

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

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

The requirements in [Appendix #5B](#) (see page 141) 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.