

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

**June 2017**

**Appendix #5C – Institutional Self-Study Format**

Review each standard statement and the corresponding criteria. Determine whether the institution is in compliance, out of compliance, or if the criterion does not apply to the institution and check, circle, or underscore the appropriate response. Whenever blank forms are requested as exhibits, expect to provide completed forms for the on-site evaluation.

The institution shall provide exhibits, as requested, with each standard. Exhibits should be placed behind the standard, labeled to correlate with the applicable criterion, and entered into the ISS. For example, when providing a copy of the evaluation used for instructors, label the exhibit as Exhibit II. 10.

Inclusion of exhibits can be achieved in a variety of ways:

1. Documents may be copied, labeled and placed behind a tab after the applicable standard if submitting a hard copy of the ISS.
2. Documents may be “cut and pasted,” labeled, and placed after the standard if submitting via a CD ROM.
3. Documents may be labeled, saved into a pdf format and placed after the standard if submitting via CD ROM.

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**I. EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION**

The institution has a published mission statement identifying the institution as providing career preparation. The institution assesses its performance as related to its stated objectives, summarizes the results of the assessment, and uses the assessment to maintain or improve institution performance.

Yes    No    N/A    D 1.    A mission statement has been adopted by the institution and clearly identifies the institution as one preparing graduates for employment.

State the institution's mission statement below or provide as an Exhibit at the end of this Standard.

Yes    No    N/A    D 2.    The mission statement is published in the institution's catalog.

List below the page number in the institution's catalog where the mission statement can be found.

Yes    No    N/A    D 3.    The data contained in the institution's most recent NACCAS Annual Report are accurate.

Explain below the procedures used by the institution to determine the data contained in the most recent NACCAS Annual Report are accurate. Insert a copy of each individual cohort grid as an Exhibit at the end of this Standard.

Yes    No    N/A    D 4.    The institution maintains documentation that can be verified and supports the rates of graduation, licensure/certification, and employment for the most recent Annual Report year.

Describe below the documentation that will be available for review by the on-site evaluation team. Provide as an Exhibit at the end of this Standard of three (3) real examples of back up documentation, for students listed on the cohort grid, for all three (3) outcomes rates. (Note: There should be nine (9) examples for this criterion.)

D 5.    The institution is responsible for the achievement of expected and Acceptable outcomes, regardless of mode of educational delivery (check either yes, no, or N/A for each outcome rate below):

Yes    No    N/A            a. Graduation rate – 50%

Yes    No    N/A            b. Pass rate on certification or state licensing examinations, if required - 70%

Yes    No    N/A            c. Placement rate of graduates - 60%

Enter the applicable outcome rate below for the institution's most recent annual report year.

Graduation:    \_\_\_\_\_

Licensure:     \_\_\_\_\_

Placement:     \_\_\_\_\_

Indicate below if the institution is currently in low outcomes monitoring for any of the outcomes rates?

Graduation:    Yes    No

Licensure:     Yes    No

Placement:     Yes    No

If yes is indicated above, provide an explanation below of how the institution has complied with related commission directives for each low outcomes cohort group, as applicable.

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Yes No N/A D 6. The institution has an external advisory committee comprised of an employer or employers representing the field(s) of study offered by the institution. A committee member may represent multiple fields.

Provide the following information for each member of the advisory committee:

1. Committee member's full name
2. Name of the committee member's business
3. Address of the committee member's business
4. Specific field of employment committee member is representing

D 7. Advisory committee members shall provide annual feedback in those areas relevant to their experience and/or background. The feedback from the committee must include, but does not have to be limited to, information about the institution's:

Yes No N/A a. Curriculum;

Yes No N/A b. Facilities and equipment; and

Yes No N/A c. Graduation, licensure or certification, and placement rates.

Provide below either a copy of the minutes or copies of completed surveys for your most recent Advisory Committee meeting. You may also place the minutes or the completed survey documents as an Exhibit at the end of this Standard.

Yes No N/A D 8. The institution must solicit feedback from current students based on its mission and educational objectives at least annually.

Explain below the institution's procedure for soliciting feedback from current students based on its mission and educational objectives. Provide examples of completed survey forms or other documentation used to collect feedback as an Exhibit at the end of this Standard.

Yes No N/A D 9. The institution must solicit feedback from graduates based on its mission and educational objectives at least annually.

Explain below the institution's procedure for soliciting feedback from graduates based on its mission and educational objectives at least annually. Provide examples of completed survey forms or other documentation used to collect feedback as an Exhibit at the end of this Standard.

Yes No N/A D 10. The institution must maintain a summary of the feedback received from the advisory committee members, students and graduates.

Provide a copy of the summary of the feedback received from advisory committee members, students, and graduates below or as an Exhibit at the end of this Standard.

Yes No N/A D 11. Based on the feedback received, the institution implements improvements and changes, as applicable, to maintain compliance with NACCAS Standards and Policies.

Describe below any changes or improvements the institution has undertaken or implemented as a result of feedback.

### **STANDARD I: EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION EXHIBITS SECTION**

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### II. INSTRUCTIONAL STAFF

The institution employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational courses and/or program(s) regardless of mode of delivery.

Yes No N/A D 1. Instructors (including substitutes) hold teaching credentials demonstrating compliance with applicable state requirements.

Insert copies of licenses for all regularly employed, current instructors as an Exhibit at the end of this Standard. In states where a teaching credential is not required, submit a copy of the applicable practitioner license(s) and a copy of the state regulation addressing qualifications for instructors as an Exhibit at the end of this Standard.

Yes No N/A O/A 2. The student/teacher ratio meets the state requirements, if applicable, and in the absence of state requirements, the student/teacher ratio must not exceed 30 students in attendance per instructor.

Indicate below the student/teacher ratio required by the state (if applicable):

Indicate below the student/teacher ratio utilized by the institution:

Yes No N/A A 3. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures.

Provide a list of the name of all substitute instructors and provide their license numbers below. Explain how the institution ensures that substitutes are familiar with the institution's curriculum, policies, and procedures.

Yes No N/A A 4. Qualified substitute instructors are used when needed.

Insert below your policy and procedure for using substitute instructors or submit as an Exhibit at the end of this Standard.

Yes No N/A D 5. Instructors, with the exception of substitutes, attend meetings according to the institution's policy which shall require a meeting at least once annually.

Yes No N/A A 6. Instructor meeting topics are relevant to the institution's stated mission and educational objectives.

Insert your policy and procedure regarding staff meetings below or submit it as an Exhibit at the end of this Standard. Provide a copy of instructor meeting minutes as an Exhibit at the end of this Standard for meetings conducted throughout the last 12 months based on the institution's policy.

Yes No N/A A/D 7. Within each year of employment, each regularly employed instructor (but not substitute instructors) meets the applicable state requirements for continuing education or obtains 12 hours of continuing education, whichever is greater. This requirement shall not apply during the employee's first year of employment. A year of employment shall be measured on a calendar basis or rolling 12-month basis, as defined by the institutions' policy.

Insert a copy of the institution's written plan for continuing education here or as an Exhibit at the end of this Standard.

Yes No N/A D 8. Continuing education, completed in person or online, includes a minimum of 4 hours in teaching methodology.

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Insert copies of continuing education certificates or other acceptable documentation demonstrating that each instructor employed for more than one year has completed 12 hours of continuing education including a minimum of 4 hours in [\*teaching methodology\*](#) as an Exhibit at the end of this Standard.

Yes    No    N/A    A/D 9. Each instructor, with the exception of substitutes, shall receive and sign a written performance evaluation at least once [\*annually\*](#).

Yes    No    N/A    D 10. The evaluation includes, at a minimum, teaching preparation and effectiveness.

Explain below the institution's procedures for ensuring that each instructor receives and signs a performance evaluation at least every 12 months. Clarify whether the institution performs the evaluations based on the instructor's date of hire or at the same time each year. List the names of all regularly employed instructors below and state their date of hire. Provide a copy of completed performance evaluations for each instructor as an Exhibit at the end of this Standard.

INSTRUCTOR NAME                      DATE OF HIRE

**STANDARD II: INSTRUCTIONAL STAFF**  
**EXHIBITS SECTION**

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**III. ADMINISTRATIVE SERVICES**

The institution has in place administrative policies and services appropriate to the educational courses and/or program(s). Such policies and services meet applicable federal, state, local, and NACCAS policies.

Yes    No    N/A    D 1.    The institution is legally authorized to provide training.

Insert a copy of the institution's license as an Exhibit at the end of this Standard.

Yes    No    N/A    O 2.    Appropriate licenses and certificates issued by state and/or other regulatory authorities are publicly displayed in accordance with state regulations.

Describe below where the licenses are displayed. Provide a copy of the state regulations regarding this requirement as an Exhibit at the end of this Standard.

Yes    No    N/A    A/O/D 3.    The institution complies with applicable federal (including Title IV Federal Financial Aid), state, and local statutes and regulations governing the operations of the institution including the NACCAS [\*Rules of Practice and Procedure\*](#) (see page 59).

Describe below how the institution ensures that it remains in compliance with all the local, state, and federal regulations that impact the institution. If the institution participates in federal loan programs, such description should include the institution's compliance with the U.S. Department of Education's regulations concerning participation in Title IV funding programs, including with respect to the institution's cohort default rates.

Yes    No    N/A    D 4.    The institution has adopted written operating policies and procedures.

Yes    No    N/A    A 5.    The institution's written operating policies and procedures are implemented and maintained effectively.

Describe below how the institution adopts, implements, and maintains its written policies and procedures.

Yes    No    N/A    D/O/A 6.    The institution has controls in place to ensure operations, programs, and staff meets the requirement for administrative capacity and capability.

Describe below how the institution ensures that it has qualified staff, sufficient space, comprehensive curriculum and resources, and adequate policies/procedures in place to meet this requirement.

Yes    No    N/A    D 7.    The institution has a current, signed participation agreement(s) (Title IV, Veteran's Administration, Work Force Development, etc.) and Eligibility Certification Approval Report (ECAR) listing approved courses and/or programs, if applicable.

List below the financial aid programs in which the institution participates. Provide a copy of the institution's current ECAR and all participation agreements in which the institution is currently engaged as an Exhibit at the end of this Standard.

Yes    No    N/A    D 8.    Advertising conforms to the NACCAS [\*Policy on Advertising\*](#) (see page 23).

Provide a list below of types of advertising media (e.g.: billboard, radio, television, newspaper, website, etc.) used for the most recent 12-month period. Submit copies of at least one (1) example of each type of advertising as an Exhibit at the end of this Standard.

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Yes No N/A D 9. The institution maintains copies of any training agreements with government agencies, school districts and/or other entities, if applicable.

List below the names of any other entities with which the institution has entered into training agreements. Provide an executed copy as an Exhibit at the end of this Standard of any training agreements in which the institution is engaged.

Yes No N/A D 10. The institution guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records.

Yes No N/A D/O 11. The institution must have a policy regarding the release of student information which is in compliance with local, state, and federal law (FERPA).

List below the page number in the catalog where these policies can be found. Provide the institution's policy and an executed copy of a release from used by the institution as an Exhibit at the end of this Standard.

Yes No N/A D 12. The institution provides access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

Describe below how the institution complies with its privacy policies while ensuring access to student and institution records to NACCAS.

Yes No N/A O 13. All institutional records related to accreditation (NACCAS Standards and Policies) must be maintained from the effective date of the most recent grant or removal of accreditation and in accordance with state and federal law. Newly accredited institutions that do not have a six (6) year history must maintain records from the Candidate Consultation visit forward. Student records must be maintained in accordance with state and federal law.

Describe below how the institution maintains accreditation records for the period required in order to meet this requirement.

Yes No N/A A 14. All institution records are maintained and safeguarded against loss, theft, identify theft, or damage.

Describe below the institution's procedures that ensure all institution records are maintained and safeguarded against loss, theft, identity theft, or damage.

Yes No N/A O 15. The institution utilizes technologies and practices that are effective in verifying the identity of a distance learning student who participates in class or coursework (such as secure login and pass code or proctored examinations) while protecting student privacy.

Describe below how the institution verifies the identity of the distance learner and insert any exhibits or forms used for documenting compliance.

Yes No N/A A/D 16. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be available in the language in which the course will be taught.

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Describe below the policies, procedures and documents (e.g. catalog, enrollment agreement, curriculum, advertising, course outline, pre-enrollment information, etc.) used by the institution that ensures compliance with this requirement. List each program of study and the languages in which each program is taught.

**STANDARD III: ADMINISTRATIVE SERVICES**  
**EXHIBIT SECTION**



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### IV. ADMISSIONS POLICIES AND PROCEDURES

The institution has published student admissions policies that are appropriate for the educational courses and/or program(s), and the institution follows these policies.

- Yes    No    N/A    D 1. The institution's admission policies require that each student meet one of the following:
- a. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients), etc.; or
  - b. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
  - c. Have the ability to benefit from the training, according to the NACCAS [Ability-To-Benefit Policy](#) (see page 29).
  - d. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.
  - e. If attending under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

State below the page number in the catalog where the institution's admission policy can be found. Describe below how the institution verifies the validity and equivalence of a high school diploma for foreign students, if applicable. Provide a copy of the institution's admission policy as an Exhibit at the end of this Standard.

- Yes    No    N/A    D 2. A limited number of secondary students who are not enrolled under a training agreement as described in item e above (no more than 10% of the number of students currently enrolled) may be admitted if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation as established by the institution.

Provide a copy of the institution's policy and procedure for admitting secondary students and submit a roster of secondary students admitted in the last 12 months as an Exhibit at the end of this Standard, if applicable.

- Yes    No    N/A    D 3. The institution's written catalog complies with the NACCAS [Catalog Requirements](#) (see page 33).

Submit a copy of the institution's cross-referenced student catalog as an Exhibit at the end of this Standard.

- Yes    No    N/A    D 4. Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog.

Describe below the procedure followed to ensure that all applicants have access to a copy of the institution's catalog prior to signing an enrollment agreement. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

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Yes No N/A D 5. Before enrollment each applicant is provided access to written information that accurately reflects the most recent annual report statistics.

Describe below how the institution ensures that applicants have access to written information that accurately reflects the institution's most recent annual report year statistics. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

Yes No N/A D 6. Before enrollment each applicant is provided access to written information that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates.

Describe below how the institution ensures that applicants have access to written information that accurately reflects the licensure requirements. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

Yes No N/A D 7. The institution uses an enrollment agreement that complies with the NACCAS [Enrollment Agreement Requirements](#) (see page 30).

Insert copy of the institution's enrollment agreement cross-referenced to NACCAS' Enrollment Agreement Requirements and Checklist as an Exhibit at the end of this Standard.

Yes No N/A D 8. The enrollment agreement must be fully executed prior to the enrollee starting classes.

Yes No N/A D 9. A copy of the fully executed enrollment agreement is provided to the student and legal guardian, as applicable.

Yes No N/A D 10. A copy of the fully executed enrollment agreement is maintained by the institution.

Describe below how the institution ensures that each accepted applicant receives a copy of the fully executed enrollment agreement (Glossary Term: [Fully Executed](#)). Describe when a copy of the fully executed enrollment agreement is received by the enrollee. Identify where the school maintains its copy of the fully executed enrollment agreement. Provide three (3) real examples of fully executed enrollment agreements as an Exhibit at the end of this Standard.

Yes No N/A D 11. If the institution has a leave of absence policy, it must be in compliance with the NACCAS [Leave of Absence Policy](#) (see page 38).

Provide a copy of the institution's leave of absence policy below or as an Exhibit at the end of this Standard.

Yes No N/A D 12. The institution accurately implements the Leave of Absence Policy, as applicable.

Describe below how the institution ensures that the leave of absence policy applies to all students. Provide examples of three (3) completed leave of absence forms along with their respective enrollment agreement as an Exhibit at the end of this Standard.

Yes No N/A D 13. The institution's policies clearly state that the institution does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students.

State below the page number of the catalog where the non-discrimination statement can be found. Provide a copy of the language used in the catalog that documents this requirement as an Exhibit at the end of this Standard.

Yes No N/A D 14. The institution has a policy that clearly defines how training or

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education received at another institution is applied to the receiving institution's course or program requirements (including the possibility that no such transfer credit is granted).

State below the page number of the catalog where the transfer policy can be found. Provide a copy of the transfer policy as an Exhibit at the end of this Standard.

Yes No N/A D 15. The institution maintains a list of institutions with which it has established an articulation agreement, if applicable.

Provide the list of institutions with which the institution has established articulation agreements below, or as an Exhibit at the end of this Standard.

Yes No N/A D 16. The institution's practices are consistent with its admissions policies and requirements.

Describe below how the institution ensures that its admission practices are consistent with its admissions policies (e.g.: training of admissions representatives, enrollment interview checklists, registration process checklists, etc.)

Yes No N/A D 17. The institution notifies distance learning students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

Describe below how the institution notifies distance learning students of any projected additional charges associated with the verification of student identity. Provide documentation of how a student is notified of these charges as an Exhibit at the end of this Standard.

Yes No N/A D 18. If the institution offers a program that is longer than the state requirements, before enrollment, each applicant is provided the rationale for completing the additional hours and the benefits to be derived from the additional training.

Provide a copy below or as an Exhibit at the end of this Standard, of the rationale given to applicants for the additional hours of training and include any documents or promotional material used for this purpose.

Yes No N/A D 19. Before enrollment, each applicant is provided non-verbal access to information that reflects generally known pre requisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided such as:

- licensure requirements,
- regulatory oversight restrictions,
- physical requirements of the industry,
- ability to meet requirements set forth by employers.

Describe below how the institution provides information on pre requisites and other factors relevant to obtaining employment including all bullet point items listed. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

### **STANDARD IV: ADMISSIONS POLICIES AND PROCEDURES EXHIBIT SECTION**

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**V. STUDENT SUPPORT SERVICES**

The institution has in place student support services which provide appropriate information and advice to students.

Yes	No	N/A	A 1.	The institution provides access to an orientation program on or before the first day of class. (If the institution intends to award hours or credits for orientation, the orientation must be part of the institution's curriculum, if permitted by state and federal law.)
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			A 2.	The orientation program provides, at a minimum, information about:
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Yes	No	N/A		a. the instructional course or program,
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Yes	No	N/A		b. the educational objectives of each program or course,
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Yes	No	N/A		c. administrative policies affecting students, and
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Yes	No	N/A		d. support services available to students.
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Describe below the institution's orientation process, the orientation content, and when the orientation occurs. If the institution awards credits or hours for orientation provide a copy of the curriculum that includes orientation in the program as an Exhibit at the end of this Standard. Provide examples of all documentation used for this process as an Exhibit at the end of this Standard, if applicable.

Yes	No	N/A	A 3.	Students are provided with academic advising and additional assistance as necessary.
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Describe below the institution's policy and procedures regarding advising or counseling students.

Yes	No	N/A	A 4.	Contact information for professional assistance is made available to students.
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Describe below how the institution makes information for professional assistance available to students.

			D 5.	The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in:
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Yes	No	N/A		a. Professionalism
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Yes	No	N/A		b. Resume development
-----	----	-----	--	-----------------------

Yes	No	N/A		c. Interview preparation
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Yes	No	N/A		d. Job search skills
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Provide a copy of the course outline where this curriculum content is explained as an Exhibit at the end of this Standard, if applicable.

Yes	No	N/A	A 6.	Information and advice on available financial assistance is accessible to students.
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Describe below how the institution makes information and advice on applicable financial assistance programs accessible to students.

Yes	No	N/A	D 7.	The institution has an internal complaint or grievance procedure to consider student complaints that complies with the NACCAS <a href="#"><u>Internal Grievance Procedure Policy</u></a> (see page 39).
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Yes	No	N/A	A 8.	The institution implements the <a href="#"><u>Internal Grievance Procedure Policy</u></a> (see page 39), as applicable.
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Provide a copy of the institution's grievance policy and procedure below or as an Exhibit at the end of this Standard. Provide a list of students who have submitted grievances within the last year and the status of said grievances as an Exhibit at the end of this Standard.

**STANDARD V: STUDENT SUPPORT SERVICES  
EXHIBIT SECTION**

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**VI. CURRICULUM**

The institution offers educational courses and/or programs congruent with the mission of the institution and its educational objectives. Courses and/or programs incorporate job market requirements in instruction through involvement with the institution's advisory committee. The institution ensures that all courses and/or programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent.

Yes    No    N/A    A/O 1. Courses and/or programs are congruent with the mission of the institution and its educational objectives.

Provide below a list of the courses and/or programs offered at the institution and describe how the courses offered by the institution are relative to the institution's mission and educational objectives.

Yes    No    N/A    A/O 2. Courses and/or programs meet the state requirements where the student is seeking licensure and/or certification, if applicable.

Provide the following information for each course offered at the institution:

Name of the Courses Offered:

Number of Hours or Credits Required by the Institution:

Number of Hours or Credits Required by the State:

Yes    No    N/A    D 3. Each student is provided with a written program and/or course outline, at the beginning of the program and/or course.

Describe below the institution's procedure to ensure that each student has access to a copy of the program and/or course outline at the beginning of the course.

D 4. The course and/or program outlines(s) must include each of the following elements:

Yes    No    N/A    a. Name of the course or program;

Yes    No    N/A    b. Course or program description;

Yes    No    N/A    c. Course or program educational objectives;

Yes    No    N/A    d. Contents of the units of instruction and, as applicable, hours, credits and/or competencies devoted to each unit;

Yes    No    N/A    e. Instructional methods used to teach the course or program;

Yes    No    N/A    f. Grading procedures.

Submit a copy of the course outline for each course or program offered by the institution as an Exhibit at the end of this Standard. Provide a copy of any forms used to document the applicant has received this information at the beginning of the course as an Exhibit at the end of this Standard. If the course or program outline is found in the institution's catalog state the page number it/they can be found.

A/O 5. In order to fulfill course and/or program requirements, the institution makes available to students the following:

Yes    No    N/A    a. Textbooks and/or text materials;

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- |     |    |     |  |
|-----|----|-----|--|
| Yes | No | N/A | b. Supplementary instructional resources |
| Yes | No | N/A | c. Equipment, as applicable;             |
| Yes | No | N/A | d. Products and supplies, as applicable. |

Describe below how the institution ensures that it meets each of the requirements of this criterion for each of the courses or programs offered.

- |     |    |     |   |
|-----|----|-----|---|
| Yes | No | N/A | A/O 6. The institution provides students and teachers with access to current reference materials to support the educational course and/or program(s) offered. |
|-----|----|-----|---|

Describe below how the institution provides sufficient current, written, or web-based reference materials to support the educational courses and/or programs offered.

- |     |    |     |   |
|-----|----|-----|---|
| Yes | No | N/A | D 7. Courses and/or programs offered by the institution comply with the applicable regulatory agency curriculum requirements. In the absence of oversight agency regulations regarding curriculum, courses and/or programs are designed to meet industry standards using feedback from the institution's advisory committee and required elements of the state or national examination, if applicable, and/or requirements defined in the oversight agency's statutes or regulations for licensure. |
|-----|----|-----|---|

Describe below how the institution's courses and/or programs comply with applicable regulatory agency requirements or with industry standards. Provide a copy of regulatory agency's requirements or an explanation of how industry standards are met, as applicable, for each course or program offered as an Exhibit at the end of this Standard.

- |     |    |     |   |
|-----|----|-----|---|
| Yes | No | N/A | A 8. Each course and/or program provides instruction on the regulations governing the scope of practices for which students are training. |
|-----|----|-----|---|

Describe below how students are advised or educated about the laws and regulations applicable to the program in which they are enrolled. Provide a copy of the unit of instruction used as an Exhibit at the end of this Standard.

- |     |    |     |  |
|-----|----|-----|--|
| Yes | No | N/A | A 9. Each course or program provides supervised instruction in the applicable skills and competencies. |
|-----|----|-----|--|

Describe below how the institution's courses and/or programs provide supervised instruction in the applicable skills and competencies for the course and/or program.

- |     |    |     |  |
|-----|----|-----|--|
| Yes | No | N/A | D 10. Academic and practical learning precede student salon or clinic activities, as applicable. |
|-----|----|-----|--|

Describe below how the institution's curriculum is designed to ensure that students acquire knowledge and skills prior to entering the student salon and providing services to the public. Submit documentation such as syllabi that outlines what practical and academic learning must be completed prior to the student working on clinic/salon patrons as an Exhibit at the end of this Standard.

- |     |    |     |   |
|-----|----|-----|---|
| Yes | No | N/A | A/O 11. Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, distance learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used |
|-----|----|-----|---|

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during the program.

List below the academic and practical learning methods used during each program.

Yes No N/A A/O 12. Effective training aids and audiovisual materials are used to supplement the instructional process.

Provide a list below or as an Exhibit at the end of this Standard of training aids and audiovisual materials used by the institution to support the instructional process.

D 13. Instruction in classrooms, labs, student salons, and/or via distance learning, if applicable, is effectively organized as evidenced by:

Yes No N/A a. Program and/or course outlines

Yes No N/A b. Lesson objectives

Yes No N/A c. Evaluations

Yes No N/A d. Other applicable instructional materials

Submit the following as an Exhibit at the end of this Standard for each course and/or program:

- Course and/or program objectives as stated in the course/program outline.
- One example of lesson objectives.
- One example of a written evaluation.
- One example of a practical evaluation.
- Any other applicable instructional materials the institution utilizes.

D 14. To offer a course and/or program that exceeds the required minimum course length by more than 50%, the institution must justify the course or program length. In accordance with the mission of the institution, the justification must state how the course or program length is necessitated by the following factors:

Yes No N/A a. Industry needs as determined and/or recommended by the institution's advisory committee;

Yes No N/A b. Special academic needs of the students served.

List below any courses and/or programs whose length exceeds the state requirements by more than 50% as well as the hours required by the state.

### COURSES OFFERED

#### INSTITUTION'S COURSE HOURS/CREDITS

#### STATE REQUIREMENTS FOR THE COURSE HOURS/CREDITS

For any courses that exceed the state requirements by more than 50% describe below the method used to determine the course and/or program length and the rationale for establishing the expanded course.

Yes No N/A D 15. If an institution participates in an externship (Glossary Term: [Externship](#)), the institution's course complies with all applicable requirements established by the state regulatory agency, however, not to exceed 10% of the total course and/or program. In the absence of regulations promulgated by the state regulatory agency, the institution's externship will comply with the NACCAS [Externship Requirements Policy](#) (see page 40).



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Provide a copy of the institution's Externship Policy as an Exhibit at the end of this Standard. In States that regulate externships or internships provide a copy of those regulations as an Exhibit at the end of this Standard, if applicable.

Yes    No    N/A    D 16.    The institution is responsible for the management, control, and delivery of distance education instruction.

Describe below how the institution ensures that the management, control and delivery of the distance education are maintained by the institution, if applicable.

Yes    No    N/A    D 17.    Distance education (Glossary Term: [\*Distance Education\*](#)) cannot be used as a mode of delivery for more than 50% of any program.

Describe below how the institution ensures that no more than 50% of any program is delivered via distance education. Provide as an Exhibit at the end of this Standard a list of units of instruction that delineates what portion is delivered on campus and what portion is delivered via distance education, if applicable.

Yes    No    N/A    D 18.    If the institution offers a distance education program it must have a policy in compliance with NACCAS Policy on Distance Education.

State below the institution's distance education policy or as an Exhibit at the end of this Standard.

Yes    No    N/A    A/O/D 19.    The institution implements the policy on distance education, as applicable.

Provide documentation ensuring the implementation of this policy as an Exhibit at the end of this Standard.

**STANDARD VI: CURRICULUM**  
**EXHIBIT SECTION**

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

June 2017

### VII. FINANCIAL PRACTICES AND MANAGEMENT

The institution maintains a sound financial condition and has qualified financial management.

- |     |    |     |      |  |
|-----|----|-----|------|--|
| Yes | No | N/A | D 1. | The financial statements of the institution demonstrate that it has the financial resources to ensure continuity of operation, education programs and services, and to fulfill its obligations to students and employees, by meeting the following requirements: |
|-----|----|-----|------|--|
- a. Has met the requirements as set forth by the U.S. Department of Education in accordance with 34 C.F.R. 668.171(b) (1), or the successor regulation, or
  - b. A ratio of current assets to current liabilities of one-to-one or greater (current ratio); a positive tangible net worth; and a profit in the most recent accounting year or in two of the most recent three accounting years. Any assets of the institution that are excluded in the calculation of the composite score shall also be excluded by NACCAS in the calculation of the current ratio and net worth, or;
  - c. If the institution is not in compliance with Criterion 1 (a) or 1 (b), it has the option to demonstrate financial stability by meeting the following requirements:
    - i. Cash and cash equivalents plus available lines of credit are equal to at least 16.7% of annual revenue.
    - ii. Ratio of net liabilities (total liabilities minus cash and cash equivalents) to tangible net worth is 2:1 or less, OR ratio of total debt to earnings before interest, taxes, depreciation, and amortization (EBITDA) is 3:1 or less.
    - iii. At the institution's expense, it agrees to an onsite evaluation of its financial stability by an independent Certified Public Accounting firm selected by NACCAS, and NACCAS determines the evaluation report demonstrates positive financial stability. A copy of this report shall be provided to the institution. The evaluation shall include a series of agreed upon procedures to be determined by NACCAS. These procedures may include (but may not be limited to) the following areas of concern:
      - A. Capacity to meet financial obligations as they come due.
      - B. Compliance with loan and lease agreements.
      - C. Compliance with state requirements for posting surety bonds for student tuition refunds where institution operates instructional programs.
      - D. Compliance with federal and state tax requirements, and regulations of the U.S. Department of Education (if applicable).
      - E. Budget process and internal financial reporting.
      - F. If applicable, the institution's financial relationship with a holding company.
      - G. Personal interviews with the institution's auditor and key members of management.

In accordance with [Section 8.18](#) (see page 124) of the NACCAS [Rules of Practice and Procedure](#) (see page 59), an institution is required to bring

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itself into compliance with accreditation requirements within the time frames established by the *Rules*.

In addition, the institution's financial statements:

- d. Do not contain any significant or material finding within the auditor's report, the financial statements, the notes to financial statements, and/or the internal control auditor's report; to include going concerns, subsequent events, significant definiteness, material weaknesses, and significant liabilities;
- e. Do not disclose that the institution is in default on any of its debt obligations;
- f. Are audited and submitted electronically by an independent Certified Public Accountant;
- g. Are prepared on an accrual basis, and in accordance with Generally Accepted Accounting Principles (GAAP); and
- h. Must contain a statement from the independent CPA showing the calculations referenced in 1(a) or 1(b).

Yes	No	N/A	D 2.	Institutions participating in Title IV funding programs must submit audited financial statements in accordance with federal auditing standards and guidelines.
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**The institution's financial statements are submitted to the NACCAS Director of Finance who will determine if they are in compliance with [Standard VII](#) (see page 17).**

Yes	No	N/A	D 3.	Unless superseded by a state-, federal-, or program-mandated refund policy, the Institution shall adopt a policy that complies with the NACCAS <a href="#">Withdrawal and Settlement Policy and Checklist</a> (see page 42).
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Explain below which refund policy is used by the institution. Submit as an Exhibit at the end of this Standard a copy of the refund policy cross-referenced NACCAS [Withdrawal and Settlement Policy and Checklist](#) (see page 42) regardless of which policy is followed. State if the institution participates in federal financial aid programs. If the institution is mandated to follow their state's policy provide a copy of the state's mandated policy as an Exhibit at the end of this Standard.

Yes	No	N/A	D 4.	Institutions participating in federal Title IV financial aid programs must perform both an institutional refund calculation and a Return to Title IV calculation.
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Describe below the institution's procedure for ensuring that an institutional refund is applied to all Title IV recipients after any applicable returns to Title IV have been made, if applicable.

Yes	No	N/A	D 5.	The institution applies the applicable refund policy to all terminations for any reason, by either party, including student decision, course and/or program cancellation, or institution closure.
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Yes	No	N/A	D 6.	The institution maintains evidence that institutional refunds are received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disposed of in accordance with applicable federal or state regulations.
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Yes	No	N/A	D 7.	The institution accurately implements the applicable refund policy.
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Describe below how the institution ensures that the institution applies the appropriate refund policy to all terminations and accurately implements the policy. Describe below the documentation that will be available for review by the on-site evaluation team verifying that institutional refunds were received by the recipient in a timely manner. Provide examples of three (3) completed institutional refunds and evidence the refunds were made timely, if applicable, as an Exhibit at the end of this Standard.

Yes    No    N/A    D 8.    The institution complies with the NACCAS [Policy on Extra Instructional Charges](#) (see page 46), if applicable.

Insert below the institution's policy on extra instructional charges, if applicable.

Yes    No    N/A    D/A 9.    Staff working with financial and accounting records is qualified by training and/or experience in accounting and bookkeeping.

Describe below how the institution ensures that staff members working with financial and accounting records are qualified to do so. Submit a copy of the resume for each staff member working with financial and accounting records as an Exhibit at the end of this Standard.

Yes    No    N/A    D/A 10.    Staff working with student financial aid is qualified by training and/or experience in applicable laws and regulations.

Describe below how the institution ensures that staff members working with financial aid programs are qualified to do so. Submit a copy of the resume for each staff member working with financial aid programs as an Exhibit at the end of this Standard.

**STANDARD VII: FINANCIAL PRACTICES AND MANAGEMENT**  
**EXHIBIT SECTION**

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

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### VIII. INSTRUCTIONAL SPACE AND FACILITIES

The institution provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene.

Yes No N/A O 1. Instructional areas allow for effective delivery of instruction.

Describe below how the institution ensures that all instructional areas allow for effective delivery of instruction.

Yes No N/A O/A2. Instructional space is equipped to accommodate the numbers of students assembled at one time.

Describe below how the institution's instructional space is equipped to accommodate the number of students assembled at one time. Include a description of the space and equipment available to students for each program. Provide a copy of any state regulations governing equipment requirements as an Exhibit at the end of this Standard.

O 3. The institution meets applicable fire, building, health, ventilation, heating and safety requirements. In particular:

Yes	No	N/A	a. Sanitary drinking water is available;
Yes	No	N/A	b. Sanitary lavatories have hot and cold running water;
Yes	No	N/A	c. Relevant instructional equipment has hot and cold running water;
Yes	No	N/A	d. Appropriately located fire extinguishers are maintained in operable condition;
Yes	No	N/A	e. Electrical service is adequate to serve institution needs;
Yes	No	N/A	f. Emergency evacuation plans are known to staff and students; and
Yes	No	N/A	g. Sanitary conditions of space, equipment and product are maintained.

Describe below how the institution ensures that it meets each of the requirements for this criterion.

Yes No N/A O 4. Classrooms and service facilities are used exclusively for training. Classroom facilities may be used for other educational business outside of published school business hours.

Describe below how the institution ensures that classroom and service facilities are used exclusively for training either during published school hours or after school hours.

Yes No N/A O 5. A sign indicating clearly that all services are performed by supervised students is posted in a place easily seen by all service customers.

Describe below where the sign indicating clearly that all services are performed by supervised students is located and provide the verbiage used on the sign.

Yes No N/A O 6. When a professional service facility or other business entity and an institution are under the same ownership or otherwise associated, separate operation of each entity is maintained.

Describe below how the institution maintains the separate operation of each of these entities. Explain how the institution ensures that students and the public can clearly differentiate between a professional service or other business facility and the institution.

Yes No N/A O 7. The name clearly identifies the institution as an educational institution.

Yes No N/A O 8. The name of the institution appears on a permanent affixed sign visible from the exterior of the institution, using the institution's approved official or alternate name.

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Provide a photograph of the exterior sign showing the institution name as an Exhibit at the end of this Standard.

**STANDARD VIII: INSTRUCTIONAL SPACE AND FACILITIES  
EXHIBIT SECTION**

**Appendices to the *Rules of Practice and Procedure***  
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**IX. EVALUATION OF STUDENTS**

The institution uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.

Yes    No    N/A    D 1.    Each student is evaluated periodically on attendance (clock hours only), academic and/or practical learning, as applicable.

Describe below how and when students are periodically evaluated on academic and practical learning.

Yes    No    N/A    D 2.    Practical learning is evaluated using written criteria, such as rubrics or similar means.

Provide the written practical grading criteria used for each course and/or program offered and examples of completed practical grading forms for each course offered as an Exhibit at the end of this Standard. Describe below how the institution ensures consistency in practical grading among instructors. Describe below how the institution's practical grading process informs the student of any deficiencies that may exist in any specific skill set.

Yes    No    N/A    A 3.    Student evaluation results are provided to students.

Describe below when students are apprised of their academic performance, practical skills development, and, as applicable, attendance. Provide copies of three (3) completed evaluation forms for each program offered as an Exhibit at the end of this Standard.

Yes    No    N/A    D 4.    The institution documents that each student who graduates or is otherwise awarded a certificate of completion has fully met the institution's published graduation requirements.

List below the page number in the catalog where the graduation requirements can be found. Provide a copy of the institution's published graduation requirements as an Exhibit at the end of this Standard. Describe below how the school ensures that a student has fully met the requirements prior to being issued a diploma or certificate of completion.

Yes    No    N/A    D 5.    The institution's Satisfactory Academic Progress Policy complies with the NACCAS Satisfactory Academic Progress Policy and Checklist for [\*Programs Measured in Clock Hours or Competencies\*](#) (see page 52) or for [\*Programs Measured in Credit Hours\*](#) (see page 55).

Provide a copy of the institution's satisfactory academic progress policy cross-referenced to the NACCAS *Satisfactory Academic Progress Policy and Checklist* for [\*Programs Measured in Clock Hours or Competencies\*](#) (see page 52) or for [\*Programs Measured in Credit Hours\*](#) (see page 55) as an Exhibit at the end of this Standard.

Yes    No    N/A    D 6.    The institution accurately evaluates student progress according to the requirements of the NACCAS Satisfactory Academic Progress Policy and Checklist for [\*Programs Measured in Clock Hours or Competencies\*](#) (see page 52) or for [\*Programs Measured in Credit Hours\*](#) (see page 55).

Provide three (3) copies of completed Satisfactory Academic Progress evaluation forms for each program offered at the institution as an Exhibit at the end of this Standard.

**STANDARD IX: EVALUATION OF STUDENTS**  
**EXHIBIT SECTION**

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

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**X. OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS**

The institution offers Occupational Associate Degree programs and/or courses that are consistent with the institution's mission and educational objectives. The general education courses offered in the program are applicable to the occupation. Institutions offering degree programs and/or courses must meet all other applicable standards of accreditation.

Yes	No	N/A	D 1.	Instructors teaching applied general education courses must have at least an associate's degree with appropriate course work in the subject area(s) taught <b>OR</b> related work experience (3 years) and college level course work in the subject area being taught.
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Provide a list of instructors including a resume indicating formal education or related work experience as an Exhibit at the end of this Standard, as applicable.

Yes	No	N/A	D 2.	If the institution has a transfer policy, it must state that a minimum of 25 % of the degree program must be delivered by the institution awarding the degree.
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State below the institution's transfer policy or as an Exhibit at the end of this Standard.

Yes	No	N/A	D 3.	The program must consist of a minimum of two academic years and 60 semester credit hours in length.
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Yes	No	N/A	D 4.	A minimum of 45 semester credit hours must be included in the occupational area.
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Yes	No	N/A	D 5.	A minimum of 15 semester credit hours must be included in general education courses.
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List below the page number in the catalog where the program content and requisite course hours can be found.

Complete the following list:

PROGRAM TITLE	PROGRAM LENGTH
---------------	----------------

Describe below course and/or program content and explain how credits are allocated to occupational and general education. List below the page in the catalog where this information can be found.

Yes	No	N/A	A 6.	Courses and/or programs enhance the ability of an individual to apply academic and occupational skills in the workplace.
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Describe below how the institution ensures that courses and/or programs enhance the ability of the individual to apply academic and occupational skills in the workplace.

Yes	No	N/A	A 7.	Courses and/or programs must be qualitatively related to the occupational degree offered.
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Describe below how the institution ensures that courses and/or programs are qualitatively related to the occupational degree offered.

Yes	No	N/A	D 8.	Resource materials available to degree-seeking students are relevant, current, and appropriate to the courses of study and/or programs.
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List below examples of materials available to degree-seeking students and explain how the institution ensures they are relevant, current, and appropriate to the courses of study and/or programs.

**STANDARD X: OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS  
EXHIBIT SECTION**