



Friday, September 11, 2015

Dear School Owner:

NACCAS' 2014 (data) Annual Report is now open for submissions! The deadline for electronic submission is midnight (EST) on November 30, 2015. Complete instructions for the 2014 (data) Annual Report are available [here](#).

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.)

Late Filing Fee: A late filing penalty of \$505 (per accredited campus) will be assessed for any Annual Report not completely submitted prior to midnight (EST) on November 30, 2015. Additionally, if an institution submits its Annual Report prior to the required deadline, but uploads incorrect and/or incomplete attachments with its report (e.g., an incomplete ECAR, an incorrect chart of additional location data, etc.), it will be assessed a \$75 penalty for each incorrect/incomplete attachment. Please see [NACCAS' Annual Report Certification](#) for further details regarding the required attachments.

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 Jason Tiezzi at (703) 600-7600, ext. 155 or via email at jtiezzi@naccas.org.

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>.

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.

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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