

## **Appendices to the *Rules of Practice and Procedure***

**June 2017**

### **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 and (if different from the Owner) the proposed Accreditation Liaison of an institution applying for candidate status must attend a NACCAS Accreditation Workshop and Candidate Class within the six (6) month period prior to submitting an Application for Candidate Status.

The Owner and (if different from the Owner) the proposed Accreditation Liaison of an institution granted candidate status must attend a NACCAS Accreditation Workshop prior to submitting its Application for Initial Accreditation, but not later than the twelve (12) months after the grant of candidate status. If the institution has not submitted an Application for Initial Accreditation as of the 12-month anniversary of its having been granted candidate status, the institution's Owner and (if different from the Owner) the proposed Accreditation Liaison must attend a second-post application NACCAS Accreditation Workshop not later than the 24-month anniversary of its grant of candidate status.

The Owner or Accreditation Liaison 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.

#### Accredited Institutions

Workshop attendance for an accredited institution is based on the school's accreditation anniversary date. The Owner or (if different from the Owner) Accreditation Liaison of an accredited institution (see page 80, [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.

After being granted initial accreditation, the Owner and (if different from the Owner) the Accreditation Liaison of the newly-accredited institution must attend a NACCAS Workshop at least once during each of the institution's first three (3) years of accreditation (commencing on the date of initial accreditation). This obligation applies even if the institution's initial accreditation period is less than three (3) years.

An institution (re)accredited subsequent to a Commission deferral, Show Cause Order 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 Order 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 shall be assessed a penalty fee of \$300 (which may be waived by the Executive Director in appropriate circumstances).

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