



Wednesday, January 27, 2016

NACCAS Institutions:

IMPORTANT UPDATE Regarding the Checklist and Timeline for School Visits

Effective immediately:

The Checklist and Timeline for School Visits has been revised. The current version of this document can be found here ([click here](#)).

Please refer to Section 4 of the document. Section 4 outlines the deadlines for schools to provide documents to the on-site evaluation team. The revised procedure for schools to follow as outlined in this section now states:

"The institution must provide all required documents applicable to the school that are listed under "5. Documents to Provide in the Team Room Prior to Team Arrival". Any document not provided in the team room prior to the team's arrival at the school may result in a limitation in the area related to that document.

Please contact the Compliance Coordinator leading the visit, an Accreditation Manager, or [Demara Stamler](#), Director of Accreditation with any questions you may have about this procedure. To locate the contact information for these staff members please consult the Staff Directory found under the About Us tab on the NACCAS website www.naccas.org

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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