

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

**Standard IV – Admissions Policies and Procedures**

The institution has published student admissions policies that are appropriate for the educational courses and/or program(s), and the institution follows these policies.

- D 1. The institution's admission policies require that each student meet one of the following:
- a. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable to non-Title IV recipients), etc.; or
  - 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 29).
  - 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 attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
- D 2. A limited number of secondary students who are not enrolled under a training agreement as described in item e above (no more than 10% of the number of students currently enrolled) may be admitted, if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation, as established by the institution.
- D 3. The institution's written catalog complies with the NACCAS [Catalog Requirements](#) (see page 33).
- D 4. Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog.
- D 5. Before enrollment each applicant is provided and acknowledges receipt of written information that accurately reflects the most recent annual report year statistics.
- D 6. Before enrollment, each applicant is provided and acknowledges receipt written information that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates.
- D 7. The institution uses an enrollment agreement that complies with the NACCAS [Enrollment Agreement Requirements](#) (see page 30).
- D 8. The enrollment agreement must be fully executed prior to the enrollee starting classes.
- D 9. A copy of the fully executed enrollment agreement is provided to the enrollee and legal guardian, as applicable.
- D 10. A copy of the fully executed enrollment agreement is maintained by the institution.
- D 11. If the institution has a leave of absence policy, it must be in compliance with the NACCAS Leave of Absence Policy.

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- D 12. The institution accurately implements the Leave of Absence Policy, as applicable.
- D 13. The institution's policies clearly state that the institution does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students.
- D 14. The institution has a policy that clearly defines how training or education received at another institution is applied to the receiving institution's course or program requirements (including the possibility that no such transfer credit is granted).
- D 15. The institution maintains a list of institutions with which they have established an articulation agreement, if applicable.
- D 16. The institution's practices are consistent with its admissions policies and requirements.
- D 17. The institution notifies distance-learning students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.
- D 18. If an institution offers a program that is longer than the state requirements, before enrollment, each applicant is provided and acknowledges receipt of written rationale for completing the additional hours and the benefits to be derived from the additional training.
- D 19. Before enrollment, each applicant is provided and acknowledges receipt of written information that reflects generally known prerequisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided, such as:
  - a. licensure requirements;
  - b. regulatory oversight restrictions;
  - c. physical requirements of the industry; and
  - d. ability to meet requirements set forth by employers.