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SAMPLE

**Appendices to the *Rules of Practice and Procedure*  
January 2015**

**Appendix #5C – Institutional Self-Study Format**

**NACCAS School of Beauty**

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 2015**

**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).

**NACCAS School of Beauty's mission is to provide a quality post-secondary education that will prepare students to pass the state licensing exam and gain employment in the Cosmetology field.**

**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.

**Page 3**

**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.

**We use the Annual Report Instructions on the NACCAS Website. We track each cohort throughout the year and maintain all data on the NACCAS grids. Back-up documentation is maintained. All information is thoroughly reviewed prior to data being submitted to the NACCAS database.**

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

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

**In addition to the NACCAS Annual Report grids, the institution will provide the following back-up documentation:**

**Graduation backup: enrollment agreements and any applicable enrollment agreement addendums; copies of transcripts; diplomas; documents verifying that all graduation requirements have been met**

**Licensure backup: Examination reports issued by the state indicating all those who took the exam and their results**

**Placement backup: Employer/student follow up surveys; printed copies of emails or social networking correspondence from students; business cards**

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. Graduation rate – 50%

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

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**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.

Graduation:    **90%**  
Licensure:     **100%**  
Placement:     **96%**

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

Graduation:    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.

**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

**Please see Exhibit I.6 Advisory Committee Members.**

D 7.    Advisory committee member(s) 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. Curriculum;  
**Yes**    No    N/A                    b. Facilities and equipment; and  
**Yes**    No    N/A                    c. Graduation, licensure or certification, and placement rates.

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.

**Please see Exhibit I.7 Advisory Committee Survey.**

**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.

**NACCAS School of Beauty obtains feedback from its current students quarterly through the use of surveys. The surveys are scheduled to be completed in January, April, July and October. The surveys include questions related to the institution's mission and educational objectives.**

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**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.

**NACCAS School of Beauty obtains feedback from its graduates during their exit interviews. The institution also mails and emails follow-up surveys three months after the student has graduated. The surveys include questions related to the institution's mission and educational objectives.**

**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.

**Current student surveys and feedback indicated that the institution is doing an excellent job overall. There were comments that the students would like to learn more on retail and how to build clientele. In addition, some students felt that the hair-coloring unit of study could be expanded.**

**Both current students and graduates indicated there were times when they have had to wait for a shampoo bowl on busy days, and suggested that perhaps some additional shampoo bowls could be added.**

**Graduate feedback indicated that students were pleased with the education received and that 90% would recommend the institution to friends.**

**Advisory committee feedback provided praise for the state-of-the-art facilities and curriculum, but indicated that the school should expand its product lines to include more ethnic products. The advisory committee also suggested adding a supplement to the curriculum in the fundamentals of building a business that includes developing people skills, tracking clientele, up-selling, and client retention. Overall, the feedback was highly positive and the institution is proud of its performance.**

**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.

**Based on feedback from current student, graduate, and advisory committee surveys, NACCAS School of Beauty has taken the following actions:**

- Incorporated more business skills training effective with the January start class
- Supplemented the hair-color unit with more guest speakers
- Added an additional multi-culture product line to the school's inventory
- Installed two new shampoo bowls this past December
- Added a cooperative learning CD ROM to the student book bundle effective with the January start class

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

**I.6 Advisory Committee Members**

**I.7 Advisory Committee Meeting Survey**

NACCAS School of Beauty  
Advisory Committee Members

Sleeping Beauty – Owner/Stylist  
Beautiful Images Salon  
12345 Sleepless Lane  
Alexandria, VA  
Employs – Cosmetologists

Belle Beauty – Owner/Master Barber  
Beauty and a Masterpiece Salon  
9876 Beautiful Boulevard  
Alexandria, VA  
Employs – Cosmetologists

Minnie Mouse – Stylist  
Miss Kitty’s Hair Salon  
1111 Colorcut Lane  
Annandale, VA

Daisy Duck – Owner/Stylist  
Beauty and Daisy’s Salon  
2222 Pond Street  
Arlington, VA  
Employs – Cosmetologists

Chandler Bing – Owner  
NACCAS School of Beauty

Monica Geller – Director of Compliance  
NACCAS School of Beauty

Rachel Green – Cosmetology Instructor  
NACCAS School of Beauty

Ross Geller – Cosmetology Instructor  
NACCAS School of Beauty

School Name *NACCAS School of Beauty* Date \_\_\_\_\_ Committee Member \_\_\_\_\_

**Industry Position (Check All That Apply):**

Educator     Stylist     Graduate     Distributor     Salon Owner     Salon Manager  
 Student     Consumer     Other:  
\_\_\_\_\_

Please review the following information, statistics and policies of the institution and make your suggestions to improve our performance. If additional space is needed, use back of these pages.

**1. Mission Statement**

*NACCAS School of Beauty's mission is to provide a quality education that will prepare students to pass the state licensing exam and gain employment in the Cosmetology field.*

**Is the mission current, effective, and relevant to current industry trends?**

YES  NO                      If no, please list suggestions for change: \_\_\_\_\_  
\_\_\_\_\_

**2. Institution Performance Statistics**

In 2013, the institution achieved the following rates:  
GRADUATION: 90%                      LICENSURE: 100%                      EMPLOYMENT: 96%

**Do you have any recommendations for improving the above results?  YES  NO**

If yes, please list your suggestions here: \_\_\_\_\_  
\_\_\_\_\_

**3. Curriculum and Educational Objectives**

The school has established the educational objectives listed below, as applicable for each course offered. At this time the following course is offered:

*Cosmetology: 1500 Hours*

- Upon completion of the course requirements, the determined graduate will be able to:
- Project a positive attitude and a sense of personal integrity and self confidence.
  - Practice proper grooming, poise, and effective communication skills.
  - Understand employer/employee relationships and respect the need to deliver worthy service for value received.
  - Perform the basic analytical and manipulative skills applicable to the program of study.
  - Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**Are these program objectives relevant to industry and community needs and job entry-level performance?**

YES     NO                      If no, what are your recommended changes?  
\_\_\_\_\_

**Should any of the program offerings be phased out because they are not meeting the needs of the community?**

YES     NO  
If yes, please explain why you feel the program is not meeting the needs of the service area. \_\_\_\_\_  
\_\_\_\_\_

**4. Academic and Practical Learning Methods**

The school has developed comprehensive curriculum for each course of study which includes requirements for study, weekly class schedules, detailed lesson plans, handouts and project sheets, visual aids and support

materials. Each course of study meets the standards established by the state regulatory agency, as applicable. Educators are trained in a variety of teaching methods which are incorporated into the instruction of each course. Those methods include:

|                      |                            |                         |
|----------------------|----------------------------|-------------------------|
| Discussion           | Question and Answer        | Demonstration           |
| Cooperative Learning | Distance Learning          | Problem Solving         |
| Interactive Lecture  | Individualized Instruction | Student Presentations   |
| Labs                 | Student Salon Activities   | Classroom Presentations |
| Field Trips          | Guest Speakers             | Projects                |

**Are the academic and practical learning methods used effective relevant to learning styles and current education trends?**  YES  NO

Please provide any relevant feedback on our teaching methods: \_\_\_\_\_

### 5. Facilities, Equipment, and Learning Resources

The facility includes:

- Properly arranged and equipped classrooms for academic and practical learning.
- A contemporary student salon with stations, tables, beds, and appropriate equipment.
- Offices for admission, education, academic advisement, and study.
- A well-equipped student lounge.
- Learning resources including DVDs, CD ROMS, film, video tapes, audio tapes, reference books, technical manuals, professional periodicals, supplements to text materials, computers and media center, and inventory of supplies to enhance the educational programs.

**Are these resources adequate for instructional needs as stated in the program objectives and do they meet the professional standards for safety and hygiene.**  YES  NO

Other comments on facilities and equipment: \_\_\_\_\_

Again, thank you for taking the time to read and respond to this survey. Please list your general constructive comments on our institution below if you have any. If, however, your evaluation found our institution to be operating effectively and appropriately for achievement of our mission and objectives, we would appreciate a summary of your positive observations as well. Our staff is diligent in its efforts to provide quality education within the parameters of our stated mission. Therefore, we would appreciate any positive feedback you have to share. If we can ever be of assistance to you in any manner or provide you with qualified graduates to meet your employment needs, please don't hesitate to call on us.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Appendices to the *Rules of Practice and Procedure*  
January 2015**

**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.

**Please See Exhibit II.1 Instructor Licenses**

**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: **1/30**  
Student/teacher ratio required by the state (if applicable): **N/A**  
Student/teacher ratio utilized by the institution: **1/30**

**Yes**    No    N/A    A 3.    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.

**Phoebe Buffay – Substitute – License # PB213345YD**  
**Joey Tribbiani – Substitute – License #MM584431IL**

**The substitute instructors must attend at least 2 staff meetings a year to maintain up to date with NACCAS School of Beauty's curriculum, policies, and procedures. Also, any new substitute instructor must undergo a week long training/orientation at the institution prior to filling in for a regularly employed instructor.**

**Yes**    No    N/A    A 4.    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.

**On a day-to-day basis, the institution has a staff that more than accommodates the number of students in attendance at any given time. Therefore, the institution is able to utilize its regularly employed instructors as substitutes. However, in some instances, a substitute instructor may be called in to help cover other educators during scheduled vacation or sick days.**

**Yes**    No    N/A    D 5.    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.    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.

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Each regularly employed instructor must attend all staff meetings held at the institution. Staff meetings are held on the 2<sup>nd</sup> Tuesday of the month. For substitute instructors, they must attend at least 2 staff meetings per year.

The director develops a meeting agenda in order to keep the meeting on track and relevant to the institution. The range of topics usually discussed at meetings are as follows:

- Education, teaching schedules, student evaluations
- Student recruitment and admissions
- New Student Orientation
- Job Readiness Training
- Student Salon Activities
- Licensure Exams and Results
- Student Retention (withdrawals and graduates)
- Student/Graduate Feedback
- Staff Image and Professional Development

|            |    |     |      |   |
|------------|----|-----|------|---|
| <u>Yes</u> | No | N/A | D 7. | 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. |
|------------|----|-----|------|---|

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

**All regularly employed instructors are required by the institution to complete a minimum of 12 clocks hours per calendar year of continuing education training, at least four of which must be devoted to teaching methodology. It is the personal responsibility of each instructor to meet this requirement and provide documentation of such training to management for his/her personnel file. The institution may periodically require employees to participate in job training or career development activities in addition to the regular work schedule. It is the goal of the institution to actively participate in the development of its employees. However, it is believed that employees must be willing to invest both time and, if necessary, money toward self-improvement and professional development. Tuition for school sponsored events will be waived.**

|            |    |     |      |   |
|------------|----|-----|------|---|
| <u>Yes</u> | No | N/A | D 8. | 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.

**Please see Exhibit II.8 Continuing Education Documentation**

|            |    |     |      |   |
|------------|----|-----|------|---|
| <u>Yes</u> | No | N/A | D 9. | Each instructor, with the exception of substitutes, acknowledges receipt of a written performance evaluation at least once every 12 months. |
|------------|----|-----|------|---|

|            |    |     |       |  |
|------------|----|-----|-------|--|
| <u>Yes</u> | No | N/A | D 10. | 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

**Appendices to the *Rules of Practice and Procedure*  
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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.

**The director of the institution performs instructor evaluations at the same time every year in January.**

**Please see Exhibit II.9/10 Instructor Evaluation Form**

| INSTRUCTOR NAME | DATE OF HIRE |
|-----------------|--------------|
|-----------------|--------------|

|              |                 |
|--------------|-----------------|
| Rachel Green | January 6, 2009 |
|--------------|-----------------|

|             |                 |
|-------------|-----------------|
| Ross Geller | January 6, 2009 |
|-------------|-----------------|

**STANDARD II: INSTRUCTIONAL STAFF  
EXHIBITS SECTION**

**II.1 Instructor Licenses**

**II.8 Continuing Education Documentation**

**II.9/10 Instructor Evaluation Form**

SAMPLE

# STATE OF VIRGINIA

## DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATIONS

### ACTIVE LICENSE

**Effective Date:** 09/01/2014  
**Expiration Date:** 09/01/2018  
**Issued To:** Rachel Green

**License Number**

**Classification**

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**SH751645TY**

**Cosmetology Instructor**

# STATE OF VIRGINIA

## DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATIONS

### ACTIVE LICENSE

**Effective Date:** 09/01/2014  
**Expiration Date:** 09/01/2018  
**Issued To:** Ross Geller

**License Number**

**Classification**

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**RR751699SY**

**Cosmetology Instructor**

# Certificate of Completion

## NACCAS Educator Training

Powerful Teaching and Learning Methods

To

RACHEL GREEN

On

December 14 - 15 2014

(12 clock hours)

*Ms. Minnie Mouse*

*December 15, 2014*

---

Signature of Instructor

Date

# Certificate of Completion

## NACCAS Educator Training

Powerful Teaching and Learning Methods

To

ROSS GELLER

On

December 14 - 15 2014

(12 clock hours)

*Ms. Minnie Mouse*

*December 15, 2014*

---

Signature of Instructor

Date

Instructor Evaluated: \_\_\_\_\_ Hire Date: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

NOTE: The evaluator must spend a minimum of 30 minutes in the classroom and/or student salon. Check the criterion if performed satisfactorily. Divide the total correct into the total criteria to arrive at a score on a 100% scale.

Teacher Preparation

- \_\_\_\_\_ Lesson plan was prepared
- \_\_\_\_\_ Audio/visual aids were prepared
- \_\_\_\_\_ Handouts were prepared
- \_\_\_\_\_ Work area was maintained
- \_\_\_\_\_ Displayed knowledge of subject

Classroom Management

- \_\_\_\_\_ Students were attentive
- \_\_\_\_\_ Students took notes
- \_\_\_\_\_ Instructor circulated while teaching
- \_\_\_\_\_ Environment was interactive
- \_\_\_\_\_ Environment was student-centered

Teacher Professionalism

- \_\_\_\_\_ Appearance
- \_\_\_\_\_ Attitude
- \_\_\_\_\_ Communication skills

Test Administration

- \_\_\_\_\_ Review session conducted
- \_\_\_\_\_ Test was administered
- \_\_\_\_\_ Re-taught as needed

Student Salon Supervision

- \_\_\_\_\_ Area was checked for safety
- \_\_\_\_\_ Guests checked for comfort
- \_\_\_\_\_ Demos conducted as needed
- \_\_\_\_\_ Multiple students supervised
- \_\_\_\_\_ Guest services checked

Ongoing Cooperation with School Operations

- \_\_\_\_\_ Maintenance needs reported
- \_\_\_\_\_ Cost-saving measures followed
- \_\_\_\_\_ Staff meetings attended
- \_\_\_\_\_ School policies followed
- \_\_\_\_\_ Completion of annual continuing education

Identify areas of improvement since last evaluation, if applicable: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List strengths and any areas needed improvement. Help formulate an improvement plan as needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall Annual Evaluation

- |  |                                      |
|--|--------------------------------------|
| _____ Performance Exceeds Expectations | _____ Performance Meets Expectations |
| _____ Improvement Required             | _____ Unsatisfactory Performance     |

Evaluator Signature: \_\_\_\_\_

By signing below, I acknowledge that this evaluation has been discussed with. I also understand that my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date