

NACCAS' Standards & Criteria January 2017

Standard III – Administrative Services

The institution has in place administrative policies and services appropriate to the educational courses and/or program(s). Such policies and services meet applicable federal, state, local, and NACCAS policies.

- D1. The institution is legally authorized to provide training.
- O 2. Appropriate licenses and certificates issued by state and/or other regulatory authorities are publicly displayed in accordance with state regulations.
- A/O/D 3. The institution complies with applicable federal (including Title IV Federal Financial Aid), state, and local statutes and regulations governing the operations of the institution including the NACCAS [Rules of Practice and Procedure](#) (see page 58).
- D 4. The institution has adopted written operating policies and procedures.
- A 5. The institution's written operating policies and procedures are implemented and maintained effectively.
- D/O/A 6. The institution has controls in place to ensure operations, programs, and staff meet the requirement for [administrative capacity](#) and [capability](#) (See Glossary Terms)
- D 7. The institution has current, signed participation agreement(s) (Title IV, Veteran's Administration, Work Force Development, etc.) and Eligibility Certification Approval Report (ECAR) listing approved courses and/or programs, if applicable.
- D 8. Advertising conforms to the NACCAS [Policy on Advertising](#) (see page 22).
- D 9. The institution maintains copies of any training agreements with government agencies, school districts and/or other entities, if applicable.
- D 10. The institution guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records.
- D 11. The institution must have a policy regarding the release of student information which is in compliance with local, state, and federal law (FERPA).
- D 12. The institution provides access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.
- O 13. All institutional records related to accreditation (NACCAS Standards and Policies) must be maintained from the effective date of the most recent grant or renewal of accreditation and in accordance with state and federal law. Newly accredited institutions that do not have a six-year accreditation history must maintain records from the Candidate Consultation visit forward. Student records must be maintained in accordance with state and federal law.

To Be Effective Beginning January 1, 2019:
All institutional records related to accreditation (NACCAS Standards and Policies) must be maintained in accordance with state and federal law, but not less than six years. Newly accredited institutions that do not have a six-year accreditation history must maintain records from the Candidate Consultation visit forward.
- O 14. All institution records are maintained and safeguarded against loss, theft, identity theft, or damage.
- A 15. The institution utilizes technologies and practices that are effective in verifying the identity of a distance-learning student who participates in class or coursework (such as a secure login and pass code or proctored examinations) while protecting student privacy.

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- A/D 16. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be available in the language in which the course will be taught.