

Step 8: Annual Report Certification

A copy of this 2016 (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 (and all required attachments) will be published in September of 2017.

I certify that all information contained within the 2016 (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, including and up to a withdrawal of accreditation, against my institution(s).

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

Institution name: _____

Signature of Institution Owner / Official Contact

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. **(Attach only if applicable)**
Note: If your institution's ECAR is currently expired, you should upload documentation showing that the institution is currently undergoing recertification with the USDOE, along with the expired ECAR. Recertification documentation could include a copy of your institution's "Application Submission" stating that the institution's "Reapproval (Recertification) application has been received by the USDOE," OR correspondence with the USDOE confirming such.
- b) A copy of your annual report cohort grid(s) or equivalent alternatives in Microsoft Excel format. A sample 2016 cohort grid is available on NACCAS' website (naccas.org) in the "Annual Report Information" section, under the "Accreditation" menu. **(REQUIRED FOR ALL SCHOOLS)**
- c) 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. **(Attach only if applicable)**
- d) If your institution exempted any students from its 2016 cohort grid, you must provide your institution's "Exempted Students List" (see pages 8-9 of NACCAS' Annual Report Instructions for details; a sample exempted students list is available on NACCAS' website (naccas.org) in the "Annual Report Information" section, under the "Accreditation" menu). **(Attach only if applicable)**