

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

**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 83 and *4.13(b)*, page 90)

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 92) of the *Rules*.

**ADDITIONAL LOCATION**

(Application & Fee: See *Rules Sub-Part 4A.3*, page 83)

Main Campus: See [Section 4.6](#) (page 83) 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. 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 60, (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 85) 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 85) 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 112) 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 81) 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.