

**Appendices to the *Rules of Practice and Procedure***  
**January 2014**

**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.

**EXPANDED CAMPUS FACILITIES**

(Notification and Fee: See *Rules Part 4A.3*, page 80 and *4.15(b)*, page 87)

An expansion campus facility is a supplemental training space located within two (2) miles of the original facility of the accredited institution. 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 expansion campus facilities. If the ownership or address of the original campus facility changes from that of the expansion campus facility, accreditation does not automatically continue for the expansion facility. The institution's owners must verify that the expansion facilities will continue in operation and that they comply with all accreditation requirements. An expansion campus facility must bear the same name as the original accredited school and its advertising sign must indicate its status as a facility of the campus of the school.

Approval Procedure: See *Section 4.16* (page 88) of the *Rules*.

**ADDITIONAL LOCATION**

(Application & Fee: See *Rules Sub-Part 4A.3*, page 80)

Main Campus: See *Section 4.8* (page 80) 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. The additional location must offer at least one complete program related to the programs offered at the main campus. 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 57, (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 a Additional location: See *Section 4.8(e)* (page 81) 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 4.8\(f\)–\(h\)](#) (page 81) 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 Provisional Additional Location accreditation with the appropriate exhibits.
2. A NACCAS staff person reviews the material to ensure that the application is complete. If any questions are not answered, or if any exhibits are not submitted, the school will be notified and the application process will not continue until the 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 105) 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 and a NACCAS staff person will conduct

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- 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 school must submit a written 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. Six months after provisional additional location accreditation has been granted, one (1) copy of the Institutional Self-Study (ISS) for the additional location must be submitted. The ISS must include information concerning the educational programs; faculty, physical, financial and other resources for its support; admission and graduation requirements; compliance with state laws evidencing authority to operate the additional location; number of students; administrative structure of the additional location; and any additional information that may assist in the review of the school's programs.
  8. A NACCAS staff person will review the Institutional Self-Study for compliance with accreditation requirements. If any areas are not addressed in the self-study, the school will be sent a letter outlining any additional information needed.
  9. The provisional additional location must go through an on-site evaluation by a full team of examiners between twelve (12) and eighteen (18) months from the date provisional additional location accreditation is granted.
  10. The additional location must submit a detailed response to any limitations cited in the team report within forty-five (45) days of receipt of the report and include documentation to show that any limitations cited have been corrected or are unwarranted.
  11. 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.
  12. The Commission acts again on the school's application for additional location accreditation as outlined in [Part 4](#) (see page 77) 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.