

# NACCAS' Policies & Procedures

## January 2017

### Policy IV.01 – Admission Policies and Procedures: Admissions Policy

NACCAS requires each institution to have in place an admissions policy that identifies all requirements that a prospective student must meet prior to enrolling in, and beginning, a specific program of study. Required documents must be maintained in each student's file. Criterion 1 states:

The school's admission policies require that each admitted student meet one of the following:

- a. Have a high school diploma, or its equivalent, a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients);
- 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 28); or
- 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 U.S. high school diploma.
- e. If enrolled 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.

#### High School Diploma/GED

NACCAS recognizes several equivalents to a high school diploma:

- A GED;
- A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma;
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; or
- For Associate Degree Programs: For a student who enrolls in a program that leads to an associate's degree or its equivalent in lieu of completing high school, a high school transcript must be presented indicating the student has excelled in high school. In addition, the student must no longer be enrolled in high school and must satisfy the school's written policy for admitting such students prior to the first day of class.

#### Homeschooling

Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible for admission into a NACCAS-accredited school, if the school's policy so states, and if their secondary school education was in a home school that state law treats as a home or private school. Some

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states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, she must obtain this credential in order to be eligible for enrollment.

### **Proof of Age**

Proof of age may be documented by various means, including, but not limited to, birth certificate, driver's license, government-issued identification, birth registration, passport, etc.

### **Ability-To-Benefit**

For schools that accept ability-to-benefit students, the school must maintain documentation of the results of each student's test for verification that the student has achieved a passing score. Information on the third-party test administrator also must be maintained. The institution must also maintain the name and address of the test administrator who administers the test and any identifier assigned to the test administrator by the test publisher or the state. An option to testing prior to enrollment is after enrollment, the student may satisfactorily complete 6 credit hours or 225 clock hours, if applicable.

### **Policy on Training Agreements**

If a NACCAS-accredited institution enters into a training agreement with a government agency, school district, and/or other entity, it must ensure that the following conditions are met:

1. In order to comply with [Section 1.2 of the NACCAS Rules of Practice and Procedure](#) (see page 60), accredited institutions must have at least one student who is contracted under its own enrollment agreement separate and apart from any training agreements;
2. Students attending under a training agreement are not considered enrollees of the NACCAS-accredited institution and are not counted in the NACCAS Annual Report;
3. The institution is not required to have a separate contract with each individual student enrolled under the training agreement;
4. The institution must maintain a copy of any training agreement with a list of students enrolled through the agreement; and
5. The training agreement must specify what is expected of the NACCAS-accredited institution with regard to the contractual relationship (i.e. reporting of attendance and grades, etc.).