

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

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 4.15](#) (see page 87) 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.