



Thursday, June 11, 2015

**Dear School Owner:**

In order to give institutions (and their database providers) adequate time to prepare, NACCAS has officially published its 2014 (data) Annual Report Instructions. These instructions can be found on NACCAS' website under the accreditation menu, in the "annual report information" subsection (linked to [here](#)).

Please note that NACCAS' electronic interface will not open until the first full week of September, meaning your annual report cannot be submitted until this time.

Some key notes and changes to this year's instructions are detailed below. If you have any questions or comments regarding the 2014 (data) Annual Report Instructions, please contact Jason Tiezzi at (703) 600-7600, ext. 155 or via email at [jtiezzi@naccas.org](mailto:jtiezzi@naccas.org).

**The Annual Report is Now Required Electronically for Institutions in Candidate Status and Applicants for Initial Accreditation:** In addition to being required for all accredited schools, the electronic submission of the 2014 (data) Annual Report will be required if your institution is in candidate status or is an applicant for initial accreditation as of November 2015.

**Excel Cohort Grid:** For this year's 2014 (data) Annual Report, NACCAS recommends, but does not require, that institutions complete the cohort grid in Microsoft Excel format. In next year's 2015 (data) Annual Report (due in November of 2016), the cohort grid will be required in Excel format. A sample cohort grid in Excel format is posted on our website in the annual report information section [here](#). (Note: Institutions that utilize a database may wish to check with their current database provider, as the database may be able to export to Excel format.)

**Placement Documentation Requirements Have Been Updated:** As published by NACCAS last year, business cards alone are no longer acceptable as placement documentation. Additionally, NACCAS has new requirements for "instructor notes to file." (See pages 3-4 of the [instructions](#) for details)

**National Employment Database:** To help alleviate challenges associated with tracking placement information, NACCAS has created a national employment database, NNED, to assist institutions in tracking placement information for graduates. While information from NNED alone is not acceptable as placement documentation for the annual report, it can serve as a starting point for obtaining basic employment details. For further details regarding the NNED database, please visit <http://naccas.org/naccas/NNED>.



**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

To not receive further emails from us, please [click here](#) or reply to this email with "unlist" in the Subject line.