

NACCAS' Standards & Criteria

June 2017

Standard VI - Curriculum

The institution offers educational courses and/or programs congruent with the mission of the institution and its educational objectives. Courses and/or programs incorporate job market requirements in instruction through involvement with the institution's advisory committee. The institution ensures that all courses and/or programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent.

- A/O 1. Courses and/or programs are congruent with the mission of the institution and its educational objectives.
- A/O 2. Courses and/or programs meet the state requirements where the student is seeking licensure and/or certification, if applicable.
- D 3. Each student is provided with a written program and/or course outline, at the beginning of the program and/or course.
- D 4. The course and/or program outlines(s) must include each of the following elements:
 - a. Name of the course or program;
 - b. Course or program description;
 - c. Course or program educational objectives;
 - d. Contents of the units of instruction and, as applicable, hours, credits and/or competencies devoted to each unit;
 - e. Instructional methods used to teach the course and/or program; and
 - f. Grading procedures.
- A/O 5. In order to fulfill course and/or program requirements, the institution makes available to students the following:
 - a. Textbooks and/or text materials;
 - b. Supplementary instructional resources;
 - c. Equipment, as applicable; and
 - d. Products and supplies, as applicable.
- A/O 6. The institution provides students and teachers with access to current reference materials to support the educational course and/or program(s) offered.
- D 7. Courses and/or programs offered by the institution comply with the applicable regulatory agency curriculum requirements. In the absence of oversight agency regulations regarding curriculum, courses and/or programs are designed to meet industry standards using feedback from the institution's advisory committee and required elements of the state or national examination, if applicable, and/or requirements defined in the oversight agency's statutes or regulations for licensure.
- A 8. Each course and/or program provides instruction on the regulations governing the scope of practice for which students are training.
- A 9. Each course or program provides supervised instruction in the applicable skills and competencies.
- D 10. Academic and practical learning precede student salon or clinic activities, as applicable.
- A/O 11. Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, distance education, problem-solving, interactive lecture,

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individualized instruction, student and classroom presentations, labs and student salon activities, etc.) are used during the program.

- A/O 12. Effective training aids and audiovisual materials are used to supplement the instructional process.
- D 13. Instruction in classrooms, labs, student salons, and/or via distance learning, if applicable, is effectively organized as evidenced by:
- a. Program and/or course outlines;
 - b. Lesson objectives;
 - c. Evaluations; and
 - d. Other applicable instructional materials.
- D 14. To offer a course and/or program that exceeds the required minimum course or program length by more than 25%, the institution must justify the course or program length. In accordance with the mission of the institution, the justification must state how the course or program length is necessitated by the following factors:
- a. Industry needs as determined and/or recommended by the institution's Advisory Committee; and
 - b. Special academic needs of the students served.
- In no case shall a course and/or program exceed the required minimum course or program length by more than 50%.
- D 15. If an institution participates in an externship, the institution's externship complies with all applicable requirements established by the state regulatory agency, however, not to exceed 10% of the total course and/or program hours. In the absence of regulations promulgated by the state regulatory agency, the institution's externship will comply with the NACCAS [*Externship Requirements Policy*](#) (see page 40). For programs that fall within the scope of Health (wellness) and related programs, the externship requirements may (upon approval of the program) exceed 10% and must be in compliance with federal, state, and local regulations.
- D 16. The institution is responsible for the management, control, and delivery of distance education (see "Glossary of Terms") instruction.
- D 17. Distance education cannot be used as a mode of delivery for more than 50% of any program.
- D18. If the institution offers a distance education program it must have a policy in compliance with NACCAS Policy on Distance Education, [*Policy VI.02*](#), see page 41.
- A/O/D19. The institution implements the policy on distance education, as applicable.