



**Friday, September 04, 2015**

**Dear School Owners & Interested Parties:**

One of the vital requirements within NACCAS' scope is ensuring the many items required to be submitted to NACCAS by accredited institutions are submitted timely. As there are many requirements and timeframes involved with our accredited institutions, ranging from when to submit an Application for Renewal of Accreditation to the submission of the Annual Report, we felt it important to take a moment and remind and highlight these essential pieces.

In order to assist member institutions with understanding these requirements we will be offering a webinar on September 17th at 2:30pm EST that will provide participants with a refresher on the items required to be submitted to NACCAS. This webinar is recommended for school owners, school directors, or any school personnel who deal with institutional or programmatic changes.

- Date: Thursday, September 17, 2015
- Time: 2:30 PM Eastern
- To register for this webinar, [click here](#).

For those unable to be present, we will post a recording of the webinar to our website following its completion. All webinars are free and open to any and all interested parties. (Note: If you are not attending as a representative of a school, simply answer "N/A" to the registration questions of "School Name" and "Reference Number.")

If you have any questions regarding the webinar registration, please contact Alicia Williams at [awilliams@naccas.org](mailto:awilliams@naccas.org). We hope to see you there!

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.