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Ability-To-Benefit: A student who is beyond the state-recognized age of compulsory education, lacks a high school diploma or its equivalent, and has the "ability-to-benefit" from the education or training offered at an institution. An institution must determine through testing or some other means that their students have the ability to complete successfully and benefit from their chosen course of study prior to enrollment.

Academic: A person who has expertise and current teaching experience in post-secondary education, and has knowledge in pedagogy and in the development of curriculum.

Academic and Practical Learning: The acquisition of knowledge and skills.

Academic Plan: A written plan provided to the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe. For example, the institution must identify specific academic and/or attendance requirements that must be attained by a certain point.

Academic Transcript: A document issued by the institution where the training was received showing satisfactory completion of the requisite hours or credits.

Access: The ability to get information needed. A school may choose whether to provide a copy to each student in printed media format or to maintain one copy the student can access.

Accountability: The process of reporting and justifying results and outcomes in order to assess the usefulness and effectiveness of an institution and/or course. Accountability studies are used to determine the extent to which educational objectives have been met by an institution.

Accreditation: The process through which an agency or organization recognizes that educational institutions or programs of study have met established standards. This is accomplished, generally, through initial and periodic peer evaluations.

Accreditation Liaison: The Accreditation Liaison for an institution is the person designated by the institution as the institution's liaison with NACCAS for the candidate and accreditation processes. The Accreditation Liaison must be either (1) an Owner of the institution or (2) a full-time employee of the institution or the Owner.

Achievement Test: An evaluative instrument that provides an estimate of the extent to which an individual has acquired certain information or mastered certain skills.

Additional Classroom Space: Supplemental training space utilized by an accredited institution that is within 2 miles of, but not contiguous with, the institution's Facility and that does not teach more than fifty percent (50%) of any program.

Additional Location: An extension of an institution in a separate location. Such a site is subject to compliance with requirements established under [Section 4.6\(a\)\(2\)](#) (see page 84) of the *Rules of Practice and Procedures*.

Administrative Capability: Having the resource(s) to accomplish the institution's mission and educational objectives while meeting state, federal and NACCAS requirements.

Administrative Capacity: The ability of the institution to have adequate staff to perform the necessary functions to accomplish the institution's mission and educational objectives while meeting state, federal and NACCAS requirements.

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Admission Procedure: The process through which a determination is made as to whether an applicant has met enrollment standards with respect to age, educational level, course prerequisites, satisfactory grade on applicable entrance examinations and other requirements established by the institution.

Adverse Actions: Adverse Actions are denial of initial accreditation, withdrawal of accreditation, and non-approval of changes under [Part 4](#) (see page 82) of these *Rules*.

Advertising: The institution's name, letterhead, public disclosures, publications, public information releases, advertisements, published notices, public statements, recruitment practices, promotional practices, materials disseminated and disclosures made by its agents or representatives.

Advising: The process of assisting students to understand their capabilities and interests by providing academic support and guidance throughout the program.

Advisory Committee: A committee composed of employers (at least one of whom is not otherwise affiliated with the institution; a single individual is acceptable provided the individual qualifies to effectively comment on all disciplines offered by the institution) and may include other industry representatives, students, staff, graduates, and consumers, with emphasis placed on employers in the fields of study for which the institution prepares graduates. The focus of the committee should be curriculum, facilities and equipment, and institutional outcomes. NOTE: Institutions offering an instructor training program are not required to include a competitor on their Advisory Committee.

Affiliated Institution: An institution that is not accredited by NACCAS, but that is under the same ownership as one or more NACCAS-accredited institutions. The ownership and control of the affiliated school must be identical to that of the accredited school.

Alumni/ae: Male/female graduates or former students of the institution.

Annually: Within the calendar year unless otherwise prescribed by NACCAS Policies, Rules or Standards.

Annual Report: A written declaration concerning the administrative capability and educational effectiveness of an accredited institution, submitted to NACCAS each calendar year.

Appealable Action: The term “Appealable Action” means an action appealable under these Rules. “Appealable Actions” are (i) Adverse Actions and (ii) removal from candidate status.

Aptitude Test: An evaluative instrument that provides an estimate of an individual's ability to learn if appropriate education or training is provided.

Articulation Agreement: An agreement between institutions that determines how coursework completed at one institution will receive credit towards completion of an academic course or program at another institution.

Assignment: Organized material to be studied and/or a task to be performed by a student; generally according to required techniques and principles, and subject to evaluation by the institution.

Assurance: One way of ascertaining the extent to which an institution complies with established standards and requirements through consultation and discussion with students and management and instructional staff. Specific criteria that may be met through assurances to team members are designated "A" on the [Standards and Criteria](#) (see page 6) document.

Attrition Rate: Percentage of students from a fixed sample that fails to complete a course of study.

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Audio-Visual Aids: Training materials or devices that enhance learning by appealing to the senses of hearing and sight.

Branch Campus: An extension of an institution in a separate location. Such a site is subject to compliance with requirements established under [Section 4.6](#) (see page 84) of the *Rules of Practice and Procedure*. (See “Additional Location”).

Business Entity: A Corporation, Limited Liability Company, General Partnership, Limited Partnership, trust or any other form of business organization organized under state law.

Cancellation: The process by which enrollees remove themselves from a program. Some may fail to start training on the specified start date or may formally cancel the enrollment contract within three business days of signing it.

Catalog: The descriptive publication of a school that serves as a general reference for program and course information and school requirements.

Certificate: (1) A document issued by a school as evidence that a student has completed a prescribed course or program of study successfully; (2) A legal document issued by some states authorizing schools to undertake a specific mission in the field of education. (3) A legal document issued by some states authorizing teachers to perform specific tasks in the field of education.

Certificate of Attainment: A certificate of attainment is a state-endorsed credential based on specified criteria given to students who have completed local and/or state requirements but who do not yet qualify for the high school diploma. Students who earn the state-endorsed credential have made a good faith effort to meet the local and/or state standards in education. Such students will have completed all local and/or state graduation requirements, including attendance, course completion, and satisfactory grades.

Certificate of High School Equivalency (General Education Development): A formal document issued by a State Department of Education or other authorized agency certifying that an individual has met state requirements for high school graduation equivalency.

Certification: Verification of proficiency in a given task or tasks.

Certification by a National Professional Organization: A document issued by a private, professional organization attesting to a person’s ability to meet minimum standards established by peers for occupational practice in a given field.

Change of Control: (1) Any event or change constituting a “change in ownership and control” under 34 CFR 600.31(a)-(c) or any successor regulation or (2) any other event whereby a person or entity gains or loses Control of an institution, except (in each case) as exempted under 34 CFR 600.31(e) or any successor regulation.

Clock Hour: A measure of time: 60 minutes (as opposed to a class hour that may be of fewer minutes, typically 50). It defines the amount of time a student spends in educational or training activities. The number of clock hours required of a student is based on individual state requirements.

Cognate Areas: Courses that serve to supplement the practical, scientific and business skills of the cosmetology or massage professions. (For a list of programs in the cognate areas, refer to [Appendix #1](#) (see page 144) of the *Rules*.)

Cognitive Skills: Knowledge and skills acquired through perception, reasoning or intuition.

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Combination Course: An institution combines into one course those complete courses previously approved by the Commission. (Subject to compliance with [Part 4 Sub-Part 4A.4](#) (see page 87) of the *Rules of Practice and Procedure*).

Competency: The ability to perform a specific task or qualify for a certain role that is generally measured against established norms.

Competency-Based Instruction: A method of measuring academic performance that compares a student's ability to perform certain tasks with established norms of proficiency.

Consultant: Any person providing advice or assistance to an institution with respect to any accreditation process, other than:

- (i) an Owner of the institution or, if the Owner is a Business Entity, a full-time employee of the Owner; or
- (ii) a full-time employee of the institution.

Consumer Safety: The extent to which an educational institution or organization takes precautions to ensure the well-being of students and the public in the course of carrying out its mission.

Continuing Education: Participation in a program of instruction that is organized under responsible sponsorship, capable direction, and qualified instruction designed to improve professional proficiency. Twelve clock hours of continuing education or in-service training are required for all instructors in NACCAS-accredited institutions each year. Examples of continuing education documentation include, but are not limited to, the following:

- Transcript or certificate from a college course or program, distance learning course or program, or adult education course or program that indicates the number of credits or hours obtained;
- Certificate of attendance from an educational provider indicating the date, name of attendee, and number of hours or credits completed;
- Letters from manufacturers, who provide product knowledge classes, indicating the subject matter taught, the number of credits/hours of the training, and a list of instructors attending attendees;
- Evidence of attendance at a trade show including a copy of the program or flyer that describes the event attended, name of attendee, date of attendance, credit/hours of training received, and third party verification;
- Course outline, date, name of instructor, instructor's qualifications, a list of attendees (sign-in sheet) and third party provider verification of attendance for in-house training seminars;
- Copy of NACCAS workshop attendance certificate (which represents a minimum of 12 hours of continuing education).

Contract Period: The contract period for a program or course showing the beginning enrollment date and the contracted ending date allowing for any applicable grace period the school permits before assessing extra instructional charges.

Contracting for Educational Programs: An agreement that permits a student to take a portion of course work off-campus at an institution other than the one in which he/she originally enrolled. (Subject to compliance with the [NACCAS Requirements for Contracting for Educational Programs or Courses](#), Appendix #8, see page 207).

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Control: The (direct or indirect) possession of the power to direct or cause the direction of the management and policies of an institution through the ownership of a Controlling Voting Interest. Any trustee having the (exclusive or nonexclusive) power to direct the management or operations of a trust, including the power to dispose of trust assets or vote securities held by the trust, shall be deemed to Control the trust.

Controls (pertaining to business practices): A control is defined as the review of any process or activity to ensure that the end result produces the planned desired outcome.

Controlling Owner: The person or Business Entity, if any, having direct or indirect ownership of a Controlling Voting Interest in an institution.

Controlling Voting Interest: More than 50% (by voting power) of the Voting Interests of an institution; provided, however, that the largest shareholder of a Public Corporation shall be deemed to hold a Controlling Voting Interest in such corporation so long as that shareholder owns or controls at least 25% of the outstanding voting securities of the institution.

Corporation: A Business Entity organized as a corporation under state law.

Cosmetology: The art and science that concerns the care for the health, condition and appearance of the hair, skin and nails.

Course: A unit of study or module covering a portion of the subject matter content of a program that, in combination with other units or models, constitutes a program of study.

Course Goals: See objective: behavioral, educational performance.

Course Outline: A written plan of instruction, including a general description of the course, topics to be taught, goals and objectives, resources and procedures. Subject to compliance with [*Standard VI, Criteria 3 & 4*](#) (see page 15) and the NACCAS [*Course Outline Guidelines*](#) (found on the NACCAS website under “Sample Forms and Guidelines”).

Credit: An award given to a student for successful completion of a program, course, lesson or other educational or training-related activity.

Credit Hour: A unit of value awarded to a student for successful completion of a program, course or course lesson. (Institutions that measure academic performance in credit hours must demonstrate compliance with the NACCAS Policy Governing Measurement of Academic Programs for [*Programs Measured in Clock Hours or Competencies*](#) (see page 52) or for [*Programs Measured in Credit Hours*](#) (see page 55). Please note that state licensing and other requirements may apply to credit hour programs).

Current Ratio: Ratio of current assets to current liabilities. Current assets divided by current liabilities equals one or more.

Curriculum: A related group of courses in a given field of study.

Date of Determination: The date the institution determined the student has withdrawn either officially or unofficially.

Dependent Minor: Someone who is dependent on a parent or guardian for tax purposes.

Diagnostic Test: An instrument given to identify specific areas of weakness or strength in individual skills.

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Dismissal: Involuntary termination of students; generally due to their failure to meet established academic or attendance standards, policies or requirements of the institution.

Disqualifying Events: (1) Final withdrawal of accreditation (all appeal rights exhausted) and (2) voluntary relinquishment while in withdrawal.

Disqualified Institution: An institution that has undergone two (2) Disqualifying Events in any five (5) year period.

Disqualified Owner: If an institution becomes a Disqualified Institution, then each of the following persons or entities shall be a Disqualified Owner if that person or entity met the applicable description below at the time of both of the Disqualifying Events that caused the institution to become a Disqualified Institution:

- (a) If the Disqualified Institution has no Controlling Owner, then each person who owns or Controls at least 25% of the Voting Interests of the Disqualified Institution.
- (b) If the Disqualified Institution has a Controlling Owner, then
 - i. the Controlling Owner; and
 - ii. if the Controlling Owner of the Disqualified Institution is a Business Entity, then each person who owns or Controls at least 25% of the Voting Interests of the Disqualified Institution's Controlling Owner.

Distance Education: Education that uses technology to deliver instruction to students who are separated from the instructor and to support regular substantive interaction between the students and the instructor. The interaction must be verifiable and measurable whether clock hour, credit hour, or competency based. (Refer to the Policy on Distance Education, [Policy VI.02](#), see page 41.)

Documentation: Printed material that demonstrates compliance with a particular accreditation requirement. Designated "D" on the [Standards and Criteria](#) (see page 6) document.

Drop: Students who terminate voluntarily after starting training.

Educational Goal: An expected result of education or training.

Educational Records: Records and files maintained by a school for each student that includes his/her name, address, basic education, date of enrollment, programs, courses, grades, current academic standing, enrollment agreements, and other relevant information.

Electronic signature or E-signature: Refers to data in electronic form, which is logically associated with other data in electronic form and which is used by a signatory to sign. This type of signature provides the same legal standing as a handwritten signature as long as it adheres to the specific requirements of the specific regulation which it was created under and is acceptable by state, local and federal laws.

Eligible for Placement: A graduate from the graduation cohort is considered eligible for placement unless they meet one of the five exemptions detailed below:

- a. The graduate is deceased
- b. The graduate is permanently disabled

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- c. The graduate is deployed for military service/duty
- d. The graduate studied under a student visa and is ineligible for employment in the U.S.
- e. The graduate continued his/her education at an institution under the same ownership

Eligibility/Eligible Program: (1) Indication by NACCAS that an institution or department meets the prerequisites under [Part 1 Sub-Part B](#) (see page 60) of the *Rules* qualifying as a candidate for accreditation. (2) Indication by the U.S. Department of Education that an institution, or one or more of its programs, qualifies for consideration as a participant in one or more federal-funding programs for students.

Employability: Possession of the skills, knowledge, techniques, aptitudes, or abilities useful for, or necessary to obtain a job.

Employment Assistance: Assisting qualified and interested graduates in obtaining employment by giving them leads to known available employment positions.

Enrollee: An applicant who has been accepted by an institution for admission into a program of study, and who has entered into an agreement or contract that establishes the terms of enrollment.

Enrollment Agreement (Enrollment Contract): An agreement entered into by an institution and student that sets forth their respective obligations concerning the student's chosen program of study. (Also see "Fully Executed Enrollment Agreement")

Ethical Business Practices: Honest, fair practices that do not utilize harassment or abuse.

Evaluation: The collection and analysis of information that leads to a judgment concerning an individual or institution's performance.

Evaluation Team: A committee appointed by the National Accrediting Commission of Career Arts and Sciences and approved by the school and that is charged with gathering information related to an institution's operation, educational program and business practices. The committee's findings are reviewed by the Board of Commissioners when making accreditation decisions. (Refer to [Guidelines for On-site Evaluation Teams](#) (found on the NACCAS website under "Evaluator Documents") and [Part 3](#) (see page 75) of the *Rules*).

Externship: A required period of supervised practice performed off campus or away from one's contracted institution, (may be considered an "Internship" by federal, state or local standards.)

Extra Instruction Charges: Fees assessed to students for instructional time beyond the limits established under the enrollment agreement or enrollment contract. (See the NACCAS [Policy on Extra Instructional Charges](#), see page 46).

Facility: The contiguous space occupied by an accredited institution at its approved location constitutes its Facility (or Facilities).

Faculty: Qualified personnel who are assigned regularly scheduled work hours/days, part-time or full-time and perform tasks associated with the school's educational programs, such as designing curricula, preparing and teaching lessons, providing consultation and advice to students and conducting evaluations of student performance.

Family Member: A parent, sibling, spouse or child, grandchild, spouse's parent, sibling, child or grandchild, any of the aforementioned in a "step" relationship, or sibling's or child's spouse.

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Fee: A charge for services, supplies, equipment, etc. (See “Tuition”).

Feedback: The transmission of DATED evaluative or corrective information about the institution as provided by currently enrolled students, graduates of the institution, and the institution’s advisory committee and may be collected in any format suitable to the institution (e.g. individual paper surveys, electronic surveys, individual meetings, school assembly, etc.)

The Family Educational Rights and Privacy Act of 1974 (FERPA): A federal law designed to protect the privacy of a student's education records. The law applies to all institutions that receive funds under an applicable program from the U.S. Department of Education. NACCAS requires all accredited institutions to comply with FERPA. (Refer to [Standard III, Criterion 12](#), see page 10).

Field Activities: Supervised learning experiences that are related to a student's course of study and take place in an educational or occupational setting, external to the usual instructional site.

Fields of Instruction for core courses (Associate Degree): Refers to courses leading to licensure and/or certification.

Financial Responsibility: The degree to which an institution's fiscal resources allow it to carry out its mission as an educational institution and to discharge its responsibilities to students.

Follow-Up: A systematic procedure to collect and evaluate information on the performance of students and their overall satisfaction with their training after they have completed all or part of a program. This information can be collected from "out of school" students as well as their employers and should be used to evaluate and improve the school's educational programs.

Former Controlling Owner: The person or Business Entity who (or which, as applicable) will cease to Control an institution on the effective date of a Change of Control. Note that there will be no “Former Controlling Owner” if there was no Controlling Owner prior to the Change of Control.

Fully Executed Enrollment Agreement: One that clearly outlines the obligations of the institution and the student, including all required elements of the [Enrollment Agreement Requirements](#) (see page 30), having no blanks. Where a portion of the enrollment agreement does not apply, “Not applicable” or “N/A” is written or a dash is placed through the space. Where changes are made, changes are initialed by all applicable parties or changes are outlined on an addendum to the contract signed by all applicable parties. In cases where there are definitive choices (e.g. program selection; part time or full time schedules; campus attending; etc.) the applicable choice is marked and the remaining choices may be left blank and would not require an N/A or a dash.

General (Applied) Education: Courses applicable to a specific occupation in related natural and physical sciences; social and behavioral sciences; technology; and humanities and fine arts that enhance the ability of an individual to apply academic and occupational skills in the workplace.

General (Basic) Education: Education, such as that offered at the elementary through secondary levels. (First through 12th grades).

General Education (Associate Degree): Shall include, but are not limited to, Arts and Business courses (Ethics, Law, Management, Humanities, Sciences and Social Sciences) to support the general education component of the educational programs.

General Partnership: An unincorporated Business Entity having two or more Owners.

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Generally Accepted Accounting Principles (GAAP): The conventions, rules, and procedures necessary to define accepted accounting principles at a particular time. The consensus on the theory and practice of accounting at a particular time.

Government Entity: A federal, state, or local government agency, board, or commission. This term includes the United States Department of Education and state oversight agencies.

Grading Policy: A written policy that explains expected levels of performance for students and the method of assigning grades.

Graduate: A student who has completed all applicable academic and non-academic requirements, as defined by the institution's graduation policy.

Graduation Rate: Of those students scheduled to graduate from their program in the reporting year, the percentage that actually graduated before the annual report deadline.

Guidance: See "Advising".

Hybrid Program: A program that utilizes two (2) or more methods of delivery, for example classrooms on campus and distance education.

Incentive Compensation Prohibition (as found in IFAP Glossary from the USDE): The requirement that a school not provide any commission, bonus, or other incentive payment based on any part, directly or indirectly, upon success in securing enrollments or the award of financial aid to any person or entity engaged in any student recruitment or admission activity or in making decisions regarding the award of Title IV, HEA program funds.

Independent Study (Associate Degree): Independent study involves a high level of independence and self-direction on the part of the student to read, conduct research, and complete written examinations, reports, research papers, and similar assignments designed to measure the student's grasp of the subject matter. Under the supervision of a faculty member, a learning contract signed by the student and institution shall be developed which outlines specific learning objectives, texts, supplemental readings, course requirements, evaluative criteria, and examination dates. Because independent study classes are the exception and not the rule, the number of courses that a student will be allowed to take independently should be limited.

Industry Developed Test: A commercial (usually proprietary) instrument designed specifically to estimate the aptitude of individuals to complete successfully a program or course of study in a given field, such as cosmetology or massage.

In-School Transfer: An enrollee who changes from one program to another within the same institution.

Institutional: Certain criteria within the *Standards* are designated as being "institutional" in nature. These pertain to the institution taken as a whole and generally are not applied to individual programs or courses of study within the institution.

Institutional Self-Study: An in-depth, qualitative assessment of an institution's overall educational programs measured in relation to its stated mission, objectives and accreditation standards.

Instructional Materials: (Also see "Kit") Textbooks, reference books and periodicals, audio and video tapes, equipment, supplies, implements and other materials used in a course or program to assist students in training.

Instructor: See "Faculty".

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Job Description: A written statement that details specific duties and responsibilities associated with a certain administrative, instructional or other staff position.

Job Readiness: The degree to which a student has acquired the knowledge, skills, and qualifications necessary for productive employment.

Kit: A collection of equipment, implements, and supplies needed generally for practical and laboratory instruction.

Laboratory: A training facility in which students receive practical training in the field of cosmetology or massage and their specialized and cognate areas.

Last Date of Attendance (LDA): The last date the student physically attended class. (This is the date used in the calculation of an institutional refund and Return to Title IV, if applicable.)

Learning Resources (Associate Degree): Shall include, but are not limited to, such resources as standard reference texts, current periodicals, professional journals, and multimedia materials. Such resources should assist a student with acquiring necessary skills such as reading, writing, communicating, critical thinking, and basic use of computer technology. Curricula should clearly outline the appropriate use of library resources.

Lesson: The concepts and/or skills to be taught within a prescribed subject or section of a course or program.

Lesson Plan: An outline of the concepts and/or skills to be taught during a specific class session or sessions. Should include lesson objectives, (behavioral or otherwise), methods of motivation, material to be taught, review questions, application assignments, and evaluation methods.

Licensure or Certification Rate: Of the graduates from the graduation cohort who sat for all parts of their required state/national licensure exam prior to the annual report deadline, the percentage that passed all required parts of the state/national exam before the annual report deadline.

Limitation: The method used to identify an area within the *Standards and Criteria* and *Policies* where full compliance has not been demonstrated.

Limited Liability Company: A Business Entity organized as a limited liability company under state law.

Limited Partnership: A Business Entity organized as a limited partnership or limited liability partnership under state law.

Main Campus: An educational institution that has been accredited by NACCAS for the two (2) most recent years (and is not currently accredited as an Additional Location of another accredited institution). (See “Additional Location”).

Maximum Time Frame: The time frame in which a student must complete the educational program that may not be more than 150% of the published length of the educational program measured in academic years, non-standard terms, or clock hours.

Minority Owner: An Owner who is not a Controlling Owner.

Mission: The stated purpose of an institution.

Nationally Recognized Test: A widely used evaluation instrument that has been reviewed formally and recognized by independent, national testing authorities.

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Natural Person: An actual human being (i.e., not a corporation or other Business Entity recognized by law as capable of taking legal acts in its own name). Unless otherwise indicated, as used in this Handbook “person” means Natural Person.

New Controlling Owner: The Owner who will acquire Control of an institution on the effective date of a Change of Control.

Non-Voting Interest: A legal right to share in the profits derived from the operation of an institution, that is not a Voting Interest.

Norm: A standard of performance.

Normative Data: Statistical or tabular data that summarize the test performance of some clearly defined group and that can serve as a frame of reference for interpreting test results.

Objective (Behavioral): A statement that describes expected behaviors resulting from a learning experience.

Objective (Educational): A statement of what an education or training program can accomplish for reasonably diligent students. For courses in cosmetology or massage and their specialized and cognate areas, educational objectives are goals that reasonably can be attained given the institution's educational methods and that describe skills to be acquired, information to be learned, training to be received and attitudes and habits to be developed.

Objective (Performance): A description of expected observable and measurable student behavior or performance; the conditions under which the performance is to take place and the minimal acceptable criteria of performance.

Observation: Materials, actions, methods, procedures, techniques, and facilities that can be observed as a means of showing compliance with accreditation requirements. Criteria requiring observation are designated "O" in the *Standards and Criteria* document.

Occupational Associate Degrees: Career and technical programs designed to prepare students for employment. They meet the increasing demand for technicians, and skilled workers for employment in the medical, health, wellness and beauty industries.

Occupational Competence: The composite of knowledge, concepts, attitudes, habits, skills, and other abilities needed by an individual to perform satisfactorily in an occupation.

Occupational License or Certification: A document issued by a state, federal or other government agency that authorizes occupational practice in a given field.

Organizational Chart: A graphic description of the reporting lines that staff members are expected to follow within an institution or organization.

Orientation: A briefing designed to acquaint students and/or staff with the institution's educational programs and administrative and support services.

Out of School Transfer: An enrollee or student who leaves one institution to pursue training at another institution.

Outcomes: The results of formal instruction such as graduate employment, increased earnings, measurable gains in occupational competency or increased knowledge, skill, dexterity, or appreciation; or improved attitude; or employer satisfaction with a graduate's professional performance.

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Owner: For NACCAS' purposes, an "Owner" is the legal owner of voting securities or voting rights in a Business Entity. In the case of a Sole Proprietorship, the Owner of the entity is the sole proprietor. In the case of a General Partnership or Limited Partnership, the Owners are the partners with voting rights. In the case of a Corporation, the Owners are the stockholders with voting rights. In the case of a Limited Liability Company, the Owners are the members with voting rights.

Ownership: The Ownership of an institution, at any point in time, consists of the institution's Owners and their respective Ownership Interests.

Ownership Interest: A legal interest in a Business Entity. An Ownership Interest may be either a Voting Interest or a Non-Voting Interest.

Parent Entity: A Business Entity that owns 100% of the Ownership Interests of another Business Entity.

Placement: A graduate who is or has been employed in a field for which their training prepared them (i.e., in a position within the beauty and wellness industry that directly relates to their field of training) after graduation and prior to the annual report deadline. Graduates who obtain temporary positions (i.e., positions where there is an expectation prior to the graduate's hire that the employment relationship between the employer and graduate will not last more than one month) are not considered placed.

Placement Assistance: See "Employment Assistance."

Placement Rate: Of those graduated from the graduation cohort who are eligible for placement, the percentage who were placed prior to the annual report deadline.

Postsecondary Education: An organized educational program, seminar or workshop or other formal instruction offered by an educational institution or entity at the postsecondary level.

Postsecondary Student: An individual who has completed secondary education and/or is enrolled in a postsecondary program, seminar, workshop, or other formal instruction.

Practical Grading Criteria: Specific criteria used by an instructor to determine whether a skill is performed with the required degree of competency and accuracy. Practical grading criteria should be written in a way that ensures that two different instructors evaluating the same practical skills performance will assign the same grade.

Practical Instruction: Instruction that includes "hands on" application of knowledge and experimentation in a supervised setting.

Pre-requisite: A course or other requirement that is needed before participation in a later activity, such as a more advanced course of study, is permitted.

Professional Assistance: Resources for services such as emotional, psychological, physical, personal financial needs, etc. of the students.

Professional Certification: A document issued by a private professional organization attesting to a person's ability to meet minimum standards established by peers for occupational practice in a given field.

Professional Service Facility: An enterprise that has been organized for the purpose of, and is legally authorized to, provide the public with a particular product or service.

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Proficiency: A standard of performance that must be met in order to demonstrate mastery of a specific skill.

Program: (1) A planned sequence of educational activities that exceeds 150 clock hours of instruction, or the equivalent in credit hours or competencies, (and/or leads to state licensure or certification), and leads to the acquisition of a skill or knowledge generally over a predetermined period of time. A program may be delivered in discrete courses, units, or modules. A program generally leads to a certificate, diploma, or some other type of formal recognition by an institution. Examples: A 30-credit cosmetology program; a 600-hour massage program; a ten-month competency-based barbering program. (2) A designation on the *Standards and Criteria* document (program) that indicates that the criterion must be met for each program of study offered by the institution.

Program or Course Length: The length of time required to complete the program based on 100% attendance as shown in hours and weeks or months.

Program Outline: A written plan of instruction including a general description of the program, courses, requirements for a program, topics to be taught, goals and objectives, resources and procedures. Subject to compliance with [Standard VI-Criterion 2](#) (see page 15) and the NACCAS [Program/Course Outline Guidelines](#) (found on the NACCAS website under “Sample Forms and Guidelines”).

Program Self-Study: An in-depth, qualitative assessment of the strengths and weaknesses of a program of study measured in relation to stated course objectives and accreditation standards. (See [Appendix #7](#) (page 178), [Appendix #7A](#) (page 180) and [Appendix #7B](#) (page 195).

Progress Report: A summary of a student's performance and advancement over a specified period of time during the course of instruction, usually given to students at the end of predetermined intervals or grading periods.

Promotional Literature: Written material that promotes an institution's educational programs and services and is made available to the public.

Public Corporation: A Corporation whose securities are required to be registered with the United States Securities and Exchange Commission.

Qualitative: Pertaining to the characteristics, attributes or traits of something, such as an institution or educational program. A qualitative review of an institution would include an evaluation of the characteristics attributable to, for example, its faculty, administrative procedures, equipment and facility as contributing to the achievement of its educational objectives.

Readability Level: Using accepted methods of measurement, the level of reading comprehension difficulty attributed to course materials.

Reading Level: The level of reading comprehension ascribed to an individual based on assessment through standardized testing.

Recruitment: The process of identifying potential students and encouraging their enrollment in a program. (Refer to the NACCAS [Policy on Advertising](#), see page 23).

Reference Material: Any form of written material or other media such as; internet sites, DVDs, electronic apps, etc. that provide current information for staff or students to use in learning.

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Refund Policy: A published statement explaining the method by which a student's account with a school is settled should the student withdraw from a program of study. (It must comply with the NACCAS [Withdrawal and Settlement Policy and Checklist](#) (see page 42) and applicable state and federal requirements.)

Reliability: The extent to which a test yields scores that are free from errors of measurement and hence yields scores which are consistent.

Remedial Instruction: Special instruction developed and delivered to alleviate deficiencies in the basic skills (usually verbal and computational) needed to complete a course. (See NACCAS [Ability-To-Benefit Policy](#), see page 29).

Reporting Requirement: In accordance with [Section 8.9](#) (see page 116) of the *Rules*, the Commission shall have the authority to establish the frequency, format, and content of required reports.

Return to Title IV (R2T4): An R2T4 is not considered a refund; this is a return of federal financial aid. If a school participates in a Title IV program, the school must also perform an institutional refund calculation after the R2T4 has been calculated.

Rubric: An assessment tool listing specific criteria for grading or scoring practical skills ensuring that two (2) different instructors evaluating the same practical skills performance will assign the same grade.

Satisfactory Academic Progress Standards: Quantitative and qualitative measures used by an institution to determine the extent to which students are making adequate progress toward completion of a course of study within a specified time-frame. (Institutions must comply with the provisions 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) in establishing such standards and procedures for implementation.)

Scheduled Class: Planned instruction that is required for all students enrolled in a given program of study. Classes given on an "as needed" basis are not considered to be scheduled classes.

School Business Days: Business days are calculated based on the normal published scheduled days that the institution or business operates.

Secondary Student: A student currently enrolled in a high school program. (Secondary students may be concurrently enrolled in postsecondary programs.)

Seminar: An educational or training program of 150 clock hours or less that does not lead to occupational licensure or state certification.

Separate Operations: The public and the students must be able to clearly differentiate between an institution and any other business entity. The school must comply with all state regulations regarding its operation and facilities when considering operation of another business entity and a school under the same ownership or otherwise associated.

Signature: A mark or sign made by an individual to signify knowledge, approval, acceptance, or obligation. NACCAS does permit E-signatures. (See Glossary Term for "Electronic Signature or E-Signature.")

Sole Proprietorship: A business that has a single Owner (who is a Natural Person) and that is not organized under a State statute.

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Special Financial Reports: Special Financial Reports are interim reports resulting from a significant change in the financial condition of an institution (e.g., institution placed on HCM2).

Specialized Course or Program: A program that falls under the category of cosmetology arts and sciences, or massage, but with concentration in one or more specific disciplines such as, aromatherapy, skin or nail care.

Specialized School: An institution that offers programs in specific disciplines that fall under the category of cosmetology arts and sciences, or massage but that does not offer a "basic cosmetology" program.

Standards and Criteria: Measures or expectations set forth by NACCAS used in making an evaluation and/or verification.

State Oversight Agency: A government entity in a state that has responsibility for licensing or approving postsecondary institutions or programs within NACCAS' scope. Includes: state boards of cosmetology, barbering, and massage, bureaus of private postsecondary or career education, departments of education, commissions on private independent education, and others.

Student Satisfaction: A measure of the degree to which expectations have been met. Data for this purpose are generated (commonly) from an end-of-program critique submitted by students, or from a postgraduate survey mailed to all of the school's graduates.

Subject: A division or field of organized knowledge.

Subject Specialist: A person whose background, education, training, or experience qualifies him/her as a reliable authority or expert on a given subject, and who is appointed by the National Accrediting Commission of Career Arts and Sciences to evaluate programs and institutions in accordance with published accreditation standards.

Subsidiary: A Business Entity, 100% of the Ownership Interests of which are owned by another Business Entity.

Substitute Instructor: An instructor who is qualified by preparation, experience and knowledge of an institution's educational methods, who conducts classes when needed; usually in the absence of assigned instructors.

Support (Ancillary) Services: Supplemental activities and resources provided for a student or group of students by an educational institution. These services are designed to assist the students in achieving the measure of their potential, to motivate students to study, or to respond to students' questions of an academic or non-academic nature.

Syllabus: A syllabus is a description of how the course will be taught with a planned arrangements of materials and activities.

Tabular Data: Items that are organized in a table or list. To review phrase in context, see "Normative Data".

Teaching Effectiveness: The teacher adds value to the institution by producing successful outcomes, individually or collectively, according to the institution's mission statement and NACCAS' Standards and Criteria for outcomes.

Teaching Methodology: Principles and methods used for instruction. Commonly used teaching methodology topics may include classroom management, lesson plan development, course development, delivery methods, presentation skills, development and use of teaching aids, student motivation and learning, evaluation and assessment of student progress, managing the learning environment, basic learning styles, student counseling/advising, career and employment preparation,

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teaching in the student salon, teaching learning-disabled students, developing effective educational relationships, teaching study and testing skills, teamwork communications, student retention, etc.

Teach-Out Agreement: A written agreement between accredited institutions that meets the requirements of NACCAS' Teach-Out Policy and otherwise provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an accredited institution ceases to operate before all enrolled students have completed their program of study.

Teach-Out Event: The occurrence of any one or more of the following events involving a NACCAS-accredited institution:

1. The U.S. Department of Education notifies the Commission that the Secretary of Education has initiated an emergency action against the institution, in accordance with section 487(c)(1)(G) of the Higher Education Act (or a successor statute)(the "HEA"), or an action to limit, suspend, or terminate an institution participating in any title IV, HEA program, in accordance with section 487(c)(1)(F) of the HEA (or a successor Statute), and that a Teach-Out Plan is required.
2. The Commission acts to withdraw the accreditation of the institution.
3. The institution notifies the Commission that it intends to cease operations entirely.
4. A State licensing or authorizing agency notifies the Commission that an institution's license or legal authorization to provide an educational program has been or will be revoked.

Teach-Out Plan: A written plan developed by an accredited institution that meets the requirements of NACCAS' Teach-Out Policy, and may include, if required by the Commission, a Teach-Out Agreement between accredited institutions.

Text: Organized written material covering one or more learning assignments.

Theory: That branch of an art or science consisting in knowledge of its principles and methods.

Theory Instruction: Conceptual learning.

Training: Learning experiences designed to lead to the acquisition of a skill, knowledge, or aptitude.

Training Agreement: A contract or agreement with a school district, junior or community college or government agency through which an accredited institution provides training to students. Such students are generally not contracted individually with the institution they are attending. (See training agreement policy)

Transcript: An official copy of a student's educational record at an institution; usually listing all courses taken, final grades received, and credit toward a certificate or diploma, if applicable.

Transfer Agreement: The written agreement by which a transfer of Ownership Interests is legally effected.

Tuition: The charge for instruction at an educational institution. (Also see "Fee")

Unit: A logical grouping of facts, concepts, and ideas that relate to one particular area of instruction.

Validity: The degree to which certain specified inferences based on a test are appropriate.

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Vocational Education: Learning designed to prepare a student to enter a particular discipline or to upgrade the skills or knowledge required for his/her present job.

Voting Interest: Securities or contractual voting rights, giving the owner the right to vote concerning the management and operation of an institution.

Withdrawal: The termination of an enrollee prior to successful completion of a program. Classifications of withdrawals include but are not limited to a drop, dismissal and out-of-school transfer.

Written Documents: Documents that are produced in written copy, web-based, or any other printable media format.