

Step 8: Annual Report Certification

A copy of this 2014 (data) Annual Report Certification must be signed and **electronically uploaded** to NACCAS. (You may **not** mail a hard copy of the certification form and required attachments to the NACCAS office.) Instructions for electronically uploading the certification form are in the “attachments” section on pages 25-26 of the 2014 (data) Annual Report Instructions.

I HEREBY CERTIFY that all information contained within the 2014 (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(f) of NACCAS’ *Rules of Practice and Procedure*. I understand that knowingly providing false or misleading information to NACCAS may result in the Commission taking disciplinary action against my institution(s).

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

Institution name: _____

Owner ID Number* assigned by NACCAS: _____

Signature of Institution Owner

Date

Sign and date this page. Then upload it to your electronic annual report, along with the attachments listed below. * **Please note that a failure to upload complete and correct attachments will result in a \$75 fee for each incorrect/incomplete attachment.**

Upload the following attachments to your electronic annual report:

- a) **If your institution is participating in Title IV programs with the US Department of Education (USDOE):** A copy of your institution’s most recent / current Eligibility and Certification Approval Report (ECAR) from the USDOE. 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 USDOE, then you will not have an ECAR.
- b) 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 in Appendix A (on the following page) for details regarding what such a chart might look like. This chart/spreadsheet will only be used for purposes of annual report verification at both main campuses and additional locations.
- c) 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 2014 (data) Annual Report. If you do not intend to complete a supplemental filing, then your institution is not required to upload its cohort grids.
- d) All correspondence concerning any outstanding liabilities, unresolved findings or adverse determinations from the US Department of Education, or any correspondence regarding Federal or state investigations of the institution **(if applicable)**.

* The Owner ID # is a five-digit number beginning with a zero that is listed above your school’s reference number in the electronic Annual Report screen