

## Annual Report Certification

A hard copy of this 2012 (data) Annual Report Certification must be submitted to the NACCAS office via traceable means with a postmark no later than December 1, 2013. *Please note the use of regular (i.e., untraceable) mail is done at the institution's own risk.*

I HEREBY CERTIFY that all information contained within the 2012 (data) Annual Report for the institution(s) indicated below is true and accurate to the best of my knowledge, as required by Standard I and Section 1.6(e) of NACCAS' *Rules of Practice and Procedure*. I understand that knowingly providing false or misleading information to NACCAS may result in the Commission taking adverse action against the institution(s).

NACCAS Reference Number assigned to the main campus covered by this annual report: \_\_\_\_\_

Institution name: \_\_\_\_\_

Owner ID Number assigned by NACCAS: \_\_\_\_\_

OPEID Number assigned by the U.S. Department of Education (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Signature of Institution Owner

\_\_\_\_\_  
Date

Sign and date this page. Attach all information below, as applicable:

- a) \* A copy of your annual report cohort grid(s) or equivalent alternatives, **only** if your institution wishes to retain the option of submitting a supplemental filing of the 2012 (data) Annual Report. If you do not intend to complete a supplemental filing, then your institution is not required to submit its cohort grids.
- b) All correspondence concerning any outstanding liabilities, unresolved findings or adverse determinations from the US Department of Education and/or the Office of Inspector General (**if applicable**).
- c) A copy of your institution's most recent / current Eligibility and Certification Approval Report (ECAR) from the US Department of Education, **if applicable**. Please note that the ECAR is approximately eight pages long and contains general information regarding the institution's location, approved programs, ownership, etc. If your institution is not currently participating in Title IV programs with the Department of Education, then you will not have an ECAR.
- d) If your annual report combines data from a main campus and additional locations, please provide NACCAS with a spreadsheet or chart which shows the overall data from each campus' graduation, placement and licensure rates. This data does not need to include student names, nor does it need to be separated by program (i.e., it can be provided in aggregate for each campus). Please see the example on page 26 of the annual report instructions for details regarding what such a chart might look like. This chart/spreadsheet will only be used for purposes of on-site annual report verification at both main campuses and additional locations.

Mail this certification and the required attachments (if applicable) to NACCAS via traceable means with a postmark on or before December 1, 2013 to:

NACCAS  
Attn: Mr. Jason Tiezzi  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302