



# National Accrediting Commission of Career Arts & Sciences, Inc.

4401 Ford Avenue, Suite 1300 Alexandria, VA 22302-1432 •  
 Tel: (703) 600-7600 • Fax: (703) 379-2200 • <http://www.naccas.org>

## Application Check List for Independent Contractor Peer Evaluators



**Note:** If an application is incomplete (i.e., blank spaces and/or all required attachments and materials are not submitted), the application will *not* be processed. A new complete application will need to be resubmitted as outlined in Step 1 below.

Use the following checklist and helpful hints to assist in completing the Evaluator Application.

Evaluator Application Checklist		
Completed	Application Materials Required	Helpful Hints
1. <input type="checkbox"/>	Independent Contractor Peer Evaluator Application (attached here)	<ul style="list-style-type: none"> <li>All questions answered with information or "N/A"</li> <li><b>Note:</b> Questions 1-6 may <i>not</i> be answered with "N/A"</li> </ul>
2. <input type="checkbox"/>	Independent Contractor Agreement	<ul style="list-style-type: none"> <li>All blanks completed and Agreement is signed and dated</li> </ul>
3. <input type="checkbox"/>	Resume	<ul style="list-style-type: none"> <li>Includes details of experience specific to the applicable evaluator category/categories</li> <li>Substantiates information provided in the Application.</li> <li>Provides any experience with distance education.</li> <li>Lists names of employers with location of employer, job title, dates employed detailing length of time employed at each.</li> </ul>
4. <input type="checkbox"/>	Other documentation demonstrating qualification specific to evaluator category	<ul style="list-style-type: none"> <li>Practitioner license, if applicable</li> <li>Instructor license, if applicable</li> <li>Documentation of course work in pedagogy and curriculum development, if applicable.</li> <li>Documentation of active membership, authorship, or CE in the field, if applicable</li> </ul>
5. <input type="checkbox"/>	Proof of comprehensive understanding of NACCAS Standards, Policies and Requirements	<ul style="list-style-type: none"> <li>(new ICPEs) Copy of registration for upcoming NACCAS workshop (including IC Peer Evaluator Seminar). Must attend prior to serving as an ICPE.</li> <li>(current ICPEs) Proof of attendance at a NACCAS workshop (including Evaluator/ICPE Seminar) since Jan. 1, 2012.</li> </ul>
6. <input type="checkbox"/>	Proof of attendance at mandatory webinar "Peer Evaluator Training"	<ul style="list-style-type: none"> <li>Access the webinar at <a href="http://www.naccas.org">www.naccas.org</a> and go to the link under Events and Webinars/Webinars</li> <li>Once you have completed this requirement NACCAS will have a record of it, no submission is needed.</li> </ul>
7. <input type="checkbox"/>	Processing fee	<ul style="list-style-type: none"> <li>\$35 processing fee must be paid unless applicant is eligible for a waiver.</li> </ul>

### Steps for submission, review and approval:

- Step 1. Submit a complete Application for Independent Contractor Peer Evaluators, including all documentation listed above, via hard copy and sent by traceable carrier. **(Please remember to keep a copy of all application materials for your records as NACCAS will not be able to return any documents submitted.)**
- Step 2. Once a complete application is received please allow approximately 45 to 60 days to process.
- Step 3. Receive email notification of approval or denial as a Candidate to become an Independent Contractor Peer Evaluator and an email requesting availability to travel in the upcoming schedule, if applicable, within the 45 – 60 days outlined in Step 2.



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For NACCAS Use Only:      \$35 Processing Fee Received \_\_\_\_\_      Eligible for Waiver of \$35 Fee \_\_\_\_\_

## **Independent Contractor Peer Evaluator Application – October 2013**

*Please complete all questions with either information or insert N/A. Note that questions 1 – 6 cannot be answered with N/A but must contain information. Include the required non-refundable processing fee of \$35 along with all attachments listed on page 3. If paying by credit card, applicant must call in the charge once the application has been received. If the application is not completed fully or any required documents are omitted the application will not be accepted and the applicant will need to submit a new application and documents. In this instance, if the processing fee of \$35 was paid it does not need to be paid again. **\*\*Note: if the applicant is unable to provide complete and accurate documents within 90 days of NACCAS receipt of this application, the application will expire.***

1. Legal Name as it appears on Government Issued Identification:

**I believe I am qualified to serve as a NACCAS Independent Contractor Peer Evaluator:**

- Academic
- School Owner/Administrator
- Practitioner
- Academic – Distance Education
- Program reviewer (Academic/Practitioner expertise – no travel required)

2. Current Employer or Business Name (even if self-employed):

Title:

Responsibilities:

**List responsibilities which comprise 85% of your professional work time**

3. Business Address:

Business Telephone:

Fax:

4. Home Address:

Home Telephone:

Cell Phone:

E-mail:

**Must have internet capability and regular access to email.**

5. Preferred address for mail delivery:

Home

Business

Preferred address for package delivery:

Home

Business

6. Have you provided peer evaluation services before?

Yes

No

a. For NACCAS since: (year)

b. For another Accrediting Agency

Yes

No

Name of Agency:

c. Approx. # of schools evaluated: (regardless of what agency service is performed)

7. Foreign language ability. Do you have ability in any language other than English?  Yes  No

If yes, complete the following table:

Language	Fluent	Moderate
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**COMPLETE 8a, 8b and 8c, as applicable, (from Page 1, Question 1a)**

Note that your resume must address any information provided in this section.

- 8a. **Academic:** Per Section 3.3 of the NACCAS *Rules of Practice and Procedure*, in order to provide peer evaluation services as an **Academic** you must meet **all** of the following qualifications:  
(Please place a checkmark by each to verify and provide any relevant documentation)

I have expertise and teaching experience in post-secondary education. Please describe:

**AND**

I have knowledge of pedagogy and curriculum development. Please describe:

- 8b. **School Administrator:** Per Section 3.3 of the NACCAS *Rules of Practice and Procedure*, in order to provide peer evaluation services as an **Owner/Administrator** you must meet **all** of the following: qualifications (Please place a checkmark by each to verify and provide any relevant documentation)

I have a minimum of two years experience in a NACCAS accredited school and am active in school operations.

**OR**

I have five years experience in an administrative position in a NACCAS accredited school and demonstrate industry involvement by:

- a.  active membership in professional organization(s) in the field, **or**
- b.  recent authorship of professional publication(s), **or**
- c.  continuing education in the field.

Please explain "a, b, or c" above as applicable and describe your responsibilities at the school(s):

- 8c. **Practitioner:** Select all field(s) for which you meet the qualifications below:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Barbering                  | <input type="checkbox"/> Hair Removal         | <input type="checkbox"/> Salon Management   |
| <input type="checkbox"/> Body Treatments/Body Wraps | <input type="checkbox"/> Makeup Specialist    | <input type="checkbox"/> Sculptured Nails   |
| <input type="checkbox"/> Braiding                   | <input type="checkbox"/> Manicuring           | <input type="checkbox"/> Shampoo Specialist |
| <input type="checkbox"/> Cosmetology                | <input type="checkbox"/> Massage Therapy      | <input type="checkbox"/> Teacher Training   |
| <input type="checkbox"/> Electrolysis               | <input type="checkbox"/> Microdermabrasion    | <input type="checkbox"/> Wig Specialist     |
| <input type="checkbox"/> Esthetics                  | <input type="checkbox"/> Natural Hair Styling | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Hair Coloring              | <input type="checkbox"/> Permanent Waving     | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Hair Cutting               | <input type="checkbox"/> Platform Artistry    | <input type="checkbox"/> Other              |

Per Section 3.3 of the NACCAS *Rules of Practice and Procedure*, the evaluator in the category of **Practitioner** must (1) have completed an education program in the field; (2) have at least two (2) years of experience as a practitioner on a day-to-day basis in a licensed establishment that provides services in the field of programs offered at the institution to be evaluated (as outlined in resume); and (3) demonstrate abiding interest in the field by: (please place a checkmark by each to verify and provide any required documentation):

- a.  National certification in the field, **or**
- b.  Active membership in professional organization(s) in the field, **or**
- c.  Recent authorship of professional publication(s), **or**
- d.  Evidence of continuing education in the field, **and**
- e.  Maintain a current practitioner license in the selected field(s), if required by state law.

## General Questions

9. I have background and experience in the management, control and/or delivery of Distance Education.  
 Yes  No If yes, please describe (resume must address this background):
10. Emergency Contact:  
Name:  
Address:  
Phone Number:
11. How did you learn about being a NACCAS Independent Contractor Peer Evaluator? (Please check all that apply)
- 1.)  NACCAS *NOW* newsletter
  - 2.)  Professional journal or magazine
  - 3.)  Attending a conference or convention
  - 4.)  Attending a NACCAS workshop
  - 5.)  From a current Evaluator
  - 6.)  Other (Explain)

## Required Travel Information and Preferences

1. Date of Birth:                      3. Aisle or Window Airline Seat Preference:  
2. Airport Departure (City and State):                      4. Hotel Room: Smoking or Non (if avail.)

## Required Attachments and Materials that must be submitted with Application

1. Independent Contractor Agreement completely filled out, signed and dated, available on at [www.naccas.org](http://www.naccas.org)
2. Proof of comprehensive understanding of NACCAS Standards, Policies and Requirements (NACCAS Accred. Workshop).
3. Copy of current resume that must include details of your experience related to the evaluator categories including experience with distance education, if applicable. Include names of employers, location of employer, job title, and the dates showing length of time employed in each position.
4. Attendance at mandatory Peer Evaluator Training webinar and having completed the Assessment. (NACCAS will have a record)
5. **Academic**, as applicable: Copies of Instructor license and/or documentation of completion of course work in pedagogy, curriculum development, and/or advanced degrees (Associate, Bachelor, Master, and Doctorate) in Education or related field.
6. **Practitioner**, as applicable: Copies of current license(s), certification as a professional held within a field within NACCAS' scope listed on Page 2, documentation showing recent authorship of professional publication(s), evidence of continuing education in the field, etc.
7. **School Owner/Administrator**, as applicable: documentation showing active membership, authorship, or continuing education in the field.
8. All applicable documentation necessary to verify qualifications as required.
9. Submit the required \$35 processing fee as applicable.

**By signing below I affirm that the information contained in all of the application materials is true and accurate to the best of my knowledge and agree to allow NACCAS to perform any necessary background checks.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Disclaimer

NACCAS welcomes any interested independent contractor peer evaluator candidates into the evaluation process. A thorough review of each candidate's application will be conducted. The party must successfully complete the application process and receive this approval, prior to becoming a NACCAS independent contractor peer evaluator. The absence of statements in the review must not be construed as acceptance, approval, or endorsement of those specific statements by an applicant on the application and accompanying documents. Further, the review does not relieve the applicant of his/her obligation to comply with all of NACCAS' requirements and selection process standards to become approved. It is the obligation of the NACCAS independent contractor peer evaluator to continue to meet qualification requirements in order to maintain eligibility to remain in the pool of available independent contractor peer evaluators after initial qualification had been verified and approved. Approval as a qualified independent contractor peer evaluator does not guarantee selection for any minimum number of assignments.

NACCAS is striving to create a model of excellence and is continuously evaluating its systems and processes to ensure maximum effectiveness and operational success. To achieve this, NACCAS will select applicants and use independent contractor peer evaluators with the strongest levels of qualification in order to ensure that the best qualified persons are used to evaluate schools in NACCAS' peer review process. NACCAS reserves the right and discretion to approve or reject any applicant based on its findings and internal selection criteria during the application review process. If an applicant may appear to qualify for more than one peer evaluator category, NACCAS will evaluate the area in which the applicant devotes 85% of his/her work.