and/or requirements defined in the oversight agency's statutes or regulations for licensure.

Describe below how the institution's courses and/or programs comply with applicable regulatory agency requirements or with industry standards. Provide a copy of regulatory agency's requirements or an explanation of how industry standards are met, as applicable, for each course or program offered as an Exhibit at the end of this Standard.

Yes No N/A A 8. Each course and/or program provides instruction on the regulations governing the scope of practices for which students are training.

Describe below how students are advised or educated about the laws and regulations applicable to the program in which they are enrolled. Provide a copy of the unit of instruction used as an Exhibit at the end of this Standard.

Yes No N/A A 9. Each course or program provides supervised instruction in the applicable skills and competencies.

Describe below how the institution's courses and/or programs provide supervised instruction in the applicable skills and competencies for the course and/or program.

Yes No N/A D 10. Academic and practical learning precede student salon or clinic activities, as applicable.

Describe below how the institution's curriculum is designed to ensure that students acquire knowledge and skills prior to entering the student salon and providing services to the public. Submit documentation such as syllabi that outlines what practical and academic learning must be completed prior to the student working on clinic/salon patrons as an Exhibit at the end of this Standard.

Yes No N/A A/O 11. Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, distance learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used

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during the program.

List below the academic and practical learning methods used during each program.

Yes	No	N/A	A/O 12. Effective training aids and audiovisual materials are used to supplement the instructional process.
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Provide a list below or as an Exhibit at the end of this Standard of training aids and audiovisual materials used by the institution to support the instructional process.

D 13. Instruction in classrooms, labs, student salons, and/or via distance learning, if applicable, is effectively organized as evidenced by:

Yes	No	N/A	a. Program and/or course outlines
Yes	No	N/A	b. Lesson objectives
Yes	No	N/A	c. Evaluations
Yes	No	N/A	d. Other applicable instructional materials

Submit the following as an Exhibit at the end of this Standard for each course and/or program:

- Course and/or program objectives as stated in the course/program outline.
- One example of lesson objectives.
- One example of a written evaluation.
- One example of a practical evaluation.
- Any other applicable instructional materials the institution utilizes.

D 14. To offer a course and/or program that exceeds the required minimum course length by more than 50%, the institution must justify the course or program length. In accordance with the mission of the institution, the justification must state how the course or program length is necessitated by the following factors:

Yes	No	N/A	a. Industry needs as determined and/or recommended by the institution's advisory committee;
Yes	No	N/A	b. Special academic needs of the students served.

List below any courses and/or programs whose length exceeds the state requirements by more than 50% as well as the hours required by the state.

COURSES OFFERED

INSTITUTION'S COURSE HOURS/CREDITS

STATE REQUIREMENTS FOR THE COURSE HOURS/CREDITS

For any courses that exceed the state requirements by more than 50% describe below the method used to determine the course and/or program length and the rationale for establishing the expanded course.

Yes	No	N/A	D 15. If an institution participates in an externship (Glossary Term: Externship), the institution's course complies with all applicable requirements established by the state regulatory agency, however, not to exceed 10% of the total course and/or program. In the absence of regulations promulgated by the state regulatory agency, the institution's externship will comply with the NACCAS Externship Requirements Policy (see page 39).
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Provide a copy of the institution's Externship Policy as an Exhibit at the end of this Standard. In States that regulate externships or internships provide a copy of those regulations as an Exhibit at the end of this Standard, if applicable.

Yes No N/A D 16. The institution is responsible for the management, control, and delivery of distance education instruction.

Describe below how the institution ensures that the management, control and delivery of the distance education are maintained by the institution, if applicable.

Yes No N/A D 17. Distance education (Glossary Term: [*Distance Education*](#)) cannot be used as a mode of delivery for more than 50% of any program.

Describe below how the institution ensures that no more than 50% of any program is delivered via distance education. Provide as an Exhibit at the end of this Standard a list of units of instruction that delineates what portion is delivered on campus and what portion is delivered via distance education, if applicable.

Yes No N/A D 18. If the institution offers a distance education program it must have a policy in compliance with NACCAS Policy on Distance Education.

State below the institution's distance education policy or as an Exhibit at the end of this Standard.

Yes No N/A A/O/D 19. The institution implements the policy on distance education, as applicable.

Provide documentation ensuring the implementation of this policy as an Exhibit at the end of this Standard.

STANDARD VI: CURRICULUM
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
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VII. FINANCIAL PRACTICES AND MANAGEMENT

The institution maintains a sound financial condition and has qualified financial management.

- | | | | | |
|-----|----|-----|------|---|
| Yes | No | N/A | D 1. | <p>The financial statements of the institution demonstrate that it has the financial resources to ensure continuity of operation, education programs and services, and to fulfill its obligations to students and employees, by meeting the following requirements:</p> <ul style="list-style-type: none">a. Has met the requirements as set forth by the U.S. Department of Education in accordance with 34 C.F.R. 668.171(b) (1), or the successor regulation, orb. A ratio of current assets to current liabilities of one-to-one or greater (current ratio); a positive tangible net worth; and a profit in the most recent accounting year or in two of the most recent three accounting years. Any assets of the institution that are excluded in the calculation of the composite score shall also be excluded by NACCAS in the calculation of the current ratio and net worth, or;c. If the institution is not in compliance with Criterion 1 (a) or 1 (b), it has the option to demonstrate financial stability by meeting the following requirements:<ul style="list-style-type: none">i. Cash and cash equivalents plus available lines of credit are equal to at least 16.7% of annual revenue.ii. Ratio of net liabilities (total liabilities minus cash and cash equivalents) to tangible net worth is 2:1 or less, OR ratio of total debt to earnings before interest, taxes, depreciation, and amortization (EBITDA) is 3:1 or less.iii. At the institution's expense, it agrees to an onsite evaluation of its financial stability by an independent Certified Public Accounting firm selected by NACCAS, and NACCAS determines the evaluation report demonstrates positive financial stability. A copy of this report shall be provided to the institution. The evaluation shall include a series of agreed upon procedures to be determined by NACCAS. These procedures may include (but may not be limited to) the following areas of concern:<ul style="list-style-type: none">A. Capacity to meet financial obligations as they come due.B. Compliance with loan and lease agreements.C. Compliance with state requirements for posting surety bonds for student tuition refunds where institution operates instructional programs.D. Compliance with federal and state tax requirements, and regulations of the U.S. Department of Education (if applicable).E. Budget process and internal financial reporting.F. If applicable, the institution's financial relationship with a holding company.G. Personal interviews with the institution's auditor and key members of management. |
|-----|----|-----|------|---|

In accordance with [Section 8.18](#) (see page 120) of the NACCAS [Rules of Practice and Procedure](#) (see page 57), an institution is required to bring

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itself into compliance with accreditation requirements within the time frames established by the *Rules*.

In addition, the institution's financial statements:

- a. Do not contain a "going concern" note from the institution's auditor;
- b. Do not disclose that the institution is in default on any of its debt obligations;
- c. Are audited and submitted electronically by an independent Certified Public Account;
- d. Are prepared on an accrual basis, and in accordance with Generally Accepted Accounting Principles (GAAP); and
- e. Must contain a statement from the independent CPA showing the calculations referenced in 1(a) or 1(b).

Yes	No	N/A	D 2.	Institutions participating in Title IV funding programs must submit audited financial statements in accordance with federal auditing standards and guidelines.
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The institution's financial statements are submitted to the NACCAS Director of Finance who will determine if they are in compliance with [Standard VII](#) (see page 16).

Yes	No	N/A	D 3.	Unless superseded by a state-, federal-, or program-mandated refund policy, the Institution shall adopt a policy that complies with the NACCAS Withdrawal and Settlement Policy and Checklist (see page 41).
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Explain below which refund policy is used by the institution. Submit as an Exhibit at the end of this Standard a copy of the refund policy cross-referenced NACCAS [Withdrawal and Settlement Policy and Checklist](#) (see page 41) regardless of which policy is followed. State if the institution participates in federal financial aid programs. If the institution is mandated to follow their state's policy provide a copy of the state's mandated policy as an Exhibit at the end of this Standard.

Yes	No	N/A	D 4.	Institutions participating in federal Title IV financial aid programs must perform both an institutional refund calculation and a Return to Title IV calculation.
-----	----	-----	------	---

Describe below the institution's procedure for ensuring that an institutional refund is applied to all Title IV recipients after any applicable returns to Title IV have been made, if applicable.

Yes	No	N/A	D 5.	The institution applies the applicable refund policy to all terminations for any reason, by either party, including student decision, course and/or program cancellation, or institution closure.
-----	----	-----	------	---

Yes	No	N/A	D 6.	The institution maintains evidence that institutional refunds are received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disposed of in accordance with applicable federal or state regulations.
-----	----	-----	------	---

Yes	No	N/A	D 7.	The institution accurately implements the applicable refund policy.
-----	----	-----	------	---

Describe below how the institution ensures that the institution applies the appropriate refund policy to all terminations and accurately implements the policy. Describe below the documentation that will be available for review by the on-site evaluation team verifying that institutional refunds were received by the recipient in a

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timely manner. Provide examples of three (3) completed institutional refunds and evidence the refunds were made timely, if applicable, as an Exhibit at the end of this Standard.

Yes No N/A D 8. The institution complies with the NACCAS [*Policy on Extra Instructional Charges*](#) (see page 45), if applicable.

Insert below the institution's policy on extra instructional charges, if applicable.

Yes No N/A D/A 9. Staff working with financial and accounting records is qualified by training and/or experience in accounting and bookkeeping.

Describe below how the institution ensures that staff members working with financial and accounting records are qualified to do so. Submit a copy of the resume for each staff member working with financial and accounting records as an Exhibit at the end of this Standard.

Yes No N/A D/A 10. Staff working with student financial aid is qualified by training and/or experience in applicable laws and regulations.

Describe below how the institution ensures that staff members working with financial aid programs are qualified to do so. Submit a copy of the resume for each staff member working with financial aid programs as an Exhibit at the end of this Standard.

STANDARD VII: FINANCIAL PRACTICES AND MANAGEMENT
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
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VIII. INSTRUCTIONAL SPACE AND FACILITIES

The institution provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene.

Yes No N/A O 1. Instructional areas allow for effective delivery of instruction.

Describe below how the institution ensures that all instructional areas allow for effective delivery of instruction.

Yes No N/A O/A2. Instructional space is equipped to accommodate the numbers of students assembled at one time.

Describe below how the institution's instructional space is equipped to accommodate the number of students assembled at one time. Include a description of the space and equipment available to students for each program. Provide a copy of any state regulations governing equipment requirements as an Exhibit at the end of this Standard.

O 3. The institution meets applicable fire, building, health, ventilation, heating and safety requirements. In particular:

Yes	No	N/A	a. Sanitary drinking water is available;
Yes	No	N/A	b. Sanitary lavatories have hot and cold running water;
Yes	No	N/A	c. Relevant instructional equipment has hot and cold running water;
Yes	No	N/A	d. Appropriately located fire extinguishers are maintained in operable condition;
Yes	No	N/A	e. Electrical service is adequate to serve institution needs;
Yes	No	N/A	f. Emergency evacuation plans are known to staff and students; and
Yes	No	N/A	g. Sanitary conditions of space, equipment and product are maintained.

Describe below how the institution ensures that it meets each of the requirements for this criterion.

Yes No N/A O 4. Classrooms and service facilities are used exclusively for training.
Classroom facilities may be used for other educational business outside of published school business hours.

Describe below how the institution ensures that classroom and service facilities are used exclusively for training either during published school hours or after school hours.

Yes No N/A O 5. A sign indicating clearly that all services are performed by supervised students is posted in a place easily seen by all service customers.

Describe below where the sign indicating clearly that all services are performed by supervised students is located and provide the verbiage used on the sign.

Yes No N/A O 6. When a professional service facility or other business entity and an institution are under the same ownership or otherwise associated, separate operation of each entity is maintained.

Describe below how the institution maintains the separate operation of each of these entities. Explain how the institution ensures that students and the public can clearly differentiate between a professional service or other business facility and the institution.

Yes No N/A O 7. The name clearly identifies the institution as an educational institution.

Yes No N/A O 8. The name of the institution appears on a permanent affixed sign visible from the exterior of the institution, using the institution's approved official or alternate name.

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Provide a photograph of the exterior sign showing the institution name as an Exhibit at the end of this Standard.

STANDARD VIII: INSTRUCTIONAL SPACE AND FACILITIES
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 2017

IX. EVALUATION OF STUDENTS

The institution uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.

Yes No N/A D 1. Each student is evaluated periodically on attendance (clock hours only), academic and/or practical learning, as applicable.

Describe below how and when students are periodically evaluated on academic and practical learning.

Yes No N/A D 2. Practical learning is evaluated using written criteria, such as rubrics or similar means.

Provide the written practical grading criteria used for each course and/or program offered and examples of completed practical grading forms for each course offered as an Exhibit at the end of this Standard. Describe below how the institution ensures consistency in practical grading among instructors. Describe below how the institution's practical grading process informs the student of any deficiencies that may exist in any specific skill set.

Yes No N/A A 3. Student evaluation results are provided to students.

Describe below when students are apprised of their academic performance, practical skills development, and, as applicable, attendance. Provide copies of three (3) completed evaluation forms for each program offered as an Exhibit at the end of this Standard.

Yes No N/A D 4. The institution documents that each student who graduates or is otherwise awarded a certificate of completion has fully met the institution's published graduation requirements.

List below the page number in the catalog where the graduation requirements can be found. Provide a copy of the institution's published graduation requirements as an Exhibit at the end of this Standard. Describe below how the school ensures that a student has fully met the requirements prior to being issued a diploma or certificate of completion.

Yes No N/A D 5. The institution's Satisfactory Academic Progress Policy complies with the NACCAS Satisfactory Academic Progress Policy and Checklist for [*Programs Measured in Clock Hours or Competencies*](#) (see page 50) or for [*Programs Measured in Credit Hours*](#) (see page 53).

Provide a copy of the institution's satisfactory academic progress policy cross-referenced to the NACCAS *Satisfactory Academic Progress Policy and Checklist* for [*Programs Measured in Clock Hours or Competencies*](#) (see page 50) or for [*Programs Measured in Credit Hours*](#) (see page 53) as an Exhibit at the end of this Standard.

Yes No N/A D 6. The institution accurately evaluates student progress according to the requirements of the NACCAS Satisfactory Academic Progress Policy and Checklist for [*Programs Measured in Clock Hours or Competencies*](#) (see page 50) or for [*Programs Measured in Credit Hours*](#) (see page 53).

Provide three (3) copies of completed Satisfactory Academic Progress evaluation forms for each program offered at the institution as an Exhibit at the end of this Standard.

STANDARD IX: EVALUATION OF STUDENTS
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 2017

X. OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS

The institution offers Occupational Associate Degree programs and/or courses that are consistent with the institution's mission and educational objectives. The general education courses offered in the program are applicable to the occupation. Institutions offering degree programs and/or courses must meet all other applicable standards of accreditation.

Yes	No	N/A	D 1.	Instructors teaching applied general education courses must have at least an associate's degree with appropriate course work in the subject area(s) taught OR related work experience (3 years) and college level course work in the subject area being taught.
-----	----	-----	------	--

Provide a list of instructors including a resume indicating formal education or related work experience as an Exhibit at the end of this Standard, as applicable.

Yes	No	N/A	D 2.	If the institution has a transfer policy, it must state that a minimum of 25 % of the degree program must be delivered by the institution awarding the degree.
-----	----	-----	------	--

State below the institution's transfer policy or as an Exhibit at the end of this Standard.

Yes	No	N/A	D 3.	The program must consist of a minimum of two academic years and 60 semester credit hours in length.
Yes	No	N/A	D 4.	A minimum of 45 semester credit hours must be included in the occupational area.
Yes	No	N/A	D 5.	A minimum of 15 semester credit hours must be included in general education courses.

List below the page number in the catalog where the program content and requisite course hours can be found.

Complete the following list:

PROGRAM TITLE

PROGRAM LENGTH

Describe below course and/or program content and explain how credits are allocated to occupational and general education. List below the page in the catalog where this information can be found.

Yes	No	N/A	A 6.	Courses and/or programs enhance the ability of an individual to apply academic and occupational skills in the workplace.
-----	----	-----	------	--

Describe below how the institution ensures that courses and/or programs enhance the ability of the individual to apply academic and occupational skills in the workplace.

Yes	No	N/A	A 7.	Courses and/or programs must be qualitatively related to the occupational degree offered.
-----	----	-----	------	---

Describe below how the institution ensures that courses and/or programs are qualitatively related to the occupational degree offered.

Yes	No	N/A	D 8.	Resource materials available to degree-seeking students are relevant, current, and appropriate to the courses of study and/or programs.
-----	----	-----	------	---

List below examples of materials available to degree-seeking students and explain how the institution ensures they are relevant, current, and appropriate to the courses of study and/or programs.

STANDARD X: OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*

January 2017

Appendix #6 – Procedure for Addition Or Change Of A Substantive Program

Pursuant to [Section 1.3](#) (see page 60) of the NACCAS *Rules of Practice and Procedure*, any program exceeding 150 hours in length, or the equivalent in credits or competencies and/or leading to state licensure or certification or offered by a school that obtains state licensure by means of accreditation must be approved by the Commission. When an institution makes substantive additions and/or changes to program offering as defined in [Part 4A.4](#) (see page 84) of NACCAS' *Rules of Practice and Procedure*, they must be evaluated and approved by NACCAS either through the renewal process or the change procedure described in this policy.

All substantive additions or program changes including specialized programs as specified in [Appendix #1](#) (see page 140), those in cognate areas that serve to supplement the practical, scientific and business skills of the cosmetology or massage professions and programs within NACCAS' expanded scope¹², added subsequent to the time of the institution's most recent accreditation evaluation, shall be subject to review by two outside program evaluators, one practitioner in the field represented by the new program, and one academic. The program shall also be subject to in-house review.

PROGRAM REVIEW PROCEDURE

1. A request for a rationale for program requirements (competencies, credit hours, or clock hours) will be included in the applications for initial, additional location, and renewal of accreditation, as well as in the Application for Addition or Change of a Program (ANP). If the program requirements are more than 50%¹³ above the state requirements, or, if the program does not lead to licensure or certification and has not been previously approved by NACCAS for inclusion in the school's programs, the school is required to include a supplement to the application, a detailed rationale for the additional requirements over the state requirements.
2. Program evaluators will provide, in the Visit Reports of on-site evaluations and on the Review Form for Addition or Change of a Program, an explanation of their determination that a program's length is or is not appropriate for its content and objectives.
3. Programs added to schools' programs through the Addition or Change of a Program process will be reviewed by two evaluators: a practitioner with experience in the field represented by the program, and an academic.
4. Program evaluators shall fulfill the requirements for academic and practitioner representatives set out in [Section 3.3](#) (see page 73) of the *Rules*, except the workshop requirement may be waived in accordance with the NACCAS [Workshop Requirements](#) (see Appendix #3, page 142).

The steps for program approval vary depending on the category of program.

¹² At this time, courses approved under the expansion of scope are not covered by NACCAS' recognition by the Secretary of Education. Such recognition is not being sought at this time. Therefore, no federal student financial assistance monies are available to eligible students enrolled in these programs. However, schools that offer business-related courses, courses in the allied health field, the fashion field and other areas, may find it advantageous to ensure assessment of their quality through the peer review system of accreditation.

¹³ Effective May 2008, the requirement was changed from 20% to 50%.

Appendices to the *Rules of Practice and Procedure*
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1. Programs directly related to fields covered by NACCAS' recognition by the Secretary of Education (new programs, expansion or reduction of requirements, or combination programs), i.e., manicuring, esthetics, massage, and teacher training:
 - a. Schools must submit an application and required documents;
 - b. The application will be reviewed by two outside program reviewers;
 - c. Approval will be granted after the application process is completed; and
 - d. The new program can be funded by Title IV money if deemed eligible by the U.S. Department of Education.
2. Programs in cognate areas (see [Appendix #I](#) (page 140) to the *Rules*) i.e., fashion merchandising and business programs:
 - a. Schools must submit an application and required documents;
 - b. The application will be reviewed by two outside program reviewers;
 - c. Approval will be granted after the application process is completed.
3. Programs unrelated to cosmetology or massage, i.e., nursing assistant, dental assistant and medical assistant:
 - a. Schools must submit an application and required exhibits;
 - b. The application will be reviewed and an on-site visit conducted by an administrator, an academic and a practitioner representative with knowledge of the program;
 - c. Approval will be granted after review of the report of the on-site evaluation; and
 - d. The new program cannot be funded by Title IV money.

Appendices to the *Rules of Practice and Procedure*
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Appendix #7 – Requirements For Completing The Program Self-Study (PSS)

Program self evaluation of an institution and its educational programs is a fundamental part of the Addition of a Program process. It allows the institution to examine itself in a number of areas and is an in-depth qualitative assessment of the new program's strengths and weaknesses measured in relation to stated institutional objectives and NACCAS' Standards of Accreditation.

The self-study consists of a series of narratives and supporting exhibits. The self-study process and completion of the PSS provides the institution with guidance in conducting a comprehensive analysis of the program as it relates to the Standards and some of the Policies. Completing the PSS is designed to elicit a thorough analysis of the institution's compliance with the stated Criteria and Policies. Institutions may provide more information than what is required.

The institution must submit the required number of copies of the PSS, as outlined on the specific application form (found on the NACCAS website), to the NACCAS office via certified mail or some other means by which shipment can be traced. The PSS copies must be submitted prior to the scheduled beginning of the first class. Two copies will be mailed by the NACCAS office to two (2) outside reviewers for their analysis. These reviewers consist of a practitioner in the field and an academic evaluator. The institution should retain the original PSS at the institution for its permanent record and future reference.

The self-study process should involve participation by a representative portion of the institution's faculty, administrative staff, and members of the institution's advisory board, as well as graduates, employers of graduates, and other interested parties from the community. Each of these groups need not be involved in every phase of the evaluation process; however, participation of the aforementioned constituencies is a requirement of both NACCAS and the U.S. Department of Education.

The PSS must:

- Utilize the most current version of Appendix 7A or 7B,
- Be typed in clear and concise language,
- Include responses and exhibits that are bound in a 3-ring binder and tabbed by each Standard, and
- Contain a list of individuals who participated in the completion of the PSS.

The institution **must not** encase each page or group of pages in plastic sleeves. Incomplete or poorly organized program self-studies may be returned to the institution and will cause a delay in the reviewing program.

SUGGESTIONS FOR PREPARING THE SELF-STUDY

In preparing to conduct a self-evaluation, the institution must determine whether its objectives or purposes are realistic in relation to several components such as its location, facilities and equipment, size of its student population, ability levels of students, the availability of instructional media and staff, and constraints that may be imposed by applicable regulatory agencies. Furthermore, the institution must consider how the addition of a program relates to the institution's mission and educational objectives. In short, what is the institution attempting to achieve (objectives)? Do established policies and procedures and existing location enable the institution to achieve these objectives? It is essential that the institution's staff meet to discuss the approach which will best suit their institution in developing the program self-study. The Commission does not require that an institution follow an exact organizational plan in compiling the information for the PSS; however, the Commission has provided some suggestions that may be of assistance to the institution in conducting its self-study;

1. Designate one individual on the institution's staff who will be responsible for coordinating the self-study process.
2. Establish a written schedule for completion and enforce the deadlines.

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3. Consider establishing separate working groups to prepare specific sections of the self-study, who in turn will present their findings to the full committee.

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Appendix #7A – Program Self-Study Format

Please review each standard statement and the corresponding Criteria. Determine whether the institution is in compliance, out of compliance, or if the criterion does not apply to the institution and check, circle, or underscore the appropriate response.

The institution shall provide exhibits as requested with each Standard. Exhibits should be placed behind the standard, labeled to correlate with the applicable criterion, and entered into the ISS. (See [Appendix #5B](#), page 148). For example, when providing a copy of the licenses of the instructors for the new program, please label the exhibit as Exhibit II. 1.

Inclusion of exhibits can be achieved in a variety of ways, as follows:

1. Documents may be copied, labeled and placed behind a tab after the applicable Standard, if submitting a hard copy of the ISS.
2. Documents may be “cut and pasted,” labeled, and placed after the Standard, if submitting via a CD ROM.
3. Documents may be labeled, saved into a pdf format, and placed after the Standard, if submitting via CD ROM.

I. EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION

The institution has a published mission statement identifying the institution as providing career preparation. The institution assesses its performance as related to its stated objectives, summarizes the results of the assessment, and uses the assessment to maintain or improve institution performance.

Yes No N/A D 1. A mission statement has been adopted by the institution and clearly identifies the institution as one preparing graduates for employment.

State the institution’s mission statement below or provide as an Exhibit at the end of this Standard. Describe how the mission statement was changed to accommodate the new program.

Yes No N/A D 2. The mission statement is published in the institution’s catalog.

List below the page number in the institution’s catalog where the mission statement can be found.

Yes No N/A D 6. The institution has an external advisory committee comprised of an employer or employers representing the field(s) of study offered by the institution. A committee member may represent multiple fields.

Provide the following information for the Advisory Committee member(s) that represents the new program:

1. Committee member’s full name
2. Name of the committee member’s business
3. Address of the committee member’s business
4. Specific field of employment committee member is representing

Yes No N/A D 11. Based on the feedback received, the institution implements improvements and changes, as applicable, to maintain compliance with NACCAS Standards and Policies.

Describe below how the institution will assess the effectiveness of the new program and implement changes or improvements as a result of the feedback.

STANDARD I: EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION EXHIBITS SECTION

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II. INSTRUCTIONAL STAFF

The institution employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational courses and/or program(s) regardless of mode of delivery.

Yes No N/A D 1. Instructors (including substitutes) hold teaching credentials demonstrating compliance with applicable state requirements.

Insert copies of licenses for all regularly employed, current instructors responsible for teaching the new program as an Exhibit as the end of this Standard. In states where a teaching credential is not required, submit a copy of the applicable practitioner license(s) and a copy of the state regulation addressing qualifications for instructors for the new program as an Exhibit at the end of this Standard.

Yes No N/A O/A 2. The student/teacher ratio meets the state requirements, if applicable, and in the absence of state requirements, the student/teacher ratio must not exceed 30 students in attendance per instructor.

Indicate below the student/teacher ratio required by the state (if applicable):

Indicate below the student/teacher ratio utilized by the institution:

Yes No N/A A 3. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures.

Provide a list of the name of all substitute instructors for the new program and provide their license numbers below. Explain how the institution ensures that substitutes are familiar with the institution's curriculum, policies, and procedures.

STANDARD II: INSTRUCTIONAL STAFF
EXHIBITS SECTION

Appendices to the *Rules of Practice and Procedure*
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III. ADMINISTRATIVE SERVICES

The institution has in place administrative policies and services appropriate to the educational courses and/or program(s). Such policies and services meet applicable federal, state, local, and NACCAS policies.

Yes No N/A A/O/D 3. The institution complies with applicable federal (including Title IV Federal Financial Aid), state and local statutes and regulations governing the operations of the institution including the NACCAS [*Rules of Practice and Procedure*](#) (see page 57).

Describe below how the institution ensures that it remains in compliance with all the local, state, and federal regulations that impact the institution. If the institution participates in federal loan programs, such description should include the institution's compliance with the U.S. Department of Education's regulations concerning participation in Title IV funding programs, including with respect to the institution's cohort default rates.

Provide evidence that the school is approved to teach the new program from applicable state and local regulatory agencies.

Yes No N/A D 7. The institution has current, signed participation agreement(s) (Title IV, Veteran's Administration, Work Force Development, etc.) and Eligibility Certification Approval Report (ECAR) listing approved courses and/or programs, if applicable;

List below the financial aid programs in which the institution participates. Provide a copy of the institution's current ECAR and all participation agreements the institution is currently engaged in as an Exhibit at the end of this Standard.

Indicate if the institution will be utilizing financial aid for the new program.

Yes No N/A D 8. Advertising conforms to the NACCAS [*Policy on Advertising*](#) (see page 22).

Provide a list below of types of advertising media (e.g., billboard, radio, television, newspaper, website, etc.) that will be used for the new program. Submit copies of at least one (1) example of each type of advertising that will be used for advertising the new program as an Exhibit at the end of this Standard.

Yes No N/A O 14. The institution utilizes technologies and practices that are effective in verifying the identity of a distance learning student who participates in class or coursework (such as secure login and pass code or proctored examinations) while protecting student privacy.

If the new program incorporates distance learning, describe below how the institution verifies the identity of the distance learner and insert any exhibits or forms used for documenting compliance.

Yes No N/A A/D 15. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be in the language in which the course will be taught.

Describe below the policies, procedures and documents (e.g. catalog, enrollment agreement, curriculum, advertising, course outline, pre-enrollment information, etc.) used by the institution that ensures compliance with this requirement. List below the new program and the language in which it will be taught.

STANDARD III: ADMINISTRATIVE SERVICES
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 2017

IV. ADMISSIONS POLICIES AND PROCEDURES

The institution has published student admissions policies that are appropriate for the educational courses and/or program(s), and the institution follows these policies.

- | | | | | |
|-----|----|-----|------|--|
| Yes | No | N/A | D 1. | The institution's admission policies require that each student meet one of the following: |
| | | | a. | Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients), etc.; or |
| | | | b. | Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or |
| | | | c. | Have the ability to benefit from the training, according to the NACCAS <i>Ability-To-Benefit Policy</i> (see page 28). |
| | | | d. | Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. |
| | | | e. | If attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations. |

State below the page number in the catalog where the institution's admission policy can be found. Provide a copy of institution's admission policy as an Exhibit at the end of this Standard.

- | | | | | |
|-----|----|-----|------|---|
| Yes | No | N/A | D 3. | The institution's written catalog complies with the NACCAS <i>Catalog Requirements</i> (see page 32). |
|-----|----|-----|------|---|

Submit a copy of the institution's cross-referenced catalog clearly indicating where changes were made to accommodate the new program as an Exhibit at the end of this Standard. Include, at a minimum, admission requirements, program listing, tuition and fees, refund policy, graduation requirements, etc.

- | | | | | |
|-----|----|-----|------|--|
| Yes | No | N/A | D 4. | Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog. |
|-----|----|-----|------|--|

Describe below the procedure followed to ensure that all applicants have access to a copy of the institution's catalog prior to signing an enrollment agreement. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

- | | | | | |
|-----|----|-----|------|--|
| Yes | No | N/A | D 5. | Before enrollment, each applicant is provided access to written information that accurately reflects the most recent annual report statistics. |
|-----|----|-----|------|--|

Describe below how the institution ensures that applicants have access to written information that accurately reflects the institution's most recent annual report year statistics. Provide a copy of the form used to document the applicant for the new program has received this information prior to enrollment as an Exhibit at the end of this Standard.

- | | | | | |
|-----|----|-----|------|---|
| Yes | No | N/A | D 6. | Before enrollment each applicant is provided access to written information that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates. |
|-----|----|-----|------|---|

Appendices to the *Rules of Practice and Procedure*
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Describe below how the institution ensures that applicants have access to written information that accurately reflects the licensure requirements. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

Yes No N/A D 7. The institution uses an enrollment agreement that complies with the NACCAS [Enrollment Agreement Requirements](#) (see page 29).

Insert copy of the institution's enrollment agreement cross-referenced to NACCAS' Enrollment Agreement Requirements and Checklist that includes the new program as an Exhibit at the end of this Standard.

Yes No N/A D 17. The institution notifies distance learning students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

If the new program incorporated distance learning, describe below how the institution notifies distance learning students of any projected additional charges associated with the verification of student identity. Provide documentation of how a student is notified of these charges as an Exhibit at the end of this Standard.

Yes No N/A D 18. If the institution offers a program that is longer than the state requirements, before enrollment, each applicant is provided the rationale for completing the additional hours and the benefits to be derived from the additional training.

If the new program is being offered for more hours than the state requires, provide a copy below or as an Exhibit at the end of this Standard of the rationale given to applicants for the additional hours of training and include any documents or promotional material used for this purpose.

Yes No N/A D 19. Before enrollment, each applicant is provided non-verbal access to information that reflects generally known pre requisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided such as:

- licensure requirements;
- regulatory oversight restrictions;
- physical requirements of the industry;
- ability to meet requirements set forth by employers.

Describe below how the institution provides information on prerequisites and other factors relevant to obtaining employment in the field of the new program including all bullet point items listed. Provide a copy of the form documenting the applicant will receive this information prior to enrollment as an Exhibit at the end of this Standard.

STANDARD IV: ADMISSIONS
EXHIBIT SECTION

**Appendices to the *Rules of Practice and Procedure*
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V. STUDENT SUPPORT SERVICES

The institution has in place student support services that provide appropriate information and advice to students.

Yes	No	N/A	A 1.	The institution provides access to an orientation program on or before the first day of class. (If the institution intends to award hours or credits for orientation, the orientation must be part of the institution's curriculum, if permitted by state and federal law.)
-----	----	-----	------	---

Yes	No	N/A	A 2.	The orientation program provides, at a minimum information about:
-----	----	-----	------	---

Yes	No	N/A		a. the instructional course or program,
-----	----	-----	--	---

Yes	No	N/A		b. the educational objectives of each program or course,
-----	----	-----	--	--

Yes	No	N/A		c. administrative policies affecting students, and
-----	----	-----	--	--

Yes	No	N/A		d. support services available to students.
-----	----	-----	--	--

Describe below the institution's orientation process, the orientation content, and when the orientation occurs for the new program. Provide examples of all documentation used for this process as an Exhibit at the end of this Standard, if applicable.

Yes	No	N/A	A 3.	Students are provided with academic advising and additional assistance as necessary.
-----	----	-----	------	--

Describe below the institution's policy and procedures regarding advising or counseling students.

Yes	No	N/A	A 4.	Contact information for professional assistance is made available to students.
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Describe below how the institution makes information for professional assistance available to students.

Yes	No	N/A	A 6.	Information and advice on available financial assistance is accessible to students.
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Describe below how the institution makes information and advice on applicable financial assistance programs accessible to students.

**STANDARD V: STUDENT SUPPORT SERVICES
EXHIBIT SECTION**

Appendices to the *Rules of Practice and Procedure*
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VI. CURRICULUM

The institution offers educational courses and/or programs congruent with the mission of the institution and its educational objectives. Courses and/or programs incorporate job market requirements in instruction through involvement with its advisory committee. The institution ensures that all courses and/or programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent.

Yes	No	N/A	A/O	1. Courses and/or programs are congruent with the mission of the institution and its educational objectives.
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Describe below how the new program is related to the institution's mission and educational objectives.

Yes	No	N/A	A/O	2. Courses and/or programs meet the state requirements where the student is seeking licensure and/or certification, if applicable.
-----	----	-----	-----	--

Provide the following information for the new program:

Name of the Course Offered:

Number of Hours or Credits Required by the Institution:

Number of Hours or Credits Required by the State:

Yes	No	N/A	D	3. Each student is provided with a written program and/or course outline, at the beginning of the program and/or course.
-----	----	-----	---	--

Describe below the institution's procedure to ensure that each student in the new program will have access to a copy of the program outline at the beginning of the course.

Yes	No	N/A	D	4. The course and/or program outlines(s) must include each of the following elements:
-----	----	-----	---	---

Yes	No	N/A		a. Name of the course or program;
-----	----	-----	--	-----------------------------------

Yes	No	N/A		b. Course and/or program description;
-----	----	-----	--	---------------------------------------

Yes	No	N/A		c. Course and/or program educational objectives;
-----	----	-----	--	--

Yes	No	N/A		d. Contents of the units of instruction and, as applicable, hours, credits and/or competencies devoted to each unit;
-----	----	-----	--	--

Yes	No	N/A		e. Instructional methods used to teach the program and/or course;
-----	----	-----	--	---

Yes	No	N/A		f. Grading procedures.
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Submit a copy of the course outline for the new program offered by the institution as an Exhibit at the end of this Standard. Provide a copy of any forms used to document the applicant has received this information at the beginning of the program as an Exhibit at the end of this Standard. If the program outline is found in the institution's catalog state the page number it/they can be found.

Yes	No	N/A	A/O	5. In order to fulfill course and/or program requirements, the institution makes available to students the following:
-----	----	-----	-----	---

Yes	No	N/A		a. Textbooks and/or text materials,
-----	----	-----	--	-------------------------------------

Yes	No	N/A		b. Supplementary instructional resources,
-----	----	-----	--	---

Yes	No	N/A		c. Equipment, as applicable,
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Yes No N/A d. Products and supplies, as applicable.

Describe below how the institution ensures that it meets each of the requirements of this criterion for the new program.

Yes No N/A A/O 6. The institution provides students and teachers with access to current reference materials, to support the educational course and/or program(s) offered.

Describe below how the institution provides sufficient, current reference materials to support the new program.

Yes No N/A D 7. Courses and/or programs offered by the institution comply with the applicable regulatory agency curriculum requirements. In the absence of oversight agency regulations regarding curriculum, courses and/or programs are designed to meet industry standards using feedback from the institution's advisory committee and required elements of the state or national examination, if applicable, and/or requirements defined in the oversight agency's statutes or regulations for licensure.

Describe below how the institution's new program complies with applicable regulatory agency requirements or with industry standards. Provide a copy of the regulatory agency's requirements, as applicable, as an Exhibit at the end of this Standard. In absence of regulatory agency requirements provide an explanation of how industry standards are met for the new program.

Yes No N/A A. 8. Each course and/or program provides instruction on the regulations governing the scope of practice for which students are training.

Describe below how students will be advised or educated about the laws and regulations applicable to the new Program. Provide a copy of the unit of instruction used as an Exhibit at the end of this Standard.

Yes No N/A A 9. Each course or program provides supervised instruction in the applicable skills and competencies.

Describe below how the institution will ensure that students in the new program will have supervised instruction in the applicable skills and competencies.

Yes No N/A D 10. Academic and practical learning precede student salon or clinic activities, as applicable.

Describe below how the institution's curriculum for the new program is designed to ensure that students acquire knowledge and skills prior to entering the student salon and providing services to the public. Submit documentation for the new program, such as syllabi, that outlines what practical and academic learning must be completed prior to the student working on clinic/salon patrons as an Exhibit at the end of this Standard.

Yes No N/A A/O 11. Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, distance learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used during the program.

List below the academic and practical learning methods used for the new program.

Yes No N/A A 12. Effective training aids and audiovisual materials are used to supplement the instructional process.

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Provide a list below or as an Exhibit at the end of this Standard of training aids and audiovisual materials used by the institution to support the instructional process for the new program.

Yes	No	N/A	D 13.	Instruction in classrooms, labs, student salons, and/or via distance learning, if applicable, is effectively organized as evidenced by:
Yes	No	N/A		a. Program and/or course outlines
Yes	No	N/A		b. Lesson objectives
Yes	No	N/A		c. Evaluations
Yes	No	N/A		d. Other applicable instructional materials

Submit the following for the new program as an Exhibit at the end of this Standard:

- Course and/or program objectives as stated in the course/program outline.
- One example of lesson objectives.
- One example of a written evaluation.
- One example of a practical evaluation
- Any other applicable instructional materials the institution utilizes.

Yes	No	N/A	D 14.	To offer a course and/or program that exceeds the required minimum course length by more than 50%, the institution must justify the course or program length. In accordance with the mission of the institution, the justification must state how the course or program length is necessitated by the following factors:
Yes	No	N/A		a. Industry needs as determined and/or recommended by the institution's Advisory Committee.
Yes	No	N/A		b. Special academic needs of the students served.

If the new program exceeds the state requirements by more than 50% list below the length of the program offered at the institution as well as the hours required by the state.

Program Offered:

Institution's Program Hours/Credits:

State Requirements for the Program Hours/Credits:

For any courses that exceed the state requirements by more than 50%, describe below the method used to determine the course and/or program length and the rationale for establishing the expanded course.

Yes	No	N/A	D 15.	If an institution participates in an externship (Glossary Term: Externship), the institution's course complies with all applicable requirements established by the state regulatory agency, however, not to exceed 10% of the total course and/or program. In the absence of regulations promulgated by the state regulatory agency, the institution's externship will comply with the NACCAS Externship Requirements Policy (see page 39).
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State below if the new program will include an externship component and describe the externship program. Provide a copy of the institution's Externship Policy as an Exhibit at the end of this Standard. In States that regulate externships or internships provide a copy of those regulations as an Exhibit at the end of this Standard, if applicable.

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Yes No N/A D 16. The institution is responsible for the management, control, and delivery of distance education instruction.

If the new program incorporates distance learning, describe below how the institution ensures that the management, control and delivery of the distance education are maintained by the institution.

Yes No N/A D 17. Distance education (Glossary Term: [Distance Education](#)) cannot be used as a mode of delivery for more than 50% of any program.

If the new program incorporates distance learning, describe below how the institution ensures that no more than 50% of any program is delivered via distance education. Provide as an Exhibit to this Standard a list of units of instruction that delineates what portion is delivered on campus and what portion is delivered via distance education.

Yes No N/A D 18. If the institution offers a distance education program it must have a policy in compliance with NACCAS Policy on Distance Education.

If the new program incorporates distance learning, state below the institution's distance education policy or as an Exhibit at the end of this Standard.

Yes No N/A A/O/D 19. The institution implements the policy on distance education, as applicable.

If the new program incorporates distance learning, provide documentation ensuring the implementation of the distance learning policy as an Exhibit at the end of this Standard.

Note: If the program does not lead to licensure/certification, include as a supplement a detailed rationale for the program length and requirements.

STANDARD VI: CURRICULUM
EXHIBIT SECTION

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VII. FINANCIAL PRACTICES AND MANAGEMENT

Yes	No	N/A	D 1.	The financial statements of the institution demonstrate that it has the financial resources to ensure continuity of operation, education programs and services, and to fulfill its obligations to students and employees, by meeting the following requirements:
				<ul style="list-style-type: none"> a. Has met the requirements as set forth by the U.S. Department of Education in accordance with 34 C.F.R. 668.171 (b) (1), or the successor regulation, or b. A ratio of current assets to current liabilities of one-to-one or greater (current ratio); a positive tangible net worth; and a profit in the most recent accounting year, or in two of the most recent three accounting years. Any assets of the institution that are excluded in the calculation of the composite score shall also be excluded by NACCAS in the calculation of the current ratio and net worth, or; c. If the institution is not in compliance with Criterion 1 (a) or 1 (b), it has the option to demonstrate financial stability by meeting the following requirements: <ul style="list-style-type: none"> i. Cash and cash equivalents plus available lines of credit are equal to at least 16.7% of annual revenue. ii. Ratio of net liabilities (total liabilities minus cash and cash equivalents) to tangible net worth is 2:1 or less, OR ratio of total debt to earnings before interest, taxes, depreciation, and amortization (EBITDA) is 3:1 or less. iii. At the institution's expense, it agrees to an onsite evaluation of its financial stability by an independent Certified Public Accounting firm selected by NACCAS, and NACCAS determined the evaluation report demonstrates positive financial stability. A copy of this report shall be provided to the institution. The evaluation shall include a series of agreed upon procedures to be determined by NACCAS. These procedures may include (but may not be limited to) the following areas of concern: <ul style="list-style-type: none"> A. Capacity to meet financial obligations as they come due. B. Compliance with loan and lease agreements. C. Compliance with state requirements for posting surety bonds for student tuition refunds where institution operates instructional programs. D. Compliance with federal and state tax requirements, and regulations of the U.S. Department of Education (if applicable). E. Budget process and internal financial reporting. F. If applicable, the institution's financial relationship with a holding company. G. Personal interviews with the institution's auditor and key members of management.

In accordance with [Section 8.18](#) (see page 120) of the NACCAS [Rules of Practice and Procedure](#) (see page 57), an institution is required to bring itself into compliance with accreditation requirements within the time frames established in the *Rules*.

In addition, the institution's financial statements:

- a. Do not contain a "going concern" note from the institution's auditor;

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- b. Do not disclose that the institution is in default on any of its debt obligations;
- c. Are audited and submitted electronically by an independent Certified Public Accountant;
- d. Are prepared on an accrual basis, and in accordance with Generally Accepted Accounting Principles (GAAP); and
- e. Must contain a statement from the independent CPA showing the calculations referenced in 1(a) or 1 (b).

Yes	No	N/A	D 2.	Institutions participating in Title IV funding programs must submit audited financial statements in accordance with federal auditing standards and guidelines.
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The institution's financial statements are submitted to the NACCAS Director of Finance who will determine if they are in compliance with [Standard VII](#) (see page 16).

Yes	No	N/A	D 3.	Unless superseded by a state-, federal-, or program-mandated refund policy, the Institution shall adopt a policy that complies with the NACCAS Withdrawal and Settlement Policy and Checklist (see page 41).
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Explain below which refund policy is used by the institution. Submit as an Exhibit at the end of this Standard a copy of the refund policy cross-referenced NACCAS [Withdrawal and Settlement Policy and Checklist](#) (see page 41) regardless of which policy is followed. State if the institution participates in federal financial aid programs. If the institution is mandated to follow their state's policy provide a copy of the state's mandated policy as an Exhibit at the end of this Standard.

Yes	No	N/A	D/A 9.	Staff working with financial and accounting records is qualified by training and/or experience in accounting and bookkeeping.
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Describe below how the institution ensures that staff members working with financial and accounting records are qualified to do so. Submit a copy of the resume for each staff member working with financial and accounting records as an Exhibit at the end of this Standard.

Yes	No	N/A	D/A 10.	Staff working with student financial aid is qualified by training and/or experience in applicable laws and regulations.
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Describe below how the institution ensures that staff members working with financial aid programs are qualified to do so. Submit a copy of the resume for each staff member working with financial aid programs as an Exhibit at the end of this Standard.

**STANDARD VII: FINANCIAL PRACTICES
EXHIBIT SECTION**

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VIII. INSTRUCTIONAL SPACE AND FACILITIES

The institution provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene.

Yes No N/A O 1. Instructional areas allow for effective delivery of instruction.

Describe below how the institution ensures that the instructional area for the new program allow for effective delivery of instruction.

Yes No N/A O/A 2. Instructional space is equipped to accommodate the numbers of students assembled at one time.

Describe below how the institution's instructional space is equipped to accommodate the number of students assembled at one time for the new program. Include a description of the space and equipment available to students for the new program. Provide a copy of any state regulations governing equipment requirements for the new program as an Exhibit at the end of this Standard.

Yes No N/A O 3. The institution meets applicable fire, building, health, ventilation, heating and safety requirement. In particular:

- | | | | |
|-----|----|-----|---|
| Yes | No | N/A | a. Sanitary drinking water is available; |
| Yes | No | N/A | b. Sanitary lavatories have hot and cold running water; |
| Yes | No | N/A | c. Relevant instructional equipment has hot and cold running water; |
| Yes | No | N/A | d. Appropriately located fire extinguishers are maintained in operable condition; |
| Yes | No | N/A | e. Electrical service is adequate to serve institution needs; |
| Yes | No | N/A | f. Emergency evacuation plans are known to staff and students; and |
| Yes | No | N/A | g. Sanitary conditions of space, equipment and product are maintained. |

Describe below any changes that have been made to accommodate the new program to ensure it meets each of the requirements for this criterion.

STANDARD VIII: INSTRUCTIONAL SPACE AND FACILITIES
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 2017

IX. EVALUATION OF STUDENTS

The institution uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.

Yes	No	N/A	D 1.	Each student is evaluated periodically on attendance (clock hours only), academic and/or practical learning, as applicable.
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Describe below how and when students in the new program are periodically evaluated on academic and practical learning.

Yes	No	N/A	D 2.	Practical learning is evaluated using written criteria, such as rubrics or Similar means.
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Provide the written practical grading criteria that will be used for the new program offered as an Exhibit at the end of this Standard. Describe below how the institution will ensure consistency in practical grading among instructors of the new program. Describe below how the institution's practical grading process will inform the student of any deficiencies that may exist in any specific skill set for the new program.

Yes	No	N/A	A 3.	Student evaluation results are provided to students.
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Describe below when students in the new program will be apprised of their academic performance, practical skills development, and, as applicable, attendance. Provide a copy of the evaluation forms for the new program as an Exhibit at the end of this Standard.

Yes	No	N/A	D 4.	The institution documents that each student who graduates or is otherwise awarded a certificate of completion has fully met the institution's published graduation requirements.
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List below the page number in the catalog where the graduation requirements for the new program can be found. Describe below how the school will ensure that a student in the new program will have fully met the requirements prior to being issued a diploma or certificate of completion. Provide a copy of the institution's published graduation requirements for the new program as an Exhibit at the end of this Standard.

Yes	No	N/A	D 5.	The institution's satisfactory academic progress policy complies with the NACCAS Satisfactory Academic Progress Policy and Checklist for <u>Programs Measured in Clock Hours or Competencies</u> (see page 50) or for <u>Programs Measured in Credit Hours</u> (see page 53).
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Provide a copy of the institution's satisfactory academic progress policy that incorporates the new program cross-referenced to the NACCAS *Satisfactory Academic Progress Policy and Checklist* for [Programs Measured in Clock Hours or Competencies](#) (see page 50) or for [Programs Measured in Credit Hours](#) (see page 53) as an Exhibit at the end of this Standard.

Yes	No	N/A	D 6.	The institution accurately evaluates student progress according to the requirements of the NACCAS <i>Satisfactory Academic Progress Policy and Checklist</i> for <u>Programs Measured in Clock Hours or Competencies</u> (see page 50) or for <u>Programs Measured in Credit Hours</u> (see page 53), if applicable.
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Provide a copy of a Satisfactory Academic Progress evaluation form for the new program as an Exhibit at the end of this Standard.

STANDARD IX: EVALUATION OF STUDENTS
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*

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X. OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS

*****Only complete this portion of the PSS format if the program being added is an Occupational Associate Degree program and/or course.*****

The institution offers Occupational Associate Degree programs and/or courses that are consistent with the institution's mission and educational objectives. The general education courses offered in the program are applicable to the occupation. Institutions offering degree programs and/or courses must meet all other applicable standards of accreditation.

Yes	No	N/A	D 1.	Instructors teaching applied general education courses must have at least an associate's degree with appropriate course work in the subject area(s) taught OR related work experience (3 years) and college level course work in the subject area being taught.
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Provide a list of instructors for the new program including a resume indicating formal education or related work experience as an Exhibit at the end of this Standard, as applicable.

Yes	No	N/A	D 2.	If the institution has a transfer policy, it must state that a minimum of 25% of the degree program must be delivered by the institution awarding the degree.
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State below the institution's transfer policy for the new program or as an Exhibit at the end of this Standard.

Yes	No	N/A	D 3.	The program must consist of a minimum of two academic years and 60 semester credit hours in length.
Yes	No	N/A	D 4.	A minimum of 45 semester credit hours must be included in the occupational area.
Yes	No	N/A	D 5.	At least 15 semester hours in general education courses must be included.

List below the page number in the catalog where the program content for the new program and requisite program hours can be found.

Complete the following list:

Program Title:

Program Length:

Describe below the program content for the new program and explain how credits are allocated to occupational and general education. List below the page in the catalog where this information can be found.

Yes	No	N/A	A 6.	Courses and/or programs enhance the ability of an individual to apply academic and occupational skills in the workplace.
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Describe below how the institution ensures that the new program enhances the ability of the individual to apply academic and occupational skills in the workplace.

Yes	No	N/A	A 7.	Courses and/or programs must be qualitatively related to the occupational degree offered.
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Describe below how the institution ensures that the new program is qualitatively related to the occupational degree offered.

Yes	No	N/A	D 8.	Resource materials available to degree-seeking students are relevant, current, and appropriate to the courses of study and/or programs.
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List below examples of materials available to degree-seeking students in the new program and explain how the institution ensures they are relevant, current, and appropriate to the new program.

STANDARD X:OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*

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Appendix #7B – Modified Program Self-Study Format

This self-study format is only to be used when multiple schools under the exact same ownership are applying for approval of the same substantive change. In this case, the full Program Self-Study must be completed for one school; all other schools under the same ownership that will be offering the new program must then submit the appropriate number of copies of the Modified Program Self-Study as required by the Application Form.

Please review each Standard statement and the corresponding Criteria. Determine whether or not the institution is in compliance, out of compliance, or if the criterion does not apply to the institution and check, circle, or underscore the appropriate response.

The institution shall provide exhibits as requested with each Standard. Exhibits should be placed behind the Standard, labeled to correlate with the applicable criterion, and entered into the institutional self-study (ISS). For example, when providing a copy of the licenses of the instructors for the new program, please label the exhibit as Exhibit II. 1.

Inclusion of exhibits can be achieved in a variety of ways as follows:

1. Documents may be copied, labeled and placed behind a tab after the applicable Standard if submitting a hard copy of the PSS.
2. Documents may be “cut and pasted,” labeled, and placed after the Standard, if submitting via a CD ROM.
3. Documents may be labeled, saved into a pdf format, and placed after the Standard, if submitting via CD ROM.

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I. EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION

The institution has a published mission statement identifying the institution as providing career preparation. The institution assesses its performance as related to its stated objectives, summarizes the results of the assessment, and uses the assessment to maintain or improve institution performance.

Yes No N/A D 1. A mission statement has been adopted by the institution and clearly identifies the institution as one preparing graduates for employment.

State the institution's mission statement below or provide as an Exhibit at the end of this Standard. Describe how the mission statement was changed to accommodate the new program.

Yes No N/A D 2. The mission statement is published in the institution's catalog.

List below the page number in the institution's catalog where the mission statement can be found.

Yes No N/A D 6. The institution has an external advisory committee comprised of an employer or employers representing the field(s) of study offered by the institution. A committee member may represent multiple fields.

Provide the following information for each member of the Advisory Committee member(s) that represents the new program:

1. Committee member's full name
2. Name of the committee member's business
3. Address of the committee member's business
4. Specific field of employment committee member is representing

STANDARD I: EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION
EXHIBITS SECTION

**Appendices to the *Rules of Practice and Procedure*
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II. INSTRUCTIONAL STAFF

The institution employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational courses and/or program(s) regardless of mode of delivery.

Yes No N/A D 1. Instructors (including substitutes) hold teaching credentials demonstrating compliance with applicable state requirements.

Insert copies of licenses for all regularly employed, current instructors responsible for teaching the new program as an Exhibit at the end of this Standard. In states where a teaching credential is not required, submit a copy of the applicable practitioner license(s) and a copy of the state regulation addressing qualifications for instructors for the new program as an Exhibit at the end of this Standard.

Yes No N/A O/A 2. The student/teacher ratio meets the state requirements, if applicable, and in the absence of state requirements, the student/teacher ratio must not exceed 30 students in attendance per instructor.

Indicate below the student/teacher ratio required by the state (if applicable):

Indicate below the student/teacher ratio utilized by the institution:

Yes No N/A A 3. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures.

Provide a list of the name of all substitute instructors for the new program and provide their license numbers below. Explain how the institution ensures that substitutes are familiar with the institution's curriculum, policies, and procedures.

**STANDARD II: INSTRUCTIONAL STAFF
EXHIBITS SECTION**

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III. ADMINISTRATIVE SERVICES

The institution has in place administrative policies and services appropriate to the educational courses and/or program(s). Such policies and services meet applicable federal, state, local, and NACCAS policies.

Yes	No	N/A	A/O/D	3. The institution complies with applicable federal (including Title IV Federal Financial Aid), state and local statutes and regulations governing the operations of the institution including the NACCAS <i>Rules of Practice and Procedure</i> .
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Describe below how the institution ensures that it remains in compliance with all the local, state, and federal regulations that impact the institution. If the institution participates in federal loan programs, such description should include the institution's compliance with the U.S. Department of Education's regulations concerning participation in Title IV funding programs, including with respect to the institution's cohort default rates. Provide evidence that the school is approved to teach the new program from applicable state and local regulatory agencies.

Yes	No	N/A	O	14. The institution utilizes technologies and practices that are effective in verifying the identity of a distance learning student who participates in class or coursework (such as secure login and pass code or proctored examinations) while protecting student privacy.
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If the new program incorporates distance learning, describe below how the institution verifies the identity of the distance learner and insert any exhibits or forms used for documenting compliance.

Yes	No	N/A	A/D	15. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be in the language in which the course will be taught.
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Describe below the policies, procedures and documents (e.g. catalog, enrollment agreement, curriculum, advertising, course outline, pre-enrollment information, etc.) used by the institution that ensures compliance with this requirement. List below the new program and the language in which it will be taught.

STANDARD III: ADMINISTRATIVE SERVICES
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 2017

IV. ADMISSIONS POLICIES AND PROCEDURES

The institution has published student admissions policies that are appropriate for the educational courses and/or program(s), and the institution follows these policies.

Yes No N/A D 3. The institution's written catalog complies with the NACCAS [Catalog Requirements](#) (see page 32).

Submit a copy of the institution's cross-referenced student catalog as an Exhibit at the end of this Standard.

Yes No N/A D 4. Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog.

Describe below the procedure followed to ensure that all applicants have access to a copy of the institution's catalog prior to signing an enrollment agreement. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

Yes No N/A D 6. Before enrollment, each applicant is provided access to written information that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates.

Describe below how the institution ensures that applicants have access to written information that accurately reflects the licensure requirements. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

Yes No N/A D 7. The institution uses an enrollment agreement that complies with the NACCAS [Enrollment Agreement Requirements](#) (see page 29).

Insert a copy of the institution's enrollment agreement cross-referenced to NACCAS' Enrollment Agreement Requirements and Checklist that includes the new program as an Exhibit at the end of this Standard.

Yes No N/A D 17. The institution notifies distance learning students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

If the new program incorporates distance learning describe below how the institution notifies distance learning students of any projected additional charges associated with the verification of student identity. Provide documentation of how a student is notified of these charges as an Exhibit at the end of this Standard.

Yes No N/A D 18. If the institution offers a program that is longer than the state requirements, before enrollment, each applicant is provided the rationale for completing the additional hours and the benefits to be derived from the additional training.

If the new program is being offered for more than the state requires provide a copy below or as an Exhibit at the end of this Standard of the rationale given to applicants for the additional hours of training and include any documents or promotional material used for this purpose.

Yes No N/A D 19. Before enrollment, each applicant is provided non-verbal access to information that reflects generally known pre requisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided such as:

- licensure requirements;
- regulatory oversight restrictions;
- physical requirements of the industry;
- ability to meet requirements set forth by employers.

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Describe below how the institution provides information on prerequisites and other factors relevant to obtaining employment in the field of the new program, including all bullet point items listed. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

STANDARD IV: ADMISSIONS
EXHIBIT SECTION

**Appendices to the *Rules of Practice and Procedure*
January 2017**

V. STUDENT SUPPORT SERVICES

The institution has in place student support services that provide appropriate information and advice to students.

Yes	No	N/A	A 1.	The institution provides access to an orientation program on or before the first day of class. (If the institution intends to award hours or credits for orientation, the orientation must be part of the institution's curriculum, if permitted by state and federal law.)
Yes	No	N/A	A 2.	The orientation program provides, at a minimum, information about:
Yes	No	N/A		a. the instructional course or program:
Yes	No	N/A		b. the educational objectives of each program or course;
Yes	No	N/A		c. administrative policies affecting students;
Yes	No	N/A		d. support services available to students.

Describe below the institution's orientation process, the orientation content, and when the orientation occurs for the new program. Provide examples of all documentation used for this process as an Exhibit at the end of this Standard, if applicable.

**STANDARD V: STUDENT SUPPORT SERVICES
EXHIBIT SECTION**

Appendices to the *Rules of Practice and Procedure* **January 2017**

VI. CURRICULUM

The institution offers educational courses and/or programs congruent with the mission of the institution and its educational objectives. Courses and/or programs incorporate job market requirements in instruction through involvement with its advisory committee. The institution ensures that all courses and/or programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent.

Yes	No	N/A	A/O	1. Courses and/or programs are congruent with the mission of the institution and its educational objectives.
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Describe below how the new program is relative to the institution's mission and educational objectives.

Yes	No	N/A	A/O	2. Courses and/or programs meet the state requirements where the student is seeking licensure and/or certification, if applicable.
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Provide the following information for the new program:

Name of the Course Offered:

Number of Hours or Credits Required by the Institution:

Number of Hours or Credits Required by the State:

D	4.	The course and/or program outlines(s) must include each of the following elements:
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Yes	No	N/A	a.	Name of the course or program;
Yes	No	N/A	b.	Course and/or program description;
Yes	No	N/A	c.	Course and/or program educational objectives;
Yes	No	N/A	d.	Contents of the units of instruction and, as applicable, hours, credits and/or competencies devoted to each unit;
Yes	No	N/A	e.	Instructional methods used to teach the program and/or course;
Yes	No	N/A	f.	Grading procedures.

Submit a copy of course outline for the new program offered by the institution as an Exhibit at the end of this Standard. Provide a copy of any forms used to document the applicant has received this information at the beginning of the course as an Exhibit at the end of this Standard. If the course or program outline is found in the institution's catalog state the page number it/they can be found.

Yes	No	N/A	A/O	5. In order to fulfill course and/or program requirements, the institution makes available to students the following:
Yes	No	N/A	a.	Textbooks and/or text materials;
Yes	No	N/A	b.	Supplementary instructional resources;
Yes	No	N/A	c.	Equipment, as applicable;
Yes	No	N/A	d.	Products and supplies, as applicable.

Describe below how the institution ensures that it meets each of the requirements of this criterion for the new program.

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Yes	No	N/A	A/O 6. The institution provides students and teachers with access to current reference materials, to support the educational course and/or program(s) offered.
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Describe below how the institution provides sufficient current reference materials to support the new program.

Yes	No	N/A	D 7. Courses and/or programs offered by the institution comply with the applicable regulatory agency curriculum requirements. In the absence of oversight agency regulations regarding curriculum, courses and/or programs are designed to meet industry standards using feedback from the institution's advisory committee and required elements of the state or national examination, if applicable, and/or requirements defined in the oversight agency's statutes or regulations for licensure.
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Describe below how the institution's new program complies with applicable regulatory agency requirements or with industry standards. Provide a copy of the regulatory agency's requirements, as applicable, for each course or program offered as an Exhibit at the end of this Standard. In the absence of regulatory agency requirements provide an explanation of how industry standards are met for the new program.

Yes	No	N/A	A/O 11. Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, distance learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used during the program.
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List below the academic and learning methods used for the new program.

Yes	No	N/A	A/O 12. Effective training aids and audiovisual materials are used to supplement the instructional process.
-----	----	-----	---

Provide a list below or as an Exhibit at the end of this Standard of training aids and audiovisual materials used by the institution to support the instructional process for the new program.

Yes	No	N/A	D 13. Instruction in classrooms, labs, student salons, and/or via distance learning, if applicable, is effectively organized as evidenced by:
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Yes	No	N/A	a. Program and/or course outlines
Yes	No	N/A	b. Lesson objectives
Yes	No	N/A	c. Evaluations
Yes	No	N/A	d. Other applicable instructional materials

Submit the following for the new program as an Exhibit at the end of this Standard:

- Course and/or program objectives as stated in the course/program outline.
- One example of lesson objectives.
- One example of a written evaluation.
- One example of a practical evaluation.
- Any other applicable instructional materials the institution will utilize.

Yes	No	N/A	D 18. If the institution offers a distance education program it must have a policy in compliance with NACCAS Policy on Distance Education.
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If the new program incorporates distance learning state below the institution's distance education policy or as an Exhibit at the end of this Standard.

Note: If the program does not lead to licensure/certification, include as a supplement a detailed rationale for the program length and requirements.

STANDARD VI: CURRICULUM
EXHIBIT SECTION

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VIII. INSTRUCTIONAL SPACE AND FACILITIES

The institution provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene.

Yes No N/A O 1. Instructional areas allow for effective delivery of instruction.

Describe below how the institution ensures that all instructional areas for the new program allow for effective delivery of Instruction.

Yes No N/A O/A 2. Instructional space is equipped to accommodate the numbers of students assembled at one time.

Describe below how the institution's instructional space is equipped to accommodate the number of students assembled at one time for the new program. Include a description of the space and equipment available to students for the new program. Provide a copy of any state regulations governing equipment requirements for the new program as an Exhibit at the end of this Standard.

Yes No N/A O 3. The institution meets applicable fire, building, health, ventilation, heating and safety requirements. In particular:

- | | | | |
|-----|----|-----|---|
| Yes | No | N/A | a. Sanitary drinking water is available; |
| Yes | No | N/A | b. Sanitary lavatories have hot and cold running water; |
| Yes | No | N/A | c. Relevant instructional equipment has hot and cold running water; |
| Yes | No | N/A | d. Appropriately located fire extinguishers are maintained in operable condition; |
| Yes | No | N/A | e. Electrical service is adequate to serve institution needs; |
| Yes | No | N/A | f. Emergency evacuation plans are known to staff and students; and |
| Yes | No | N/A | g. Sanitary conditions of space, equipment and product are maintained. |

.

Describe below any changes that have been made to accommodate the new program to ensure it meets each of the requirements for this criterion.

STANDARD VIII: INSTRUCTIONAL SPACE AND FACILITIES
EXHIBIT SECTION

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IX. EVALUATION OF STUDENTS

The institution uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.

Yes	No	N/A	D 1.	Each student is evaluated periodically on attendance (clock hours only), academic and practical learning, as applicable.
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Describe below how and when students in the new program are periodically evaluated on academic and practical learning.

Yes	No	N/A	A 3.	Student evaluation results are provided to students.
-----	----	-----	------	--

Describe below when students in the new program will be apprised of their academic performance, practical skills development, and, as applicable, attendance. Provide a copy of the evaluation forms for the new program as an Exhibit at the end of this Standard.

Yes	No	N/A	D 4.	The institution documents that each student who graduates or is otherwise awarded a certificate of completion has fully met the institution's published graduation requirements.
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List below the page number in the catalog where the graduation requirements for the new program can be found. Describe below how the school will ensure that a student in the new program will have fully met the requirements prior to being issued a diploma or certificate of completion. Provide a copy of the institution's published graduation requirements for the new program as an Exhibit at the end of this Standard.

STANDARD IX: EVALUATION OF STUDENTS
EXHIBIT SECTION

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Appendix #8 – Requirements For Contracting For Educational Programs Or Courses

NACCAS encourages accredited schools to institute separate classrooms and/or additional locations to accommodate overflow problems. However, in the event that an accredited school wishes to contract with another institution, school or organization, accredited or otherwise, for educational program(s) or course(s), the institution must notify NACCAS according to [*Section 4.14*](#) (see page 89) of the *Rules* and the following applies:

1. There must be a written contract or agreement between the accredited institution and other institution, school or organization.
2. Credit shall be given by the accredited institution for programs or courses contracted as if the institution itself were offering these programs or courses.
3. The applicant must demonstrate that students are informed of the arrangement. The school catalog must reflect the educational arrangement.
4. The applicant must demonstrate that the contractual arrangement does not conflict with any applicable state licensure laws and regulations.
5. The first 25% of a course or program cannot be contracted outside the school. (Note: Remedial courses or programs excepted.)
6. In the event that an accredited institution contracts with a non-accredited institution, in addition to the foregoing, the total contracted portion cannot exceed 10% of a student's total course or program of study.

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Appendix #9 – Change Of Control Categories And Requirements

Warning: When a Change of Control occurs, the institution is subject to the voluntary relinquishment provisions of [Section 8.13](#) (see page 116) of the Rules UNLESS the New Controlling Owner complies with all the requirements for a Change of Control.

The Commission must know, at all times, who is in Control of an accredited institution. The Commission must be notified of any change in the direct or indirect ownership of an institution (whether by transfer of Voting Interests or otherwise) and must approve any Change of Control (including any change in ownership that results in a Change of Control). The accreditation process that will follow a Change of Control will depend on the category into which the Change of Control falls. The three general categories of Change of Control are described below. Any person or entity that proposes to acquire an ownership interest in an accredited institution is urged to contact the Commission before the proposed acquisition becomes effective, in order to verify the category that fits a contemplated Change of Control.

Categories of Changes of Control

Category 1

1. Change in organizational structure from (a) a Sole Proprietorship or General Partnership to another form of Business Entity (or vice versa) or (b) from one form of Business Entity to another form of Business Entity, without either the Owners or their respective Ownership Interests changing.

Category 2

1. A Controlling Owner ceases to Control an institution.
2. An existing Minority Owner becomes a Controlling Owner.
3. A person or Business Entity which currently Controls a NACCAS-accredited institution acquires Control of another NACCAS-accredited institution or multiple NACCAS-accredited institutions from the same Owner(s).
4. Acquisition of Control by a person who has worked for five years or longer in a management position at the applicable institution.
5. Acquisition of Control by a person who has overseen the applicable institution for five years or longer in an administrative position at the home office of multiple NACCAS-accredited institutions.
6. Division of one institution into two or more institutions.

Category 3

1. Acquisition of Control by a person or Business Entity that, prior to such acquisition, was not an Owner.
2. Acquisition of Control by a person or Business Entity that has not Controlled a NACCAS-accredited institution within the past five years.
3. A person or Business Entity acquires Control of an institution that has been in (non-administrative) withdrawal status within the past eighteen months.

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When a Change of Control has characteristics in more than one Category, it will fall in the higher numbered Category.

Change of Control Process by Category

Requirements Specific to Category 1: A Category 1 Change of Control is a non-substantive change (see Rules [Section 4.15](#), page 90.) Refer to Notification Form #1 (Non-Substantive Change) for submission requirements.

Requirements General to Categories 2 and 3

1. At least 30 days before the expected effective date of the Change of Control, submit the required application form, together with:
 - a. A non-refundable application fee.
 - b. Fully-executed copies of the Transfer Agreement and all other closing documents, which include all of the terms of the transfer. (The closing documents must be submitted within 7 days after the effective date of the Change of Control). (If the New Controlling Owner is entering into a lease agreement, a copy of the lease agreement must also be submitted.)
 - c. A copy of the state license showing the Owner(s) or statement from the state licensing agency accepting the new Owner(s) for licensing (to be submitted within 30 days after the effective date of the Change of Control).
 - d. Biographies of the new Owner(s). Indicate any family relationships to the former Owner(s). Indicate any business or employment relationships with the former Owner(s) and the institution acquired or another NACCAS-accredited institution.
 - e. The name of the Owner or employee designated as liaison with NACCAS for accreditation purposes and provide evidence that the liaison has attended a workshop within the previous 24 month, or evidence the liaison is registered to attend a workshop within 90 days of the application date.
 - f. A balance sheet for the institution as of the effective date of the Change of Control (to be submitted within 30 days after the effective date of the Change of Control, but prior to the Commission's approval), audited by an independent certified public accountant on an accrual basis of accounting according to GAAP.
 - g. A signed statement indicating whether (i) the new Owner(s) or (ii) the previous Owner(s) assume(s) the responsibility for refunds of non-federal funds due to students attending the institution prior to the effective date of the Change of Control.
 - h. If a new Business Entity is created, a copy of the certificate of incorporation (or applicable organizational document) for the new Business Entity. If an existing Business Entity was dissolved, submit a copy of the certificate of dissolution.
2. The institution can request an early renewal of accreditation to combine the Change of Control evaluation with an up-coming renewal process.
3. The NACCAS Board of Commissioners, a delegated Committee, or staff may request other pertinent information. This should be submitted within 15 days of receipt of the request.

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Requirements Specific to Category 2

1. The institution shall undergo a partial team on-site evaluation, at the institution's expense, within six months after the effective date of the Change of Control.

Requirements Specific to Category 3

1. The institution shall undergo a consultation prior to submitting the Institutional Self-Study and undergoing the Change of Control visit. The consultation can be at a NACCAS workshop, the institution, or the NACCAS office.
2. The institution shall undergo a full-team on-site evaluation, at the institution's expense, within six months after the date of the Commission's approval of the Change of Control.
3. The institution must submit an Institutional Self-Study within 30 days after the Commission's approval of the Change of Control.

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Appendix #10 – Description Of Separate Facilities

Recognizing the need for some flexibility in adding campus facilities that are bona fide extensions of the school, the Commission will consider a request from a school to include an expansion campus facility or additional location within the accredited status of the main school. It is of the utmost importance that a high level of quality control be maintained by the school over a new campus facility or additional location, specifically to insure the quality of education provided at each training site.

ADDITIONAL CLASSROOM SPACE

(Notification and Fee: See *Rules Part 4A.3*, page 81 and *4.13(b)*, page 88)

Additional Classroom Space is a supplemental training space located within two (2) miles of the original Facility of the accredited institution that does not teach more than fifty percent (50%) of any program. Its purpose is to allow the accredited institution to provide adequate space to train students.

A school is responsible and accountable to the Commission for its Additional Classroom Space. If the ownership or address of the original campus Facility changes from that of the Additional Classroom Space, accreditation does not automatically continue for the Additional Classroom Space. The institution's owners must verify that the Additional Classroom Space will continue in operation and that they comply with all accreditation requirements. The Additional Classroom Space must bear the same name as the original accredited school and its advertising sign must indicate its status as Additional Classroom Space for the primary Facility of the school.

Approval Procedure: See [Section 4.15](#) (page 90) of the *Rules*.

ADDITIONAL LOCATION

(Application & Fee: See *Rules Sub-Part 4A.3*, page 81)

Main Campus: See [Section 4.6](#) (page 81) of the *Rules*.

Additional Location

An additional location is an additional training location of the main campus that has a separate (on-site) administrative structure, services, and facilities. An additional location must be located further than two driving miles from the main campus, or any other additional location that is under the same ownership structure. A main campus must be able to demonstrate the ability to administrate and control the additional location facility. Main campuses and their additional locations must be under the exact same ownership and financial structure.

An additional location must be open, licensed and operating prior to an Application for Provisional Additional Location Accreditation. An additional location must be in compliance with the eligibility requirements set forth in the NACCAS *Rules of Practice and Procedure*, [Section 1.2](#), see page 59, (with the exception of items 1.2(c)(3) and (8)). The anniversary date for renewal of accreditation of an additional location and its main campus shall coincide.

Change of Ownership of an Additional location: See [Section 4.6\(e\)](#) (page 83) of the *Rules*.

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Closure of an Additional Location

The decision by the owner(s) of the main campus to terminate operations of any additional location must be appropriately and effectively communicated to all interested parties and the public, including but not limited to, students, governmental agencies, the local community and NACCAS. The additional location is obligated to continue offering the programs accredited by NACCAS so that a currently enrolled student will have the opportunity to complete the curriculum in which he/she has enrolled. However, if NACCAS is notified of an intent to close an additional location for a period of more than thirty (30) calendar days, the enrolled students must be transferred to the main campus, or other satisfactory arrangements for the enrolled students must be made. Accreditation for the additional location must then immediately be relinquished.

Advertising

If the additional location does not use the same name as the main campus, there must be a clear disclosure of the name of the main campus in all advertising and promotional materials. An additional location facility may disclose in advertising and promotional materials its accredited status only after it has been granted accreditation.

Students may not be transferred between the main campus and an additional location, or between additional locations unless there is a formal transfer as regulated by the state regulatory agency. Exceptions to this regulation are limited to such occasions when discussions, demonstrations, seminars and/or lectures are provided at either the main or additional location. At no time, however, may interchanged students be involved in clinic activities.

Free-Standing Status: See [Section 4.6\(g\)](#) (page 83) of the *Rules*.

APPROVAL PROCEDURE FOR ADDITIONAL LOCATIONS

A school seeking to have an additional location approved within the accredited status of the main school must formally request such approval from the Commission by completing the following procedure:

1. The main campus must submit a complete Application for Initial Additional Location accreditation with the appropriate exhibits, including a complete Institutional Self-Study (ISS).
2. A NACCAS staff person reviews the material, including the ISS, to ensure that the application and ISS are complete. If any questions are not answered, if any exhibits are not submitted, or if any required elements are not addressed in the ISS, the school will be notified and the application process will not continue until the required information is received.
3. If the school meets financial criteria, no negative information has been received from third parties, and the staff review uncovers no problems, the application shall be referred to the full Commission for consideration when it next meets.
4. The completed application materials are presented to the Commission for review of provisional additional location status. The Commission may grant provisional additional location status or take another action pursuant to [Part 8](#) (see page 109) of the NACCAS *Rules of Practice and Procedure*. The institution will be sent written notification of the Commission's decision within forty-five days from the close of a Commission meeting.
5. If the Commission grants the additional location provisional additional location accreditation, an evaluation team including an academic, an administrator, a practitioner for each program offered

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and a NACCAS staff person will conduct an on-site evaluation within six (6) months of the grant of provisional additional location accreditation to verify that the school is operating within NACCAS guidelines.

6. The additional location must submit a detailed response regarding any limitations cited on the Team Report of the on-site evaluation within forty-five (45) days from receipt of the report.
7. The full Commission reviews the Team Report and the school's response to any limitations cited by the team at a regularly scheduled Commission meeting.
8. The Commission acts again on the school's application for additional location accreditation as outlined in [Part 4](#) (see page 79) of the NACCAS *Rules of Practice and Procedure*. If approved, the school is given full additional location status and the reference number is preceded by a “B” rather than a “P”. The renewal of accreditation of the additional location will then be concurrent with the renewal of accreditation of the main campus.

If approval of an additional location is denied at any stage in the application process, the action may adversely affect the accredited status of the main campus.

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**Appendix #11B – Business Plan For Schools That Have Been Withdrawn Or
Terminated From Title IV Funding**

1. Describe the impact of the unavailability of Title IV assistance for the students served. Include information on:
 - a. Does the school plan steps to adjust to a change in enrollment? Describe these steps.
 - b. Does the school have plans to recruit students who do not need Title IV? Describe these plans.
 - c. Does the school have a plan to help students meet their financial need in other ways? Describe this plan.
2. Describe other schools and cosmetology, electrology, massage or related programs in the area that compete with your school.
3. Describe other factors that have an impact on your business, the nature of the impact, and your strategies to deal with it.
4. Include a budget for the next 18 months showing expected income and expenses, net cash flow, sources of income, and a balance sheet. Include a narrative linking this budget to the steps, plans and strategies described under items 1 – 3.

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**Appendix #12 – Instructions For Submission Of Petitions For A Variance To The
NACCAS Rules, Appendices or Policies**

Pursuant to [Section 10.5](#) (see page 135) of the NACCAS *Rules of Practice and Procedure*, the Commission may accept for consideration a petition for a variance of the *Rules*, Appendices or Policies by a school. Petitions must be received forty-five days prior to a scheduled meeting of the Commission unless there are substantiated special circumstances. The Commission will only accept petitions that are submitted in the following format.

1. List the specific section of the *Rules* to be varied, including the section and number.
2. Provide the institution's rationale for the variance.
3. Provide all documents used by the institution to support the request for a variance.

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Appendix #13 – Determining Visit Length

A school that meets any one of the following criteria which is subject to an on-site evaluation will receive a two-day visit from NACCAS' Evaluation Team:

1. A school enrolls more than 200 students per year; or has a current enrollment of 125 students;
2. A school whose last Application for Renewal of Accreditation was denied and who prevailed on appeal;
3. A school whose Application for Initial Accreditation was denied and later reapplied; or
4. A school that has had serious Complaint allegations raised against it which would warrant a special investigation. The determination of a two-day visit in this situation would be made by the Commission.

A Change of Ownership Category 2 school that is subject to an on-site evaluation and meets Criterion 1 above will receive a one-day visit from NACCAS' evaluation team with one additional school Owner/Administrator Evaluator.

For the cost of a two-day on-site evaluation refer to [Appendix #2](#) (see page 141) of the *Rules of Practice and Procedure*.

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Ability-To-Benefit: A student who is beyond the state-recognized age of compulsory education, lacks a high school diploma or its equivalent, and has the "ability-to-benefit" from the education or training offered at an institution. An institution must determine through testing or some other means that their students have the ability to complete successfully and benefit from their chosen course of study prior to enrollment.

Academic: A person who has expertise and current teaching experience in post-secondary education, and has knowledge in pedagogy and in the development of curriculum.

Academic and Practical Learning: The acquisition of knowledge and skills.

Academic Plan: A written plan provided to the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe. For example, the institution must identify specific academic and/or attendance requirements that must be attained by a certain point.

Academic Transcript: A document issued by the institution where the training was received showing satisfactory completion of the requisite hours or credits.

Access: The ability to get information needed. A school may choose whether to provide a copy to each student in printed media format or to maintain one copy the student can access.

Accountability: The process of reporting and justifying results and outcomes in order to assess the usefulness and effectiveness of an institution and/or course. Accountability studies are used to determine the extent to which educational objectives have been met by an institution.

Accreditation: The process through which an agency or organization recognizes that educational institutions or programs of study have met established standards. This is accomplished, generally, through initial and periodic peer evaluations.

Accreditation Liaison: The Accreditation Liaison for an institution is the person designated by the institution as the institution's liaison with NACCAS for the candidate and accreditation processes. The Accreditation Liaison must be either (1) an Owner of the institution or (2) a full-time employee of the institution or the Owner.

Achievement Test: An evaluative instrument that provides an estimate of the extent to which an individual has acquired certain information or mastered certain skills.

Additional Classroom Space: Supplemental training space utilized by an accredited institution that is within 2 miles of, but not contiguous with, the institution's Facility and that does not teach more than fifty percent (50%) of any program.

Additional Location: An extension of an institution in a separate location. Such a site is subject to compliance with requirements established under [Section 4.6\(a\)\(2\)](#) (see page 81) of the *Rules of Practice and Procedures*.

Administrative Capability: Having the resource(s) to accomplish the institution's mission and educational objectives while meeting state, federal and NACCAS requirements.

Administrative Capacity: The ability of the institution to have adequate staff to perform the necessary functions to accomplish the institution's mission and educational objectives while meeting state, federal and NACCAS requirements.

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Admission Procedure: The process through which a determination is made as to whether an applicant has met enrollment standards with respect to age, educational level, course prerequisites, satisfactory grade on applicable entrance examinations and other requirements established by the institution.

Adverse Action: An action appealable under these *Rules*. “Adverse Actions” are removal from candidate status, denial of initial accreditation, withdrawal of accreditation, and non-approval of changes under [Part 4](#) (see page 79) of these *Rules*.

Advertising: The institution's name, letterhead, public disclosures, publications, public information releases, advertisements, published notices, public statements, recruitment practices, promotional practices, materials disseminated and disclosures made by its agents or representatives.

Advising: The process of assisting students to understand their capabilities and interests by providing academic support and guidance throughout the program.

Advisory Committee: A committee composed of employers (at least one of whom is not otherwise affiliated with the institution; a single individual is acceptable provided the individual qualifies to effectively comment on all disciplines offered by the institution) and may include other industry representatives, students, staff, graduates, and consumers, with emphasis placed on employers in the fields of study for which the institution prepares graduates. The focus of the committee should be curriculum, facilities and equipment, and institutional outcomes. NOTE: Institutions offering an instructor training program are not required to include a competitor on their Advisory Committee.

Affiliated Institution: An institution that is not accredited by NACCAS, but that is under the same ownership as one or more NACCAS-accredited institutions. The ownership and control of the affiliated school must be identical to that of the accredited school.

Alumni/ae: Male/female graduates or former students of the institution.

Annually: Within the calendar year unless otherwise prescribed by NACCAS Policies, Rules or Standards.

Annual Report: A written declaration concerning the administrative capability and educational effectiveness of an accredited institution, submitted to NACCAS each calendar year.

Aptitude Test: An evaluative instrument that provides an estimate of an individual's ability to learn if appropriate education or training is provided.

Articulation Agreement: An agreement between institutions that determines how coursework completed at one institution will receive credit towards completion of an academic course or program at another institution.

Assignment: Organized material to be studied and/or a task to be performed by a student; generally according to required techniques and principles, and subject to evaluation by the institution.

Assurance: One way of ascertaining the extent to which an institution complies with established standards and requirements through consultation and discussion with students and management and instructional staff. Specific criteria that may be met through assurances to team members are designated "A" on the [Standards and Criteria](#) (see page 6) document.

Attrition Rate: Percentage of students from a fixed sample that fails to complete a course of study.

Audio-Visual Aids: Training materials or devices that enhance learning by appealing to the senses of hearing and sight.

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Branch Campus: An extension of an institution in a separate location. Such a site is subject to compliance with requirements established under [Section 4.6](#) (see page 81) of the *Rules of Practice and Procedure*. (See “Additional Location”).

Business Entity: A Corporation, Limited Liability Company, General Partnership, Limited Partnership, trust or any other form of business organization organized under state law.

Cancellation: The process by which enrollees remove themselves from a program. Some may fail to start training on the specified start date or may formally cancel the enrollment contract within three business days of signing it.

Catalog: The descriptive publication of a school that serves as a general reference for program and course information and school requirements.

Certificate: (1) A document issued by a school as evidence that a student has completed a prescribed course or program of study successfully; (2) A legal document issued by some states authorizing schools to undertake a specific mission in the field of education. (3) A legal document issued by some states authorizing teachers to perform specific tasks in the field of education.

Certificate of Attainment: A certificate of attainment is a state-endorsed credential based on specified criteria given to students who have completed local and/or state requirements but who do not yet qualify for the high school diploma. Students who earn the state-endorsed credential have made a good faith effort to meet the local and/or state standards in education. Such students will have completed all local and/or state graduation requirements, including attendance, course completion, and satisfactory grades.

Certificate of High School Equivalency (General Education Development): A formal document issued by a State Department of Education or other authorized agency certifying that an individual has met state requirements for high school graduation equivalency.

Certification: Verification of proficiency in a given task or tasks.

Certification by a National Professional Organization: A document issued by a private, professional organization attesting to a person’s ability to meet minimum standards established by peers for occupational practice in a given field.

Change of Control: (1) Any event or change constituting a “change in ownership and control” under 34 CFR 600.31(a)-(c) or any successor regulation or (2) any other event whereby a person or entity gains or loses Control of an institution, except (in each case) as exempted under 34 CFR 600.31(e) or any successor regulation.

Clock Hour: A measure of time: 60 minutes (as opposed to a class hour that may be of fewer minutes, typically 50). It defines the amount of time a student spends in educational or training activities. The number of clock hours required of a student is based on individual state requirements.

Cognate Areas: Courses that serve to supplement the practical, scientific and business skills of the cosmetology or massage professions. (For a list of programs in the cognate areas, refer to [Appendix #1](#) (see page 140) of the *Rules*.)

Cognitive Skills: Knowledge and skills acquired through perception, reasoning or intuition.

Combination Course: An institution combines into one course those complete courses previously approved by the Commission. (Subject to compliance with [Part 4 Sub-Part 4A.4](#) (see page 84) of the *Rules of Practice and Procedure*.)

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Competency: The ability to perform a specific task or qualify for a certain role that is generally measured against established norms.

Competency-Based Instruction: A method of measuring academic performance that compares a student's ability to perform certain tasks with established norms of proficiency.

Consultant: Any person providing advice or assistance to an institution with respect to any accreditation process, other than:

- (i) an Owner of the institution or, if the Owner is a Business Entity, a full-time employee of the Owner; or
- (ii) a full-time employee of the institution.

Consumer Safety: The extent to which an educational institution or organization takes precautions to ensure the well-being of students and the public in the course of carrying out its mission.

Continuing Education: Participation in a program of instruction that is organized under responsible sponsorship, capable direction, and qualified instruction designed to improve professional proficiency. Twelve clock hours of continuing education or in-service training are required for all instructors in NACCAS-accredited institutions each year. Examples of continuing education documentation include, but are not limited to, the following:

- Transcript or certificate from a college course or program, distance learning course or program, or adult education course or program that indicates the number of credits or hours obtained;
- Certificate of attendance from an educational provider indicating the date, name of attendee, and number of hours or credits completed;
- Letters from manufacturers, who provide product knowledge classes, indicating the subject matter taught, the number of credits/hours of the training, and a list of instructors attending attendees;
- Evidence of attendance at a trade show including a copy of the program or flyer that describes the event attended, name of attendee, date of attendance, credit/hours of training received, and third party verification;
- Course outline, date, name of instructor, instructor's qualifications, a list of attendees (sign-in sheet) and third party provider verification of attendance for in-house training seminars;
- Copy of NACCAS workshop attendance certificate (which represents a minimum of 12 hours of continuing education).

Contract Period: The contract period for a program or course showing the beginning enrollment date and the contracted ending date allowing for any applicable grace period the school permits before assessing extra instructional charges.

Contracting for Educational Programs: An agreement that permits a student to take a portion of course work off-campus at an institution other than the one in which he/she originally enrolled. (Subject to compliance with the [NACCAS Requirements for Contracting for Educational Programs or Courses](#), Appendix #8, see page 204).

Control: The (direct or indirect) possession of the power to direct or cause the direction of the management and policies of an institution through the ownership of a Controlling Voting Interest. Any trustee having the (exclusive or nonexclusive)

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power to direct the management or operations of a trust, including the power to dispose of trust assets or vote securities held by the trust, shall be deemed to Control the trust.

Controls (pertaining to business practices): A control is defined as the review of any process or activity to ensure that the end result produces the planned desired outcome.

Controlling Owner: The person or Business Entity, if any, having direct or indirect ownership of a Controlling Voting Interest in an institution.

Controlling Voting Interest: More than 50% (by voting power) of the Voting Interests of an institution; provided, however, that the largest shareholder of a Public Corporation shall be deemed to hold a Controlling Voting Interest in such corporation so long as that shareholder owns or controls at least 25% of the outstanding voting securities of the institution.

Corporation: A Business Entity organized as a corporation under state law.

Cosmetology: The art and science that concerns the care for the health, condition and appearance of the hair, skin and nails.

Course: A unit of study or module covering a portion of the subject matter content of a program that, in combination with other units or models, constitutes a program of study.

Course Goals: See objective: behavioral, educational performance.

Course Outline: A written plan of instruction, including a general description of the course, topics to be taught, goals and objectives, resources and procedures. Subject to compliance with [Standard VI, Criteria 3 & 4](#) (see page 14) and the NACCAS [Course Outline Guidelines](#) (found on the NACCAS website under “Sample Forms and Guidelines”).

Credit: An award given to a student for successful completion of a program, course, lesson or other educational or training-related activity.

Credit Hour: A unit of value awarded to a student for successful completion of a program, course or course lesson. (Institutions that measure academic performance in credit hours must demonstrate compliance with the NACCAS Policy Governing Measurement of Academic Programs for [Programs Measured in Clock Hours or Competencies](#) (see page 50) or for [Programs Measured in Credit Hours](#) (see page 53). Please note that state licensing and other requirements may apply to credit hour programs).

Current Ratio: Ratio of current assets to current liabilities. Current assets divided by current liabilities equals one or more.

Curriculum: A related group of courses in a given field of study.

Date of Determination: The date the institution determined the student has withdrawn either officially or unofficially.

Dependent Minor: Someone who is dependent on a parent or guardian for tax purposes.

Diagnostic Test: An instrument given to identify specific areas of weakness or strength in individual skills.

Dismissal: Involuntary termination of students; generally due to their failure to meet established academic or attendance standards, policies or requirements of the institution.

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Disqualifying Events: (1) Final withdrawal of accreditation (all appeal rights exhausted) and (2) voluntary relinquishment while in withdrawal.

Disqualified Institution: An institution that has undergone two (2) Disqualifying Events in any five (5) year period.

Disqualified Owner: If an institution becomes a Disqualified Institution, then each of the following persons or entities shall be a Disqualified Owner if that person or entity met the applicable description below at the time of both of the Disqualifying Events that caused the institution to become a Disqualified Institution:

- (a) If the Disqualified Institution has no Controlling Owner, then each person who owns or Controls at least 25% of the Voting Interests of the Disqualified Institution.
- (b) If the Disqualified Institution has a Controlling Owner, then
 - i. the Controlling Owner; and
 - ii. if the Controlling Owner of the Disqualified Institution is a Business Entity, then each person who owns or Controls at least 25% of the Voting Interests of the Disqualified Institution's Controlling Owner.

Distance Education: Education that uses technology to deliver instruction to students who are separated from the instructor and to support regular substantive interaction between the students and the instructor. The interaction must be verifiable and measurable whether clock hour, credit hour, or competency based. (Refer to the Policy on Distance Education, [Policy VI.02](#), see page 40.)

Documentation: Printed material that demonstrates compliance with a particular accreditation requirement. Designated "D" on the [Standards and Criteria](#) (see page 6) document.

Drop: Students who terminate voluntarily after starting training.

Educational Goal: An expected result of education or training.

Educational Records: Records and files maintained by a school for each student that includes his/her name, address, basic education, date of enrollment, programs, courses, grades, current academic standing, enrollment agreements, and other relevant information.

Electronic signature or E-signature: Refers to data in electronic form, which is logically associated with other data in electronic form and which is used by a signatory to sign. This type of signature provides the same legal standing as a handwritten signature as long as it adheres to the specific requirements of the specific regulation which it was created under and is acceptable by state, local and federal laws.

Eligible for Placement: A graduate from the graduation cohort is considered eligible for placement unless they meet one of the five exemptions detailed below:

- a. The graduate is deceased
- b. The graduate is permanently disabled
- c. The graduate is deployed for military service/duty
- d. The graduate studied under a student visa and is ineligible for employment in the U.S.
- e. The graduate continued his/her education at an institution under the same ownership

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Eligibility/Eligible Program: (1) Indication by NACCAS that an institution or department meets the prerequisites under [Part I Sub-Part B](#) (see page 58) of the *Rules* qualifying as a candidate for accreditation. (2) Indication by the U.S. Department of Education that an institution, or one or more of its programs, qualifies for consideration as a participant in one or more federal-funding programs for students.

Employability: Possession of the skills, knowledge, techniques, aptitudes, or abilities useful for, or necessary to obtain a job.

Employment Assistance: Assisting qualified and interested graduates in obtaining employment by giving them leads to known available employment positions.

Enrollee: An applicant who has been accepted by an institution for admission into a program of study, and who has entered into an agreement or contract that establishes the terms of enrollment.

Enrollment Agreement (Enrollment Contract): An agreement entered into by an institution and student that sets forth their respective obligations concerning the student's chosen program of study. (Also see "Fully Executed Enrollment Agreement")

Ethical Business Practices: Honest, fair practices that do not utilize harassment or abuse.

Evaluation: The collection and analysis of information that leads to a judgment concerning an individual or institution's performance.

Evaluation Team: A committee appointed by the National Accrediting Commission of Career Arts and Sciences and approved by the school and that is charged with gathering information related to an institution's operation, educational program and business practices. The committee's findings are reviewed by the Board of Commissioners when making accreditation decisions. (Refer to [Guidelines for On-site Evaluation Teams](#) (found on the NACCAS website under "Evaluator Documents") and [Part 3](#) (see page 72) of the *Rules*).

Externship: A required period of supervised practice performed off campus or away from one's contracted institution, (may be considered an "Internship" by federal, state or local standards.)

Extra Instruction Charges: Fees assessed to students for instructional time beyond the limits established under the enrollment agreement or enrollment contract. (See the NACCAS [Policy on Extra Instructional Charges](#), see page 45).

Facility: The contiguous space occupied by an accredited institution at its approved location constitutes its Facility (or Facilities).

Faculty: Qualified personnel who are assigned regularly scheduled work hours/days, part-time or full-time and perform tasks associated with the school's educational programs, such as designing curricula, preparing and teaching lessons, providing consultation and advice to students and conducting evaluations of student performance.

Family Member: A parent, sibling, spouse or child, grandchild, spouse's parent, sibling, child or grandchild, any of the aforementioned in a "step" relationship, or sibling's or child's spouse.

Fee: A charge for services, supplies, equipment, etc. (See "Tuition").

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Feedback: The transmission of DATED evaluative or corrective information about the institution as provided by currently enrolled students, graduates of the institution, and the institution's advisory committee and may be collected in any format suitable to the institution (e.g. individual paper surveys, electronic surveys, individual meetings, school assembly, etc.)

The Family Educational Rights and Privacy Act of 1974 (FERPA): A federal law designed to protect the privacy of a student's education records. The law applies to all institutions that receive funds under an applicable program from the U.S. Department of Education. NACCAS requires all accredited institutions to comply with FERPA. (Refer to [Standard III, Criterion 12](#), see page 10).

Field Activities: Supervised learning experiences that are related to a student's course of study and take place in an educational or occupational setting, external to the usual instructional site.

Fields of Instruction for core courses (Associate Degree): Refers to courses leading to licensure and/or certification.

Financial Responsibility: The degree to which an institution's fiscal resources allow it to carry out its mission as an educational institution and to discharge its responsibilities to students.

Follow-Up: A systematic procedure to collect and evaluate information on the performance of students and their overall satisfaction with their training after they have completed all or part of a program. This information can be collected from "out of school" students as well as their employers and should be used to evaluate and improve the school's educational programs.

Former Controlling Owner: The person or Business Entity who (or which, as applicable) will cease to Control an institution on the effective date of a Change of Control. Note that there will be no "Former Controlling Owner" if there was no Controlling Owner prior to the Change of Control.

Fully Executed Enrollment Agreement: One that clearly outlines the obligations of the institution and the student, including all required elements of the [Enrollment Agreement Requirements](#) (see page 29), having no blanks. Where a portion of the enrollment agreement does not apply, "Not applicable" or "N/A" is written or a dash is placed through the space. Where changes are made, changes are initialed by all applicable parties or changes are outlined on an addendum to the contract signed by all applicable parties.

General (Applied) Education: Courses applicable to a specific occupation in related natural and physical sciences; social and behavioral sciences; technology; and humanities and fine arts that enhance the ability of an individual to apply academic and occupational skills in the workplace.

General (Basic) Education: Education, such as that offered at the elementary through secondary levels. (First through 12th grades).

General Education (Associate Degree): Shall include, but are not limited to, Arts and Business courses (Ethics, Law, Management, Humanities, Sciences and Social Sciences) to support the general education component of the educational programs.

General Partnership: An unincorporated Business Entity having two or more Owners.

Generally Accepted Accounting Principles (GAAP): The conventions, rules, and procedures necessary to define accepted accounting principles at a particular time. The consensus on the theory and practice of accounting at a particular time.

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Government Entity: A federal, state, or local government agency, board, or commission. This term includes the United States Department of Education and state oversight agencies.

Grading Policy: A written policy that explains expected levels of performance for students and the method of assigning grades.

Graduate: A student who has completed all applicable academic and non-academic requirements, as defined by the institution's graduation policy.

Graduation Rate: Of those students scheduled to graduate from their program in the reporting year, the percentage that actually graduated before the annual report deadline.

Guidance: See "Advising".

Hybrid Program: A program that utilizes two (2) or more methods of delivery, for example classrooms on campus and distance education.

Incentive Compensation Prohibition (as found in IFAP Glossary from the USDE): The requirement that a school not provide any commission, bonus, or other incentive payment based on any part, directly or indirectly, upon success in securing enrollments or the award of financial aid to any person or entity engaged in any student recruitment or admission activity or in making decisions regarding the award of Title IV, HEA program funds.

Independent Study (Associate Degree): Independent study involves a high level of independence and self-direction on the part of the student to read, conduct research, and complete written examinations, reports, research papers, and similar assignments designed to measure the student's grasp of the subject matter. Under the supervision of a faculty member, a learning contract signed by the student and institution shall be developed which outlines specific learning objectives, texts, supplemental readings, course requirements, evaluative criteria, and examination dates. Because independent study classes are the exception and not the rule, the number of courses that a student will be allowed to take independently should be limited.

Industry Developed Test: A commercial (usually proprietary) instrument designed specifically to estimate the aptitude of individuals to complete successfully a program or course of study in a given field, such as cosmetology or massage.

In-School Transfer: An enrollee who changes from one program to another within the same institution.

Institutional: Certain criteria within the *Standards* are designated as being "institutional" in nature. These pertain to the institution taken as a whole and generally are not applied to individual programs or courses of study within the institution.

Institutional Self-Study: An in-depth, qualitative assessment of an institution's overall educational programs measured in relation to its stated mission, objectives and accreditation standards.

Instructional Materials: (Also see "Kit") Textbooks, reference books and periodicals, audio and video tapes, equipment, supplies, implements and other materials used in a course or program to assist students in training.

Instructor: See "Faculty".

Job Description: A written statement that details specific duties and responsibilities associated with a certain administrative, instructional or other staff position.

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Job Readiness: The degree to which a student has acquired the knowledge, skills, and qualifications necessary for productive employment.

Kit: A collection of equipment, implements, and supplies needed generally for practical and laboratory instruction.

Laboratory: A training facility in which students receive practical training in the field of cosmetology or massage and their specialized and cognate areas.

Last Date of Attendance (LDA): The last date the student physically attended class. (This is the date used in the calculation of an institutional refund and Return to Title IV, if applicable.)

Learning Resources (Associate Degree): Shall include, but are not limited to, such resources as standard reference texts, current periodicals, professional journals, and multimedia materials. Such resources should assist a student with acquiring necessary skills such as reading, writing, communicating, critical thinking, and basic use of computer technology. Curricula should clearly outline the appropriate use of library resources.

Lesson: The concepts and/or skills to be taught within a prescribed subject or section of a course or program.

Lesson Plan: An outline of the concepts and/or skills to be taught during a specific class session or sessions. Should include lesson objectives, (behavioral or otherwise), methods of motivation, material to be taught, review questions, application assignments, and evaluation methods.

Licensure or Certification Rate: Of the graduates from the graduation cohort who sat for all parts of their required state/national licensure exam prior to the annual report deadline, the percentage that passed all required parts of the state/national exam before the annual report deadline.

Limitation: The method used to identify an area within the *Standards and Criteria* and *Policies* where full compliance has not been demonstrated.

Limited Liability Company: A Business Entity organized as a limited liability company under state law.

Limited Partnership: A Business Entity organized as a limited partnership or limited liability partnership under state law.

Main Campus: An educational institution that has been accredited by NACCAS for the two (2) most recent years (and is not currently accredited as an Additional Location of another accredited institution). (See “Additional Location”).

Maximum Time Frame: The time frame in which a student must complete the educational program that may not be more than 150% of the published length of the educational program measured in academic years, non-standard terms, or clock hours.

Minority Owner: An Owner who is not a Controlling Owner.

Mission: The stated purpose of an institution.

Nationally Recognized Test: A widely used evaluation instrument that has been reviewed formally and recognized by independent, national testing authorities.

Natural Person: An actual human being (i.e., not a corporation or other Business Entity recognized by law as capable of taking legal acts in its own name). Unless otherwise indicated, as used in this Handbook “person” means Natural Person.

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New Controlling Owner: The Owner who will acquire Control of an institution on the effective date of a Change of Control.

Non-Voting Interest: A legal right to share in the profits derived from the operation of an institution, that is not a Voting Interest.

Norm: A standard of performance.

Normative Data: Statistical or tabular data that summarize the test performance of some clearly defined group and that can serve as a frame of reference for interpreting test results.

Objective (Behavioral): A statement that describes expected behaviors resulting from a learning experience.

Objective (Educational): A statement of what an education or training program can accomplish for reasonably diligent students. For courses in cosmetology or massage and their specialized and cognate areas, educational objectives are goals that reasonably can be attained given the institution's educational methods and that describe skills to be acquired, information to be learned, training to be received and attitudes and habits to be developed.

Objective (Performance): A description of expected observable and measurable student behavior or performance; the conditions under which the performance is to take place and the minimal acceptable criteria of performance.

Observation: Materials, actions, methods, procedures, techniques, and facilities that can be observed as a means of showing compliance with accreditation requirements. Criteria requiring observation are designated "O" in the *Standards and Criteria* document.

Occupational Associate Degrees: Career and technical programs designed to prepare students for employment. They meet the increasing demand for technicians, and skilled workers for employment in the medical, health, wellness and beauty industries.

Occupational Competence: The composite of knowledge, concepts, attitudes, habits, skills, and other abilities needed by an individual to perform satisfactorily in an occupation.

Occupational License or Certification: A document issued by a state, federal or other government agency that authorizes occupational practice in a given field.

Organizational Chart: A graphic description of the reporting lines that staff members are expected to follow within an institution or organization.

Orientation: A briefing designed to acquaint students and/or staff with the institution's educational programs and administrative and support services.

Out of School Transfer: An enrollee or student who leaves one institution to pursue training at another institution.

Outcomes: The results of formal instruction such as graduate employment, increased earnings, measurable gains in occupational competency or increased knowledge, skill, dexterity, or appreciation; or improved attitude; or employer satisfaction with a graduate's professional performance.

Owner: For NACCAS' purposes, an "Owner" is the legal owner of voting securities or voting rights in a Business Entity. In the case of a Sole Proprietorship, the Owner of the entity is the sole proprietor. In the case of a General Partnership or

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Limited Partnership, the Owners are the partners with voting rights. In the case of a Corporation, the Owners are the stockholders with voting rights. In the case of a Limited Liability Company, the Owners are the members with voting rights.

Ownership: The Ownership of an institution, at any point in time, consists of the institution's Owners and their respective Ownership Interests.

Ownership Interest: A legal interest in a Business Entity. An Ownership Interest may be either a Voting Interest or a Non-Voting Interest.

Parent Entity: A Business Entity that owns 100% of the Ownership Interests of another Business Entity.

Placement: A graduate who is or has been employed in a field for which their training prepared them (i.e., in a position within the beauty and wellness industry that directly relates to their field of training) after graduation and prior to the annual report deadline. Graduates who obtain temporary positions (i.e., positions where there is an expectation prior to the graduate's hire that the employment relationship between the employer and graduate will not last more than one month) are not considered placed.

Placement Assistance: See "Employment Assistance."

Placement Rate: Of those graduated from the graduation cohort who are eligible for placement, the percentage who were placed prior to the annual report deadline.

Postsecondary Education: An organized educational program, seminar or workshop or other formal instruction offered by an educational institution or entity at the postsecondary level.

Postsecondary Student: An individual who has completed secondary education and/or is enrolled in a postsecondary program, seminar, workshop, or other formal instruction.

Practical Grading Criteria: Specific criteria used by an instructor to determine whether a skill is performed with the required degree of competency and accuracy. Practical grading criteria should be written in a way that ensures that two different instructors evaluating the same practical skills performance will assign the same grade.

Practical Instruction: Instruction that includes "hands on" application of knowledge and experimentation in a supervised setting.

Pre-requisite: A course or other requirement that is needed before participation in a later activity, such as a more advanced course of study, is permitted.

Professional Assistance: Resources for services such as emotional, psychological, physical, personal financial needs, etc. of the students.

Professional Certification: A document issued by a private professional organization attesting to a person's ability to meet minimum standards established by peers for occupational practice in a given field.

Professional Service Facility: An enterprise that has been organized for the purpose of, and is legally authorized to, provide the public with a particular product or service.

Proficiency: A standard of performance that must be met in order to demonstrate mastery of a specific skill.

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Program: (1) A planned sequence of educational activities that exceeds 150 clock hours of instruction, or the equivalent in credit hours or competencies, (and/or leads to state licensure or certification), and leads to the acquisition of a skill or knowledge generally over a predetermined period of time. A program may be delivered in discrete courses, units, or modules. A program generally leads to a certificate, diploma, or some other type of formal recognition by an institution. Examples: A 30-credit cosmetology program; a 600-hour massage program; a ten-month competency-based barbering program. (2) A designation on the *Standards and Criteria* document (program) that indicates that the criterion must be met for each program of study offered by the institution.

Program or Course Length: The length of time required to complete the program based on 100% attendance as shown in hours and weeks or months.

Program Outline: A written plan of instruction including a general description of the program, courses, requirements for a program, topics to be taught, goals and objectives, resources and procedures. Subject to compliance with [Standard VI-Criterion 2](#) (see page 14) and the NACCAS [Program/Course Outline Guidelines](#) (found on the NACCAS website under “Sample Forms and Guidelines”).

Program Self-Study: An in-depth, qualitative assessment of the strengths and weaknesses of a program of study measured in relation to stated course objectives and accreditation standards. (See [Appendix #7](#) (page 175), [Appendix #7A](#) (page 177) and [Appendix #7B](#) (page 192).

Progress Report: A summary of a student's performance and advancement over a specified period of time during the course of instruction, usually given to students at the end of predetermined intervals or grading periods.

Promotional Literature: Written material that promotes an institution's educational programs and services and is made available to the public.

Public Corporation: A Corporation whose securities are required to be registered with the United States Securities and Exchange Commission.

Qualitative: Pertaining to the characteristics, attributes or traits of something, such as an institution or educational program. A qualitative review of an institution would include an evaluation of the characteristics attributable to, for example, its faculty, administrative procedures, equipment and facility as contributing to the achievement of its educational objectives.

Readability Level: Using accepted methods of measurement, the level of reading comprehension difficulty attributed to course materials.

Reading Level: The level of reading comprehension ascribed to an individual based on assessment through standardized testing.

Recruitment: The process of identifying potential students and encouraging their enrollment in a program. (Refer to the NACCAS [Policy on Advertising](#), see page 22).

Reference Material: Any form of written material or other media such as; internet sites, DVDs, electronic apps, etc. that provide current information for staff or students to use in learning.

Refund Policy: A published statement explaining the method by which a student's account with a school is settled should the student withdraw from a program of study. (It must comply with the NACCAS [Withdrawal and Settlement Policy and Checklist](#) (see page 41) and applicable state and federal requirements.)

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Reliability: The extent to which a test yields scores that are free from errors of measurement and hence yields scores which are consistent.

Remedial Instruction: Special instruction developed and delivered to alleviate deficiencies in the basic skills (usually verbal and computational) needed to complete a course. (See NACCAS [Ability-To-Benefit Policy](#), see page 28).

Reporting Requirement: In accordance with [Section 8.9](#) (see page 113) of the *Rules*, the Commission shall have the authority to establish the frequency, format, and content of required reports.

Return to Title IV (R2T4): An R2T4 is not considered a refund; this is a return of federal financial aid. If a school participates in a Title IV program, the school must also perform an institutional refund calculation after the R2T4 has been calculated.

Rubric: An assessment tool listing specific criteria for grading or scoring practical skills ensuring that two (2) different instructors evaluating the same practical skills performance will assign the same grade.

Satisfactory Academic Progress Standards: Quantitative and qualitative measures used by an institution to determine the extent to which students are making adequate progress toward completion of a course of study within a specified time-frame. (Institutions must comply with the provisions of the NACCAS Satisfactory Academic Progress Policy and Checklist for [Programs Measured in Clock Hours or Competencies](#) (see page 50) or for [Programs Measured in Credit Hours](#) (see page 53) in establishing such standards and procedures for implementation.)

Scheduled Class: Planned instruction that is required for all students enrolled in a given program of study. Classes given on an "as needed" basis are not considered to be scheduled classes.

Secondary Student: A student currently enrolled in a high school program. (Secondary students may be concurrently enrolled in postsecondary programs.)

Seminar: An educational or training program of 150 clock hours or less that does not lead to occupational licensure or state certification.

Separate Operations: The public and the students must be able to clearly differentiate between an institution and any other business entity. The school must comply with all state regulations regarding its operation and facilities when considering operation of another business entity and a school under the same ownership or otherwise associated.

Signature: A mark or sign made by an individual to signify knowledge, approval, acceptance, or obligation. NACCAS does permit E-signatures. (See Glossary Term for "Electronic Signature or E-Signature.")

Sole Proprietorship: A business that has a single Owner (who is a Natural Person) and that is not organized under a State statute.

Specialized Course or Program: A program that falls under the category of cosmetology arts and sciences, or massage, but with concentration in one or more specific disciplines such as, aromatherapy, skin or nail care.

Specialized School: An institution that offers programs in specific disciplines that fall under the category of cosmetology arts and sciences, or massage but that does not offer a "basic cosmetology" program.

Standards and Criteria: Measures or expectations set forth by NACCAS used in making an evaluation and/or verification.

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State Oversight Agency: A government entity in a state that has responsibility for licensing or approving postsecondary institutions or programs within NACCAS' scope. Includes: state boards of cosmetology, barbering, and massage, bureaus of private postsecondary or career education, departments of education, commissions on private independent education, and others.

Student Satisfaction: A measure of the degree to which expectations have been met. Data for this purpose are generated (commonly) from an end-of-program critique submitted by students, or from a postgraduate survey mailed to all of the school's graduates.

Subject: A division or field of organized knowledge.

Subject Specialist: A person whose background, education, training, or experience qualifies him/her as a reliable authority or expert on a given subject, and who is appointed by the National Accrediting Commission of Career Arts and Sciences to evaluate programs and institutions in accordance with published accreditation standards.

Subsidiary: A Business Entity, 100% of the Ownership Interests of which are owned by another Business Entity.

Substitute Instructor: An instructor who is qualified by preparation, experience and knowledge of an institution's educational methods, who conducts classes when needed; usually in the absence of assigned instructors.

Support (Ancillary) Services: Supplemental activities and resources provided for a student or group of students by an educational institution. These services are designed to assist the students in achieving the measure of their potential, to motivate students to study, or to respond to students' questions of an academic or non-academic nature.

Syllabus: A syllabus is a description of how the course will be taught with a planned arrangements of materials and activities.

Tabular Data: Items that are organized in a table or list. To review phrase in context, see "Normative Data".

Teaching Effectiveness: The teacher adds value to the institution by producing successful outcomes, individually or collectively, according to the institution's mission statement and NACCAS' Standards and Criteria for outcomes.

Teaching Methodology: Principles and methods used for instruction. Commonly used teaching methodology topics may include classroom management, lesson plan development, course development, delivery methods, presentation skills, development and use of teaching aids, student motivation and learning, evaluation and assessment of student progress, managing the learning environment, basic learning styles, student counseling/advising, career and employment preparation, teaching in the student salon, teaching learning-disabled students, developing effective educational relationships, teaching study and testing skills, teamwork communications, student retention, etc.

Teach-Out Agreement: A written agreement between accredited institutions that meets the requirements of NACCAS' Teach-Out Policy and otherwise provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an accredited institution ceases to operate before all enrolled students have completed their program of study.

Teach-Out Event: The occurrence of any one or more of the following events involving a NACCAS-accredited institution:

1. The U.S. Department of Education notifies the Commission that the Secretary of Education has initiated an emergency action against the institution, in accordance with section 487(c)(1)(G) of the Higher Education Act (or

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a successor statute)(the “HEA”), or an action to limit, suspend, or terminate an institution participating in any title IV, HEA program, in accordance with section 487(c)(1)(F) of the HEA (or a successor Statute), and that a Teach-Out Plan is required.

2. The Commission acts to withdraw the accreditation of the institution.
3. The institution notifies the Commission that it intends to cease operations entirely.
4. A State licensing or authorizing agency notifies the Commission that an institution's license or legal authorization to provide an educational program has been or will be revoked.

Teach-Out Plan: A written plan developed by an accredited institution that meets the requirements of NACCAS’ Teach-Out Policy, and may include, if required by the Commission, a Teach-Out Agreement between accredited institutions.

Text: Organized written material covering one or more learning assignments.

Theory: That branch of an art or science consisting in knowledge of its principles and methods.

Theory Instruction: Conceptual learning.

Training: Learning experiences designed to lead to the acquisition of a skill, knowledge, or aptitude.

Training Agreement: A contract or agreement with a school district, junior or community college or government agency through which an accredited institution provides training to students. Such students are generally not contracted individually with the institution they are attending. (See training agreement policy)

Transcript: An official copy of a student's educational record at an institution; usually listing all courses taken, final grades received, and credit toward a certificate or diploma, if applicable.

Transfer Agreement: The written agreement by which a transfer of Ownership Interests is legally effected.

Tuition: The charge for instruction at an educational institution. (Also see “Fee”)

Unit: A logical grouping of facts, concepts, and ideas that relate to one particular area of instruction.

Validity: The degree to which certain specified inferences based on a test are appropriate.

Vocational Education: Learning designed to prepare a student to enter a particular discipline or to upgrade the skills or knowledge required for his/her present job.

Voting Interest: Securities or contractual voting rights, giving the owner the right to vote concerning the management and operation of an institution.

Withdrawal: The termination of an enrollee prior to successful completion of a program. Classifications of withdrawals include but are not limited to a drop, dismissal and out-of-school transfer.

Written Documents: Documents that are produced in written copy, web-based, or any other printable media format.

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ARTICLE I – NAME

**NATIONAL ACCREDITING COMMISSION OF
CAREER ARTS & SCIENCES, INC.**

A nonprofit corporation organized under the General Corporation Law of the State of Delaware, and said corporation is hereinafter referred to in the By-Laws as the Commission.

ARTICLE II – MAJOR AIMS AND PURPOSES

SECTION I

The objects of this Commission are those set forth in the Certificate of Incorporation, as from time to time amended. These purposes are as follows:

1. To provide an independent, autonomous agency to promote, further advance and develop standards of education and instruction in cosmetology arts and sciences, massage and cognate areas which serve to supplement the practical, scientific and business skills of these professions, by giving recognition through accreditation to schools offering programs in the cosmetology arts and sciences, massage or cognate areas which agree to and do maintain high standards of education in one or more fields within NACCAS' scope.
2. To encourage the most advanced practices and techniques in student recruitment and screening, testing procedures, nationally administered aid programs, standards of ethical and professional conduct and other activities and programs designed to advance and improve standards of service to the public in the field of cosmetology arts and sciences, massage and cognate areas.
3. To act as an accrediting agency for those schools and departments of schools providing instruction in cosmetology arts and sciences, massage and cognate areas which serve to supplement the practical, scientific and business skills of these professions, so as to maintain prescribed standards and assure quality programs to students attending said schools, to establish and maintain a national headquarters for the Commission and to fulfill all functions as required in these activities.
4. To cooperate with various organizations representing segments of cosmetology, massage and related industries for the purpose of maintaining and further improving the best interests thereof through education.
5. To engage in such other activities necessary and proper for the accomplishment of these objectives consistent with the public interest and the interest of the fields of cosmetology arts and sciences, massage and cognate areas.

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6. The Commission is organized exclusively for charitable, religious, educational, and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
7. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, Commissioners, officers, or other private persons, except that the Commission shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above.

No substantial part of the activities of the Commission shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Commission shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of the Certificate of Incorporation and the By-Laws, the Commission shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (2) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

8. Upon the dissolution of the Commission, the Board of Commissioners shall, upon paying or making provision for the payment of all of the liabilities of the Commission, dispose of all assets of the Commission exclusively for the purposes of the Commission in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any United States Internal Revenue Law), as the Board of Commissioners shall determine. Any such assets not so disposed shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.
9. In any taxable year in which the Commission is a private foundation as described in Section 509(a) of the Internal Revenue Code of 1954, the Commission shall distribute its income for said period at such time and manner as not to subject it to tax under Section 4942 of the Code; and the Commission shall not (1) engage in any act of self-dealing as defined in Section 4941(d) of the Code; (2) retain any excess business holdings as defined in Section 4944 of the Code; or (3) make any taxable expenditures as defined by Section 4945(d) of the Code or corresponding provisions of any subsequent Federal tax laws.
10. To do any and all things necessary and lawful for the accomplishment of the foregoing purposes.

SECTION II

In furtherance of these objects, but not in limitation thereof, the Commission shall have the power:

1. To collect and disseminate data, statistics and other information.

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2. To develop educational standards and business practices for accredited schools.
3. To promote sound accrediting practices and uniform accrediting methods.
4. To disseminate information of an educational character and to analyze subjects relating thereto.
5. To maintain a national office to survey, investigate and endeavor to coordinate all activities of institutional accreditation for the fields of cosmetology arts and sciences, massage and cognate areas which serve to supplement the practical, scientific and business skills of these professions.
6. To make appropriate awards and provide recognition in the field of accreditation for the field of cosmetology arts and sciences, massage and cognate areas that serve to supplement the practical, scientific and business skills of these professions.
7. To engage in any lawful activities that will enhance the efficient and economic progress of the field of accredited education in the cosmetology arts and sciences, massage and cognate areas which serve to supplement the practical, scientific and business skills of these professions, and apprise the public of its scope and character.

ARTICLE III – BOARD OF COMMISSIONERS

SECTION I - Administration

The administration of the Commission shall be vested in a Board of Commissioners (hereinafter called “Commissioners” or “Commission”). The number of Commissioners shall be thirteen (13), but such number may be increased or decreased by amendment to these By-Laws in the manner set forth in [*Article XV*](#) (see page 246) hereof. When the number of Commissioners is so decreased by the amendment adopted by the Board of Commissioners, each Commissioner in office shall serve until his or her term expires, or until his or her resignation or removal as herein provided.

SECTION II - Representation

The pattern of representation of the Board of Commissioners shall be as follows:

- a) Seven (7) Commissioners representing schools in fields of training within NACCAS’ scope: Of these seven (7) Commissioners, four (4) shall be elected to represent zones as determined by the Commission and three (3) shall be elected in an at-large manner.
- b) Two (2) Commissioners representing professional services operations in fields within NACCAS’ scope.
- c) Two (2) Commissioners who are academics.
- d) Two (2) Commissioners who represent the public interest.

SECTION III - Election of Commissioners

- A. The seven (7) Commissioners representing schools shall be elected as follows: four (4) by zones and three (3) at-large.
- B. The six (6) Commissioners representing the other fields shall be elected by the accredited schools at-large.

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- C. All Commissioners shall be elected in accordance with the election procedure set out in [Article III, Section V](#) (see page 234).

SECTION IV - Eligibility: Qualifications of Commissioners

- A. All Commissioners representing schools in fields of training within NACCAS' scope shall meet the following qualifications:
1. Have a total of at least five (5) years of administrative/supervisory experience in a school accredited by the Commission (of which the experience set forth in subparagraph 2 below may be counted as a part);
 2. Have been active in the day-to-day operation of school(s) accredited by the Commission in an administrative/supervisory capacity for the three (3) years immediately preceding his/her election; and
 3. Have no interest in any institution that has had its accreditation withdrawn (appeal rights exhausted) or which has voluntarily relinquished accreditation while the institution was in withdrawal status, during the past five years.
 4. All Commissioners elected by zones pursuant to [Article III, Section III.A](#) of these By-Laws (see page 232) must be legal residents of a state (or, as applicable, other U.S. territory) in the zone from which they are elected.
 5. In addition, all Commissioners elected by zones pursuant to [Article III, Section III.A](#) of these By-Laws (see page 232) and, at any time, at least one (1) of the Commissioners elected at-large pursuant to [Article III, Section III.A](#) of these By-Laws (see page 232) must:
 - i. Be sole owner of school(s) accredited by the Commission; or
 - ii. With respect to a partnership or a privately held corporation be a person who owns at least a 10% interest in a school(s) accredited by the Commission and have a direct and abiding interest in the performance of the school and the quality of education which it offers. The Nominating Committee shall be vested with the responsibility of determining whether such an interest exists, subject to the review of the full Commission; or
 - iii. Be an officer of a publicly held corporation that owns school(s) accredited by the Commission.
- B. All Commissioners representing professional services in fields within NACCAS' scope shall meet the following qualifications:
1. Be licensed in a field within NACCAS' scope;
 2. Have a total of at least five (5) years of administrative/supervisory experience in a professional service that employs at least one other person licensed in a field within NACCAS' scope (of which the experience set forth in subparagraph 3 below may be counted as a part);
 3. Have been active in the day-to-day operation of the professional service operation in an administrative/supervisory capacity for the three (3) years immediately preceding his/her election;
 4. Not be an owner in full or in part, nor a member of a partnership or a stockholder in a corporation which is the owner of any school offering programs within NACCAS' scope, and not be active in the management of any school offering programs within NACCAS' scope; and
 5. In addition, at any time, at least one (1) of the Commissioners representing professional services in fields within NACCAS' scope must:

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- i. Be sole owner of a professional service operation; or
 - ii. With respect to a partnership or privately held corporation which owns a professional service operation, be a person who owns a sufficient interest in the operation to have a direct and abiding interest in its performance and business success. The Nominating Committee shall be vested with the responsibility of determining whether such an interest exists, subject to review by the full Commission; or
 - iii. Be an officer of a publicly held corporation which owns a professional service operation.
- C. All Commissioners representing the academic field shall meet the following qualifications:
 - 1. Have expertise and current teaching experience in post-secondary education;
 - 2. Have knowledge in pedagogy and in the development of curriculum; and
 - 3. Have experience in school accreditation.
- D. All Commissioners representing the public interest shall meet the following qualifications:
 - 1. Not be an employee, member of the governing board, an owner in full or in part, nor a member of a partnership or a stockholder in a corporation which is the owner of any school or professional service operation, or consultant to an institution or program offering programs or services in a field within NACCAS' scope, and shall not be active in the operation of any school or professional service operation offering programs or services in a field within NACCAS' scope, whether accredited by NACCAS or not;
 - 2. Not be a member of any trade association or membership organization related to, affiliated with, or associated with NACCAS; and
 - 3. Not be a spouse, parent, child, or sibling of an individual identified in sub-clause 1, or 2 of this clause.
- E. No person may serve simultaneously as a member of the Commission and as an officer or member of the Board of Directors of an organization dedicated to the interests of any field within NACCAS' scope. A person holding such other office may be nominated as a Commissioner but, if elected, must immediately tender a resignation from such office to the other organization, such resignation to be effective no later than the commencement of his or her term as Commissioner. A Commissioner-elect may not be seated until such resignation has been tendered.
- F. No two people from the same business entity may serve simultaneously on the Commission.
- G. All members of the Commission shall agree to abide by the NACCAS Code of Ethics as may from time to time be promulgated, and shall refrain from discussing or voting on any action before the Commission or Committee of the Commission that represents a conflict of interest.

SECTION V - Method of Selection of Commissioners

The method of electing and selecting Commission members shall be as follows:

- A. The Commission Chair, with the advice and consent of the Commission, shall appoint a Nominating Committee consisting of at least three (3) seated Commissioners to make recommendations to the Commission regarding replacements for Commissioners whose terms of office will expire.
- B. Choosing a Slate:

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- D. Candidate Qualifications. All candidates for Commissioner shall, as a condition precedent to nomination, document that they meet the requirements set forth in these By-Laws for the category of Commissioner for which they seek nomination.
- E. To the extent practicable, the Nominating Committee shall endeavor to interview the candidates for Commissioner. They shall review and take into consideration information on the nominees, including, if appropriate, the record and status of any accredited school(s) owned by such candidate, and standing with state licensing agencies. The Nominating Committee shall be vested with the responsibility of determining whether candidates in the school owner field have a direct and abiding interest in the performance of the schools and the quality of education they offer, subject to the review of the full Commission.
- F. The Nominating Committee shall, prior to the summer meeting of each year, prepare a single slate of at least two (2) candidates to replace each member of the Commission whose term of office is expiring¹⁴ unless there is only one qualified candidate under Article III, Section IV (see page 233) of these By-Laws seeking such an office, in which case the Nominating Committee may prepare a slate of one.
- G. A list of candidates for each vacancy shall be reported to the Commission at least ten (10) days prior to the summer Commission meeting. The Nominating Committee shall have available at that Commission meeting the resumes and all other pertinent material from all applicants. At that meeting, the Commission shall consider the list of candidates and nominations from the floor. No candidate can be placed on the slate pursuant to a nomination from the floor without an affirmative vote of the majority of Commissioners in attendance and voting. The person who is nominated from the floor shall have agreed in writing to have his or her name placed in nomination and his or her eligibility shall be established prior to the Commission's consideration of such candidacy. The Commissioner placing such name in nomination from the floor shall have the burden of establishing the candidate's desire to run and his or her eligibility.
- H. The candidates for each vacancy receiving the greatest number of votes shall be declared the official nominees.
- C. The Election Process
1. Not later than 10 days following the Commission meeting in which the nominees were selected, the Executive Director shall announce the nominees' names. By November 1 of each year, the Executive Director shall transmit to all accredited schools entitled to vote for Commissioners (i) the official list of nominees and (ii) instructions for formal submission of their votes. If voting is to take place electronically, only votes submitted by November 30 shall be accepted and counted. If votes are to be submitted by paper ballot, only ballots returned with postmarks on or before November 30 and received no later than December 5 shall be counted.
 2. For the purpose of determining accredited schools entitled to vote for Commissioners, the Chair of the Commission shall provide that the list of accredited schools be closed as of October 15.
 3. An independent accounting firm will be selected to supervise the electronic voting process (or to conduct the counting of ballots, as applicable) and tabulate votes for the election of Commissioners. The list of schools eligible to vote in the election will be furnished to the accounting firm by the Executive Director and the results of the voting will be reported by the accounting firm, in an

¹⁴ Terms expire on December 31 of the last year of the term.

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expeditious manner, simultaneously to the most senior officer of the Commission (in the order of priority set forth in [*Article VII, Section I*](#) (see page 241) of these By-Laws who is not a candidate in such election, to the Chair of the Nominating Committee, and to the Executive Director.

4. Voting by proxy shall not be permitted.
5. The candidate receiving the greatest number of votes for a Commissioner position shall be declared the winner.

SECTION VI - Actions by the Board of Commissioners

- A. All actions by the Board of Commissioners require a simple majority of those present and voting unless otherwise specified.
- B. Any action required by the statutes or these By-Laws to be taken at a meeting of the Commissioners, or any other action that may be taken at a meeting of the Commissioners which may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Commissioners entitled to vote with respect to the subject thereof.
- C. Attendance of a Commissioner at a meeting shall constitute waiver of notice of such meeting, except where a Commissioner attends a meeting with the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

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SECTION VII - Terms of Commissioners

- A. Each Commissioner shall be elected for a three-year (3-year) term. Newly elected Commissioners shall take office the first day of the calendar year. Commissioners shall not serve more than two (2) consecutive elected terms. Where a Commissioner has been appointed to fill a vacancy of the Commission, that Commissioner, if eligible under [Article III, Section IV](#) (see page 233) of these By-Laws may subsequently run for office and serve for two (2) consecutive elected terms in addition to his/her original partial term, if the partial term is eighteen (18) months or less in length.

Notwithstanding the foregoing, a Commissioner who is ineligible to serve on account of having served two consecutive terms shall remain ineligible to serve for the three (3) year term immediately following his or her last term of service, but may thereafter, if otherwise qualified, be fully eligible to serve as provided under this Section.

Commissioners who serve a shortened or lengthened term during the period of transition to three-year terms shall be treated as though they had served a three-year term. Currently seated Commissioners may be nominated for a consecutive three-year term, and if elected, will be considered to have served two consecutive terms.

SECTION VIII - Continuing to Qualify and Vacancies in Commission Membership

- A. At each regularly scheduled Commission meeting each Commissioner shall attest that he or she continues to fulfill the qualifications for the category of Commissioner represented. If the Commissioner cannot attest to meeting the qualifications in the category to which he or she was elected he or she shall resign immediately. If the Commission has reasonable cause to believe that a Commissioner does not meet the qualifications, the Commission shall refer the matter to an independent panel pursuant to [Article XX](#) (see page 249) of the By-Laws.
- B. If a school in which a Commissioner holds an ownership interest loses its accreditation (appeal rights exhausted) or voluntarily relinquishes accreditation while the school is in withdrawal status, the Commissioner's position shall be vacated at the same time the appeal is denied, or 20 days after withdrawal, if there is no appeal, or upon voluntary relinquishment; no further vote shall be required.
- C. Any Commissioner who shall have been absent from full attendance at three (3) regular meetings of the Commission (including Committee meetings and Workshops) in any calendar year shall automatically vacate his/her seat on the Commission and the vacancy shall be filled as provided by these [By-Laws](#) (see page 230); however, the Commissioners shall consider each absence of any Commissioner as a separate circumstance, and may expressly waive such absence by affirmative vote of a majority of its members. The Commissioners shall not excuse any late arrival or early withdrawal from a Commission meeting unless the Commissioner seeking to be excused notified the Commission Chair (or Committee Chair, as applicable) and the Executive Director in advance of the meeting of his/her inability to fully attend the meeting (and the reason or such inability) and requested to be excused from full attendance. For purposes of this Section, "late arrival" means arrival more than ten (10) minutes after the scheduled start time of the meeting, and "early withdrawal" means withdrawal prior to the adjournment of the meeting.
- D. In case of any vacancy in the Commission membership, the Chair, with the approval of the Executive Committee, shall appoint a qualified person to fill any unexpired term. Such appointment shall be

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effective only after approval by a majority of the Commissioners either by mail ballot or at a meeting of the Commission.

SECTION IX - Manifestation of Dissent

A Commissioner who is present at a meeting of the Commission at which action on any corporate matter is taken shall be presumed to have assented to the action unless his or her dissent is entered in the minutes of the meeting or unless such Commissioner shall file his/her written dissent by certified mail to the Secretary of the Corporation within ten (10) days after adjournment of the meeting. Such right to dissent shall not apply to a Commissioner who voted in favor of such action.

ARTICLE IV – POWERS AND RESPONSIBILITIES OF THE COMMISSION

The Commission's powers and responsibilities, which are not subject to review by any other body, are enumerated below but not limited thereto:

- A. To establish and promulgate standards for the self-study, evaluation and accreditation of schools and departments of cosmetology arts and sciences, massage and cognate areas. For this purpose, the standards shall include but not be limited to information and investigation within the following areas:
 - 1. Posture
 - 2. Curriculum
 - 3. Clinic
 - 4. Instructional Materials
 - 5. Instructional Staff
 - 6. Instructional Methods
 - 7. Student Personnel Services
 - 8. Space and Facilities
 - 9. Student Recruitment and Admission
 - 10. Tuition, Fees, and Refunds
 - 11. Ownership, Management, and Ethical Operation
 - 12. Financial Responsibility
- B. To provide a schedule of fees that will insure the financial stability of the Commission and manage finances according to the Commission's Investment Policy, appended to these By-Laws.
- C. To receive applications for evaluation from institutions within the Commission's scope of accreditation.
- D. To appoint qualified examiners and provide for comprehensive evaluation procedures.
- E. To provide an appeals process in cases when the Commission takes an adverse action on accreditation, with such process to be specified in the [*Rules of Practice and Procedure*](#) (see page 57).
- F. To ensure that an institution's accredited status is preserved during the pendency of an appeal, and to establish procedures governing the confidentiality of the accreditation process.
- G. To issue a directory of accredited institutions.

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- H. To make available to the public, current information concerning the standards and criteria for accreditation, and the operation of the Commission.
- I. To reevaluate, at reasonable intervals, each accredited institution.
- J. To evaluate federal and state legislative and regulatory or other proposals which affect accrediting agencies in general, or the Commission in particular, and take appropriate action relating thereto consistent with the Commission's tax-exempt status.
- K. To exercise such other powers as are necessary to carry out the functions of the accrediting agency.

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ARTICLE V – MEETING

SECTION I

The annual meeting of the Commission shall be the first meeting of each calendar year at which Commissioners are physically present. Two-thirds of the Commission shall constitute a quorum at the Annual Meeting or any prescribed Commission meeting under [Section II](#) (below).

The agenda of the annual meeting of the Commission shall include receipt of the annual report of the immediate past Commission Chair, Officers and Committees, and the transaction of all other business. The date and place of the annual meeting shall be fixed by the Commission. Notice of such meeting, stating the date, place and time of the meeting, signed by the Secretary, shall be mailed to the last recorded address of each Commissioner at least thirty (30) days before the time appointed for the meeting.

SECTION II

A special meeting may be called by the Commission Chair with approval of the Executive Committee, or at written request to the Chair by any seven (7) Commissioners. All Commissioners shall be notified in writing of each such meeting at least ten (10) days prior to the date of the meeting.

SECTION III

Executive Committee Meetings shall be called by the Chair with at least ten (10) days prior notice to the Executive Committee.

Three (3) members of the Executive Committee shall constitute a quorum.

SECTION IV

If a meeting cannot be organized because a quorum has not attended, then those present may adjourn the meeting from time to time without notice other than announcement at the meeting, until a quorum is present or represented. At such adjourned meeting at which a quorum is presented or represented, any business may be transacted that might have been transacted at the meeting as originally called.

SECTION V

All notices shall be deemed to be delivered when deposited in the United States mail addressed as it appears on the records of the Commission with the postage thereon prepaid.

SECTION VI

Whenever any notice whatsoever is required to be given under the provisions of the statutes or under the provisions of the Articles of Incorporation or of these [By-Laws](#) (see page 230), a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

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SECTION VII

The Commission, recognizing the confidential nature of information submitted by institutions and/or obtained by NACCAS from institutions during the processes of becoming accredited, renewing accreditation, or maintaining accreditation, shall act to protect the confidentiality of such information and of the accreditation process. To that end, and except to the extent required by applicable law or regulation (including the Commission's obligations under 34 CFR 602 and/or successor regulations) or to the requirements of applicable legal process, all meetings of the Commission and/or its committees shall be open only to the members of the Commission, the members of such committees and such members of NACCAS staff as the Commission shall determine are necessary to assist the Commission in its accreditation functions and/or the corporate activities of NACCAS. Subject to the foregoing, the Commission may, in its discretion, consider timely-submitted written requests to appear before the Commission at a regularly-scheduled meeting of the Commission solely for the purpose of discussing matters of general relevance to NACCAS and its accredited institutions; provided that the decision to deny any such request shall not be subject to appeal .

ARTICLE VI – MANAGEMENT

SECTION I

The Commission shall establish an administrative office to perform the management functions related to the Commission's work.

SECTION II

The Commission shall employ such executive officers and such other professional staff as is necessary to carry out the work of the Commission.

ARTICLE VII – OFFICERS

SECTION I

The officers of the Commission shall be: Chair, First Vice-Chair, Second Vice-Chair, Secretary, and Treasurer.

SECTION II

The Chair, Vice-Chairs, Secretary and Treasurer shall be elected by the Commission from the members of the Commission, and will have served at least one year on the Commission by the time they take office. The officers shall serve a one-year term commencing January 1 of the calendar year immediately following the meeting at which they are elected. Any officer may serve more than one term.

The election of officers shall be conducted by secret ballot of Commissioners in attendance at the meeting at which the elections are held. In the event that such meeting is by teleconference or other means by which Commissioners may attend without being physically present, the vote shall be conducted by a method (electronic or otherwise) that has been approved in advance of the meeting by vote of the Commission and that (1) permits the casting of secret ballots whose authenticity can be verified, (2) permits nominations from the floor, and (3) permits the vote to be calculated by the chair of the Officer Nominating Committee,

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independently confirmed by the Executive Director (or, in the absence of the Executive Director, by another person selected by the Chair) and announced at the meeting at which the vote takes place. Voting by proxy shall not be allowed. The candidate with the majority of the votes cast shall be declared the winner in each election.

The winner shall be announced by the chair of the Nominating Committee. Ballots shall be available until the count is confirmed, then destroyed.

SECTION III

The Chair, Vice-Chairs, Secretary and Treasurer shall comprise the Executive Committee of the Commission. The Commission Chair shall serve as Chair of the Executive Committee. The immediate past Chair of the Commission shall serve as an ex-officio member of the Executive Committee, provided that the immediate past-Chair is still a member of the Commission. Once seated, the ex officio member of the Executive Committee shall continue to hold that position until replaced by a qualified successor (i.e., a sitting Commissioner who has held the Chairmanship more recently than the ex officio member.)

SECTION IV - Duties of Officers

- A. It shall be the duty of the Commission Chair to preside, to appoint members of standing and ad hoc committees authorized by the Commission, to serve as Chair of the Executive Committee, to call special meetings of the Commission and/or of the Executive Committee pursuant to [Article V](#) (see page 240), to jointly prepare the agenda for such meeting with the Executive Director, to expedite resolution of complaints against commissioners, and to sign all certificates of accreditation.

The Chair shall preside at the meetings of the Commission and shall, at the annual meeting of the Commission and such other times as he or she shall deem proper, communicate to the Commission such matters and make such suggestions as may, in his or her opinion, tend to promote the welfare and increase the usefulness of the Commission, and shall perform such other duties as are necessarily incident to the Office of the Chair of the Commission. He shall sign all contracts entered into by the Commission except where such authority is specifically delegated to another officer or member of the Commission. He/she shall perform all duties pertaining to the office.

- B. In the absence of the Commission Chair, the first Vice-Chair shall preside at Commission meetings. In case of vacancy in the office of Chair, the first Vice-Chair shall succeed at once to the office of Chair and shall serve for the remainder of the term. In the absence of, or in the case of a vacancy in the office of, First Vice-Chair, the second Vice-Chair shall serve in the office for the remainder of the term of office. In the event of a vacancy in the office of the second Vice-Chair, the Chair shall appoint a Commissioner to serve out the balance of the term with the approval of the Commission. The officers shall continue to serve until newly elected officers are designated by the Commission.
- C. The duties of the Secretary of the Commission shall be to act as a recording secretary. The Secretary shall maintain all the records of the Commission. He or she shall be responsible for the minutes of all meetings of the Executive Committee and special or regular meetings of the Commission and perform such other duties as may be required of the Secretary of this Commission. The Secretary may call upon the services of the Executive Office for assistance in carrying out these duties.

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- D. The Treasurer shall be accountable for the fiduciary knowledge of the organization's financial positions. He or she shall be kept abreast of all NACCAS' financial accounting practices and procedures as a nonprofit organization. He or she shall serve as Chair of the Finance Committee. The Treasurer has over-sight of, with the Finance Committee, the Board's review of, and action related to, the Board's financial responsibilities, to include budget, audit, month-end financial statements, and investments.

He or she shall work with the Executive Director and Director of Finance to ensure that appropriate financial reports (to include annual audits) are made available to the Board on a timely basis. He or she shall assist the Executive Director and Director of Finance, in preparing the Executive Director's annual budget and presenting that budget to the Board for approval. He or she shall work with the Finance Committee and the Executive Director to develop Fiscal Policies for recommendation to the Board to ensure the financial integrity and sustainability of the organization, and work with the Finance Committee and the Executive Director to develop long-term financial strategies. He or she shall stay informed of legal, regulatory and sector developments related to the Board's financial responsibilities. The Treasurer may call upon the Executive Director to carry out the foregoing duties in the absence of the Treasurer. The Treasurer may communicate directly with the Director of Finance in order to obtain such information concerning the organization's financial position and accounting practices as may be required to fulfill his/her duties as Treasurer. The Treasurer shall perform all other duties assigned by the Commission.

- E. In the event the office of either Secretary or Treasurer shall become vacant, the Commission Chair, with the advice and consent of the Executive Committee and the Commission, shall appoint another member of the Commission to complete the remainder of the term of office.

SECTION V - Election of Officers

- A. Prior to the final meeting of the Commission in each calendar year, the Chair of the Commission shall appoint a nominating committee of three (3) Commissioners, to be known as the Officer Nominating Committee.

The Officer Nominating Committee shall prepare a slate of only one candidate for each officer position to present at the final Commission meeting in any calendar year. Any committee member who places his/her name under consideration for an officer position must promptly resign from the Officer Nominating Committee and the Chair of the Commission shall appoint a replacement.

At the meeting at which officers are elected, nominations may be made from the floor.

- B. Officers shall be elected by a majority vote of the Commission members in attendance and voting. Any tie shall be put to a re-vote. If this second vote results in a tie, it shall be broken by the vote of the Commissioner chairing the election. This in no way limits the right of the Chair to vote for officers.
- C. The officers of the Commission shall hold office for one calendar year or until their successors are chosen and qualify. Any officer or agent, elected or appointed by the Commission, may be removed by the Commission whenever, in its judgment, the best interests of the Commission will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Any vacancy occurring in any office of the Commission by death, resignation, removal, or otherwise shall be filled by the Commission.

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ARTICLE VIII – DUTIES OF COMMITTEES

SECTION I

The Executive Committee shall implement Commission policies and transact the business of the Commission during the intervals between meetings, as determined by the policies and directives of the Commission.

SECTION II

The Commission shall have Standing and Ad Hoc Committees that are responsible to the entire Commission in the performance of their assigned duties. The specific duties of all Committees shall be determined by the Executive Committee and shall be approved by the full Commission. The Commission may increase or decrease the number of Committees at any time. Ad Hoc Committees shall be promptly discharged when their functions have been performed.

SECTION III

Appeal Review Panels shall be constituted according to procedures set out in the [Rules of Practice and Procedure](#) (see page 130). They shall not be considered committees of the Commission.

SECTION IV

The Commission shall have a standing Committee on Re-recognition including at least two former Commissioners, if available, who, while members of the NACCAS Board of Commissioners, served on a Committee on Re-Recognition, to make recommendations to the full Commission on issues related to Re-Recognition by the Secretary of Education.

SECTION V

Committees shall present recommendations to the full Commission, but shall not have the authority to grant or deny any accreditation status to any institution or to formulate policy. No Committee of the Commission, individual Commissioner, or group of Commissioners has the authority to override a decision of the full Commission.

ARTICLE IX – DUTIES OF THE COMMISSION EMPLOYED PERSONNEL

The duties of the executive officer(s) employed by the Commission will be determined by the Executive Committee and approved by the Full Commission.

ARTICLE X – COMPENSATION

Any member of the Commission, including officers, and any committee member, with the approval of the Commission may be reimbursed for any reasonable expenses incurred in connection with the performance of the Commission's duties properly delegated to him or her. Any member of the Commission or employee may be otherwise compensated for performance of duties if the Board shall so determine.

ARTICLE XI – ACCREDITATION STANDARDS AND PROCEDURES

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The Commission shall approve the standards and criteria for evaluation to be applied and the procedures to be followed in securing all data necessary for consideration of the qualification for accreditation or continuation of accreditation of an applicant school. Such Standards and Criteria and such procedures shall be set forth by the Commission and the Commission shall complete a comprehensive review of the standards and procedures at least every five years with involvement by persons, institutions, and organizations affected by or with an interest in the quality of education in any field within NACCAS' scope and postsecondary education, and the Commission shall carry out internal reviews of selected Standards and Criteria and the procedures at least once a year and make any revisions that it deems desirable and necessary to assure the standards and procedures are sufficiently rigorous to ensure that an institution which is granted accredited status provides a quality education to its students.

ARTICLE XII – EXEMPT ACTIVITIES

Notwithstanding any other provisions of these By-Laws, no Commissioner, officer, employee or representative of this Commission shall take any action or carry on any activity by or on behalf of the Commission not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended, or by an organization, contributions to which are deductible under Section 170(c)(2) of such code and regulations as they now exist or as they may hereafter be amended.

ARTICLE XIII – PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

No Commissioner, officer, or employee of, or member of a committee, or person connected with the Commission, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Commission, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Commission in effecting any of its purposes as shall be fixed by the Commission; and such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the Commission. All members of the Commission shall be deemed to have expressly consented and agreed that upon dissolution or winding up of the affairs of the Commission, whether voluntary or involuntary, the assets of the Commission, after all debts have been satisfied, then remaining in the hands of the Commission, shall be distributed, transferred, conveyed, delivered and paid over, in such amounts as the Commission may determine or as may be determined by a court of competent jurisdiction upon application of the Commission, exclusively to charitable, religious, scientific, testing for public safety, literary or educational organizations which would qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

ARTICLE XIV – OPERATIONS AND FISCAL YEAR

The operational and fiscal year of the Commission shall be from July 1, through June 30, of each calendar year.

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ARTICLE XV – AMENDMENTS

SECTION I

Amendments, alterations, or repeal of these By-Laws, either in whole or in part will be effective only by a two-thirds (2/3) vote of the Commissioners present and voting at any duly organized meeting of the Commission, regular or special, provided the proposed changes have been published for comment to all accredited schools and filed with the Secretary at least thirty (30) days in advance of the meeting date and a notice of such amendments with a copy thereof, shall have been mailed to the Commissioners not less than thirty (30) days in advance of such meeting at which it is considering the change. Once a vote has been taken on a proposed amendment and has been defeated, it shall not be re-considered at a future meeting without the required comment period and notice.

SECTION II

Amendments or alterations to these By-Laws shall go into effect on the first day of January of the year following adoption of the amendment, unless the Commission specifies an earlier effective date.

ARTICLE XVI – MISCELLANEOUS PROVISIONS

SECTION I - Rules of Order

The order of business at all meetings of the Commission and the Commissioners shall be governed by *Robert's Rules of Order*.

Any questions as to priority of business shall be decided by the Chair without debate in accordance with *Robert's Rules of Order*.

SECTION II - Corporate Seal

The official seal of the Commission shall have inscribed thereon the name of the Commission and the date of incorporation and shall be in such form and contain such other words and/or figures as the Commission shall determine, and the uses of the seal shall be those prescribed by the Commission.

SECTION III - Effective Date

These By-Laws were duly adopted by a unanimous vote of the members of the Commission present at a meeting held in Salt Lake City, Utah on May 24-27, 1981 after thirty (30) days' appropriate notification, and are effective as of May 27, 1981.

ARTICLE XVII – INDEMNIFICATION

SECTION I

To the extent not inconsistent with Delaware law, from time to time, this Commission shall indemnify any person who was or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Commission) by reason of the fact that he or she is or was a Commissioner, officer, employee or agent of this

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Commission, or is or was serving at the request of the Commission as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprises against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of this Commission, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement or conviction or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of this Commission, and with respect to criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

SECTION II

This Commission shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit or in the right of this Commission to procure a judgment in its favor by reason of the fact that he or she was or is a Commissioner, officer, employee, or agent of this Commission, or is or was serving at the request of this Commission as director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorney's fees) actually and reasonably incurred by him or her in connection with the defense or settlement of such action or suit if he or she acted in good faith and in a manner he or she reasonably believed to be in and not opposed to the best interests of this Commission and except that no indemnification shall be made in respect to any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to this Commission unless and only to the extent that the Court of Chancery or the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the Court of Chancery or such other court shall deem proper.

SECTION III

To the extent that a Commissioner, officer, employee or agent of this Commission has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Sections [I](#) and [II](#), see page 244 or in defense of any claim, issue or matter therein, he or she shall be indemnified against expenses (including attorney's fees) actually and reasonably incurred by him or her in connection herewith.

SECTION IV

Any indemnification under Sections [I](#), see page 246 and [II](#), see page 247 (unless authorized by a court) shall be made by this Commission only as authorized in the specific case upon a determination that indemnification of the Commissioner, officer, employee or agent is proper in the circumstances because he has met the applicable standards of conduct set forth in Sections [I](#), see page 246 and [II](#), see page 247. Such determination shall be made (1) by the Commissioners by a majority vote of a quorum consisting of Commissioners who were not parties to such action, suit or proceeding, or (2) if such a quorum is not obtainable, or even if obtainable a quorum of disinterested directors so direct, by independent legal counsel in a written opinion.

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SECTION V

Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by this Commission in advance of the final disposition of such action, suit or proceeding as authorized by the Commissioners in the manner provided above upon receipt of an undertaking by or on behalf of the Commissioner, officer, employee or agent to repay such amount unless it shall be ultimately determined that he or she is entitled to be indemnified by this Commission as authorized by this resolution.

SECTION VI

The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any By-Law, agreement, vote of disinterested Commissioners or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Commissioner, officer, employee or agent and shall inure to the benefit of heirs, executors, and administrators of such a person.

ARTICLE XVIII – CONTRACTS, LOANS, CHECKS AND DEPOSITS

SECTION I - Contracts

The Commission may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of the Commission on behalf of the Commission, and such authority may be general or confined to specific instances.

SECTION II - Loans

No loans shall be contracted on behalf of the Commission and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the Commission. Such authority may be general or confined to specific instances.

SECTION III - Checks, Drafts, etc.

Checks, drafts, or other indebtedness issued in the name of the Commission shall be signed by such officer or officers, or agent or agents, of the Commission as shall be determined by resolution of the Commission. Such authority may be general or confined to specific instances.

SECTION IV - Deposits

All funds of the Commission not otherwise employed shall be deposited from time to time to the credit of the Commission in such banks, trust companies, and other depositories as the Commission may select.

ARTICLE XIX

In the event any officer or appointee named by the Commission shall become a member of or sit with another body for the purpose of representing the Commission or expressing the view of the Commission, or observing the deliberation of such body on behalf of the Commission, the opinion, advocacy, support, or endorsement of

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such officer or appointee regarding any policy of such body shall not be binding upon the Commission without ratification by the full Commission, which shall have sole authority.

ARTICLE XX – COMPLAINTS AGAINST THE COMMISSION OR COMMISSIONERS

SECTION I. Subject to the applicable provisions of the *Rules of Practice and Procedure* established pursuant to [Section V](#) (see below) of this Article, the Commission will accept and review complaints regarding the conduct of the Commission or a Commissioner that allege (i) a violation the NACCAS Code of Ethics; or (ii) a violation of due process.

SECTION II. To be accepted and reviewed, complaints must be submitted in a timely manner and pursuant to the applicable provisions of the *Rules of Practice and Procedure* established pursuant to [Section V](#) (see below) of this Article.

SECTION III. Complaints not conforming to Sections [I](#) or [II](#) (see above) of this Article shall be dismissed. Complaints conforming to Sections [I](#) and [II](#) (see above) of this Article shall be referred to an Independent Panel for adjudication. The Independent Panel shall be selected in accordance with the applicable provisions of the *Rules of Practice and Procedure* established pursuant to [Section V](#), see below, of this Article.

SECTION IV. The Independent Panel shall take one of the following actions:

1. Dismissal of the complaint;
2. Reprimand;
3. Order Attendance at a training or counseling seminar related to the offense by the complainant, the complained-against Commissioner, or both;
4. In the case of a complaint against an individual Commissioner, order the complained-against Commissioner to remedy or resolve the condition giving rise to the complaint; or
5. Removal from the Board of Commissioners of either the complainant, complained-against Commissioner, or both.

Where the Independent Panel has determined that (i) the allegations of the complaint have been substantiated or (ii) the complaint was filed vexatiously, the action taken by the Independent Panel shall be final and unappealable.

SECTION V. The Commission shall adopt *Rules* as required to implement this Article.