

**NOTIFICATION OF A NON-SUBSTANTIVE CHANGE - TEST MARKET EXCEPTION**

A test market exception enables an institution to advertise (in accordance with NACCAS’ Policy on Advertising) one new course per year for purposes of determining whether a demand exists for the course (refer to Section 4.9(a)(1) of NACCAS’ Rules). The approval of a Test Market Exception does not constitute formal NACCAS approval of the program. However, the institution may start its first class provided it submits an addition of a new program application within fifteen (15) days of the start of this class. No subsequent classes may start until the program is approved by NACCAS. \*Note: Only accredited courses are eligible for Title IV funding; therefore, the first class started under a test market exception will not be eligible for Title IV aid.

Submit two (2) copies of this form at least thirty (30) days prior to the change, unless otherwise directed by this form. Please include a fee of \$695.00 for processing of this application. The aforementioned fee is nonrefundable. Please note that you may be assessed late fees if this change is not received on time, for which you will be billed at a separate time. (Note for Candidate Schools: If the change occurs prior to the initial accreditation on-site evaluation, no fee is required.) Please retain a copy of this application for your records.

1. Ref. # of institution where this program will be taught: \_\_\_\_\_
  2. Name of institution where this program will be taught: \_\_\_\_\_
  3. ***Date change occurred / is scheduled to occur:*** \_\_\_\_\_
  4. Is the institution’s accreditation status currently “accreditation on probation?” Yes \_\_\_ No \_\_\_
  5. Is this notification being submitted sixty (60) days after the change occurred? Yes \_\_\_ No \_\_\_
- If you answered yes to question #5 above, please submit seven (7) copies of this application to NACCAS, as pursuant to Section 4.15(b) of NACCAS’ Rules, this change is now considered substantive (meaning it requires Commission approval). Additionally, please include an extra \$200 processing fee with this application in order to cover the costs associated with Commission review.*
6. Name of Test Market Program \_\_\_\_\_
  7. Length of Program \_\_\_\_\_

**Reminder: The approval of a test market exception does not constitute formal NACCAS approval the program. Within fifteen (15) days of the start of the first class, the institution must submit an application for approval of the new program (see application forms #5, #6, and #7 on NACCAS’ website, naccas.org).**

**CERTIFICATION**

I hereby certify that the institution for which this application is being made is not under any citation by the state licensing agency for any violations of licensing laws. The institution will not make any promotional use of the application prior to approval of this application by NACCAS. I declare that I will seek NACCAS approval for this program within fifteen days of starting the first class, and that I will not start any additional classes until the program has been approved. In addition, I hereby provide a release for purposes of eliciting information from state boards and government entities, as well as an acknowledgment of the fact that accrediting information may, at the discretion of NACCAS, be shared with other accrediting agencies and governmental entities.

I certify that I understand that the use of any technical assistance provided by NACCAS does not in any way guarantee the approval of this application and that NACCAS’ Board of Commissioners has the final authority in determining an institution’s compliance with accreditation requirements. I certify that the information provided herein is true and correct to the best of my knowledge and belief. I understand that knowingly providing false or misleading information to NACCAS may result in the Commission taking adverse action against the institution.

Institution’s Owner/or Official Contact Person Signature	Date
Print Name (clearly)	Title