

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

- i. In establishing the appropriate conversion, a school must decide whether to organize its academic programs and the courses offered at the school in competencies, non-standard terms, semesters or quarters and how many weeks there will be in each semester or quarter. It must then divide the clock hours of the program by 37.5 (non-standard term semester) or 25 (non-standard term quarter) to determine the number of credit hours. Credits must be expressed in whole numbers and rounded down, as needed. A school must then develop curricula, lesson plans, and course schedules in conformance with the new measure of academic programs and NACCAS *Standards and Criteria*.
- ii. If a state mandates a specific conversion rate, that conversion rate should be used.
- b. Procedure to obtain approval for changes and conversions are outlined in the required application found on the NACCAS [website](#).
- c. Sample Conversions¹¹

Non-Standard Term Sample: 1450-hour basic cosmetology program

- $1450 \div 37.5 = 38.66$, which rounded down = 38 credits

Non-Standard Term Quarter Credits Sample: 1450-hour basic cosmetology program

- $1450 \text{ hours} \div 25 = 58$ quarter credits

6. Review

A change or conversion from clock hours to credit hours must be approved by the Commission according to [Section 4.8](#) (see page 87) of the *Rules of Practice and Procedure*.

¹³Schools should take state and federal requirements into consideration when making conversions.