



**Monday, May 23, 2016**

**Dear School Owner and Interested Party:**

**The NACCAS Arlington Workshop Hotel Registration Deadline is Friday, June 3rd.**

June 25, 2016 Pre-Candidate Class (Saturday)

June 26-27, 2016 NACCAS Workshop (Sunday and Monday)

Hilton Crystal City at Washington Reagan National Airport

2399 Jefferson Davis Highway

Arlington, VA 22202

Single/Double Rates: \$109

Hotel Telephone Number: (703) 418-6800

Hotel Registration Deadline: June 3, 2016

NACCAS Registration Deadline: June 17, 2016 or until attendance capacity is met.

Visit the [NACCAS Workshop page](#) to register for this and other workshops.

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**NACCAS Workshop Requirements (effective 1/1/2015):**

- **New schools** (pre-candidate schools) are required to attend a Pre-Candidate Class on Saturday, as well as, the NACCAS workshop, which will be held on Sunday and Monday, within the 6 month period prior to submitting an Application for Candidate Status.
- **Candidate schools** are required to attend a NACCAS workshop, which will be held on Sunday and Monday, once during the first 12 months of candidacy and again, if necessary, during the second 12 months of candidacy.  
\* Candidate schools who have not yet attended a NACCAS workshop, must attend the Pre-Candidate Class on Saturday, prior to the NACCAS workshop, which will be held on Sunday and Monday. This is a one-time requirement.
- **Newly Accredited schools** are required to attend a NACCAS workshop, which will be held on Sunday and Monday, at least once during each of the institution's first 3 years of accreditation.

**Reminder to NACCAS-accredited schools:** Your school's email address may be important to NACCAS as a part of the requirement that you are able to receive all official communications relevant to your accreditation. Before you unsubscribe make sure that NACCAS has a valid email address for your school.

National Accrediting Commission of Career Arts & Sciences | 4401 Ford Ave. Suite 1300 | Alexandria, VA 22302

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- **Accredited schools** are required to attend a NACCAS workshop between 9 and 24 months of their next anniversary date.
- **NACCAS Evaluators** are required to attend a NACCAS workshop, which will be held on Sunday and Monday, within 24 months of attending a prior workshop.

**Attendees must remain through the conclusion of each day (5-6pm) to receive full NACCAS workshop attendance credit. Please book your flights accordingly.**

**Don't delay, register early, to ensure your space at one of our upcoming workshops.**

If you have any questions regarding workshop registration, please contact Tetiana Williams at 703-600-7600, ext. 169 or via email at [twilliams@naccas.org](mailto:twilliams@naccas.org).

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