Thursday, June 30, 2016

Dear School Owner and Interested Party:

In order to give institutions (and their database providers) adequate time to prepare, NACCAS has officially published (for real this time!) its 2015 (data) Annual Report Instructions. These instructions can be found on NACCAS' website under the accreditation menu, in the "annual report information" subsection (linked to (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 details regarding the Annual Report are reviewed below. If you have any questions or comments regarding the 2015 (data) Annual Report Instructions, please contact Jason Tiezzi at jtiezzi@naccas.org or Chiji Alily at calily@naccas.org.

The Annual Report is 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 2015 (data) Annual Report will be required if your institution is in candidate status or is an applicant for initial accreditation as of November 2016.

Common Errors: To assist institutions in completing their 2015 (data) Annual Reports, **NACCAS has compiled a handout that contains several common mistakes schools make in completing the reporting process** (to access this handout, **click here**). We strongly encourage all institutions (whether this is your first annual report or your fiftieth) to review this handout so that these mistakes don't happen to you!

Annual Report Webinars: NACCAS anticipates conducting two live annual report webinars in September of 2016. Check the "Webinar Schedule" (under the "Events/Webinars" tab on NACCAS' website, naccas.org) as the time gets closer for exact dates and details.

Excel Cohort Grid: As indicated in last year's annual report instructions, the annual report cohort grid for the 2015 (data) Annual Report will be required in Excel format.

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.

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

A sample cohort grid in Excel format is posted on NACCAS' website in the annual report information section here. (Note: Institutions that utilize a database should check with their current database provider, as the database may be able to export to Excel format.)

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.

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