



Tuesday, November 24, 2015

Dear School Owner:

This is your final reminder that NACCAS' 2014 (Data) Annual Report is due electronically at midnight (EST) on November 30, 2015. Complete instructions for the 2014 (Data) Annual Report are available [here](#).

Please Note: The NACCAS office will be closed from Thursday, November 26th through Sunday, November 29th for the Thanksgiving holiday. While the NACCAS office will be open on November 30th, due to the anticipated high call and email volume, NACCAS strongly recommends seeking assistance prior to the due date.

The Annual Report is Required for All Schools: If your institution is fully accredited, in initial status, or in candidate status as of November 30, 2015, then you are required to submit the 2014 (data) Annual Report electronically to NACCAS.

Late Filing Fee: A late filing penalty of \$505.00 (per accredited campus) will be assessed for any Annual Report not completely submitted prior to midnight (EST) on November 30, 2015.

Review the "Most Common Annual Report Errors to Avoid": By introducing this resource, NACCAS hopes to help institutions reduce and eliminate errors that can ultimately result in disciplinary action. A direct link to the document is provided [here](#).

Ensure That All Required Attachments are Uploaded Correctly: There are a total of five attachments that may (if applicable) need to be uploaded for the 2014 (data) Annual Report:

- Attachment #1 (The [Annual Report Certification](#)) is the only attachment that is required for **all institutions**.
- Attachment #2 (The Eligibility and Certification Approval Report --ECAR) is only required if your institution is participating in Title IV Programs. If required, please make sure you upload the complete ECAR. Additionally, NACCAS does not need a copy of the PPA.
- Attachment #3 ([Chart of Data from Main Campus & Additional Locations](#)) is only required **if your Annual Report combines data from a main campus and additional locations**.
- Attachments #4 and #5 do not apply to most institutions, and only require uploading if applicable.



Please note that if an institution submits its annual report prior to the required deadline, but uploads incorrect or incomplete attachments with its report, it will be assessed a \$75 penalty for each incorrect/incomplete attachment.

Assistance is Available: If you have any questions or comments regarding the 2014 Annual Report Instructions and/or completion of the 2014 Annual Report online, please contact Chiji Alily at (703) 600-7600, ext. 177 or via email at calily@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.

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.