

# Instructions for the Supplemental Filing of the 2013 (Data) Annual Report

Welcome to the instructions for the supplemental filing of the 2013 (data) Annual Report. Please read these instructions carefully from beginning to end. The supplemental filing of the 2013 (data) Annual Report is due no later than May 31, 2015. For your convenience, substantive changes from last year's instructions have been indicated with a "✱" icon. **Please note that the supplemental filing is optional (as outlined on page two) for all accredited institutions that submitted a 2013 (data) Annual Report.** If you require technical assistance, please contact Jason Tiezzi at (703) 600 - 7600, extension 155 or email [jtiezzi@naccas.org](mailto:jtiezzi@naccas.org). If Jason is unavailable, feel free to contact Chiji Alily at (703) 600-7600 (ext. 177) or via email at [calily@naccas.org](mailto:calily@naccas.org) or Eli Tesone at (703) 600-7600 (ext. 121) or via email at [etesone@naccas.org](mailto:etesone@naccas.org).

## Steps for Completing the Supplemental Filing of the 2013 (Data) Annual Report

*(You must read these instructions before beginning!)*

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## Step 1: Review General Information

NACCAS allows all accredited institutions the option to submit a supplemental filing of the 2013 (data) Annual Report. This supplemental filing is designed to (i) provide qualifying students listed as “not employed” in your original 2013 placement cohort with additional time to become placed and (ii) provide qualifying students listed as “fails” in your original 2013 licensure cohort with additional time to retake and pass their licensure exam. Some basic information regarding the supplemental filing is described below:

- **The Supplemental Filing is Optional:** The supplemental filing represents an opportunity for accredited institutions to provide further information with respect to their 2013 placement and licensure rates. Please note, however, that an institution is **not** (under any circumstances) required to submit a supplemental filing to NACCAS.
- **Institutional Eligibility Requirements for the Supplemental Filing:** In order to be eligible to submit a supplemental filing of the 2013 (data) Annual Report, an institution must meet all of the following criteria:
  1. The institution must have indicated in its electronic 2013 (data) Annual Report that it intended to retain the option of submitting a supplemental filing
  2. The institution must have submitted its original electronic 2013 (data) Annual Report on or before November 30, 2014
  3. The institution must have uploaded a copy of its annual report cohort grids to NACCAS in its electronic 2013 Annual Report

If an institution fails to meet any one of the criteria above, it is **not** permitted to submit a supplemental filing of the 2013 (data) Annual Report to NACCAS.

- **The Supplemental Filing Deadline is May 31, 2015:** The supplemental filing of the 2013 (data) Annual Report is due no later than May 31, 2015, although it may be submitted at any point from March 6, 2015 through May 31, 2015. As the supplemental filing is optional, there is no late penalty associated with a failure to submit prior to May 31, 2015. NACCAS will **not**, however, accept supplemental filings received after the May 31<sup>st</sup> deadline.
- **Submission:** The supplemental filing of the 2013 (data) Annual Report is submitted electronically through NACCAS' website. Please note that it is your institution's responsibility to ensure that your username and password work properly prior to the May 31<sup>st</sup> deadline. (See pages 19-22 for detailed instructions regarding electronic submission.)
- **Certification Form:** The certification form and all required attachments (see page 23) must be signed, dated and mailed to NACCAS with a postmark no later than June 2, 2015. Failure to submit a timely supplemental certification page with all required attachments will result in the rejection of the institution's supplemental filing.
- **The Supplemental Filing Applies to the 2013 Placement and Licensure Rates:** The supplemental filing allows your institution additional time to place and/or license late graduating students from your 2013 (data) Annual Report. The graduation rate, as reported on or before November 30, 2014, is final.
- **Only Students Who Graduated in 2014 are Eligible for the Supplemental Filing:** Only students included in your 2013 (data) Annual Report who actually graduated in calendar year 2014 and either (i) did not secure employment or (ii) failed their licensure exam may be included in the supplemental filing of the 2013 (data) Annual Report. Such students may have their status in the placement cohort changed from “not placed” to

“placed” or their status in the licensure cohort changed from a “fail” to a “pass.” (See pages 4-9 of these instructions for additional information regarding compiling your supplemental data.)

- **Backup Documentation:** Unless an institution is on low outcomes monitoring or is otherwise notified by formal letter, it is not required to submit any documentation to the NACCAS office beyond the supplemental cohort grids that are required with the annual report certification page (see page 23 of these instructions for a copy of the certification page). **However, NACCAS reserves the right to request verification for any and all parts of the annual report and supplemental filing.** Therefore, it is imperative that every institution maintains backup documentation supporting the data in its electronic submission, as required by NACCAS’ Standard I. Acceptable backup documentation for the supplemental filing is defined on pages 12-13 of these instructions.
- **Official Outcome Rates:** Prior to submission of the supplemental filing, an institution’s originally reported 2013 outcome rates will be the “official” rates used by NACCAS for purposes of assessing institutional compliance with NACCAS’ *Standards*. Following submission of a supplemental filing, an institution’s amended outcome rates will become the “official” rates used for both determinations of compliance and institutional reporting to prospective students.

## Step 2: Complete Supplemental Cohort Grids

NACCAS' supplemental cohort grids will help you calculate your outcome rates and verify your annual report data during an on-site evaluation. There is a separate cohort grid for both your supplemental placement and licensure data. You may use equivalent alternatives (e.g., a printout from a database, a spreadsheet, etc.) in lieu of NACCAS' sample supplemental grids, so long as your alternative includes all information required by NACCAS' supplemental cohort grids. Please complete a separate cohort grid for each program offered by your institution.

### **Instructions for Completing the Supplemental Placement Cohort Grid**

*(See page 10 for a sample supplemental placement grid)*

1. First, you will need to determine all students who are eligible for the placement portion of the supplemental filing. These are the students who will be listed on your supplemental placement grid. To determine which students are eligible for the placement portion of the supplemental filing, take your originally submitted cohort grid (i.e., the cohort grid that was originally submitted to NACCAS with your 2013 (data) Annual Report) and identify students who meet all of the following conditions:
  - The student must have been included in your original 2013 (data) Annual Report
  - The student must have actually graduated from the program behind schedule in calendar year 2014
  - The student must have been reported as “not placed” by your institution in its originally submitted 2013 (data) Annual Report

If a student meets all of the above criteria, then they should be listed on your supplemental placement grid.

#### **Students who should be listed on your supplemental placement cohort grid:**

- As noted above, any student who meets all of the required criteria should be listed on your supplemental placement grid, regardless of whether the student was actually placed during the supplemental reporting period.

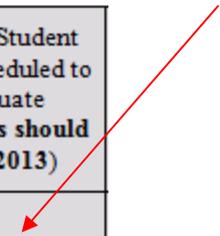
#### **Students who should not be listed on your supplemental placement cohort grid:**

- Students who were not included in your originally submitted 2013 (data) Annual Report, regardless of their reason for exclusion
- Students who were scheduled to graduate in either 2012 or 2014 (i.e., students with a most recent contract end date in 2012 or 2014)
- Students who actually graduated in 2012, 2013 or 2015 (a student must be scheduled to graduate in 2013, but must actually graduate in 2014 in order to be eligible for the supplemental filing)
- Students who were reported as placed in your originally submitted 2013 (data) Annual Report. Only students who were listed as “not placed” in the original 2013 (data) Annual Report should be included in your supplemental placement grid.
- Students who were reported as ineligible for employment in your originally submitted 2013 (data) Annual Report
- Students who were listed as non-graduates in your originally submitted 2013 (data) Annual Report

Once you have determined all students who are eligible for the placement portion of the supplemental filing, list these students alphabetically by student last name in column #1 of your supplemental placement grid. (See page 10 for a sample supplemental placement grid.)

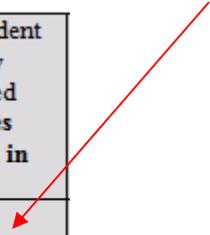
2. Next, enter each student’s contact phone number or their most recent email address in column #2 of the supplemental placement grid.
3. In column #3 of the supplemental placement grid, write each student’s scheduled graduation date. This scheduled graduation date must (i) be in calendar year 2013 and (ii) match the student’s scheduled graduation date as listed on your originally submitted 2013 (data) Annual Report cohort grid.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Student Was Scheduled to Graduate (All dates should be in 2013)
Stringer Bell	WheresWallace@bmore.com	11/14/2013



4. In column #4 of the supplemental placement grid, write each student’s actual graduation date. This actual graduation date must (i) be in calendar year 2014 and (ii) match the actual graduation date listed on your originally submitted 2013 (data) Annual Report cohort grid.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Student Was Scheduled to Graduate (All dates should be in 2013)	4. Date Student Actually Graduated (All dates should be in 2014)
Stringer Bell	WheresWallace@bmore.com	11/14/2013	2/10/2014



5. For each student listed on your supplemental placement cohort grid, you will need to determine if the student was placed during the supplemental reporting period. This supplemental reporting period extends from the date you submitted your original 2013 (data) Annual Report through May 31, 2015. A student may count as “placed” if they were employed in a field for which their training prepared them (i.e., in a position within the broader beauty industry) during the supplemental reporting period. For all students placed during the supplemental reporting period, mark column #5 with a “Y.” If a student was not placed during the supplemental reporting period, mark column #5 with an “N.”

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Student Was Scheduled to Graduate (All dates should be in 2013)	4. Date Student Actually Graduated (All dates should be in 2014)	5. Was Student Placed During Supplemental Reporting Period?*(Y/N)
Stringer Bell	WheresWallace@bmore.com	11/14/2013	2/10/2014	Y

- 6. Count the number of students marked with a “Y” in column #5. This is the number of students who were placed in the field during the supplemental period, and will also be the number you enter into “Item 4 Supplemental” of the supplemental annual report worksheet on page 15 of these instructions.
- 7. If a student was marked as “not placed” in column #5, mark column #6 with “N/A” or an equivalent substitute.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Student Was Scheduled to Graduate (All dates should be in 2013)	4. Date Student Actually Graduated (All dates should be in 2014)	5. Was Student Placed During Supplemental Reporting Period?*(Y/N)	6. Employer Info (Name, Address, Phone #) If Student was Placed in Supplemental Period
Stringer Bell	WheresWallace@bmore.com	11/14/2013	2/10/2014	N	N/A

- 8. For all students marked as “placed” in column #5, list the student’s employer name, employer address, and employer phone number in column #6. All three items must be entered into column #6 for students listed as employed. If you are unable to obtain the employer name, employer address, or employer phone number, then you may not report the student as employed.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Student Was Scheduled to Graduate (All dates should be in 2013)	4. Date Student Actually Graduated (All dates should be in 2014)	5. Was Student Placed During Supplemental Reporting Period?*(Y/N)	6. Employer Info (Name, Address, Phone #) If Student was Placed in Supplemental Period
Stringer Bell	WheresWallace@bmore.com	11/14/2013	2/10/2014	Y	High Rise Tower 221 West Fremont Baltimore, MD 21270 555-555-5555

**Instructions for Completing the Supplemental Licensure Cohort Grid**

*(See page 11 for a sample supplemental licensure grid)*

1. First, you will need to determine all students who are eligible for the licensure portion of the supplemental filing. These are the students who will be listed on your supplemental licensure grid. To determine which students are eligible for the licensure portion of the supplemental filing, take your originally submitted cohort grid (i.e., the cohort grid that was originally submitted to NACCAS with your 2013 (data) Annual Report) and identify students who meet all of the following conditions:

- The student must have been included in your original 2013 (data) Annual Report
- The student must have actually graduated from the program behind schedule in calendar year 2014
- The student must have been reported as a licensure “fail” by your institution in its originally submitted 2013 (data) Annual Report

If a student meets all of the above criteria, then they should be listed on your supplemental licensure grid.

**Students who should be listed on your supplemental licensure cohort grid:**

- As noted above, any student who meets all of the required criteria should be listed on your supplemental licensure grid, regardless of whether the student actually passed the exam during the supplemental reporting period.

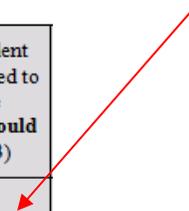
**Students who should not be listed on your supplemental licensure cohort grid:**

- Students who were not included in your originally submitted 2013 (data) Annual Report, regardless of their reason for exclusion
- Students who were scheduled to graduate (i.e., had a most recent contract end date) in either 2012 or 2014, regardless of when the student sat for the exam
- Students who actually graduated in 2012, 2013 or 2015 (a student must be scheduled to graduate in 2013, but must actually graduate in 2014 in order to be eligible for the supplemental filing)
- Students who sat for the exam for the first time during the supplemental reporting period. Only students who were listed in the original 2013 (data) Annual Report as licensure “fails” should be included in the supplemental licensure grid.
- Students who were reported as licensure “passes” in your originally submitted 2013 (data) Annual Report. Only students who were listed as licensure “fails” in the original 2013 (data) Annual Report should be included in the supplemental licensure grid.
- Students who were listed as non-graduates in your originally submitted 2013 (data) Annual Report

2. Next, enter each student’s contact phone number or their most recent email address in column #2 of the supplemental licensure grid.

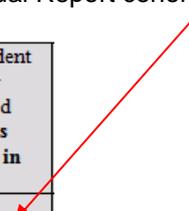
3. In column #3 of the supplemental licensure grid, write each student's scheduled graduation date. This scheduled graduation date must (i) be in calendar year 2013 and (ii) match the student's scheduled graduation date listed on your originally submitted 2013 (data) Annual Report cohort grid.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Student Was Scheduled to Graduate (All dates should be in 2013)
Stringer Bell	WheresWallace@bmore.com	11/14/2013



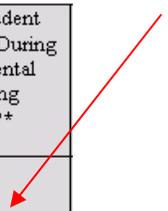
4. In column #4 of the supplemental licensure grid, write each student's actual graduation date. This actual graduation date must (i) be in calendar year 2014 and (ii) match the student's actual graduation date listed on your originally submitted 2013 (data) Annual Report cohort grid.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Student Was Scheduled to Graduate (All dates should be in 2013)	4. Date Student Actually Graduated (All dates should be in 2014)
Stringer Bell	WheresWallace@bmore.com	11/14/2013	2/10/2014



5. For each student listed on your supplemental licensure grid, you will need to determine whether the student passed all portions of their required licensure exam. A student may count as a “pass” if they passed the final portion of the exam required for licensure during the supplemental reporting period, which extends from the date of your institution's original annual report submission through May 31, 2015. If a student has passed all portions of the exam required for licensure, they may be marked with a “Y” in column #5. If the student has failed to pass all required portions of the licensure exam, they should be marked with an “N” in column #5.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Student Was Scheduled to Graduate (All dates should be in 2013)	4. Date Student Actually Graduated (All dates should be in 2014)	5. Did Student Pass Exam During Supplemental Reporting Period?+ (Y/N)
Stringer Bell	WheresWallace@bmore.com	11/14/2013	2/10/2014	Y



- 6. Count the number of students marked with a “Y” in column #5. This is the number of students who passed the exam on a retake during the supplemental period, and will also be the number you enter into “Item 6 Supplemental” of the supplemental annual report worksheet on page 15 of these instructions.
- 7. If a student was marked as “not licensed” in column #5, mark column #6 with “N/A” or an equivalent substitute.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Student Was Scheduled to Graduate (All dates should be in 2013)	4. Date Student Actually Graduated (All dates should be in 2014)	5. Did Student Pass Exam During Supplemental Reporting Period?+ (Y/N)	6. Date Student Passed Exam (if applicable)
Stringer Bell	WheresWallace@bmore.com	11/14/2013	2/10/2014	N	N/A

- 8. For all students on the supplemental cohort grid marked as having passed the exam in column #5, enter the date the student passed their exam in column #6. If your state’s licensure examination has multiple parts (e.g., a written and a practical portion), enter the date the student passed the last required portion of the exam. If the exact date the student passed the exam cannot be determined, the date the student’s license was issued will suffice.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Student Was Scheduled to Graduate (All dates should be in 2013)	4. Date Student Actually Graduated (All dates should be in 2014)	5. Did Student Pass Exam During Supplemental Reporting Period?+ (Y/N)	6. Date Student Passed Exam (if applicable)
Stringer Bell	WheresWallace@bmore.com	11/14/2013	2/10/2014	Y	4/15/2015



### Supplemental Cohort Grid -- Licensure

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Student Was Scheduled to Graduate (All dates should be in 2013)	4. Date Student Actually Graduated (All dates should be in 2014)	5. Did Student Pass Exam During Supplemental Reporting Period?*(Y/N)	6. Date Student Passed Exam (if applicable)

\*As noted on page 8 of these instructions, the supplemental reporting period extends from the date of your institution's original annual report submission through May 31, 2015.

### Step 3: Gather Supporting Documentation

Standard I states that all institutions are required to retain backup documentation to verify the annual report data they submit. Please note that **NACCAS reserves the right to request verification for any and all parts of the annual report.** Therefore, it is imperative that each institution retain backup documentation that is both accurate and complete. This backup documentation may also be verified during any on-site visit.

**Supplemental placement grid:** In support of its supplemental placement grid, the institution should retain the following documentation:

- For all students listed on the supplemental placement grid, the institution should maintain documentation showing each student's graduation date from the program (e.g., an official (signed and/or sealed) diploma, a report to the state oversight agency releasing the graduate's hours, etc.). Please note that if an official transcript is used, the institution must also maintain documentation showing the date the student met all non-academic graduation requirements (e.g., a student ledger showing when the student paid all fees, etc.).
- Documentation showing the employment of each graduate that is listed as employed during the supplemental period. **All institutions are reminded that they are responsible for ensuring the accuracy of the placement documentation gathered.** Some ways an institution may document employment are listed below:
  - Employer follow-up surveys. All employer surveys must contain (at minimum) the student's contact manager, the student's position title and the date the survey was completed. Surveys that do not contain this information will be rejected as inadequate.
  - A "telephone log" of employer or graduate contacts (i.e., a record of a phone conversation with a graduate or employer). A phone log must contain the following information: the date the phone verification was conducted, the individual conducting the verification, the student's position title and the contact manager at the student's employer. Phone logs that do not contain this information will be rejected as inadequate.
  - Professional business cards of graduates, to include the salon name, address and phone number (In order to ensure accuracy, the institution should verify the information on the business card with the student's reported employer.)
  - Official flyers or advertisements naming graduates working in service facilities
  - "Notes to file" from staff members certifying they personally verified that the graduate was working in XYZ salon. Such notes must include the staff member's printed name, signature and contact information (such as a personal email and/or phone number). They must also explicitly state where the student is working.
  - Self-certifications from students (e.g., an exit interview, a survey returned by the student, etc.) Such self-certifications must include the student's signature.
  - Copy of email or social networking correspondence from students and/or employers
  - Copy of social networking postings by students and/or employers
  - Copies of booth rental licenses showing employment
  - Printed copies of text messages, provided the institution can prove that the text message originated from the student's phone number
  - *Note: This list is not all-inclusive. However, please consult NACCAS before using a type of documentation that is not described above.*
  - For self-employed students, institutions are required to maintain one of the following two types of documentation:
    - (i) A signed self-certification from the student. This self-certification should be authenticated by either (i) a notary's seal or (ii) the inclusion of some alternate verification document, such as a driver's license or an institutional student information record (ISIR). If an

ISIR or a driver's license is used, the student's self-certification should clearly acknowledge that such a document was present at the time when the self-certification was completed by the student.

OR

- (ii) Direct electronic correspondence from the student (e.g., email, Facebook message, etc.) attesting to his/her self-employed status

(Note: Strictly for purposes of NACCAS' annual report, students renting a booth from a salon are not considered self-employed, meaning other forms of documentation are still acceptable.)

Additional Note: Graduates who are working at an institution under the same ownership in non-instructor positions must be employed for at least three months in order to count as "placed" in the annual report.

**Supplemental licensure grid:** In support of its supplemental licensure grid, the institution should retain the following documentation:

- For all students listed on the supplemental licensure grid, the institution should maintain documentation showing each student's graduation date from the program (e.g., an official (signed and/or sealed) diploma, a report to the state oversight agency releasing the graduate's hours, etc.). Please note that if an official transcript is used, the institution must also maintain documentation showing the date the student met all non-academic graduation requirements (e.g., a student ledger showing when the student paid all fees, etc.).
- Documentation proving that each student listed as passing the licensure exam during the supplemental reporting period actually passed all portions of the exam, along with the date the student passed the final required portion of the exam. (If the exact date the student passed the final portion of the exam cannot be determined, the date the student's license was issued will suffice.) Examples of acceptable documentation include:
  - Examination reports from your state or testing agency which clearly show that the student has passed all required portions of the exam
  - A print-off of the student's license information from your state's online license verification website
  - A copy of the student's license
  - Surveys / phone logs documenting that the student passed all parts of their examination (only allowable if your state does not have examination reports or an online license verification)
  - *Note: Please consult with NACCAS before using a type of documentation that is not described above.*

## Step 4: Complete the Supplemental Annual Report Worksheet for Each Program

1. First, locate a copy of the annual report worksheets that were used to submit your original 2013 (data) Annual Report. Several data fields in your supplemental annual report worksheet will be copied directly from your original annual report worksheet.
2. Take the number reported in “Item 3” of your original annual report worksheet for this program (i.e., the annual report worksheet that was created with your originally submitted 2013 (data) Annual Report). Copy this number into the first vertical box on your supplemental annual report worksheet, titled “Item 3 Original” (see following page). Again, “Item 3” from your original annual report worksheet should match the number in the “Item 3 Original” box in your supplemental annual report worksheet. You may not make changes to “Item 3” in your supplemental filing.
3. Take the number reported in “Item 4” of your original annual report worksheet for this program. Copy this number into the second vertical box on your supplemental annual report worksheet, titled “Item 4 Original” (see following page). Again, “Item 4” from your original annual report worksheet should match the number in the “Item 4 Original” box in your supplemental annual report worksheet. You may not make changes to “Item 4 Original” in your supplemental filing.
4. Count the number of students on your supplemental placement cohort grid who are marked with a “Y” in column #5. This is the number of students from your annual report who were placed during the supplemental reporting period. Enter this number into the “Item 4 Supplemental” box of your annual report worksheet (see following page).
5. Take the number reported in “Item 5” of your original annual report worksheet for this program. Copy this number into the fourth vertical box on your supplemental annual report worksheet, titled “Item 5 Original” (see following page). Again, “Item 5” from your original annual report worksheet should match the number in the “Item 5 Original” box in your supplemental annual report worksheet. You may not make changes to “Item 5” in your supplemental filing.
6. Take the number reported in “Item 6” of your original annual report worksheet for this program. Copy this number into the fifth vertical box on your supplemental annual report worksheet, titled “Item 6 Original” (see following page). Again, “Item 6” from your original annual report worksheet should match the number in the “Item 6 Original” box in your supplemental annual report worksheet. You may not make changes to “Item 6 Original” in your supplemental filing.
7. Count the number of students on your supplemental licensure cohort grid who are marked with a “Y” in column #5. This is the number of students from your annual report who passed the exam on a retake during the supplemental reporting period. Enter this number into the “Item 6 Supplemental” box of your annual report worksheet (see following page).

## Supplemental Annual Report Worksheet

<b>(NOTE: A main and all of its additional locations must combine information when submitting the annual report as they are considered one institution.)</b>	
Program:	
Item 3 Original: Number of students in this program who were eligible for employment in your <u>originally submitted</u> 2013 (data) Annual Report. Copy this number directly from "Item 3" of this program's original annual report worksheet. This number <u>cannot</u> be modified in the supplemental filing.	ITEM 3 ORIGINAL (TAKEN DIRECTLY FROM ORIGINAL REPORT)
Item 4 Original: Number of students in this program who were employed in a field for which their training prepared them prior to the submittal of your <u>original</u> 2013 (data) Annual Report. This number should be copied directly from "Item 4" of this program's originally submitted annual report worksheet. This number <u>cannot</u> be modified in the supplemental filing.	ITEM 4 ORIGINAL (TAKEN DIRECTLY FROM ORIGINAL REPORT)
Item 4 Supplemental: Number of 2014 graduates in this program from Item 3 above who were originally reported to NACCAS as "not placed," but were placed during the supplemental reporting period. This should be the number of students marked with a "Y" in column #5 of your supplemental placement grid.	ITEM 4 SUPPLEMENTAL
Item 5 Original: Number of individuals in this program who took all portions of their licensing exam prior to the submittal of your <u>original</u> annual report. This number should be copied directly from "Item 5" of this program's originally submitted annual report worksheet. This number <u>cannot</u> be modified in the supplemental filing.	ITEM 5 ORIGINAL (TAKEN DIRECTLY FROM ORIGINAL REPORT)
Item 6 Original: Number of individuals in this program who passed all portions of their licensing exam prior to the submittal of your original annual report. This number should be copied directly from "Item 6" of this program's originally submitted annual report worksheet. This number <u>cannot</u> be modified in the supplemental filing.	ITEM 6 ORIGINAL (TAKEN DIRECTLY FROM ORIGINAL REPORT)
Item 6 Supplemental: Number of 2014 graduates in this program from Item 5 above who were originally reported to NACCAS as having failed the exam, but passed the exam on a retake during the supplemental reporting period. This should be the number of students marked with a "Y" in column #5 of your supplemental licensure grid.	ITEM 6 SUPPLEMENTAL

## Step 5: Calculate your Outcome Rates (optional)

Before entering your annual report online, you may wish to calculate your outcome rates manually. You are not required to complete this step, however, as NACCAS' electronic submission system will automatically calculate your outcome rates for you.

### Placement:

**Step 1:** Using your supplemental annual report worksheets, enter each program's "Item 3 Original" number into one of the boxes below. (*Note: If you have more than four programs, you may use additional copies of this page.*) Then, add the "Item 3 Original" numbers from each program together to form a total number for Item 3 Original.

<b>Item 3 Original (Program #1)</b>		<b>Item 3 Original (Program #2)</b>		<b>Item 3 Original (Program #3)</b>		<b>Item 3 Original (Program #4)</b>		<b>Item 3 Original Total</b>
	+		+		+		=	

**Step 2:** Using your supplemental annual report worksheets, enter each program's "Item 4 Original" number into one of the boxes below. Then, add the "Item 4 Original" numbers from each program together to form a total number for Item 4 Original.

<b>Item 4 Original (Program #1)</b>		<b>Item 4 Original (Program #2)</b>		<b>Item 4 Original (Program #3)</b>		<b>Item 4 Original (Program #4)</b>		<b>Item 4 Original Total</b>
	+		+		+		=	

**Step 3:** Using your supplemental annual report worksheets, enter each program's "Item 4 Supplemental" number into one of the boxes below. Then, add the "Item 4 Supplemental" numbers from each program together to form a total number for Item 4 Supplemental.

<b>Item 4 Suppl. (Program #1)</b>		<b>Item 4 Suppl. (Program #2)</b>		<b>Item 4 Suppl. (Program #3)</b>		<b>Item 4 Suppl. (Program #4)</b>		<b>Item 4 Suppl. Total</b>
	+		+		+		=	

**Step 4:** Take the total of “Item 4 Original” (from step 2 above) and add it to the total of “Item 4 Supplemental” (from step 3 above) to form an “Item 4 Overall Total.” This overall total represents the total number of students employed from both the original annual report and the supplemental filing.

<b>Item 4 Original Total (From Step 2)</b>	+	<b>Item 4 Suppl. Total (From Step 3)</b>	=	<b>Item 4 Overall Total</b>

**Step 5:** Take the “Item 4 Overall Total” (from step 4 above) and divide this by “Item 3 Original Total” (from step 1 above). In doing this, you are dividing the total number of placed students by the total number of students eligible for employment to arrive at your placement number. Multiply the resulting placement number by 100 to arrive at your school’s final placement rate. This final placement rate should match the placement rate shown in your electronic annual report after your supplemental placement data has been entered. If not, please take a moment to double-check your calculations.

<b>Item 4 Overall Total (From Step 4)</b>	/	<b>Item 3 Original Total (From Step 1)</b>	=	<b>Placement Number</b>	x	<b>100</b>	=	<b>Final Placement Rate</b>
						100		

**Licensure:**

**Step 1:** Using your supplemental annual report worksheets, enter each program’s “Item 5 Original” number into one of the boxes below. (*Note: If you have more than four programs, you may use additional copies of this page.*) Then, add the “Item 5 Original” numbers from each program together to form a total number for Item 5 Original.

<b>Item 5 Original (Program #1)</b>	+	<b>Item 5 Original (Program #2)</b>	+	<b>Item 5 Original (Program #3)</b>	+	<b>Item 5 Original (Program #4)</b>	=	<b>Item 5 Original Total</b>

**Step 2:** Using your supplemental annual report worksheets, enter each program’s “Item 6 Original” number into one of the boxes below. Then, add the “Item 6 Original” numbers from each program together to form a total number for Item 6 Original.

<b>Item 6 Original (Program #1)</b>	+	<b>Item 6 Original (Program #2)</b>	+	<b>Item 6 Original (Program #3)</b>	+	<b>Item 6 Original (Program #4)</b>	=	<b>Item 6 Original Total</b>

**Step 3:** Using your supplemental annual report worksheets, enter each program’s “Item 6 Supplemental” number into one of the boxes below. Then, add the “Item 6 Supplemental” numbers from each program together to form a total number for Item 6 Supplemental.

<b>Item 6 Suppl. (Program #1)</b>		<b>Item 6 Suppl. (Program #2)</b>		<b>Item 6 Suppl. (Program #3)</b>		<b>Item 6 Suppl. (Program #4)</b>		<b>Item 6 Suppl. Total</b>
	+		+		+		=	

**Step 4:** Take the total of “Item 6 Original” (from step 2 above) and add it to the total of “Item 6 Supplemental” (from step 3 above) to form an “Item 6 Overall Total.” This overall total represents the total number of students who passed the exam from both the original annual report and the supplemental filing.

<b>Item 6 Original Total (From Step 2)</b>		<b>Item 6 Suppl. Total (From Step 3)</b>		<b>Item 6 Overall Total</b>
	+		=	

**Step 5:** Take the “Item 6 Overall Total” (from step 4 above) and divide this by “Item 5 Original Total” (from step 1 above). In doing this, you are dividing the total number of licensure passes by the total number of students who sat for the exam to arrive at your licensure number. Multiply the resulting licensure number by 100 to arrive at your school’s final licensure rate. This final licensure rate should match the licensure rate shown in your electronic annual report after your supplemental licensure data has been entered. If not, please take a moment to double-check your calculations.

<b>Item 6 Overall Total (From Step 4)</b>		<b>Item 5 Original Total (From Step 1)</b>		<b>Licensure Number</b>		<b>100</b>		<b>Final Licensure Rate</b>
	/		=		x	100	=	

## Step 6: Instructions for Electronic Submission

**General Note: Please use Internet Explorer (version 7 or later) to complete the electronic portion of your supplemental filing.**

1. Go to [www.naccas.org](http://www.naccas.org) and scroll over the “Accreditation” Menu at the top of the page (it will be the fifth menu from the right, after “Home,” “About Us,” “News,” and “Events & Webinars”). A drop down menu will appear. Then click on the first link on the drop down menu, which is “Member Login” (see screen-shot below).



2. You should arrive at a screen that says “Welcome NACCAS Members.” Right below this text, there is link titled “User Login.” Click on this link to log into the NACCAS database. The username and password screen will appear. (Note: Please be aware that the individual signing in may have access to confidential information beyond the supplemental filing. Therefore, the owner may wish to review and set restrictions on the information employees are able to view. For questions regarding viewing restrictions, please contact Jason Tiezzi at [jtiezzi@naccas.org](mailto:jtiezzi@naccas.org).)
3. If you do not know your password, click on “Forgot your password?” Enter your username and the information will be emailed to the email address on record. If you do not know either your username or password, please email Zoul Pio at [zpio@naccas.org](mailto:zpio@naccas.org) for assistance. Please note that it is your institution’s responsibility to ensure that its username and password work properly prior to the May 31<sup>st</sup> deadline for the supplemental filing. NACCAS recommends that all institutions check their username and password at least one week prior to the supplemental filing deadline.
4. Enter your username and password. Click “Login.”

5. Click the gold tab labeled “Annual Reports” (it is the second gold tab from the top). You will see a drop-down menu with a list of main campuses. Select the main campus for which you would like to complete a supplemental filing of your annual report. A main campus and all additional locations must combine information when submitting the supplemental filing as they are considered one institution.
6. Before you continue, please verify that the email address listed below the “AR Year” menu is accurate. If it is not, please make any edits necessary. NACCAS will send a summary of your annual report to this email address once the supplemental filing has been submitted.
7. Select “2013 (data) Supp. Filing” and then click on the “Go” button to enter the supplemental filing. **If you do not see an option for “Supp. filing” in the drop-down selection menu, please contact NACCAS for assistance.**
8. You should arrive at a screen that shows eight different program categories, beginning with “All Cosmetology Programs.” This is your “Programs Information” tab, and will be the tab where you enter your supplemental program information.

*Please note: When you are completing the supplemental filing, you will not be allowed to view or edit any information on the “Financial Aid Information,” “Compliance Information,” “Growth Information,” “Supplemental Filing,” or “Attachments” tabs. Following submission of the supplemental filing, you will once again be able to view these tabs.*

### **Programs Information Tab**

9. To start, you will see a list of eight program categories. These eight categories are “cosmetology,” “manicuring / nail tech,” “esthetician and skin care,” “teaching,” “massage and massage therapy,” “crossover,” “barbering,” and “other / miscellaneous.” If you did not offer a particular program category in 2013, then the program status will show in green as “completed (not taught),” meaning you will not need to enter supplemental data. If you did offer a program in 2013, the program status will show in red as “not completed,” meaning you will need to enter supplemental information.
10. You will need to enter data for each program category individually. To begin, click the check box next to the first program category that shows on your screen as “not completed.” The program category in question should become highlighted in yellow. Then click on the gold “Edit Supplemental Program Information” button at the bottom of the screen to add/edit data for the selected program category. A pop-up box with all applicable questions should appear.

*Note: Please list your supplemental program data under the same program category as in your originally submitted 2013 (data) Annual Report. For instance, if you reported a salon/business management program in the “other / misc.” program category in your original annual report, you should report your supplemental data for this program under “other / misc.” too.*

11. Once the pop-up screen appears, use your supplemental annual report worksheet (see page 15 of these instructions) to fill in the two empty boxes shown on the screen. You will input the number of supplemental placements (i.e., “Item 4 Supplemental” from the supplemental annual report worksheet) into the top box, and the number of supplemental licensure passes (i.e., “Item 6 Supplemental” from the supplemental annual report worksheet) into the bottom box. If you have no supplemental data for a particular program, please enter the number “0” into the appropriate boxes in the pop-up screen.

**Please note: The number of supplemental placements and licensure passes cannot result in a placement or licensure rate greater than 100%. If you attempt to enter data which brings either rate above 100%, you will receive an error message. If you receive such an error message, please double-check the data you are reporting.**

12. Once you are finished adding the data for this program category, click on the “Save” button located at the bottom of the screen. Once the data is saved, you will automatically be returned to the program list screen to continue with the next program category.
13. Repeat steps # 10-12 for each program category listed until all program categories show as “completed.” **If any programs show as “not completed,” you will be unable to submit your supplemental report to NACCAS.**

### **Annual Report Summary**

14. After all supplemental data has been entered in the “Programs Information” tab, click on the “Annual Report Summary” tab (highlighted in green) to review the aggregated data for all programs, along with your overall outcome rates for graduation, placement and licensure. The outcome rates displayed in this tab reflect the inclusion of the supplemental filing data.

### **Email Annual Report Summary**

15. NACCAS will automatically send a summary of your overall annual report data (once it has been successfully submitted) to the email address you verified in step #6, along with the owner contact email address on record. However, you may also choose to send a summary to an additional email address (or addresses). Click on the blue “Email Annual Report Summary” tab and type in the email address where you would like a copy of the annual report summary sent. Click on the “Click Here to Email a Copy of Annual Report to” button to send the summary. **Please note that this summary is not a confirmation that the supplemental filing has been received by NACCAS.** In order to submit the supplemental filing, please see steps # 16-18 below.

### **Submit to NACCAS**

16. Click on the yellow “**Submit to NACCAS**” tab. Make corrections, if necessary, before submitting the data. **Once you click “submit,” you can no longer edit the data!**
17. Once you are satisfied that the data is accurate, click the “submit” button. The “submit” button will only appear if all sections of the supplemental filing have been completed. **If you do not see the submit button, please verify that you have completed all programs listed in the “Programs Information” tab.**
18. If the data is submitted successfully, you will see a confirmation message at the top of the page and the “submit” button will disappear. You will also receive a confirmation of your submission to the email address you verified in step #6, along with the owner contact email address on record.

**Modifying the Data after Submission**

19. If you discover errors in your supplemental filing data prior to midnight (EST) on May 31, 2015 (but after your supplemental filing has been submitted), you will need to contact Jason Tiezzi at 703 – 600 – 7600, extension 155 in order to unlock your supplemental filing. Once your supplemental filing has been unlocked, you will be allowed to freely enter and edit data. However, please note that if your supplemental filing has been unlocked, then you must re-submit the report to NACCAS (see steps # 16-18 above) prior to midnight (EST) on May 31, 2015.
20. If you discover data entry errors after the May 31, 2015 deadline has passed, please contact Jason Tiezzi at (703) 600-7600, extension 155 for additional guidance.

### Step 7: Annual Report Certification (Supplemental Filing)

A copy of this 2013 (data) Annual Report Certification must be **mailed to NACCAS with a postmark no later than June 2, 2015.**

I HEREBY CERTIFY that all information contained within the supplemental filing of the 2013 (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 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 supplemental filing: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Date

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

- a) **For all institutions:** A copy of your supplemental placement and licensure cohort grids or equivalent alternatives. Failure to include these cohort grids will result in NACCAS rejecting your institution's supplemental filing.
- b) **If your annual report combines data from a main campus and additional locations,** please provide NACCAS with an updated spreadsheet or chart that shows the overall data (following the inclusion of the supplemental 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 final page of these instructions) for details regarding what such a chart might look like.

Mail this certification and the required attachments to NACCAS via traceable means with a postmark on or before June 2, 2015 to:

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

As the supplemental filing is optional, there is no fee associated with a late certification page. Please note, however, that NACCAS will not accept supplemental filings that have a certification page postmarked after the June 2<sup>nd</sup> deadline.

## Appendix A

Example: Chart of Data from Main Campus and Additional Locations

*Such a chart is only required if your annual report combines data from a main campus and additional locations. See attachment "b" of the annual report certification (previous page) for further details.*

<u>Category</u>	Ref. #011024-00	Ref. #B11024-01	Ref. #B11024-02	<b>Totals*</b>
Item 1: Scheduled to Graduate	50	25	25	100
Item 2: Actually Graduated	25	20	20	65
Item 3: Eligible for Employment	25	20	20	65
Item 4: Employed	20	15	10	45
Item 5: Sat for Exam	20	15	15	50
Item 6: Passed Exam	20	10	15	45

\*Note: The totals should equal the numbers in your most recent electronic submission