

**NACCAS' Standards & Criteria**  
**June 2017**

**Standard II – Instructional Staff**

The institution employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational courses and/or program(s) regardless of mode of delivery.

- D 1. Instructors (including substitutes) hold teaching credentials demonstrating compliance with applicable state requirements.
- O/A 2. The student/teacher ratio meets the state requirements, if applicable, and in the absence of state requirements, the student/teacher ratio must not exceed 30 students in attendance per instructor.
- A 3. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures.
- A 4. Qualified substitute instructors are used when needed.
- D 5. Instructors, with the exception of substitutes, attend meetings according to the institution's policy which shall require a meeting at least once annually.
- A 6. Instructor meeting topics are relevant to the institution's stated mission and educational objectives.
- A/D 7. Within each year of employment, each regularly employed instructor (but not substitute instructors) meets the applicable state requirements for continuing education or obtains 12 hours of continuing education, whichever is greater. This requirement shall not apply during the employee's first year of employment. A year of employment shall be measured on a calendar basis or rolling 12-month basis, as defined by the institution's policy.
- D 8. Continuing education completed in person or online, includes a minimum of 4 hours in teaching methodology.
- A/D 9. Each instructor, with the exception of substitutes, shall receive and sign a written performance evaluation at least once annually.
- D 10. The evaluation includes, at a minimum, teaching preparation and effectiveness.