

AMENDMENT TO APPENDIX #3

Appendix #3 – NACCAS Workshop Requirements

* * * * *

Accredited Institutions

Workshop attendance for an accredited institution is based on the school's accreditation anniversary date. The owner or designee of an accredited institution must attend a NACCAS Accreditation Workshop at least nine (9) months prior to, but no longer than twenty four (24) months prior to, the next anniversary date.

An institution (re)accredited subsequent to a Commission deferral, show cause or denial action also ~~must~~ **may be required to** attend a NACCAS accreditation workshop within nine (9) months of the Commission action. (This does not apply if the deferral, show cause or denial action was rendered mainly for financial reasons or failure to pay fees). The institution is also required to follow its regular workshop requirement schedule.

Any institution that does not satisfy this workshop attendance requirement within the timeframe described above may be assessed a penalty fee of \$300.

Appendix #3 – Evaluator Training Workshop

owns another NACCAS-accredited school or has been the accreditation liaison for the school purchased, he or she will meet the new owner workshop requirement by complying with the other provisions of this policy.

Evaluator Training Workshop

~~A first-time evaluator is required to attend a NACCAS Accreditation Workshop and Evaluator Training Workshop prior to becoming active in the on-site evaluation process. Experienced evaluators are required to attend a NACCAS Evaluator Training Workshop before the completion of each third year of service to remain on the active list. Experienced evaluators are strongly encouraged to also attend a NACCAS Accreditation Workshop after any substantive changes have been made to the Standard and Criteria.~~

~~The workshop requirement may be waived for evaluators serving only as program reviewers either through the addition of a program procedure or to augment a team to evaluate specialty programs on-site, if they demonstrate knowledge of NACCAS' accreditation requirements through an alternate means prescribed by the Commission.~~

Appendices to the *Rules of Practice and Procedure*
January ~~2014~~2013

Appendix #5C – Institutional Self-Study Format

Review each standard statement and the corresponding criteria. Determine whether the institution is in compliance, out of compliance, or if the criterion does not apply to the institution and check, circle, or underscore the appropriate response. Whenever blank forms are requested as exhibits, expect to provide completed forms for the on-site evaluation.

The institution shall provide exhibits, as requested, with each standard. Exhibits should be placed behind the standard, labeled to correlate with the applicable criterion, and entered into the ISS. For example, when providing a copy of the evaluation used for instructors, label the exhibit as Exhibit II. 10.

Inclusion of exhibits can be achieved in a variety of ways:

1. Documents may be copied, labeled and placed behind a tab after the applicable standard if submitting a hard copy of the ISS.
2. Documents may be “cut and pasted,” labeled, and placed after the standard if submitting via a CD ROM.
3. Documents may be labeled, saved into a pdf format and placed after the standard if submitting via CD ROM.

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

I. EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION

The institution has a published mission statement identifying the institution as providing career preparation. The institution assesses its performance as related to its stated objectives, summarizes the results of the assessment, and uses the assessment to maintain or improve institution performance.

Yes No N/A D 1. A mission statement has been adopted by the institution and clearly identifies the institution as one preparing graduates for employment.

State the institution's mission statement below (it may also be provided as an exhibit at the end of the standard).

Yes No N/A D 2. The mission statement is published in the institution's catalog.

List below the page number in the institution's catalog where the mission statement can be found.

Yes No N/A D 3. The data contained in the institution's most recent NACCAS Annual Report are accurate.

Explain the procedures used by the institution to determine the data contained in the most recent NACCAS Annual Report are accurate below.

Yes No N/A D 4. The institution maintains documentation that can be verified and supports the rates of completion, licensure/certification, and employment for the most recent ~~a~~Annual ~~r~~Report year.

Describe below the documentation that will be available for review by the on-site evaluation team.

D 5. The institution is responsible for the achievement of expected and Acceptable outcomes, regardless of mode of educational delivery (check either yes, no, or N/A for each outcome rate below):

Yes No N/A a. Completion rate – 50%

Yes No N/A b. Pass rate on certification or state licensing examinations, if required - 70%

Yes No N/A c. Placement rate of graduates - 60%

Enter the applicable outcome rate below for the institution's most recent annual report year.

Completion: _____

Licensure: _____

Placement: _____

Indicate below if the institution is currently in low outcomes monitoring for any of the outcomes rates?

Completion: Yes No

Licensure: Yes No

Placement: Yes No

If yes is indicated above, provide an explanation below of how the institution has complied with related commission directives for each, as applicable.

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

Yes No N/A D 6. The institution has an external advisory committee comprised of an employer or employers representing the field(s) of study offered by the institution. A committee member may represent multiple fields.

List the names, name of business, business address, and fields for which each member may employ graduates below.

Committee Member Name
 Business Name
 Business Address
 Fields of Employment

D 7. Advisory committee members shall provide annual feedback in those areas relevant to their experience and/or background. The feedback from the committee must include, but does not have to be limited to, information about the institution's:

- | | | | |
|-----|----|-----|---|
| Yes | No | N/A | a. <u>C</u> urriculum; |
| Yes | No | N/A | b. <u>F</u> acilities and equipment; |
| Yes | No | N/A | c. <u>C</u> ompletion, licensure or certification, and placement rates. |

Formatted: Spanish (Puerto Rico)
 Formatted: Spanish (Puerto Rico)

List the topics contained in your advisory committee survey or the agenda for your most recent Advisory Committee meeting. You may also place an agenda or survey document in the exhibits section for Standard I.

Yes No N/A D 8. The institution must solicit feedback from current students based on its mission and educational objectives at least annually.

Explain the institution's procedure for soliciting feedback from current students based on its mission and educational objectives.

Yes No N/A D 9. The institution must solicit feedback from graduates based on its mission and educational objectives at least annually.

Explain the institution's procedure for soliciting feedback from graduates based on its mission and educational objectives at least annually.

Yes No N/A D 10. The institution must maintain a summary of the feedback received from the advisory committee members, students and graduates.

Provide a copy of the summary of the feedback received from advisory committee members, students, and graduates below or as an exhibit at the end of the standard.

Yes No N/A D 11. Based on the feedback received, the institution implements improvements and changes, as applicable.

Describe below any changes or improvements the institution has undertaken or implemented as a result of feedback.

STANDARD I: EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION
EXHIBITS SECTION

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

II. INSTRUCTIONAL STAFF

The institution employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational courses and/or program(s) regardless of mode of delivery.

Yes No N/A D 1. Instructors hold teaching credentials demonstrating compliance with applicable state requirements.

Insert copies of licenses for all regularly employed, current instructors in the exhibits section of the ISS. In states where a teaching credential is not required, submit a copy of the applicable practitioner license(s) and a copy of the state regulation addressing qualifications for instructors.

Yes No N/A O/A 2. The student/teacher ratio meets the state requirements, if applicable, and in the absence of state requirements, the student/teacher ratio must not exceed 30 students in attendance per instructor.

Indicate the below student/teacher ratios:
Student/teacher ratio required by the state (if applicable): _____
Student/teacher ratio utilized by the institution: _____

Yes No N/A A ~~3~~ 2. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures.

Provide a list of all substitute instructors and their license numbers below. Explain how the institution ensures that substitutes are familiar with the institution's curriculum, policies, and procedures.

Yes No N/A A ~~4~~ 3. Qualified substitute instructors are used when needed.

Insert your policy and procedure for using substitute instructors below or submit as an exhibit at the end of this standard. NOTE: Students and instructors will be interviewed during the on-site evaluation to assure that substitutes are available and used when needed.

Yes No N/A D ~~5~~ 4. Instructors, with the exception of substitutes, attend meetings according to the institution's policy which shall require a meeting at least once every 12 months.

Yes No N/A A ~~6~~ 5. Instructor meeting topics are relevant to the institution's stated mission and educational objectives.

Insert your policy and procedure for staff meetings below or submit it as an exhibit at the end of the standard. Describe how the institution ensures that relevant topics are discussed during staff meetings.

Yes No N/A D ~~7~~ 6. Within each year of employment, each regularly employed instructor (but not substitute instructors) meets the applicable state requirements for continuing education or obtains 12 hours of continuing education, whichever is greater. This requirement shall not apply during the employee's first year of employment. A year of employment shall be measured on a calendar basis or rolling 12-month basis, as defined by the institution's policy

~~Each instructor, with the exception of substitutes, meets the state requirements for continuing education, if applicable, but not less than 12 clock hours of such activity each year. If the institution requires more hours, each instructor must comply with the institution's requirements.~~

Insert a copy of the institution's written plan for continuing education here or as an exhibit at the end of the standard.

Formatted: Indent: Left: 0", First line: 0"

Appendices to the Rules of Practice and Procedure

January ~~2014~~2013

| Yes No N/A D ~~87~~. Continuing education, completed in person or online, includes a minimum of 4 hours in teaching methodology.

Insert copies of continuing education certificates or rosters that document that each instructor employed for more than one year has completed 12 hours of continuing education including a minimum of 4 hours in teaching methodology.

| Yes No N/A D ~~98~~. Each instructor receives a written performance evaluation at least once every 12 months.

| Yes No N/A D ~~109~~. The evaluation includes, at a minimum, teaching preparation and effectiveness.

Explain the institution's procedures for ensuring that each instructor receives a performance evaluation at least every twelve months. Clarify whether the institution performs the evaluations based on the instructor's date of hire or at the same time each year. Insert a copy of the evaluation form used for instructor evaluations below or as an exhibit at the end of the Standard. List the names of all regularly employed instructors below and state their date of hire.

INSTRUCTOR NAME DATE OF HIRE

**STANDARD II: INSTRUCTIONAL STAFF
EXHIBITS SECTION**

Appendices to the *Rules of Practice and Procedure*
January ~~2014~~2013

III. ADMINISTRATIVE SERVICES

The institution has in place administrative policies and services appropriate to the educational courses and/or program(s). Such policies and services meet applicable federal, state, local, and NACCAS policies.

Yes No N/A D 1. The institution is legally authorized to provide training.

Insert a copy of the institution's license as an exhibit at the end of the Standard.

Yes No N/A O 2. Appropriate licenses and certificates issued by state and/or other regulatory authorities are publicly displayed in accordance with state regulations.

Describe where the licenses are displayed. (The on-site team will observe the publicly displayed licenses and certificates.)

Yes No N/A A/O/D 3. The institution complies with applicable federal, state, and local statutes and regulations governing the operations of the institution including the NACCAS [Rules of Practice and Procedure](#) (see page 53).

Describe below how the institution ensures that it remains in compliance with all the local, state, and federal regulations that impact the institution.

Yes No N/A D 4. The institution has adopted written operating policies and procedures.

Yes No N/A A 5. The institution's written operating policies and procedures are implemented and maintained effectively.

Describe below how the institution adopts, implements, and maintains its written policies and procedures.

Yes No N/A D 6. The institution has current, signed participation agreement(s) and Eligibility Certification Approval Report (ECAR) listing approved courses and/or programs, if applicable-

List the financial aid programs in which the institution participates below. (Be prepared to produce the signed agreements during the on-site evaluation.)

Yes No N/A D 7. If participating in federal loan programs, the institution maintains an official cohort default rate below the threshold established by the U.S. Department of Education.

State your most recent cohort default rate below. (Have the institution's official cohort default rate letter available for the on-site evaluation).

Yes No N/A D 8. Advertising conforms to the NACCAS [Policy on Advertising](#) (see page ~~26~~4).

Provide a list of types of advertising media (e.g.: billboard, radio, television, newspaper, website, etc.) used for the for the most recent six month period. Submit as an exhibit, copies of at least three examples of advertising. (The evaluation team may require more examples of advertising during the on-site evaluation).

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

Yes No N/A D 9. The institution maintains copies of any training agreements with government agencies, school districts and/or other entities, if applicable.

List below the names of any other entities with which the institution has entered into training agreements. (Be prepared to provide copies of the agreements during the on-site evaluation.)

Yes No N/A D 10. The institution guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records.

Yes No N/A D/O 11. The institution requires written consent from the student or guardian before releasing student information in response to a third party request, other than a request by NACCAS, unless required by law.

Formatted: Indent: Left: 2", First line: 0.03"

List the page number in the catalog where these policies can be found.

Yes No N/A D 12. The institution provides access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

Describe how the institution complies with its privacy policies and insert as exhibits at the end of the standard any forms used for compliance.

Yes No N/A O 13. All institution records are maintained and safeguarded against loss, theft, identify theft, or damage.

Describe how the institution ensures that all institution records are maintained and safeguarded against loss, theft, identify theft, or damage.

Yes No N/A O 14. The institution utilizes technologies and practices that are effective in verifying the identity of a distance learning student who participates in class or coursework (such as secure login and pass code or proctored examinations) while protecting student privacy.

Describe how the institution verifies the identity of the distance learner and insert any exhibits or forms used for compliance.

Yes No N/A A/D 15. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be available in the language in which the course will be taught.

Formatted: Indent: Left: 1.5"

Describe the policies, procedures and documents used by the institution that ensures compliance with this requirement. List each program of study and the languages in which each program is taught.

STANDARD III: ADMINISTRATIVE SERVICES
EXHIBIT SECTION

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

IV. ADMISSIONS POLICIES AND PROCEDURES

The institution has published student admissions policies that are appropriate for the educational courses and/or program(s), and the institution follows these policies.

- Yes No N/A D 1. The institution's admission policies require that each student meet one of the following:
- a. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients), etc.; or
 - ~~b. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or~~
 - ~~b. Have a state-issued credential for secondary school completion if home-schooled; or~~
 - c. Have the ability to benefit from the training, according to the NACCAS [Ability-To-Benefit Policy](#) (see page ~~32~~~~0~~).
 - d. If attending under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

State below the page number in the catalog where the institution's admission policy can be found.

- Yes No N/A D 2. A limited number of secondary students who are not enrolled under a training agreement as described in item d above (no more than 10% of the number of students currently enrolled) may be admitted if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation as established by the institution.

- Yes No N/A D 3. The institution's written catalog complies with the NACCAS [Catalog Requirements](#) (see page 35), ~~catalog requirements.~~

Formatted: Indent: Left: 1.5", First line: 0.5"

Submit a copy of the institution's cross-referenced student catalog as an exhibit at the end of the standard.

- Yes No N/A D 4. Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog.

Describe the procedure followed to ensure that all applicants have access to a copy of the institution's catalog prior to signing an enrollment agreement.

- Yes No N/A D 5. Before enrollment each applicant is provided access to written information that accurately reflects the most recent annual report statistics.

Describe below how the institution ensures that applicants have access to written information that accurately reflects the institution's most recent annual report year statistics.

- Yes No N/A D 6. Before enrollment each applicant is provided access to written information that accurately reports the certification or licensing

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

requirements of the jurisdiction for which it is preparing graduates.

Describe below how the institution ensures that applicants have access to written information that accurately reflects the licensure requirements.

Yes No N/A D 7. The institution uses an enrollment agreement that complies with the NACCAS [Enrollment Agreement Requirements](#) (see page 33+).

Insert as an exhibit a cross-referenced copy of the institution's enrollment agreement.

Yes No N/A D 8. The enrollment agreement must be fully executed prior to the enrollee starting classes.

Yes No N/A D 9. A copy of the fully executed enrollment agreement is provided to the student and legal guardian, as applicable.

Yes No N/A D 10. A copy of the fully executed enrollment agreement is maintained by the institution.

Describe below how the institution ensures that each accepted applicant receives a copy of the fully executed enrollment agreement. Describe when a copy of the enrollment agreement is received by the enrollee. Identify where the school maintains its copy of the fully executed enrollment agreement.

Yes No N/A D 11. If the institution has a leave of absence policy, it must be in compliance with the NACCAS Leave of Absence Policy.

State the institution's leave of absence policy below (it may also be provided as an exhibit at the end of the standard).

Yes No N/A D 12. The institution's policies clearly state that the institution does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students.

State below the page number of the catalog where the non-discrimination statement can be found.

Yes No N/A D 13. The institution has a policy that clearly defines how training or education received at another institution is applied to the receiving institution's course or program requirements (including the possibility that no such transfer credit is granted).

State below the page number of the catalog where the transfer policy can be found.

Yes No N/A D 14. The institution maintains a list of institutions with which it has established an articulation agreement, if applicable.

Provide the list below, or enter as an exhibit at the end of the Standard.

Yes No N/A D 15. The institution's practices are consistent with its admissions policies and requirements.

Describe how the institution ensures that its admission practices are consistent with its admissions policies (e.g.: training of admissions representatives, enrollment interview checklists, registration process checklists, etc.)

Yes No N/A D 16. The institution notifies distance learning students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

Comment [BB1]: It is noted that this criterion references a policy (Leave of Absence Policy on page 40) but it does not have a hyperlink. It is one of the few references to another area in the handbook that does not have a hyperlink. As it is not already in the Standards, I did not revise the criterion. However, I am now bringing it to your attention for potential clean up.

Appendices to the *Rules of Practice and Procedure*
January ~~2014~~2013

Describe how the institution notifies distance learning students of any projected additional charges associated with the verification of student identify.

Yes No N/A D 17. If the institution offers a program that is longer than the state requirements, before enrollment, each applicant is provided the rationale for completing the additional hours and the benefits to be derived from the additional training.

Please provide a copy below or as an exhibit at the end of this standard, the rationale given to applicants for the additional hours of training and include any documents or promotional material used for this purpose.

Yes No N/A D 18. Before enrollment, each applicant is provided access to written information that reflects generally known pre requisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided such as:

- licensure requirements,
- regulatory oversight restrictions,
- physical requirements of the industry,
- ability to meet requirements set forth by employers.

Describe how the institution provides information on pre requisites and other factors relevant to obtaining employment including all bullet point items listed and include as an exhibit to this standard any documents or forms utilized for this purpose.

STANDARD IV: ADMISSIONS POLICIES AND PROCEDURES
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January ~~2014~~2013

V. STUDENT SUPPORT SERVICES

The institution has in place student support services which provide appropriate information and advice to students.

Yes	No	N/A	A 1.	The institution provides access to an orientation program whether verbal, printed, Web-based, or other media format on or before the first day of class.
-----	----	-----	------	--

			A 2.	The orientation program provides, at a minimum, information about:
--	--	--	------	--

Yes	No	N/A		a. the instructional course or program,
-----	----	-----	--	---

Yes	No	N/A		b. the educational objectives of each program or course,
-----	----	-----	--	--

Yes	No	N/A		c. administrative policies affecting students, and
-----	----	-----	--	--

Yes	No	N/A		d. support services available to students.
-----	----	-----	--	--

Describe below the institution's orientation process, content, and when it occurs.

Yes	No	N/A	A 3.	Students are provided with academic advising and additional assistance as necessary.
-----	----	-----	------	--

Describe below the institution's policy and procedures regarding advising or counseling students.

Yes	No	N/A	A 4.	Contact information for professional assistance is made available to students..
-----	----	-----	------	---

Describe below how the institution makes information for professional assistance available to students.

			D 5.	The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in:
--	--	--	------	--

Yes	No	N/A		a. Professionalism
-----	----	-----	--	--------------------

Yes	No	N/A		b. Resume development
-----	----	-----	--	-----------------------

Yes	No	N/A		c. Interview preparation
-----	----	-----	--	--------------------------

Yes	No	N/A		d. Job search skills
-----	----	-----	--	----------------------

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

State below the page number in the catalog where the institution's policy on employment assistance can be found.

Yes No N/A A 6. Information and advice on available financial assistance is accessible to students.

Describe how the institution makes information and advice on applicable financial assistance programs accessible to students.

Yes No N/A D 7. The institution has an internal complaint or grievance procedure to consider student complaints that complies with the NACCAS [Internal Grievance Procedure Policy](#) (see page ~~4139~~).

Yes No N/A A 8. The institution implements the [Internal Grievance Procedure Policy](#) (see page ~~4139~~), as applicable.

Insert the institution's grievance policy and procedure below or submit as an exhibit at the end of the Standard. State whether the institution has incurred any internal grievances within the last year and the status of said grievances.

STANDARD V: ~~STUDENT SUPPORT SERVICES~~
EXHIBIT SECTION

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

VI. CURRICULUM

The institution offers educational courses and/or programs congruent with the mission of the institution and its educational objectives. Courses and/or programs incorporate job market requirements in instruction through involvement with the institution's advisory committee. The institution ensures that all courses and/or programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent.

Yes No N/A A/O 1. Courses and/or programs are congruent with the mission of the
_____ institution and its educational objectives.

Describe how the courses offered by the institution are relative to the institution's mission and educational objectives.

Yes No N/A A/O 2. Courses and/or programs meet the state requirements where the student is seeking licensure and/or certification, if applicable.

List below each course offered at the institution, along with the hours/credits required by the institution, as well as the hours required by the state.

COURSES OFFERED
HOURS/CREDITS REQUIRED BY INSTITUTION
HOURS/CREDITS REQUIRED BY STATE

Yes No N/A D 3. Each student is provided with a written program and/or course outline, at the beginning of the program and/or course.

Describe the institution's procedure to ensure that each student has access to a copy of the program and/or course outline at the beginning of the course.

D 4. The course and/or program outlines(s) must include each of the following elements:

- | | | | |
|-----|----|-----|--|
| Yes | No | N/A | a. Name of the course or program; |
| Yes | No | N/A | b. Course or program description; |
| Yes | No | N/A | c. Course or program educational objectives; |
| Yes | No | N/A | d. Contents of the units of instruction and, as applicable, hours, credits and/or competencies devoted to each unit; |
| Yes | No | N/A | e. Instructional methods used to teach the course or program; |
| Yes | No | N/A | f. Grading procedures. |

Submit a copy of the most recently revised outline for each course or program offered by the institution as an exhibit at the end of the Standard.

A/O 5. In order to fulfill course and/or program requirements, the institution makes available to students the following:

- | | | | |
|-----|----|-----|-------------------------------------|
| Yes | No | N/A | a. Textbooks and/or text materials; |
|-----|----|-----|-------------------------------------|

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

Yes No N/A b. Supplementary instructional resources

Yes No N/A c. Equipment, as applicable;

Yes No N/A d. Products and supplies, as applicable.

Describe below how the institution ensures that it meets each of the requirements of this criterion.

Yes No N/A A/O 6. The institution provides students and teachers with access to current written reference materials to support the educational course and/or program(s) offered.

Describe below how the institution provides sufficient current, written, or- web-based reference materials to support the educational courses and/or programs offered.

Yes No N/A D 7. ~~Programs and/or courses~~ Courses and/or programs offered by the institution comply with the requirements. In the absence applicable regulatory agency curriculum

of oversight agency regulations regarding curriculum, courses and/or programs are designed to meet industry standards using feedback from the institution's advisory committee and required elements of the state or national examination, if applicable, and/or requirements defined in the oversight agency's statutes or regulations for licensure.

Describe below how the institution's courses and/or programs comply with applicable regulatory agency requirements or with industry standards.

Yes No N/A A 8. Each course and/or program provides instruction on the regulations governing the scope of practices for which students are training.

Describe below how students are advised or educated about the laws and regulations applicable to the program in which they are enrolled.

Yes No N/A A 9. Each ~~program or course~~ course or program provides supervised instruction in the applicable skills and competencies.

Describe below how the institution's courses and/or programs provide supervised instruction in the applicable skills and competencies for the course and/or program.

Yes No N/A D 10. Academic and practical learning precede student salon or clinic activities, as applicable.

Describe how the institution's curriculum is designed to ensure that students acquire knowledge and skills prior to entering the student salon and providing services to the public. Submit as an exhibit at the end of the standard the schedule for the institution's first phase or level of study.

Yes No N/A A/O 11. Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, distance learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used during the program.

List below the academic and learning methods used during each program.

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

Yes	No	N/A	A/O	12.	Effective training aids and audiovisual materials are used to supplement the instructional process.
-----	----	-----	-----	-----	---

Provide a list below of training aids and audiovisual materials used by the institution to support the instructional process or submit as an exhibit at the end of the Standard.

D 13. Instruction in classrooms, labs, student salons, and/or via distance learning, if applicable, is effectively organized as evidenced by:

Yes	No	N/A		a.	Program and/or course outlines
Yes	No	N/A		b.	Lesson objectives
Yes	No	N/A		c.	Evaluations
Yes	No	N/A		d.	Other applicable instructional materials

Submit the following as exhibits at the end of the standard for at least one course and/or program:

- Course and/or program objectives as stated in the course/program outline.
- One example of lesson objectives.
- One example of a written and practical evaluation.
- Any other applicable instructional materials the institution utilizes.

D 14. To offer a course and/or program that exceeds the required minimum course length by more than 50%, the institution must justify the course or program length. In accordance with the mission of the institution, the justification must state how the course or program length is necessitated by the following factors:

Yes	No	N/A		a.	Industry needs as determined and/or recommended by the institution's advisory committee;
Yes	No	N/A		b.	Special academic needs of the students served.

List below any courses and/or programs whose length exceeds the state requirements by more than 50% as well as the hours required by the state.

COURSES OFFERED	INSTITUTION'S HOURS/CREDITS	STATE HOURS/CREDITS
-----------------	-----------------------------	---------------------

For any courses that exceed the state requirements by more than 50% describe the method used to determine the course and/or program length and the rationale for establishing the expanded course.

Yes	No	N/A	D 15.	If an institution participates in an externship, the institution's course complies with all applicable requirements established by the state regulatory agency, <u>however, not to exceed 10% of the total course and/or program</u> . In the absence of regulations promulgated by the state regulatory agency, the institution's externship will comply with the NACCAS Externship Requirements Policy (see page 429).
-----	----	-----	-------	--

Formatted: Indent: Left: 2", First line: 0"

If applicable, describe the institution's externship program below or submit as an exhibit at the end of the Standard.

Yes	No	N/A	D 16.	The institution is responsible for the management, control, and delivery of distance education instruction.
-----	----	-----	-------	---

Appendices to the *Rules of Practice and Procedure*

January ~~2014~~2013

If applicable, describe how the institution ensures that the management, control and delivery of the distance education are done by the approved institution.

Yes No N/A D 17. Distance education cannot be used as a mode of delivery for more than 50% of any program.

If applicable, describe how the institution ensures that no more than 50% of any program is delivered via distance education. Provide as an exhibit to this standard a list of units of instruction that delineates what portion is delivered on site and what portion is documentation of the percentage of any program that is delivered via distance education.

**STANDARD VI: CURRICULUM
EXHIBIT SECTION**

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

VII. FINANCIAL PRACTICES AND MANAGEMENT

The institution maintains a sound financial condition and has qualified financial management.

Yes	No	N/A	D 1.	Financial statements must be submitted no later than six months after the end of the institution's fiscal year. Institutions applying for initial accreditation must submit their financial statements for the most recent fiscal year at the time they submit their application for initial accreditation.
-----	----	-----	------	---

Indicate below the institution's fiscal year end as well as the date of the most recent submission to NACCAS, as applicable. Indicate how often the institution prepares financial statements (monthly, quarterly, etc.).

Yes	No	N/A	D 2.	<p>The financial statements of the institution demonstrate that it has the financial resources to ensure continuity of operation, education programs and services, and to fulfill its obligations to students and employees, by meeting the following <u>requirements</u>:</p> <p>a. Has met the requirements as set forth by the U.S. Department of Education, in accordance with 34 C.F.R. 668.171 <u>(b) (1)</u>, or the successor regulation, or</p> <p>b. A ratio of current assets to current liabilities of one-to-one or greater (current ratio); a positive tangible net worth; and a profit in the most recent accounting year, or in two of the most recent three accounting years. Any assets of the institution that are excluded in the calculation of the composite score shall also be excluded by NACCAS in the calculation of the current ratio and net worth, <u>or:-</u></p> <p><u>c. If the institution is not in compliance with Criterion 2 (a) or 2 (b), it has the option to demonstrate financial stability by meeting the following requirements:</u></p> <p><u>i. Cash and cash equivalents plus available lines of credit are equal to at least 16.7% of annual revenue.</u></p> <p><u>ii. Ratio of net liabilities (total liabilities minus cash and cash equivalents) to tangible net worth is 2:1 or less. OR ratio of total debt to earnings before interest, taxes, depreciation, and amortization (EBITDA) is 3:1 or less.</u></p> <p><u>iii. At the institution's expense, it agrees to an onsite evaluation of its financial stability by an independent Certified Public Accounting firm selected by NACCAS, and NACCAS determines the evaluation report demonstrates positive financial stability. A copy of this report shall be provided to the institution. The evaluation shall include a series of agreed upon procedures to be determined by NACCAS. These procedures may include (but may not be limited to) the following areas of concern:</u></p> <p><u>A. Capacity to meet financial obligations at they come due.</u></p> <p><u>B. Compliance with loan and lease agreements.</u></p> <p><u>C. Compliance with state requirements for posting surety bonds for student tuition refunds where institution operates instructional programs.</u></p> <p><u>D. Compliance with federal and state tax requirements, and regulations of the U.S. Department of Education (if applicable)</u></p> <p><u>E. Budget process and internal financial reporting.</u></p>
-----	----	-----	------	---

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

- F. If applicable, the institution's financial relationship with a holding company.
- G. Personal interviews with the institution's auditor and key members of management.

In accordance with Section 8.18 (see page 116) of the NACCAS Rules of Practice and Procedure (see page 55), an institution is required to bring itself into compliance with accreditation requirements within the time frames established in the Rules.

In addition, the institution's financial statements:

- d. Do not contain a "going concern" note from the institution's auditor;
- e. Do not disclose that the institution is in default on any of its debt obligations;
- e.f. Are audited by an independent Certified Public Accountant;
- d.g. Are prepared on an accrual basis, and in accordance with Generally Accepted Accounting Principles (GAAP).

Yes No N/A D 3. Institutions participating in Title IV funding programs must submit audited financial statements in accordance with federal auditing standards and guidelines.

The institution's financial statements are submitted to the NACCAS Director of Finance who will determine if they are in compliance with Standard VII (see page 16).~~Standard VII.~~

Yes No N/A D 4. Unless superseded by a state-, federal-, or program-mandated refund policy, the Institution shall adopt a policy that complies with the NACCAS Withdrawal and Settlement Policy and Checklist (see page 434).

Explain below which refund policy is used by the institution and submit as an exhibit at the end of the standard a cross-referenced NACCAS Withdrawal and Settlement Policy and Checklist (see page 434) regardless of which policy is followed. State if the institution participates in federal financial aid programs.

Yes No N/A D 5. For institutions participating in federal Title IV financial aid programs, the institutional refund policy applies in addition to applicable returns to Title IV programs.

Describe the institution's procedure for ensuring that an institutional refund is applied to all Title IV recipients after any applicable returns to Title IV have been made.

Yes No N/A D 6. The institution applies the applicable refund policy to all terminations or any reason, by either party, including student decision, course and/or program cancellation, or institution closure.

Yes No N/A D 7. The institution maintains evidence that institutional refunds are received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disposed of in accordance with applicable federal or state regulations.

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

Yes No N/A D ~~78~~. The institution accurately implements the applicable refund policy.

Describe below how the institution ensures that the institution applies the appropriate refund policy to all terminations and accurately implements the policy. Describe below the documentation that will be available for review by the on-site evaluation team verifying that institutional refunds were received by the recipient in a timely manner.

Yes No N/A D ~~98~~. The institution complies with the NACCAS Policy on Extra Instructional Charges (see page ~~475~~), if applicable.

Insert the institution's policy below on extra instructional charges, if applicable.

Yes No N/A D/A ~~109~~. Staff working with financial and accounting records is qualified by training and/or experience in accounting and bookkeeping.

Describe below how the institution ensures that staff members working with financial and accounting records are qualified to do so. Submit a copy of the resume for each staff member working with financial and accounting records as an exhibit at the end of the standard.

Yes No N/A D/A ~~110~~. Staff working with student financial aid is qualified by training and/or experience in applicable laws and regulations.

Describe below how the institution ensures that staff members working with financial aid programs are qualified to do so. Submit a copy of the resume for each staff member working with financial aid programs as an exhibit at the end of the standard.

STANDARD VII: FINANCIAL PRACTICES AND MANAGEMENT
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January ~~2014~~2013

VIII. INSTRUCTIONAL SPACE AND FACILITIES

The institution provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene.

Yes No N/A O 1. Instructional areas allow for effective delivery of instruction.

Describe how the institution ensures that all instructional areas allow for effective delivery of instruction.

Yes No N/A O/A2. Institutional space is equipped to accommodate the numbers of students assembled at one time.

Describe how the institution's space is equipped to accommodate the number of students assembled at one time.

O 3. The institution meets applicable fire, building, health, ventilation, heating and safety requirements. In particular:

- | | | | |
|-----|----|-----|---|
| Yes | No | N/A | a. Sanitary drinking water is available; |
| Yes | No | N/A | b. Sanitary lavatories have hot and cold running water; |
| Yes | No | N/A | c. Appropriately located fire extinguishers are maintained in operable condition; |
| Yes | No | N/A | d. Electrical service is adequate to serve institution needs; and |
| Yes | No | N/A | e. Emergency evacuation plans are known to staff and students. |

Describe how the institution ensures that it meets each of the requirements for this criterion.

Yes No N/A O 4. Classrooms and service facilities are used exclusively for training.

Describe how the institution ensures that classroom and service facilities are used exclusively for training.

Yes No N/A O 5. A sign indicating clearly that all services are performed by supervised students is posted in a place easily seen by all service customers.

Describe where the sign indicating clearly that all services are performed by supervised students is located.

Yes No N/A O 6. When a professional service facility or other business entity and an institution are under the same ownership or otherwise associated, separate operation of each entity is maintained.

Describe how the institution maintains the separate operation of each of these entities. Explain how the institution ensures that students and the public can clearly differentiate between a professional service facility and the institution.

Yes No N/A O 7. The name clearly identifies the institution as an educational institution.

Yes No N/A O 8. The name of the institution appears on exterior signs at the institution location.

Include as an exhibit a photograph of the exterior sign.

STANDARD VIII: INSTRUCTIONAL SPACE AND FACILITIES
EXHIBIT SECTION

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

IX. EVALUATION OF STUDENTS

The institution uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.

Yes No N/A D 1. Each student is evaluated periodically on attendance, academic and/or practical learning, as applicable.

Describe how and when students are periodically evaluated on academic and practical learning.

Yes No N/A D 2. Practical learning is evaluated using written criteria, such as rubrics or similar means.

Provide examples of written criteria used and any applicable forms used to evaluate practical learning. Describe how the institution ensures consistency in practical grading among instructors. Describe how the institution's practical grading process informs the student of any deficiencies that may exist in any specific skill set.

Yes No N/A A 3. Student evaluation results are provided to students.

Describe when students are apprised of their academic performance, practical skills development, and, as applicable, attendance. Include a copy of applicable forms used as exhibits at the end of the Standard.

Yes No N/A D 4. The institution documents that each student who graduates or is otherwise awarded a certificate of completion has fully met the institution's published graduation requirements.

List below the page number in the catalog where the graduation requirements can be found. Describe how the school ensures that a student has fully met the requirements prior to being issued a diploma or certificate of completion.

Yes No N/A D 5. The institution's Satisfactory Academic Progress Policy complies with the NACCAS Satisfactory Academic Progress Policy and Checklist for [Programs Measured in Clock Hours or Competencies](#) (see page ~~497~~) or for [Programs Measured in Credit Hours](#) (see page ~~529~~).

Provide a copy of the institution's satisfactory [academic](#) progress policy cross-referenced to the NACCAS Satisfactory [Academic](#) Progress Policy and Checklist for [Programs Measured in Clock Hours or Competencies](#) (see page ~~497~~) or for [Programs Measured in Credit Hours](#) (see page ~~529~~).

Yes No N/A D 6. The institution accurately evaluates student progress according to the requirements of the NACCAS [Satisfactory Academic Progress Policy and Checklist for Programs Measured in Clock Hours or Competencies](#) (see page ~~49~~) or for [Programs Measured in Credit Hours](#) (see page ~~52~~). ~~Policy on Satisfactory Academic Progress,~~
_____ if applicable.

Provide copies of the Satisfactory [Academic](#) Progress evaluation forms used by the institution.

STANDARD IX: EVALUATION OF STUDENTS
EXHIBIT SECTION

Formatted: Indent: Left: 2", First line: 0"

Formatted: Indent: Left: 1.5", First line: 0.5"

Appendices to the Rules of Practice and Procedure
January ~~2014~~2013

X. OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS

The institution offers Occupational Associate Degree programs and/or courses that are consistent with the institution's mission and educational objectives. The general education courses offered in the program are applicable to the occupation. Institutions offering degree programs and/or courses must meet all other applicable standards of accreditation.

Yes No N/A D 1. Instructors teaching applied general education courses must have at least an associate's degree with appropriate course work in the subject area(s) taught **OR** related work experience (3 years) and college level course work in the subject area being taught.

Provide a list of instructors including a resume indicating formal education or related work experience, as applicable.

Yes No N/A D 2. If the institution has a transfer policy, it must state that a minimum of 25 % of the degree program must be delivered by the institution awarding the degree.

State the institution's transfer policy below or include as an exhibit at the end of the standard.

Yes No N/A D 3. The program must consist of a minimum of two academic years and 60 semester credit hours in length.

Yes No N/A D 4. A minimum of 45 semester credit hours must be included in the occupational area.

Yes No N/A D 5. A minimum of 15 semester credit hours must be included in general education courses.

List below the page number in the catalog where the program content and requisite course hours can be found.

Complete the following list:

PROGRAM TITLE	PROGRAM LENGTH
---------------	----------------

Describe course and/or program content and explain how credits are allocated to occupational and general education. List the page in the catalog where this information can be found.

Yes No N/A A 6. Courses and/or programs enhance the ability of an individual to apply academic and occupational skills in the workplace.

Describe how the institution ensures that courses and/or programs enhance the ability of the individual to apply academic and occupational skills in the workplace.

Yes No N/A A 7. Courses and/or programs must be qualitatively related to the occupational degree offered.

Describe how the institution ensures that courses and/or programs are qualitatively related to the occupational degree offered.

Yes No N/A D 8. Resource materials available to degree-seeking students are relevant, current, and appropriate to the courses of study and/or programs.

List examples of materials available to degree-seeking students and explain how the institution ensures they are relevant, current, and appropriate to the courses of study and/or programs.

STANDARD X: OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 2014³

Appendix #7A – Program Self-Study Format

Please review each standard statement and the corresponding Criteria. Determine whether the institution is in compliance, out of compliance, or if the criterion does not apply to the institution and check, circle, or underscore the appropriate response.

The institution shall provide exhibits as requested with each Standard. Exhibits should be placed behind the standard, labeled to correlate with the applicable criterion, and entered into the ISS. (See [Appendix 5B](#), page 141~~39~~). For example, when providing a copy of the licenses of the instructors for the new program, please label the exhibit as Exhibit II. 1.

Inclusion of exhibits can be achieved in a variety of ways, as follows:

1. Documents may be copied, labeled and placed behind a tab after the applicable Standard, if submitting a hard copy of the ISS.
2. Documents may be “cut and pasted,” labeled, and placed after the Standard, if submitting via a CD ROM.
3. Documents may be labeled, saved into a pdf format, and placed after the Standard, if submitting via CD ROM.

I. EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION

The institution has a published mission statement identifying the institution as providing career preparation. The institution assesses its performance as related to its stated objectives, summarizes the results of the assessment, and uses the assessment to maintain or improve institution performance.

Yes No N/A D 1. A mission statement has been adopted by the institution and clearly identifies the institution as one preparing graduates for employment.

Yes No N/A D 2. The mission statement is published in the institution’s catalog.

List below the page number in the institution’s catalog where the mission statement can be found.

Yes No N/A D 6. The institution has an external advisory committee comprised of an employer or employers representing the field(s) of study offered by the institution. A committee member may represent multiple fields.

List the name(s) of the advisory committee member that satisfies this criterion for the new program. Also list the advisory committee member(s)’s name of business, business address, and field(s) for which the member may employ graduates below.

Committee Member Name	Business Name	Business Address	Fields of Employment
-----------------------	---------------	------------------	----------------------

Yes No N/A D 11. Based on the feedback received, the institution implements improvements and changes, as applicable.

Describe how the institution will assess the effectiveness of the new program and implement improvement and changes.

**STANDARD I: EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION
EXHIBITS SECTION**

Appendices to the *Rules of Practice and Procedure*
January 2014~~3~~

II. INSTRUCTIONAL STAFF

The institution employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational courses and/or program(s) regardless of mode of delivery.

Yes No N/A D 1. Instructors hold teaching credentials demonstrating compliance with applicable state requirements.

Insert copies of licenses for all regularly employed, current instructors responsible for the new program as exhibits at the end of this Standard. In states where a teaching credential is not required, submit a copy of the applicable practitioner license(s) and a copy of the state regulation addressing qualifications for instructors.

Yes No N/A O/A 2. The student/teacher ratio meets the state requirements, if applicable, and in the absence of state requirements, the student/teacher ratio must not exceed 30 students in attendance per instructor.

Indicate the below student/teacher ratios:

Student/teacher ratio required by the state (if applicable): _____

Student/teacher ratio utilized by the institution: _____

Yes No N/A A 32. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures.

Provide a list of all substitute instructors for the new program and their license numbers below. Please explain how the institution ensures that substitutes are familiar with the institution's curriculum, policies, and procedures.

STANDARD II: INSTRUCTIONAL STAFF
EXHIBITS SECTION

Appendices to the *Rules of Practice and Procedure*
January 2014~~3~~

III. ADMINISTRATIVE SERVICES

The institution has in place administrative policies and services appropriate to the educational courses and/or program(s). Such policies and services meet applicable federal, state, local, and NACCAS policies.

Yes No N/A A/O/D 3. The institution complies with applicable federal, state and local statutes and regulations governing the operations of the institution including the NACCAS [Rules of Practice and Procedure](#) (see page 55).

Formatted: Spanish (Puerto Rico)

Provide evidence that the school is approved to teach the new or changed program from applicable state or local regulatory agencies.

Describe below how the institution ensures that it remains in compliance with all the local, state, and federal regulations that impact the institution.

Yes No N/A D 6. The institution has current, signed participation agreement(s) and Eligibility Certification Approval Report (ECAR) listing approved courses and/or programs, if applicable;

List the financial aid programs in which the institution participates below. Indicate if the school will be utilizing financial aid programs for the new program offered.

Yes No N/A D 8. Advertising conforms to the NACCAS [Policy on Advertising](#) (see page 26).

Submit as an exhibit, copies of examples of any current or proposed advertising relevant to the new or changed program.

Yes No N/A O 14. The institution utilizes technologies and practices that are effective in verifying the identity of a distance learning student who participates in class or coursework (such as secure login and pass code or proctored examinations) while protecting student privacy.

Describe how the institution verifies the identity of the distance learner and insert any exhibits or forms used for compliance.

Yes No N/A A/D 15. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be in the language in which the course will be taught.

Describe the policies, procedures and documents used by the institution that ensures compliance with this requirement.

STANDARD III: ADMINISTRATIVE SERVICES
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 2014~~3~~

IV. ADMISSIONS POLICIES AND PROCEDURES

The institution has published student admissions policies that are appropriate for the educational courses and/or program(s), and the institution follows these policies.

- | | | | | |
|-----|----|-----|------|--|
| Yes | No | N/A | D 1. | The institution's admission policies require that each student meet one of the following: |
| | | | a. | Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients), etc.; or |
| | | | b. | Have <u>evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or a state-issued credential for secondary school completion if home-schooled; or</u> |
| | | | c. | Have the ability to benefit from the training, according to the NACCAS Ability-To-Benefit Policy (see page 32). |
| | | | d. | If attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations. |

State below the page number in the catalog where the institution's admission policy can be found.

- | | | | | |
|-----|----|-----|------|--|
| Yes | No | N/A | D 3. | The institution's written catalog complies with the NACCAS Catalog Requirements (see page 35) .
catalog requirements, found in Policy IV.04 (see page 35). |
|-----|----|-----|------|--|

Submit a copy of the institution's cross-referenced student catalog as an exhibit at the end of the standard. Indicate by either highlighting the catalog or listing the page numbers below where the changes made to the catalog in relation to the new program are located, including but not limited to: admission requirements, program listing, tuition and fees, refund policy, graduation requirements, etc.

- | | | | | |
|-----|----|-----|------|--|
| Yes | No | N/A | D 4. | Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog. |
|-----|----|-----|------|--|

Describe the procedure followed to ensure that all applicants have access to a copy of the institution's catalog prior to signing an enrollment agreement.

- | | | | | |
|-----|----|-----|------|--|
| Yes | No | N/A | D 5. | Before enrollment, each applicant is provided access to written information that accurately reflects the most recent annual report statistics. |
|-----|----|-----|------|--|

Describe below how the institution ensures that applicants have access to written information that accurately reflects the institution's most recent annual report year statistics.

- | | | | | |
|-----|----|-----|------|---|
| Yes | No | N/A | D 6. | Before enrollment each applicant is provided access to written information that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates. |
|-----|----|-----|------|---|

Describe below how the institution ensures that applicants have access to written information that accurately reflects the licensure requirements of the new program.

- | | | | | |
|-----|----|-----|------|---|
| Yes | No | N/A | D 7. | The institution uses an enrollment agreement that complies with the NACCAS Enrollment Agreement Requirements (see page 33). |
|-----|----|-----|------|---|

Appendices to the *Rules of Practice and Procedure*
January 201~~4~~3

Insert as an exhibit at the end of this Standard a copy of the institution's enrollment agreement that is highlighted to show the changes made for the new program.

Yes No N/A D 16. The institution notifies distance learning students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

If the new program incorporates distance learning, describe how the institution notifies distance learning students of any projected additional charges associated with the verification of student identity.

Yes No N/A D 17. If the institution offers a program that is longer than the state requirements, before enrollment, each applicant is provided the rationale for completing the additional hours and the benefits to be derived from the additional training.

Please provide a copy below or as an exhibit at the end of this standard, the rationale given to applicants for the additional hours of training and include any documents or promotional material used for this purpose.

Yes No N/A D 18. Before enrollment, each applicant is provided access to written information that reflects generally known pre requisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided such as:

- licensure requirements;
- regulatory oversight restrictions;
- physical requirements of the industry;
- ability to meet requirements set forth by employers.

Describe how the institution provides information on prerequisites and other factors relevant to obtaining employment including all bullet point items listed and include as an exhibit to this standard any documents or forms utilized for this purpose.

STANDARD IV: ADMISSIONS
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 2014~~3~~

V. STUDENT SUPPORT SERVICES

The institution has in place student support services that provide appropriate information and advice to students.

- | | | | | |
|-----|----|-----|------|--|
| Yes | No | N/A | A 1. | The institution provides access to an orientation program whether verbal, printed, web-based, or other media format on or before the first day of class. |
| Yes | No | N/A | A 2. | The orientation program provides, at a minimum information about: |
| Yes | No | N/A | | a. the instructional course or program, |
| Yes | No | N/A | | b. the educational objectives of each program or course, |
| Yes | No | N/A | | c. administrative policies affecting students, and |
| Yes | No | N/A | | d. support services available to students. |

Describe below the institution's orientation process, content, and when it occurs.

- | | | | | |
|-----|----|-----|------|--|
| Yes | No | N/A | A 3. | Students are provided with academic advising and additional assistance as necessary. |
|-----|----|-----|------|--|

Describe below the institution's policy and procedures regarding advising or counseling students.

- | | | | | |
|-----|----|-----|------|--|
| Yes | No | N/A | A 4. | Contact information for professional assistance is made available to students. |
|-----|----|-----|------|--|

Describe below how the institution makes information for professional assistance available to students.

- | | | | | |
|-----|----|-----|------|---|
| Yes | No | N/A | A 6. | Information and advice on available financial assistance is accessible to students. |
|-----|----|-----|------|---|

Describe how the institution makes information and advice on applicable financial assistance programs accessible to students.

STANDARD V: STUDENT SUPPORT SERVICES
EXHIBIT SECTION

**Appendices to the *Rules of Practice and Procedure*
January 2014³**

VI. CURRICULUM

The institution offers educational courses and/or programs congruent with the mission of the institution and its educational objectives. Courses and/or programs incorporate job market requirements in instruction through involvement with its advisory committee. The institution ensures that all courses and/or programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent.

Yes No N/A A/O 1. Courses and/or programs are congruent with the mission of the institution and its educational objectives.

Describe how the new course and/or program offered by the institution is relative to the institution's mission and educational objectives.

Yes No N/A A/O 2. Courses and/or programs meet the state requirements where the student is seeking licensure and/or certification, if applicable.

List below the new course offered at the institution along with the hours/credits required by the institution, as well as the hours required by the state.

COURSE OFFERED- HOURS/CREDITS REQUIRED BY INSTITUTION - HOURS/CREDIT REQUIRED BY STATE

Yes No N/A D 3. Each student is provided with a written program and/or course outline, at the beginning of the program and/or course.

Describe the institution's procedure to ensure that each student has access to a copy of the program and/or course outline at the beginning of the course.

Yes No N/A D 4. The course and/or program outlines(s) must include each of the following elements:

Yes No N/A a. Name of the course or program;

Yes No N/A b. Course and/or program description;

Yes No N/A c. Course and/or program educational objectives;

Yes No N/A d. Contents of the units of instruction and, as applicable, hours, credits and/or competencies devoted to each unit;

Yes No N/A e. Instructional methods used to teach the program and/or course;

Yes No N/A f. Grading procedures.

Submit a copy of the most recently revised outline for the new program or course offered by the institution as an exhibit at the end of the Standard.

Yes No N/A A/O 5. In order to fulfill ~~course/program~~ and/or ~~programecourse~~ requirements, the institution makes available to students the following:

Yes No N/A a. Textbooks and/or text materials,

Yes No N/A b. Supplementary instructional resources,

Yes No N/A c. Equipment, as applicable,

Appendices to the *Rules of Practice and Procedure*
January 2014~~3~~

Yes No N/A d. Products and supplies, as applicable.

Describe below how the institution ensures that it meets each of the requirements of this criterion in regards to the new program.

Yes No N/A A/O 6. The institution provides students and teachers with access to current written reference materials, to support the educational course and/or program(s) offered.

Describe below how the institution provides sufficient, current, written, or web-based reference materials to support the new program offered.

Yes No N/A D 7. Courses and/or programs offered by the institution comply with the applicable regulatory agency curriculum requirements. In the absence of oversight agency regulations regarding curriculum, courses and/or programs are designed to meet industry standards using feedback from the institution's advisory committee and required elements of the state or national examination, if applicable, and/or requirements defined in the oversight agency's statutes or regulations for licensure.

Describe below how the institution's new course and/or program complies with applicable regulatory agency requirements or with industry standards. Attach as an exhibit at the end of this Standard a copy of any applicable state statutes and/or regulations with any curriculum requirements in relation to the new program.

Yes No N/A A. 8. Each course and/or program provides instruction on the regulations governing the scope of practice for which students are training.

Describe below how students will be advised or educated about the laws and regulations applicable to the new program.

Yes No N/A A 9. Each ~~course~~~~program~~ or ~~program~~~~course~~ provides supervised instruction in the applicable skills and competencies.

Describe below how the institution's new course and/or program offered provides supervised instruction in the applicable skills and competencies for the new course and/or program.

Yes No N/A D 10. Academic and practical learning precede student salon or clinic activities, as applicable.

Describe how the institution's curriculum for the new program is designed to ensure that students acquire knowledge and skills prior to entering the student salon and providing services to the public. Submit as an exhibit at the end of the standard the schedule for the institution's first phase or level of study of this program.

Yes No N/A A/O 11. Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, distance learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used during the program.

List the academic and learning methods used during the new program.

Yes No N/A A 12. Effective training aids and audiovisual materials are used to supplement the instructional process.

Appendices to the *Rules of Practice and Procedure*
January 2014~~3~~

Provide a list below of training aids and audiovisual materials to be used by the institution to support the instructional process of the new program.

Yes	No	N/A	D 13. Instruction in classrooms, labs, student salons, and/or via distance learning, if applicable, is effectively organized as evidenced by:
Yes	No	N/A	a. Program and/or course outlines
Yes	No	N/A	b. Lesson objectives
Yes	No	N/A	c. Evaluations
Yes	No	N/A	d. Other applicable instructional materials

Submit as exhibits at the end of the standard for the new course and/or program the following:

- Course and/or program objectives as stated in the course/program outline.
- Five examples of lesson objectives.
- Five examples of a written and practical evaluation.
- Any other applicable instructional materials the institution will utilize for this program.

Yes	No	N/A	D 14. To offer a course and/or program that exceeds the required minimum course length by more than 50%, the institution must justify the course or program length. In accordance with the mission of the institution, the justification must state how the course or program length is necessitated by the following factors:
Yes	No	N/A	a. Industry needs as determined and/or recommended by the institution's Advisory Committee.
Yes	No	N/A	b. Special academic needs of the students served.

If the new program length exceeds the required minimum by more than 50%, list it below, as well as the hours required by the state.

COURSES OFFERED	INSTITUTION'S HOURS/CREDITS	STATE HOURS/CREDITS
-----------------	-----------------------------	---------------------

For any new course that exceeds the state requirements by more than 50%, please describe the method used to determine the course and/or program length and the rationale for establishing the expanded course.

Yes	No	N/A	D 15. If an institution participates in an externship, the institution's course complies with all applicable requirements established by the state regulatory agency, <u>however, not to exceed 10% of the total course and/or program</u> . In the absence of regulations promulgated by the state regulatory agency, the institution's externship will comply with the NACCAS Externship Requirements Policy (see page 42).
-----	----	-----	---

If applicable, please describe the institution's externship program below or submit as an exhibit at the end of the standard.

Appendices to the *Rules of Practice and Procedure*
January 201~~4~~3

Yes No N/A D 16. The institution is responsible for the management, control, and delivery of distance education instruction.

If applicable, describe how the institution ensures that the management, control and delivery of the distance education are done by the approved institution.

Yes No N/A D 17. Distance education cannot be used as a mode of delivery for more than 50% of any program.

If applicable, describe how the institution ensures that no more than 50% of any program is delivered via distance education. Provide as an exhibit to this standard a list of units of instruction that delineates what portion is delivered on site and what portion is documentation of the percentage of any program that is delivered via distance education.

Note: If the program does not lead to licensure/certification, include as a supplement a detailed rationale for the program length and requirements.

STANDARD VI: CURRICULUM
EXHIBIT SECTION

**Appendices to the *Rules of Practice and Procedure*
January 2014~~3~~**

VII. FINANCIAL PRACTICES AND MANAGEMENT

Yes	No	N/A	D 1.	Financial statements must be submitted no later than six months after the end of the institution's fiscal year. Institutions applying for initial accreditation must submit their financial statements for the most recent fiscal year at the time they submit their application for initial accreditation.
-----	----	-----	------	---

Indicate below the institution's fiscal year end as well as the date of the most recent submission to NACCAS, as applicable. Indicate how often the institution prepares financial statements (monthly, quarterly, etc.).

Yes	No	N/A	D 2.	<p><u>The financial statements of the institution demonstrate that it has the financial resources to ensure continuity of operation, education programs and services, and to fulfill its obligations to students and employees, by meeting the following requirements:</u></p> <p><u>a. Has met the requirements as set forth by the U.S. Department of Education, in accordance with 34 C.F.R. 668.171(b) (1), or the successor regulation, or</u></p> <p><u>b. A ratio of current assets to current liabilities of one-to-one or greater (current ratio); a positive tangible net worth; and a profit in the most recent accounting year, or in two of the most recent three accounting years. Any assets of the institution that are excluded in the calculation of the composite score shall also be excluded by NACCAS in the calculation of the current ratio and net worth, or;</u></p> <p><u>c. If the institution is not in compliance with Criterion 2 (a) or 2 (b), it has the option to demonstrate financial stability by meeting the following requirements:</u></p> <p style="margin-left: 20px;"><u>i. Cash and cash equivalents plus available lines of credit are equal to at least 16.7% of annual revenue.</u></p> <p style="margin-left: 20px;"><u>ii. Ratio of net liabilities (total liabilities minus cash and cash equivalents) to tangible net worth is 2:1 or less, OR ratio of total debt to earnings before interest, taxes, depreciation, and amortization (EBITDA) is 3:1 or less.</u></p> <p style="margin-left: 20px;"><u>iii. At the institution's expense, it agrees to an onsite evaluation of its financial stability by an independent Certified Public Accounting firm selected by NACCAS, and NACCAS determines the evaluation report demonstrates positive financial stability. A copy of this report shall be provided to the institution. The evaluation shall include a series of agreed upon procedures to be determined by NACCAS. These procedures may include (but may not be limited to) the following areas of concern:</u></p> <p style="margin-left: 40px;"><u>A. Capacity to meet financial obligations at they come due.</u></p> <p style="margin-left: 40px;"><u>B. Compliance with loan and lease agreements.</u></p> <p style="margin-left: 40px;"><u>C. Compliance with state requirements for posting surety bonds for student tuition refunds where institution operates instructional programs.</u></p> <p style="margin-left: 40px;"><u>D. Compliance with federal and state tax requirements, and regulations of the U.S. Department of Education (if applicable)</u></p> <p style="margin-left: 40px;"><u>E. Budget process and internal financial reporting.</u></p> <p style="margin-left: 40px;"><u>F. If applicable, the institution's financial relationship with a holding company.</u></p>
-----	----	-----	------	---

**Appendices to the *Rules of Practice and Procedure*
January 2014³**

G. Personal interviews with the institution's auditor and key members of management.

In accordance with Section 8.18 (see page 116) of the NACCAS *Rules of Practice and Procedure* (see page 55), an institution is required to bring itself into compliance with accreditation requirements within the time frames established in the *Rules*.

In addition, the institution's financial statements:

d. Do not contain a "going concern" note from the institution's auditor;

e. Do not disclose that the institution is in default on any of its debt obligations;

f. Are audited by an independent Certified Public Accountant; and

g. Are prepared on an accrual basis, and in accordance with Generally Accepted Accounting Principles (GAAP).

~~The financial statements of the institution demonstrate that it has the~~

~~financial resources to ensure continuity of operation, education programs and services, and to fulfill its obligations to students and employees, by meeting the following:~~

~~a. Has met the requirements as set forth by the U.S. Department of Education in accordance with 34 C.F.R. 668.171, or the successor regulation, or~~

~~b. A ratio of current assets to current liabilities of one to one or greater (current ratio); a positive tangible net worth; and a profit in the most recent accounting year or in two of the most recent three accounting years. Any assets of the institution that are excluded in the calculation of the composite score shall also be excluded by NACCAS in the calculation of the current ratio and net worth.~~

~~e. Are audited by an independent Certified Public Accountant;~~

~~d. Are prepared on an accrual basis, and in accordance with Generally Accepted Accounting Principles (GAAP).~~

Yes No N/A D 3. Institutions participating in Title IV funding programs must submit audited financial statements in accordance with federal auditing standards and guidelines.

The institution's financial statements are submitted to the NACCAS Director of Finance who will determine if they are in compliance with [Standard VII](#) (see page 16).

Yes No N/A D 4. Unless superseded by a state-, federal-, or program-mandated refund policy, the Institution shall adopt a policy that complies with the NACCAS [Withdrawal and Settlement Policy and Checklist](#) (see page 43).

Explain below which refund policy is used by the institution and submit as an exhibit at the end of the standard a cross-referenced NACCAS [Withdrawal and Settlement Policy and Checklist](#) (see page 43) regardless of which policy is followed. State if the institution participates in federal financial aid programs.

Yes No N/A D/A [109](#). Staff working with financial and accounting records is qualified by training and/or experience in accounting and bookkeeping.

Describe below how the institution ensures that staff members working with financial and accounting records are qualified to do so. Submit a copy of the resume for each staff member working with financial and accounting

Appendices to the *Rules of Practice and Procedure*
January 201~~4~~³

records as an exhibit at the end of the Standard. Describe any staff changes made or changes planned in this area since the change of ownership.

Yes No N/A D/A 1~~0~~. Staff working with student financial aid is qualified by training and/or experience in applicable laws and regulations.

Describe below how the institution ensures that staff members working with financial aid programs are qualified to do so. Submit a copy of the resume for each staff member working with financial aid programs as an exhibit at the end of the Standard. Describe any staff changes made of planned in this area since the change of ownership.

STANDARD VII: FINANCIAL PRACTICES
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 2014~~3~~

VIII. INSTRUCTIONAL SPACE AND FACILITIES

The institution provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene.

Yes No N/A O 1. Instructional areas allow for effective delivery of instruction.

Describe how the institution ensures that all instructional areas allow for effective delivery of instruction.

Yes No N/A O/A 2. Institutional space is equipped to accommodate the numbers of students assembled at one time.

Describe how the institution's space is equipped to accommodate the number of students assembled at one time. Provide an explanation of any changes that have occurred or will occur to the space, facilities or equipment with regard to the new program. Submit as an exhibit at the end of the Standard a floor plan and a description of the facilities provided for the program.

Yes No N/A O 3. The institution meets applicable fire, building, health, ventilation, heating and safety requirement. In particular:

Yes No N/A a. Sanitary drinking water is available.

Yes No N/A b. Sanitary lavatories have hot and cold running water.

Yes No N/A c. Appropriately located fire extinguishers are maintained in operable condition.

Yes No N/A d. Electrical service is adequate to serve institution needs; and

Yes No N/A e. Emergency evacuation plans are known to staff and students.

Describe any changes that were made for the new program by the institution to ensure that it meets each of the requirements for this criterion.

STANDARD VIII: INSTRUCTIONAL SPACE AND FACILITIES
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 2014~~3~~

IX. EVALUATION OF STUDENTS

The institution uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.

Yes No N/A D 1. Each student is evaluated periodically on attendance, academic and/or practical learning, as applicable.

Describe how and when students are periodically evaluated on academic and practical learning in the new program.

Yes No N/A D 2. Practical learning is evaluated using written criteria, such as rubrics or Similar means.

Provide examples of written criteria used and any applicable forms used to evaluate practical learning. Describe how the institution ensures consistency in practical grading among instructors. Describe how the institution's practical grading process informs the student of any deficiencies that may exist in any specific skill set.

Yes No N/A A 3. Student evaluation results are provided to students.

Describe when students are apprised of their academic performance, practical skills development, and, as applicable, attendance in the new program. Include a copy of applicable forms used as exhibits at the end of the Standard.

Yes No N/A D 4. The institution documents that each student who graduates or is otherwise awarded a certificate of completion has fully met the institution's published graduation requirements.

List below the page number in the catalog where the graduation requirements can be found. Describe how the school ensures that a student has fully met the requirements of the new program prior to being issued a diploma or certificate of completion.

Yes No N/A D 5. The institution's satisfactory academic progress policy complies with the NACCAS Satisfactory Academic Progress Policy and Checklist for [Programs Measured in Clock Hours or Competencies](#) (see page 49) or for [Programs Measured in Credit Hours](#) (see page 52).

If applicable, provide a copy of the institution's satisfactory [academic](#) progress policy, which incorporates the new program, cross-referenced to the NACCAS *Satisfactory Academic Progress Policy and Checklist* for [Programs Measured in Clock Hours or Competencies](#) (see page 49) or for [Programs Measured in Credit Hours](#) (see page 52).

Yes No N/A D 6. The institution accurately evaluates student progress according to the requirements of the NACCAS *Satisfactory Academic Progress Policy and Checklist* for [Programs Measured in Clock Hours or Competencies](#) (see page 49) or for [Programs Measured in Credit Hours](#) (see page 52), if applicable.

If applicable, provide copies of the satisfactory [academic](#) progress evaluation forms used by the institution for this program.

STANDARD IX: EVALUATION OF STUDENTS
EXHIBIT SECTION

Appendices to the Rules of Practice and Procedure
January 2014~~3~~

X. OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS

*****Only complete this portion of the PSS format if the program being added is an Occupational Associate Degree program and/or course.*****

The institution offers Occupational Associate Degree programs and/or courses that are consistent with the institution's mission and educational objectives. The general education courses offered in the program are applicable to the occupation. Institutions offering degree programs and/or courses must meet all other applicable standards of accreditation.

Yes	No	N/A	D 1.	Instructors teaching applied general education courses must have at least an associate's degree with appropriate course work in the subject area(s) taught OR related work experience (3 years) and college level course work in the subject area being taught.
-----	----	-----	------	--

If the program being added falls under this category, provide a list of instructors including a resume indicating formal education or related work experience, as applicable.

Yes	No	N/A	D 2.	If the institution has a transfer policy, it must state that a minimum of 25% of the degree program must be delivered by the institution awarding the degree.
-----	----	-----	------	---

State the institution's transfer policy below or include as an exhibit at the end of the standard.

Yes	No	N/A	D 3.	The program must consist of a minimum of two academic years and 60 semester credit hours in length.
-----	----	-----	------	---

Yes	No	N/A	D 4.	A minimum of 45 semester credit hours must be included in the occupational area.
-----	----	-----	------	--

Yes	No	N/A	D 5.	At least 15 semester hours in general education courses must be included.
-----	----	-----	------	---

List below the page number in the catalog where the program content and requisite course hours can be found. Describe course content and explain how credits are allocated to occupational and general education. List the page in the catalog where this information can be found.

Yes	No	N/A	A 6.	Courses and/or programs enhance the ability of an individual to apply academic and occupational skills in the workplace.
-----	----	-----	------	--

Describe how the institution ensures that the new course and/or program enhances the ability of the individual to apply academic and occupational skills in the workplace.

Yes	No	N/A	A 7.	Courses and/or programs must be qualitatively related to the occupational degree offered.
-----	----	-----	------	---

Describe how the institution ensures that the new course and/or program is qualitatively related to the occupational degree offered.

Yes	No	N/A	D 8.	Resource materials available to degree-seeking students are relevant, current, and appropriate to the courses of study and/or programs.
-----	----	-----	------	---

List examples of materials available to degree-seeking students and explain how the institution ensures they are relevant, current, and appropriate to the courses of study and/or programs.

STANDARD X: OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 2014³

Appendix #7B – Modified Program Self-Study Format

This self-study format is only to be used when multiple schools under the exact same ownership are applying for approval of the same substantive change. In this case, the full Program Self-Study must be completed for one school; all other schools under the same ownership that will be offering the new program must then submit the appropriate number of copies of the Modified Program Self-Study as required by the Application Form.

Please review each Standard statement and the corresponding Criteria. Determine whether or not the institution is in compliance, out of compliance, or if the criterion does not apply to the institution and check, circle, or underscore the appropriate response.

The institution shall provide exhibits as requested with each Standard. Exhibits should be placed behind the Standard, labeled to correlate with the applicable criterion, and entered into the institutional self-study (ISS). For example, when providing a copy of the licenses of the instructors for the new program, please label the exhibit as Exhibit II. 1.

Inclusion of exhibits can be achieved in a variety of ways as follows:

1. Documents may be copied, labeled and placed behind a tab after the applicable Standard if submitting a hard copy of the PSS.
2. Documents may be “cut and pasted,” labeled, and placed after the Standard, if submitting via a CD ROM.
3. Documents may be labeled, saved into a pdf format, and placed after the Standard, if submitting via CD ROM.

I. EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION

The institution has a published mission statement identifying the institution as providing career preparation. The institution assesses its performance as related to its stated objectives, summarizes the results of the assessment, and uses the assessment to maintain or improve institution performance.

Yes No N/A D 1. A mission statement has been adopted by the institution and clearly identifies the institution as one preparing graduates for employment.

Yes No N/A D 2. The mission statement is published in the institution’s catalog.

List below the page number in the institution’s catalog where the mission statement can be found.

Yes No N/A D 6. The institution has an external advisory committee comprised of an employer or employers representing the field(s) of study offered by the institution. A committee member may represent multiple fields.

List the name(s) of the advisory committee member that satisfies this criterion for the new program. Also list the advisory committee member(s)’s name of business, business address, and field(s) for which the member may employ graduates below.

Committee Member Name	Business Name	Business Address	Fields of Employment
-----------------------	---------------	------------------	----------------------

STANDARD I: EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION
EXHIBITS SECTION

Appendices to the *Rules of Practice and Procedure*
January 201~~4~~3

II. INSTRUCTIONAL STAFF

The institution employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational courses and/or program(s) regardless of mode of delivery.

Yes No N/A D 1. Instructors hold teaching credentials demonstrating compliance with applicable state requirements.

Insert copies of licenses for all regularly employed, current instructors responsible for the new program as exhibits at the end of this Standard. In states where a teaching credential is not required, submit a copy of the applicable practitioner license(s) and a copy of the state regulation addressing qualifications for instructors.

Yes No N/A O/A 2. The student/teacher ratio meets the state requirements, if applicable, and in the absence of state requirements, the student/teacher ratio must not exceed 30 students in attendance per instructor.

Indicate the below student/teacher ratios:

Student/teacher ratio required by the state (if applicable): _____

Student/teacher ratio utilized by the institution: _____

Yes No N/A A 32. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures.

Provide a list of all substitute instructors for the new program and their license numbers below. Please explain how the institution ensures that substitutes are familiar with the institution's curriculum, policies, and procedures.

STANDARD II: ~~IN~~ INSTRUCTIONAL STAFF
EXHIBITS SECTION

Appendices to the *Rules of Practice and Procedure*
January 2014³

III. ADMINISTRATIVE SERVICES

The institution has in place administrative policies and services appropriate to the educational courses and/or program(s). Such policies and services meet applicable federal, state, local, and NACCAS policies.

Yes No N/A A/O/D 3. The institution complies with applicable federal, state and local statutes and regulations governing the operations of the institution including the NACCAS *Rules of Practice and Procedure*.

Formatted: Spanish (Puerto Rico)

Provide evidence that the school is approved to teach the new or changed program from applicable state or local regulatory agencies.

Describe below how the institution ensures that it remains in compliance with all the local, state, and federal regulations that impact the institution.

Yes No N/A O 14. The institution utilizes technologies and practices that are effective in verifying the identity of a distance learning student who participates in class or coursework (such as secure login and pass code or proctored examinations) while protecting student privacy.

Describe how the institution verifies the identity of the distance learner and insert any exhibits or forms used for compliance.

Yes No N/A A/D 15. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be in the language in which the course will be taught.

Describe the policies, procedures and documents used by the institution that ensures compliance with this requirement.

STANDARD III: ADMINISTRATIVE SERVICES
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 2014~~3~~

IV. ADMISSIONS POLICIES AND PROCEDURES

The institution has published student admissions policies that are appropriate for the educational courses and/or program(s), and the institution follows these policies.

Yes No N/A D 3. The institution's written catalog complies with the NACCAS [Catalog Requirements \(see page 35\)](#), [catalog requirements, Policy IV.04 \(see page 35\)](#).

Submit a copy of the institution's cross-referenced student catalog as an exhibit at the end of the Standard. Indicate by either highlighting the catalog or listing the page numbers below where the changes made to the catalog in relation to the new program are located, including but not limited to: admission requirements, program listing, tuition and fees, refund policy, graduation requirements, etc.

Yes No N/A D 4. Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog.

Describe the procedure followed to ensure that all applicants have access to a copy of the institution's catalog prior to signing an enrollment agreement.

Yes No N/A D 6. Before enrollment, each applicant is provided access to written information that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates.

Describe below how the institution ensures that applicants have access to written information that accurately reflects the licensure requirements of the new program.

Yes No N/A D 7. The institution uses an enrollment agreement that complies with the NACCAS [Enrollment Agreement Requirements](#) (see page 33).

Insert as an exhibit at the end of this Standard a copy of the institution's enrollment agreement that is highlighted to show the changes made for the new program.

Yes No N/A D 16. The institution notifies distance learning students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

Describe how the institution notifies distance learning students of any projected additional charges associated with the verification of student identity.

Yes No N/A D 17. If the institution offers a program that is longer than the state requirements, before enrollment, each applicant is provided the rationale for completing the additional hours and the benefits to be derived from the additional training.

Please provide a copy below or as an exhibit at the end of this standard, the rationale given to applicants for the additional hours of training and include any documents or promotional material used for this purpose.

Yes No N/A D 18. Before enrollment, each applicant is provided access to written information that reflects generally known pre requisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided such as:

- licensure requirements;
- regulatory oversight restrictions;

Appendices to the *Rules of Practice and Procedure*
January 201~~4~~3

- physical requirements of the industry;
- ability to meet requirements set forth by employers.

Describe how the institution provides information on prerequisites and other factors relevant to obtaining employment, including all bullet point items listed and include as an exhibit to this standard any documents or forms utilized for this purpose.

STANDARD IV: ADMISSIONS
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 201~~4~~3

V. STUDENT SUPPORT SERVICES

The institution has in place student support services that provide appropriate information and advice to students.

- | | | | | |
|-----|----|-----|------|---|
| Yes | No | N/A | A 1. | The institution provides access to an orientation program, whether verbal, printed, web-based, or other media format on or before the first day of class. |
| Yes | No | N/A | A 2. | The orientation program provides, at a minimum, information about: |
| Yes | No | N/A | | a. the instructional course or program: |
| Yes | No | N/A | | b. the educational objectives of each program or course; |
| Yes | No | N/A | | c. administrative policies affecting students; |
| Yes | No | N/A | | d. support services available to students. |

Describe below the institution's orientation process, content, and when it occurs.

STANDARD V: STUDENT SUPPORT SERVICES
EXHIBIT SECTION

**Appendices to the *Rules of Practice and Procedure*
January 2014³**

VI. CURRICULUM

The institution offers educational courses and/or programs congruent with the mission of the institution and its educational objectives. Courses and/or programs incorporate job market requirements in instruction through involvement with its advisory committee. The institution ensures that all courses and/or programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent.

Yes No N/A A/O 1. Courses and/or programs are congruent with the mission of the institution and its educational objectives.

Describe how the new course and/or program offered by the institution is relative to the institution's mission and educational objectives.

Yes No N/A A/O 2. Courses and/or programs meet the state requirements where the student is seeking licensure and/or certification, if applicable.

List below the new course offered at the institution, along with the hours/credits required by the institution, as well as the hours required by the state.

COURSE OFFERED - HOURS/CREDITS REQUIRED BY INSTITUTION- HOURS/CREDITS REQUIRED BY STATE

D 4. The course and/or program outlines(s) must include each of the following elements:

- | | | | |
|-----|----|-----|--|
| Yes | No | N/A | a. Name of the course or program; |
| Yes | No | N/A | b. Course and/or program description; |
| Yes | No | N/A | c. Course and/or program educational objectives; |
| Yes | No | N/A | d. Contents of the units of instruction and, as applicable, hours, credits and/or competencies devoted to each unit; |
| Yes | No | N/A | e. Instructional methods used to teach the program and/or course; |
| Yes | No | N/A | f. Grading procedures. |

Submit a copy of the most recently revised outline for the new program or course offered by the institution as an exhibit at the end of the Standard.

Yes No N/A A/O 5. In order to fulfill ~~course/program~~ and/or ~~program/course~~ requirements, the institution makes available to students the following:

- | | | | |
|-----|----|-----|---|
| Yes | No | N/A | a. Textbooks and/or text materials; |
| Yes | No | N/A | b. Supplementary instructional resources; |
| Yes | No | N/A | c. Equipment, as applicable; |
| Yes | No | N/A | d. Products and supplies, as applicable. |

Describe below how the institution ensures that it meets each of the requirements of this criterion in regards to the new program.

**Appendices to the *Rules of Practice and Procedure*
January 2014³**

Yes No N/A A/O 6. The institution provides students and teachers with access to current written reference materials, to support the educational course and/or program(s) offered.

Describe below how the institution provides sufficient, current, written, or web-based reference materials to support the new program offered.

Yes No N/A D 7. Courses and/or programs offered by the institution comply with the applicable regulatory agency curriculum requirements. In the absence of oversight agency regulations regarding curriculum, courses and/or programs are designed to meet industry standards using feedback from the institution's advisory committee and required elements of the state or national examination, if applicable, and/or requirements defined in the oversight agency's statutes or regulations for licensure.

Describe below how the institution's new course and/or program complies with applicable regulatory agency requirements or with industry standards. Attach as an exhibit at the end of this Standard a copy of any applicable state statutes and/or regulations with any curriculum requirements in relation to the new program.

Yes No N/A A/O 11. Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, distance learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used during the program.

List below the academic and learning methods used during the new program.

Yes No N/A A/O 12. Effective training aids and audiovisual materials are used to supplement the instructional process.

Provide a list below of training aids and audiovisual materials to be used by the institution to support the instructional process of the new program.

Yes No N/A D 13. Instruction in classrooms, labs, student salons, and/or via distance learning, if applicable, is effectively organized as evidenced by:

- Yes No N/A a. Program and/or course outlines
- Yes No N/A b. Lesson objectives
- Yes No N/A c. Evaluations
- Yes No N/A d. Other applicable instructional materials

Submit as exhibits at the end of the standard for the new course and/or program the following:

- Course and/or program objectives as stated in the course/program outline.
- Five examples of lesson objectives.
- Five examples of a written and practical evaluation.
- Any other applicable instructional materials the institution will utilize for this program.

**STANDARD VI: — CURRICULUM
EXHIBIT SECTION**

Appendices to the *Rules of Practice and Procedure*
January 2014³

VIII. INSTRUCTIONAL SPACE AND FACILITIES

The institution provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene.

Yes No N/A O 1. Instructional areas allow for effective delivery of instruction.

Describe how the institution ensures that all instructional areas allow for effective delivery of instruction

Yes No N/A O/A 2. Institutional space is equipped to accommodate the numbers of students assembled at one time.

Describe how the institution's space is equipped to accommodate the number of students assembled at one time. Submit as an exhibit at the end of the Standard a floor plan and a description of the facilities provided for the program.

Yes No N/A O 3. The institution meets applicable fire, building, health, ventilation, heating and safety requirements. In particular:

Yes No N/A a. Sanitary drinking water is available.

Yes No N/A b. Sanitary lavatories have hot and cold running water.

Yes No N/A c. Appropriately located fire extinguishers are maintained in operable condition.

Yes No N/A d. Electrical service is adequate to serve institution needs; and

Yes No N/A e. Emergency evacuation plans are known to staff and students.

Describe any changes that were made for the new program by the institution to ensure that it meets each of the requirements for this criterion.

STANDARD VIII:— INSTRUCTIONAL SPACE AND FACILITIES
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 201~~4~~3

IX. EVALUATION OF STUDENTS

The institution uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.

Yes No N/A D 1. Each student is evaluated periodically on attendance, academic and practical learning, as applicable.

Describe how and when students are periodically evaluated on academic and practical learning in the new program.

Yes No N/A A 3. Student evaluation results are provided to students.

Describe when students are apprised of their academic performance, practical skills development, and, as applicable, attendance in the new program. Include a copy of applicable forms used as exhibits at the end of the Standard.

Yes No N/A D 4. The institution documents that each student who graduates or is otherwise awarded a certificate of completion has fully met the institution's published graduation requirements.

List below the page number in the catalog where the graduation requirements can be found. Describe how the school ensures that a student has fully met the requirements of the new program prior to being issued a diploma or certificate of completion.

STANDARD IX: EVALUATION OF STUDENTS
EXHIBIT SECTION