

Extension Request Form

NACCAS School Ref. # _____

1. Official Name of School on State License _____
2. Street Address of School: _____
 City _____ State _____ Zip _____
3. Please consider this request for an extension of time to submit the following document:
 Name of Document: _____
4. It would be helpful for me to have _____ additional days.

 Signature Date

 Please print name and title

Refer to Section 1.10 Extensions for Submitting Documents to the Commission

Throughout the process of consideration of any application for renewal of accreditation, application for a substantive change submitted pursuant to Part 4 of these *Rules*, or monitoring process pursuant to Part 5 of these *Rules*, the maximum combined total of any and all extensions granted shall be forty-five (45) days, unless extraordinary circumstances are shown. The days allowed for any administrative “show cause” arising from the process shall be counted as extensions for purposes of this Section.

Extension Request form must be received at the NACCAS office at least thirty (30) days prior to the expiration of the present due date and be accompanied by a letter of explanation of why the extension is needed. Submission later than thirty (30) days prior to the due date may result in a late fee, where applicable. Please submit both documents in writing by traceable means and in accordance with Section 1.6 of the NACCAS *Rules of Practice and Procedure*.

For NACCAS Use Only:

Process: _____ Document due date: _____
 Extension days already used in this process¹: _____ Extension days remaining: _____

_____ Day Extension GRANTED
 Extension DENIED

 Dr. Tony Mirando, M.S., D.C. Date
 Executive Director

¹ This includes days on “Show Cause” and “Probation” related to this process.