

## NACCAS' Policies & Procedures January 2017

### Policy IV.02 – Admission Policies and Procedures: Ability-To-Benefit Policy

The following policy applies to all NACCAS-accredited institutions or departments:

#### I. Admissions Procedures for Ability-To-Benefit Students

1. Definition of an Ability-To-Benefit Student - A student who is beyond the 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.
2. Admissions of Ability-To-Benefit Students - In order to be admitted on the basis of his or her ability to benefit, a student shall complete either:
  - a. prior to admission, complete a nationally recognized, standardized, or industry developed test (see Part II, Implementation) that measures the applicant's aptitude to successfully complete the program or course to which he or she has applied, or
  - b. For courses and/or programs of 600 hours or more, after enrollment, satisfactorily complete 6 credit hours or 225 clock hours, as applicable.

#### II. Implementation

1. Tests - Tests used to determine a student's Ability-To-Benefit may be of three types: nationally recognized tests, standardized tests, or industry-developed tests.
2. Institutional Policy – NACCAS accredited institutions must develop, publish, and implement institutional policies that conform to NACCAS' Ability-To-Benefit Policy. A general statement of the school's Ability-To-Benefit policy shall be published in the school catalog. If the institution does not admit Ability-To-Benefit students, this should be stated. Catalogs may incorporate paste-overs or inserts until the next required catalog republication.
3. Recordkeeping– Institutions shall develop and retain the necessary recordkeeping documents, including records of tests administered, passing scores, student scores, counseling records, name of administrator, and records pertaining to each student's enrollment. These documents shall be retained for a minimum of six years following the student's completion of the program, and shall be made available upon request to NACCAS on-site examiners.