



Wednesday, July 27, 2016

Dear School Owner and Interested Party:

**The NACCAS September Workshop  
(Salt Lake City, Utah)  
Hotel Registration Deadline is  
Friday, August 19th**

The NACCAS September Workshop:

- Pre-Candidate Class (Saturday, September 10, 2016)
- Workshop (Sunday and Monday, September 11-12, 2016)
- Registration Deadline: September 2, 2016 or until attendance capacity is met.

Hilton Salt Lake City Center  
255 South West Temple  
Salt Lake City, UT 84101  
Hotel Telephone Number: (801) 328-2000  
Hotel Registration Deadline: Friday, August 19, 2016

Visit the [NACCAS Workshop page](#) to register for this and other workshops.

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**NACCAS Workshop Requirements (effective 1/1/2015):**

- **New schools** (pre-candidate schools) are required to attend a Pre-Candidate Class on Saturday, as well as, the NACCAS workshop, which will be held on Sunday and Monday, within the 6 month period prior to submitting an Application for Candidate Status.
- **Candidate schools** are required to attend a NACCAS workshop, which will be held on Sunday and Monday, once during the first 12 months of candidacy and again, if necessary, during the second 12 months of candidacy.  
\* Candidate schools who have not yet attended a NACCAS workshop, must attend the Pre-Candidate Class on Saturday, prior to the NACCAS workshop, which will be held on Sunday and Monday. This is a one-time requirement.

**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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- **Newly Accredited schools** are required to attend a NACCAS workshop, which will be held on Sunday and Monday, at least once during each of the institution's first 3 years of accreditation.
- **Accredited schools** are required to attend a NACCAS workshop between 9 and 24 months of their next anniversary date./li>
- **NACCAS Evaluators** are required to attend a NACCAS workshop, which will be held on Sunday and Monday, within 24 months of attending a prior workshop.

**Attendees must remain through the conclusion of each day (5-6pm) to receive full NACCAS workshop attendance credit. Please book your flights accordingly.**

**Don't delay, register early, to ensure your space at one of our upcoming workshops.**

If you have any questions regarding workshop registration, please contact Erykah Wilkerson at 703-600-7600, ext. 141 or via email at [ewilkerson@naccas.org](mailto:ewilkerson@naccas.org).

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