



Monday, April 18, 2016

Dear School Owners and Other Interested Parties:

The National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) is sending you this reminder notice to inform you of a change in requirements regarding the submission of an Institutional Self-Study (ISS).

Effective, April 1, 2016, schools must submit their ISSs electronically to NACCAS. Schools can do so through the member login portal. Please NOTE: there will be a \$250 processing fee assessed for schools who submit their ISSs via hard copy (paper), CD-ROM, or DVD. Any fees associated with late submissions will not be waived.

To view step-by-step instructions (with screenshots) on how to add bookmarks to an ISS, convert a Word document to a PDF, and upload a PDF ISS to NACCAS, please see the [Guide to ISS Bookmarking and Upload to NACCAS](#). For questions about conversion, bookmarking, or uploading, please email Michael Pickus at mpickus@naccas.org.

Reminder: When compiling an ISS to submit electronically, please utilize the [Requirements for Submission of PDF Documents to the Website or on CD ROM](#), as well as the [Requirements for the Organization of Document Submissions to NACCAS](#).

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.