

Appendices to the *Rules of Practice and Procedure*

January 2017

Appendix #7B – Modified Program Self-Study Format

This self-study format is only to be used when multiple schools under the exact same ownership are applying for approval of the same substantive change. In this case, the full Program Self-Study must be completed for one school; all other schools under the same ownership that will be offering the new program must then submit the appropriate number of copies of the Modified Program Self-Study as required by the Application Form.

Please review each Standard statement and the corresponding Criteria. Determine whether or not 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.

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 institutional self-study (ISS). For example, when providing a copy of the licenses of the instructors for the new program, please label the exhibit as Exhibit II. 1.

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

1. Documents may be copied, labeled and placed behind a tab after the applicable Standard if submitting a hard copy of the PSS.
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. Describe how the mission statement was changed to accommodate the new program.

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 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 member(s) that represents the new program:

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

**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 responsible for teaching the new program 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 for the new program 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 for the new program and provide their license numbers below. Explain how the institution ensures that substitutes are familiar with the institution's curriculum, policies, and procedures.

**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 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*.

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. Provide evidence that the school is approved to teach the new program from applicable state and local regulatory agencies.

- Yes No N/A O 14. 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.

If the new program incorporates distance learning, 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 15. 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 in the language in which the course will be taught.

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 below the new program and the language in which it will be 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 3. The institution's written catalog complies with the NACCAS [Catalog Requirements](#) (see page 32).

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.

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 29).

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

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.

If the new program incorporates distance learning 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.

If the new program is being offered for more than the state requires 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.

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Describe below how the institution provides information on prerequisites and other factors relevant to obtaining employment in the field of the new program, 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 EXHIBIT SECTION

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V. STUDENT SUPPORT SERVICES

The institution has in place student support services that 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.)

Yes No N/A A 2. The orientation program provides, at a minimum, information about:

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

Yes No N/A b. the educational objectives of each program or course;

Yes No N/A c. administrative policies affecting students;

Yes No N/A d. support services available to students.

Describe below the institution's orientation process, the orientation content, and when the orientation occurs for the new program. Provide examples of all documentation used for this process as an Exhibit at the end of this Standard, if applicable.

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 its 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.

Describe below how the new program is 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 the new program:

Name of the Course Offered:

Number of Hours or Credits Required by the Institution:

Number of Hours or Credits Required by the State:

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 and/or program description;

Yes No N/A c. Course and/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 program and/or course;

Yes No N/A f. Grading procedures.

Submit a copy of course outline for the new 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.

Yes No N/A 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;

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 the new program.

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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 reference materials to support the new program.

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 new program complies with applicable regulatory agency requirements or with industry standards. Provide a copy of the regulatory agency's requirements, as applicable, for each course or program offered as an Exhibit at the end of this Standard. In the absence of regulatory agency requirements provide an explanation of how industry standards are met for the new program.

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 during the program.

List below the academic and learning methods used for the new 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 for the new program.

Yes No N/A 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 for the new program as an Exhibit at the end of this Standard:

- 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 will utilize.

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.

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If the new program incorporates distance learning state below the institution's distance education policy or as an Exhibit at the end of this Standard.

Note: If the program does not lead to licensure/certification, include as a supplement a detailed rationale for the program length and requirements.

STANDARD VI: CURRICULUM EXHIBIT SECTION

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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 for the new program allow for effective delivery of Instruction.

Yes No N/A O/A 2. 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 for the new program. Include a description of the space and equipment available to students for the new program. Provide a copy of any state regulations governing equipment requirements for the new program as an Exhibit at the end of this Standard.

Yes No N/A 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. |
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Describe below any changes that have been made to accommodate the new program to ensure it meets each of the requirements for this criterion.

STANDARD VIII: INSTRUCTIONAL SPACE AND FACILITES EXHIBIT SECTION

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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 practical learning, as applicable.

Describe below how and when students in the new program are periodically evaluated on academic and practical learning.

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

Describe below when students in the new program will be apprised of their academic performance, practical skills development, and, as applicable, attendance. Provide a copy of the evaluation forms for the new program 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 for the new program can be found. Describe below how the school will ensure that a student in the new program will have fully met the requirements prior to being issued a diploma or certificate of completion. Provide a copy of the institution's published graduation requirements for the new program as an Exhibit at the end of this Standard.

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