

**Sub-Part D – General Instructions for
Submitting Documents to the Commission**

Section 1.6 Submission of Documents to the Commission

- (a) All submission of documents to NACCAS shall be prepared and submitted in accordance with the Commission’s Requirements for Organization of Document Submissions to NACCAS as well as with specific instructions issued by the Commission, and shall, in all cases, be submitted in an organized manner. The information contained therein shall be typewritten and in English, and any photographs included in the submission shall be originals or clear copies.
- (b) The NACCAS office may refuse to accept and consider any document not submitted in conformity with this Section and other specific directives pertaining to document submission.
- (c) Each institution submitting information and documentation to the Commission for purposes of accreditation:
 - (1) Must accompany such information or documentation with a certification, signed and dated by a person with authority to submit such information or documentation that reads as follows:

“I certify that the information provided herein is true and correct to the best of my knowledge and belief. I further understand that knowingly providing false or misleading information to NACCAS may result in the Commission taking adverse action against the institution.”
 - (2) Must maintain at least one (1) complete copy of such submission in its permanent records for a period of not less than six (6) years.
- (d) Submit all requests, applications, responses and appeals to:

Executive Director
Attention: (As Directed)
NACCAS
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
- (e) Complete instructions for seeking candidate status, initial accreditation, renewal of accreditation, and change applications are included with the application for each process. A school, upon request, may receive special or additional instructions from the NACCAS staff either by telephone, letter, or in person at the NACCAS headquarters.
- (f) If the Commission determines that an institution has knowingly provided false or misleading information, it shall take any action against the institution that it believes is reasonable and appropriate, including, but not limited to, denying any pending application or taking any accreditation action listed in [Section 8](#) (see page 105) of the *Rules*.