

Appendices to the *Rules of Practice and Procedure*

January 2014

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 of an institution that has been granted candidate status must attend a NACCAS Accreditation Workshop before the institution will receive the technical assistance accorded to candidates. Attendance at a workshop within the 12-month period prior to requesting a candidate consultation visit will fulfill this requirement. The owner or designee of an institution (see page 74, [Section 3.7](#), of the Rules) applying for Initial Accreditation must attend a NACCAS Accreditation Workshop within not less than three (3) months and not more than twelve (12) months prior to submitting an Application for Initial Accreditation. The owner or designee 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.¹¹

Accredited Institutions

Workshop attendance for an accredited institution is based on the school's accreditation anniversary date. The owner or designee of an accredited institution (see page 74, [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.

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 may be assessed a penalty fee of \$300.

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 74) of the *Rules*. It is possible for a single individual to represent more than one institution in this capacity.

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

¹¹ It is the intention of the Commission that a school in candidate status that applies for initial accreditation within the 24 month timeframe allowed by [Section 2.4\(a\)](#) (see page 65) of the *Rules* and has attended the Accreditation Workshop required for candidates does not have to attend another workshop before applying for initial accreditation.

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

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.