



11/6/2014

Dear School Owner:

This is a reminder that NACCAS' 2013 (Data) Annual Report is open for submissions! The deadline for electronic submission is midnight (EST) on November 30, 2014. Please note that all institutions accredited prior to this deadline must submit an electronic Annual Report to NACCAS. Complete instructions for the 2013 (Data) Annual Report are available [here](#).

Please Note: This year's annual report deadline falls on the Sunday after Thanksgiving. Accordingly, institutions should plan on completing their reports on or before November 26, 2014, as the NACCAS office will be closed from Thursday, November 27th through Sunday, November 30th. While reports may still be submitted from November 27th through November 30th, the NACCAS office will be unavailable to assist in the event of technical difficulties or lost passwords. Failure to complete the report prior to November 26th is done at the institution's own risk.

The Annual Report is Required for All Accredited Schools: If your institution is accredited as of November 30, 2014, then you are required to submit the 2013 (data) Report electronically to NACCAS. This includes institutions recently granted initial accreditation that had their 2013 Report verified on site.

The Annual Report Certification and Attachments are Now Electronic: The [Annual Report Certification](#) and all required attachments to the Certification (e.g., the ECAR, etc.) must now be uploaded through NACCAS' electronic Annual Report interface. For further details, please see the [2013 \(data\) Annual Report Instructions](#).

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, 2014. "Completely submitted" includes electronically uploading [an annual report certification](#) (and all required attachments to the certification) prior to the annual report deadline of November 30, 2014.

Assistance is Available: If you have any questions or comments regarding the 2013 Annual Report Instructions and/or completion of the 2013 Annual Report online, please contact Jason Tiezzi at (703) 600-7600, ext. 155 or via email at jtiezzi@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.