2013 Data Annual Report (Submitted in 2014) Instructions

Note: These OUTDATED instructions are provided solely for institutions' reference. NACCAS' current annual report instructions can be accessed by clicking here.

Welcome to the 2013 (data) Annual Report Instructions. Please read the instructions carefully from beginning to end, as changes have been made from last year's instructions. For your convenience, substantive changes from last year's instructions have been indicated with a "*" icon. Please note that minor clarifications may not be indicated with an icon, so read this document thoroughly. **The 2013 (data) Annual Report is due November 30, 2014. If your institution is accredited as of November 30, 2014, then you are required to submit the 2013 (data) Report electronically to NACCAS.** If you require technical assistance, please contact Jason Tiezzi at 703-600-7600 ext. 155 or via email at jtiezzi@naccas.org.

*Additional Note: This year's annual report deadline falls on the Sunday after Thanksgiving. Accordingly, institutions should plan on completing their reports on or before November 26, 2014, as the NACCAS office will be closed from Thursday, November 27th through Sunday, November 30th. While reports may still be submitted from November 27th through November 30th, the NACCAS office will be unavailable to assist in the event of technical difficulties or lost passwords. Failure to complete the report prior to November 26th is done at the institution's own risk.

Steps for Completing the 2013 (Data) Annual Report

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

Step 1: Review the enclosed general information ..... page 2

Step 2: Gather backup documentation to support your data ..... page 3

Step 3: Complete the annual report cohort grid for each program ..... page 5

Sample annual report cohort grid ..... page 12

Step 4: Complete the annual report worksheet for each program ..... page 13

Step 5: Calculate your outcome rates (optional) ..... page 15

Step 6: Determine whether your institution intends to submit a supplemental filing of the 2013 (data) Annual Report ..... page 17

Step 7: Submit your annual report data online ..... page 19

Step 8: Complete and upload the annual report certification form and all required attachments ..... page 25

Step 1: Review General Information

- **The 2013 (data) Annual Report is due before Midnight (EST) on November 30, 2014 for all institutions accredited prior to this deadline.**
- NACCAS' Standard I requires an institution to meet or exceed the following measures of student success:
  - 50% graduation; 60% placement; 70% licensure

NACCAS' 2013 (data) Annual Report is derived from a single cohort of students – those scheduled to graduate in 2013. NACCAS' graduation, placement and licensure definitions are described below:

- Graduation: Based on all students scheduled to graduate the program in 2013. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.
- Placement: Based on graduates from the graduation cohort who are eligible for placement (see page 8 for valid employment eligibility exemptions). A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2014.
- Licensure: Based on graduates from the graduation cohort who sat for all parts of the required licensure exam prior to November 30, 2014. A student in the licensure cohort may count as a "pass" if they have passed all required portions of the examination prior to November 30, 2014.
- Submission: The 2013 (data) Annual Report must be submitted online before midnight (EST) on **November 30, 2014**. Please remember to test your login information for NACCAS' website prior to November 26, 2014 (the last date NACCAS will be available for technical assistance). Failure to check your login information prior to this deadline is done at your own risk.
- Certification Form: The certification form (and all required attachments to the certification form) must be signed, dated and * **uploaded electronically** to NACCAS no later than November 30, 2014. Complete instructions for electronically uploading the certification form are on page 23.
- Late Filing Fee: There is a late filing penalty of $505 per campus for any annual report not completely submitted before midnight (EST) on November 30, 2014. "Completely submitted" includes electronically uploading an annual report certification (and all required attachments to the certification) prior to the annual report deadline of November 30, 2014.
- Financial Statements: Financial statements are not due with the annual report. Instead, they are due within six months of the end of your fiscal year.
- Three-Year Rates: If an institution reports a non-compliant outcome rate to NACCAS and has fewer than * 75 students in that cohort for the current year and the two previous years, the institution may use a three-year rate for that specific cohort. The three-year rate will be based on combined data from the 2011, 2012 and 2013 cohorts. NACCAS will automatically calculate three-year rates for all eligible institutions that report a rate below the thresholds specified in Standard I. NACCAS will then notify institutions by letter if they are in compliance with Standard I by means of three-year data. Please note that while a three-year rate may bring an institution into compliance with Standard I, it does not replace the actual 2013 rate submitted. Accordingly, the 2013 data will remain in NACCAS' records and will be used for purposes of determining future three-year rates.
  * *Additional note: The 75 student eligibility threshold will be lowered to 50 students in next year's 2014 (data) Annual Report and to 30 students in the 2015 (data) Annual Report.*
- Supplemental Filing of the Annual Report*:* NACCAS allows all accredited institutions the option of completing a supplemental filing of the 2013 (data) Annual Report. For further details regarding this supplemental filing, please see page 17 of these instructions.
- Backup Documentation: Unless otherwise notified by letter, an institution is not required to submit backup documentation to the NACCAS office. **However, NACCAS reserves the right to request verification for any and all parts of the annual report**. 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 annual report is defined on pages 3-4 of these instructions.

Step 2: Gather Documentation

Standard I states that all institutions are required to retain backup documentation to verify the annual report data they submit. Unless otherwise notified by letter, an institution is not required to submit backup documentation to the NACCAS office; instead, it must retain full backup documentation at its campus(es). **However, NACCAS reserves the right to request verification for any and all parts of the annual report.** Therefore, it is imperative that the institution retains backup documentation that is both accurate and complete. This backup documentation may also be verified during any on-site visit.

Grid # 1 (Graduation):

Acceptable backup documentation for the graduation rate includes:

- Documentation showing the student's original contract end date (this must be a copy of the original, fully executed enrollment agreement)
- Documentation showing any addenda made to the original contract (e.g., leave of absence, schedule change, etc.). Such documentation should clearly show the student's revised contract end date.
- Documentation showing that the student has graduated from the program (if applicable) and their date of graduation (e.g., an official [signed and/or sealed] diploma, an official [signed and/or sealed] report to the state oversight agency releasing the graduate's hours, etc.)
  Note: If a transcript is used as proof of graduation, please ensure that (i) it is either signed or sealed and (ii) it is accompanied by proof that the student has met all non-academic graduation requirements (e.g., payment of all fees if required, etc.)

Grid # 2 (Placement):

Acceptable backup documentation for the placement rate includes:

- Documentation showing why a student is ineligible for employment, if applicable (e.g., records of military service for someone who is deployed in the military, etc.)
- Documentation showing the employment of each graduate that is listed as employed. **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.) * Beginning in next year's 2014 (data) Annual Report, business cards alone will no longer be accepted as documentation supporting a student's employment.
  - 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. * For this year's 2013 (data) Annual Report, NACCAS recommends, but does not require,

that all instructor "notes to file" be notarized and include the date the instructor saw the student, the student's manager and the student's position title. Beginning in next year's 2014 (data) Annual Report, such information will be required for all instructor "notes to file."

- 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.

Grid # 3 (Licensure):

An institution must be able to document student exam results for its licensure rate. If the institution's state (or testing administrator) issues examination reports that list student names and exam results, then the institution **must** use such reports (covering the period 10/1/2012 through the month prior to annual report submittal) as its primary form of backup documentation. * If examination reports are not provided by the state / testing administrator, but the state has a website where examination results (and not just individual licenses) may be verified (e.g., Florida), the institution **must** use printouts from such websites as its primary form of documentation. However, if the state or test administrator does not issue examination reports and does not have exam information accessible on its website (or if the state / testing administrator issues examination reports without student names), then an institution will need its own method for tracking students who sit for the exam and their results.

Many institutions use the same methods to track licensure as they use to find out where graduates are working. Some examples of acceptable documentation include:

- Surveys returned by graduates indicating whether they took the exam and passed
- Log of graduates who sat for all parts of the licensing exam (verified by phone, email, Facebook, etc.). Passing exam results may be confirmed via an online license verification.

Note: If an institution is located in a state that does not issue examinations reports, **it must have a tracking methodology that accounts for both passing and failing students**. An institution that relies solely on an online license verification will only be aware of its passing students. Accordingly, while an online license verification may be used as a resource, all institutions must make a good-faith effort to track exam information for students who do not appear on the online license verification, by using the methods described above.

Step 3: Complete NACCAS' Annual Report Cohort Grid

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

Please note that NACCAS' three outcome rates are derived from a single cohort of students. NACCAS' graduation rate is calculated from those students scheduled to graduate in 2013 (see steps 1-6 below for further details). The placement rate is based upon graduates from the graduation cohort who are eligible for employment (see steps 8-13 below). Similarly, the licensure rate is based upon graduates from the graduation cohort who sat for all portions of their required licensure examination (see steps 14-18 below).

1. List all students (alphabetically by last name) who were scheduled to graduate their program in 2013 in column #1 of your annual report cohort grid (see page 12 for a sample annual report cohort grid). Then, enter each student's contact phone number or their most recent email address in column #2.

Institution Ref. #: _____

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate	4. Actually Graduated Program? (Y/N)	C
Jon Snow	masterofpouting@gmail.com			

Please note that the scheduled graduation date comes from the contract signed at enrollment, and is adjusted for all contract addenda (e.g., leaves of absence, schedule changes, re-enrollments, etc.). **Accordingly, the scheduled graduation date on your cohort grid should always be a student's most recent contract end date**.

Students who should be listed on your annual report cohort grid:

- **Students scheduled to graduate in 2013 who actually graduated in 2012, 2013 or 2014:** All students scheduled to graduate in 2013 will be listed on the annual report cohort grid. This includes students who actually graduated in 2012, 2013 or 2014. For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2013, but he/she actually graduated ahead of schedule in 2012 (or behind schedule in 2014) without a contract change, then he/she will be listed on the annual report cohort grid.
- **Students with amended contract end dates in 2013:** For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2012, but he/she has a leave of absence or schedule change which pushes his/her "scheduled graduation" date into 2013, he/she will be listed on the annual report cohort grid.

- **Students scheduled to graduate in 2013 who transferred out to an institution that is not NACCAS accredited:** If a student transferred from your institution to an institution that is not NACCAS-accredited, then he/she should continue to count in your graduation cohort as a withdrawal. Also, please note that a student who moves from your institution to another institution without receiving credit for his/her original training is not considered a transfer by NACCAS, and should continue to count in the graduation cohort of your institution as a withdrawal.
- **Transfers into your institution (from another institution) who were scheduled to graduate in 2013:** Students who transferred into your institution and were scheduled to graduate (at your institution) in 2013 will be listed on the annual report cohort grid.

Students who should not be listed on your annual report cohort grid:

- **Students with amended contract end dates in 2012 or 2014:** For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2013, but he/she has a leave of absence or schedule change which pushes his/her scheduled graduation date into 2014 (or back into 2012), then he/she will not be listed on the annual report cohort grid.
- **Deceased students:** If a student passes away during his/her training, you are not required to list him/her on your annual report cohort grid so long as you maintain proof (e.g., death certificate, newspaper clipping, letter from family, etc.) that the student is deceased.
- **Disabled students:** Students who fail to graduate from the program due to a medical disability should not be listed in the annual report cohort grid. The institution **must** maintain official medical documentation (e.g., a note from a doctor, etc.) proving that the disability caused the student to withdraw from the program.
- **Early withdrawals:**
  - Students in a program of less than one academic year (900 hours) in length who drop out within 15 calendar days of beginning classes will not be listed on the annual report cohort grid.
  - Students in a program of one academic year (900 hours) or greater who drop out within 30 calendar days of beginning classes will not be listed on the annual report cohort grid.
  - *Note: The date of last attendance should be the date the student is determined to be a withdrawal for purposes of the annual report cohort grid in the NACCAS annual report.*
- **Students who transferred out from your institution to an institution that is NACCAS accredited:** If a student transferred from your institution to another institution that is NACCAS accredited and remained in an equivalent program (e.g., cosmetology to cosmetology), then he/she will not be listed in your institution's cohort grid (i.e., this student will not count in your cohort as a graduate or a withdrawal; rather he/she will not count in your graduation cohort, or in any additional portion of the annual report). However, please make sure to keep appropriate documentation supporting the transfer of such a student to an equivalent program (e.g., a request to release hours to the new school, etc.).
- * **Students who transferred between programs within your institution where 100% transfer credit is applied:** If a student transfers from one program at your institution to another program and 100% of their hours are transferred from the original program to the new program, they are not required to count in the original program for annual report purposes. If less than 100% transfer credit is applied, then the student should continue to count in the original program.
- * **Students who were deployed for military service during their enrollment:** Students who withdraw from a program due to a military service deployment should not be listed in the annual report cohort grid. The institution **must** maintain documentation (e.g., copy of deployment papers, letter from the student, etc.) showing that the student was deployed.
- **Auditing students:** Students auditing a class or program for personal enrichment (i.e., no credit or diploma/certificate given) will not be listed on the annual report cohort grid.
- **Re-Enrollments scheduled to graduate in 2014 or 2015:** If a student was originally scheduled to graduate in 2013, withdrew, and subsequently re-enrolled (prior to the annual reporting deadline) with a new scheduled graduation date in 2014 or 2015, he/she will not be listed on the annual report cohort grid in 2013.

- **Students who attended your institution under a training agreement:** Students who attended your institution through a contract with a third party (e.g., high school, community college, etc.) are not considered enrollees of your institution and should not be counted in the annual report.
- **Students in a program outside of NACCAS' scope:** Students enrolled in a program that is not required to be approved by NACCAS should not be counted in the annual report. If you are unsure of whether a program is required to be approved by NACCAS, please see Section 1.3 of NACCAS' *Rules*.

2. In the third column of the annual report cohort grid (see page 12 for a sample annual report cohort grid), enter each student's scheduled graduation date. Again, the scheduled graduation date should always be: (i) a student's most recent contract end date; and (ii) within calendar year 2013.

Institution Ref. #: _____

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate	4. Actually Graduated Program? (Y/N)
Jon Snow	masterofpouting@gmail.com	4/5/2013	

3. Count the total number of students listed on your annual report cohort grid. This is the total number of students scheduled to graduate and will be the number you enter into "Item 1" of the annual report worksheet on page 14.

4. For each student listed on your annual report cohort grid, indicate in column #4 whether he/she successfully graduated. Mark students who graduated with a "Y" and students who did not with an "N." A student must have completed all graduation requirements (per your institution's policy) prior to November 30, 2014 in order to be marked with a "Y." If a student has failed to complete all of his/her graduation requirements as of November 30, 2014, then he/she will be marked with an "N."

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate	4. Actually Graduated Program? (Y/N)	Gr A
Jon Snow	masterofpouting@gmail.com	4/5/2013	Y	

5. Count the total number of students marked with a "Y" in column #4. This is the total number of students who graduated from the program, and will be the number you enter into "Item 2" of the annual report worksheet on page 14.

6. If a student is marked with a "Y" in column #4 (i.e., if he/she is a graduate), enter his/her actual graduation date into column #5 of the annual report cohort grid. If a student is marked with an "N" in column #4, mark "N/A" or an equivalent substitute into column #5.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate	4. Actually Graduated Program? (Y/N)	5. Date Actually Graduated (if Applicable)	6
Jon Snow	masterofpouting@gmail.com	4/5/2013	Y	5/4/2013	

7. For all students marked with an "N" in column #4 (i.e., students who did not graduate the program), mark "N/A" (or a similar substitute) in columns #6-10, as NACCAS does <u>not</u> require placement or licensure information for students who fail to graduate the program.

Institution Ref. #: _____ Program: ____

1. Student Name	4. Actually Graduated Program? (Y/N)	5. Date Actually Graduated (if Applicable)	6. Eligible for Placement?* E=Eligible; I=Ineligible	7. Placed? (Y/N)	8. Employer Info (Name, Address, Phone #), if Student is Placed	9. Sat for All Parts of Licensure Exam? (Y/N)	10. Passed All Parts of Exam? (Y/N)
Rick Grimes	N	N/A	N/A	N/A	N/A	N/A	N/A

8. If a student has graduated the program (i.e., if he/she is marked with a "Y" in column #4), you will need to determine whether he/she is eligible for placement. (*Reminder: If a student did not graduate from the program, please enter "N/A" or an equivalent substitute in columns #5-10).* Mark all students determined to be eligible with an "E" in column #6, and all students determined to be ineligible with an "I." If a student has been declared ineligible, please note the reason that he/she has been declared ineligible in parenthesis on the cohort grid (e.g., "permanently disabled"). All graduates <u>must</u> be declared eligible for placement unless they meet one of the following five conditions for ineligibility:

   a. The graduate is deceased
   b. The graduate is permanently disabled
   c. The graduate is deployed for military service/duty
   d. The graduate studied under a student visa and is ineligible for employment in the U.S.
   e. The graduate continued his/her education at <u>an institution under the same ownership</u> (e.g., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership)

   Please note that being unlicensed is <u>not</u> a valid exclusion/exemption for employment.

1. Student Name	4. Actually Graduated Program? (Y/N)	5. Date Actually Graduated (if Applicable)	6. Eligible for Placement?* E=Eligible; I=Ineligible	P (
Oberyn Martell	Y	5/4/2013	I (Deceased)	

9. Count the number of students marked with an "E" in column #6. This is the total number of students eligible for placement and will be the number you enter into "Item 3" of the annual report worksheet on page 14 of these instructions.

10. If a student has been marked with an "I" in column #6, mark "N/A" (or a similar substitute) in columns #7-8, as NACCAS does not require any placement information for ineligible students.

1. Student Name	4. Actually Graduated Program? (Y/N)	5. Date Actually Graduated (if Applicable)	6. Eligible for Placement?* E=Eligible; I=Ineligible	7. Placed? (Y/N)	8. Employer Info (Name, Address, Phone #), if Student is Placed
Oberyn Martell	Y	5/4/2013	I (Deceased)	N/A	N/A

11. For all students marked with an "E" in column #6, you will need to determine if the student has been placed. If a graduate has been employed in a field for which their training prepared them (i.e., in a position within the broader cosmetology industry) at any point prior to November 30, 2014, you may count him/her as "placed." Mark such students with a "Y" in column #7. If a student has not been placed within a relevant field, mark him/her with an "N" in column #7.

1. Student Name	4. Actually Graduated Program? (Y/N)	5. Date Actually Graduated (if Applicable)	6. Eligible for Placement?* E=Eligible; I=Ineligible	7. Placed? (Y/N)
Jon Snow	Y	5/4/2013	E	Y

Reminder: Your institution <u>must</u> maintain backup documentation which supports each placed student's employment. Requirements for placement documentation are described on pages 3-4 of these instructions.

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

12. Count the number of students marked with a "Y" in column #7. This is the number of students who were placed in the field and will also be the number you enter into "Item 4" of the annual report worksheet on page 14 of these instructions.

13. For all students marked as "placed" in column #7, please list the student's employer name, employer address and employer phone number in column #8. All three items **<u>must</u>** be entered into column #8 for students listed as employed. If you are unable to obtain the employer name, employer address or employer phone number, then you may <u>not</u> report the student as employed. For all students who were not placed (i.e., those marked with an "N" in column #7), mark this column with "N/A" or an equivalent alternative.

1. Student Name	4. Actually Graduated Program? (Y/N)	5. Date Actually Graduated (if Applicable)	6. Eligible for Placement?* E=Eligible; I=Ineligible	7. Placed? (Y/N)	8. Employer Info (Name, Address, Phone #), if Student is Placed
Jon Snow	Y	5/4/2013	E	Y	The Wall Barbershop 123 Northern Neck Road Westeros, AK 01945 555-555-5555

14. If a student has graduated from the program (i.e., if he/she is marked with a "Y" in column #4) you will need to determine if the student sat for all portions of his/her required licensure exam. (*Reminder: If a student did not graduate the program, please enter "N/A" or an equivalent substitute in columns #5-10.)* Mark students who sat for all portions of their required examination prior to November 30, 2014 with a "Y" in column #9. If a student who graduates the program did not sit for all portions of his/her required examination, then you should mark him/her with an "N" in column #9.

1. Student Name	6. Eligible for Placement?* E=Eligible; I=Ineligible	7. Placed? (Y/N)	8. Employer Info (Name, Address, Phone #), if Student is Placed	9. Sat for All Required Portions of Licensure Exam? (Y/N)	10. Passed All Parts of Exam? (Y/N)
Rick Grimes	E	N	N/A	Y	

15. Count the number of students marked with a "Y" in column #9. This is the number of students who sat for all portions of their required licensure exam and will be the number you enter into "Item 5" of the annual report worksheet on page 14 of these instructions.

16. If a student has been marked with an "N" in column #9 (meaning he/she did not sit for all portions of his/her required licensure examination), mark "N/A" (or a similar substitute) in column #10.

1. Student Name	6. Eligible for Placement?* E=Eligible; I=Ineligible	7. Placed? (Y/N)	8. Employer Info (Name, Address, Phone #), if Student is Placed	9. Sat for All Required Portions of Licensure Exam? (Y/N)	10. Passed All Parts of Exam? (Y/N)
Rick Grimes	E	N	N/A	N	N/A

17. For students who sat for all portions of their required licensure examination (i.e., those students marked with a "Y" in column #9), you will need to determine which students passed all portions of the exam needed for licensure prior to November 30, 2014. Mark students who passed all portions prior to November 30, 2014 with a "Y" in column #10. This includes individuals who failed the exam on their first attempt, and re-took and passed all portions prior to November 30, 2014. However, if a student sat for all portions of his/her exam (i.e., he/she is marked with a "Y" in column #9) and was unable to pass all required parts prior to November 30, 2014, then he/she will be marked with an "N" in column #10. (*Note: It is important that failing students be marked with an "N," as opposed to an "N/A."*)

1. Student Name	6. Eligible for Placement?* E=Eligible; I=Ineligible	7. Placed? (Y/N)	8. Employer Info (Name, Address, Phone #), if Student is Placed	9. Sat for All Required Portions of Licensure Exam? (Y/N)	10. Passed All Parts of Exam? (Y/N)
Rick Grimes	E	N	N/A	Y	Y

18. Count the number of students marked with a "Y" in column #10. This is the number of students who passed all parts of the licensure exam and will be the number you enter into "Item 6" of the annual report worksheet on page 14 of these instructions.

Annual Report Cohort Grid

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate	4. Actually Graduated Program? (Y/N)	5. Date Student Graduated Program (if applicable)	6. Eligible for Placement?* E=Eligible; I=Ineligible	7. Placed? (Y/N)	8. Employer Name, Address, Phone # **(Required for All Placed Students)**	9. Sat for All Parts of Licensure Exam? (Y/N)	10. Passed All Parts of Exam? (Y/N)

**If a student has been declared ineligible for placement, please enter the reason for their ineligibility in parenthesis in column #6*

Step 4: Complete the Annual Report Worksheet

Reminder: Please keep a separate annual report worksheet for each program offered.

1. Determine the number of students who were enrolled in this program as of January 1, 2013. Enter this number into the box labeled "# Began Year" on the annual report worksheet (see following page). Please note this number is not used in any of NACCAS' outcome rate calculations. It is instead intended to give NACCAS an approximate idea of the institution's size.

2. Determine the number of students who started their training in this program between January 1, 2013 and December 31, 2013 (inclusive). Enter this number into the box labeled "2013 Starts" on the annual report worksheet (see following page). Please note this number is not used in any of NACCAS' outcome rate calculations. It is instead intended to give NACCAS an approximate idea of the institution's size.

3. Count the number of students listed on your annual report cohort grid (see pages 5-11 for instructions regarding completion of the annual report cohort grid). This is the number of students who were scheduled to graduate in 2013. Enter this number into Item 1 of your annual report worksheet (see following page).

4. Count the number of students on your annual report cohort grid who are marked with a "Y" in column #4. This is the number of students from Item 1 who graduated the program prior to November 30, 2014. Enter this number into Item 2 of your annual report worksheet (see following page).

5. Count the number of students on your annual report cohort grid who are marked with an "E" in column #6. This is the number of students from Item 2 who are eligible for employment. Enter this number into Item 3 of your annual report worksheet (see following page).

6. Count the number of students on your annual report cohort grid who are marked with a "Y" in column #7. This is the number of students from Item 3 who are working in a field for which their training prepared them. Enter this number into Item 4 of your annual report worksheet (see following page).

7. Count the number of students on your annual report cohort grid who are marked with a "Y" in column #9. This is the number of students from Item 2 who sat for all portions of their required licensure exam. Enter this number into Item 5 of your annual report worksheet (see following page).

8. Count the number of students on your annual report cohort grid who are marked with a "Y" in column #10. This is the number of students from Item 5 who passed all portions of their required licensure exam. Enter this number into Item 6 of your annual report worksheet (see following page).

9. Determine the length (in calendar weeks) of the longest version of this program that you offered in 2013 or 2014, as published by your institution. For example, if your institution offered a 50-week full-time cosmetology course and a 75-week part-time cosmetology course, then your institution would enter "75" in Item 7 of your cosmetology program's annual report worksheet (see following page). **It is critical that the length of your longest program is entered accurately. As a general rule, NACCAS does not allow modifications to "Item 7" after the annual report has been submitted.**

Annual Report Worksheet

Enrollment Related Information	
Program:	
# Began Year: Indicate number of students enrolled as of January 1, 2013 (those who were in school in 2012 and remained enrolled as of the first of January 2013)	# Began Year
2013 Year Starts: Include all students who started training in the 2013 calendar year (if a student started more than once, count as one start)	2013 Starts
Item 1: Number of students scheduled to graduate in 2013 (i.e., the total number of students listed on your annual report cohort grid)	Item 1
Item 2: Number of students from Item 1 who actually graduated prior to November 30, 2014 (i.e., the total number of students marked with a “Y” in column #4 of the annual report cohort grid)	Item 2
Item 3: Number of students from Item 2 who were eligible for employment (i.e., the total number of students marked with an “E” in column #6 of the annual report cohort grid)	Item 3
Item 4: Number of eligible students (from Item 3 above) who were employed in a field for which their training prepared them prior to November 30, 2014 (i.e., the total number of students marked with a “Y” in column #7 of the annual report cohort grid)	Item 4
Item 5: Number of individuals from Item 2 who took all portions of their required licensing exam prior to November 30, 2014 (i.e., the total number of students marked with a “Y” in column #9 of the annual report cohort grid)	Item 5
Item 6: Number of individuals from Item 5 (above) who passed all portions of their required licensing exam prior to November 30, 2014 (i.e., the total number of students marked with a “Y” in column #10 of the annual report cohort grid)	Item 6
Item 7: In this program area, indicate the length in calendar weeks of the longest NACCAS approved program (full-time or part-time) offered in 2013 or 2014, as published by your institution	Item 7

Step 5: Calculate Outcome Rates (optional)

Before entering your annual report online, you may wish to calculate your outcome rates manually. You can then compare the rates you calculate with the ones calculated by NACCAS. If there are any discrepancies, take a moment to double-check your work. **Note: Use additional sheets if you have more than three programs.*

Graduation Rate

(Copied from annual report worksheets)

Graduation Rate	First Program Main Campus and Additional Location(s)	Second Program Main Campus and Additional Location(s)	Third Program* Main Campus and Additional Location(s)	Total
[Item 1] Number of students scheduled to graduate in 2013				
[Item 2] Number of students from Item 1 who graduated				

[ ] ÷ [ ] = [ ] %

Item 2 Total ÷ Item 1 Total = Graduation Rate

Placement Rate

(Copied from annual report worksheets)

Placement Rate	First Program Main Campus and Additional Location(s)	Second Program Main Campus and Additional Location(s)	Third Program* Main Campus and Additional Location(s)	Total
[Item 3] Number of graduates from Item 2 who were eligible for employment				
[Item 4] Number of graduates from Item 3 who were employed in a field for which their training prepared them				

[ ] ÷ [ ] = [ ] %

Item 4 total ÷ Item 3 Total = Placement Rate

Licensure Rate

(Copied from annual report worksheets)

Licensure Rate	First Program Main Campus and Additional Location(s)	Second Program Main Campus and Additional Location(s)	Third Program* Main Campus and Additional Location(s)	Total
[Item 5] Number of individuals from Item 2 who sat for all portions of their required licensure exam				
[Item 6] Number of individuals from Item 5 who passed all portions of the exam				

	÷		=		%
Item 6 Total	÷	Item 5 Total	=	Licensure Rate	

Step 6: The Supplemental Filing of the Annual Report (optional)

NACCAS allows all accredited institutions the option of submitting 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 2013 placement cohort with additional time to become placed and (ii) provide qualifying students listed as "fails" in your 2013 licensure cohort with additional time to retake and pass their licensure exam. Detailed instructions for completion of the supplemental filing will be published around February of 2015. Some basic information regarding the supplemental filing is described below:

- **The Supplemental Filing is Optional:** The supplemental filing represents an opportunity for all accredited institutions to provide further information with respect to their placement and licensure rates. Please note, however, that an institution is **not** required to submit a supplemental filing to NACCAS if it is satisfied with its placement and licensure rates.
- **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 1, 2015 through May 31, 2015. NACCAS will not accept supplemental filings received after the May 31st deadline.
- **The Supplemental Filing Applies to the Placement and Licensure Rates:** The supplemental filing allows your institution additional time to place and/or license late graduating students. 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" and/or their status in the licensure cohort changed from "licensure fail" to "licensure pass."
- **Official Outcome Rates:** Prior to submission of the supplemental filing, your originally reported 2013 outcome rates will be the "official" rates used by NACCAS for purposes of assessing institutional compliance with NACCAS' Standards (these are also the rates that should be reported to prospective students). However, following submission of a supplemental filing, your amended outcome rates will become the "official" rates used for both NACCAS evaluation of accredited institutions and institutional reporting to prospective students.
- **Full Instructions:** Detailed instructions for completion of the supplemental filing will be published around February of 2015. If you have any questions in the interim, do not hesitate to contact Jason Tiezzi at (703) 600 – 7600, extension 155.
- **Late Annual Reports:** Only institutions that submit a complete 2013 (data) Annual Report (i.e., an electronic annual report with a certification page and all applicable attachments) prior to the required deadline will be permitted to submit a supplemental filing to NACCAS.
- **Unverifiable Rate(s):** If the NACCAS Board of Commissioners determines that an institution's graduation, placement or licensure rate for 2013 cannot be verified (due to a lack of supporting documentation and/or a systemic miscalculation that was not resolved to the Commission's satisfaction), the institution will not be permitted to submit a supplemental filing.
- **Process for Submitting a Supplemental Filing:** The full process for submitting a supplemental filing of the 2013 (data) Annual Report will be described in the supplemental filing instructions (to be published around February of 2015). However, below is the general framework for how the supplemental filing process will work:

    1. In the electronic 2013 (data) Annual Report (*due no later than November 30, 2014*), you will be prompted to answer ("yes" or "no") whether your institution intends to retain the option of submitting a supplemental filing. Please note that a "yes" answer will not commit your institution to submitting a supplemental filing. Rather, a "yes" answer will give your institution the option of submitting a supplemental filing at a later date. However, if you answer "no," you will not (under any circumstances) be permitted to submit a supplemental filing of your 2013 (data) Annual Report.

2. If your institution wishes to submit a supplemental filing, it must electronically upload (see page 23 of these instructions) a copy of its 2013 annual report cohort grid or an equivalent alternative (see page 12 for a sample cohort grid). Your institution is not required to include backup documentation with its annual report cohort grid, unless otherwise required by a specific Commission directive.

3. Between March 1, 2015 and May 31, 2015, your institution will be allowed to log onto NACCAS' website to submit electronic modifications to its placement and licensure rates. As stated above, 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 "licensure fail" to "licensure pass." Please note that these are the only changes permissible in the supplemental filing (i.e., an institution may not add or subtract students from any cohort).

Step 7: Instructions for Electronic Submission

1. Go to www.naccas.org and scroll over the "Accreditation" Menu at the top of the page (it should be the fifth menu from the right, after "home," "about us," "news," and "events and webinars"). A drop down menu should appear. Then click on the first link on the drop down menu, which is "member login" (see screen-cap 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 annual report. 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 (703) 600 – 7600, extension 155.*)

3. If you do not know your password, click on "Forgot your password?" Enter your username and the information will be emailed to the owner's email address on record. If you do not know either your username or password, please email Zoul Pio at zpio@naccas.org for assistance.

4. Enter your username and password. Click "Login."

5. Click the gold tab labeled "Annual Reports" (it should be the second gold tab from the top).

6. You will see a listing of main campuses. Select the main campus for which you would like to complete an annual report. A main campus and all additional locations must combine information when submitting the annual report as they are considered one institution.

7. Before you continue, **please verify that the email address listed below the "Go" button 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 report has been submitted.

8. Select "2013 (data)" and then click on the "Go" button to enter the current annual report. *(Note: You may select other years if you would like to view past annual report data.)* 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 first tab of the annual report you complete.

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." This list is not specific to your institution. If you have multiple programs in the same category (e.g., two esthetics programs), you may combine the data from both programs into the same category. If you offer combination program(s), you may place such program(s) into either relevant program category. For example, if you offer a cosmetology/manicuring combination program, you may place it in either the "cosmetology" or "manicuring / nail tech" program category. If a program does not fit into any standard category, then you may place the data into the "other / miscellaneous" program category.

10. You will need to enter data for each program category individually. To begin, click the check box next to the program category (e.g., all cosmetology programs) you wish to enter data for. The program category in question should become highlighted in yellow. Then click on the gold "Edit 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.

11. Fill out all of the fields in the "Program Related Information" section of the pop-up box. Make sure to indicate whether or not the program type was taught in 2013.

12. Next, fill out all of the fields in the "Enrollment Related Information" section of the pop-up box. You will copy this data from the annual report worksheets or other verification documents you completed.

13. Once you are finished adding the data for this program category, click on the gold "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.

14. Repeat steps 10 – 13 for each of the eight program categories listed in the "Programs Information" tab. Once all eight program categories have been completed, you may move onto the "Financial Aid Information" tab. **Please note that all eight program categories must be completed, regardless of whether each program type was offered in 2013.**

Financial Aid Information

15. To start, click on the orange "Financial Aid Information" tab (it is to the right of the silver "Programs Information" tab). Next, click the gold "Edit Financial Aid Information" button on the bottom of the screen. A pop-up box with all applicable questions should appear. This section will only need to be completed once; it does not need to be repeated for each program. **Please note that all correspondence concerning any outstanding liabilities, unresolved findings or adverse determinations should be uploaded to NACCAS in the "attachments" section of your report (see steps #31-35 below).**

16. Answer all questions that appear. Explanations for all questions included in this section are shown below:

- **Currently participating in Federal financial aid programs?:** Answer this question "yes" if your institution is currently (as of the date of report submission) participating in Federal financial aid programs with the US Department of Education.

- **Accredited by others?:** Answer this question "yes" if your institution is accredited by another accrediting agency aside from NACCAS.

- **DOE taken adverse action against institution?:** Answer this question "yes" if the Department of Education has taken adverse action against your institution during 2013 or 2014. This would include a withdrawal from Title IV funding.

- **Month fiscal year ends:** Input the month of your institution's fiscal year end. For example, if your institution's fiscal year ends on December 31st, then you would select "12," since December is the 12th month of the year.

- **Any state violation(s)?:** Answer this question "yes" if your institution been cited for any violations by your applicable state regulatory agencies.

- **Did DOE conduct a program review in 2013?:** Answer this question "yes" if your institution underwent a US Department of Education program review in 2013. A "program review" is an assessment of institutional compliance with Title IV programs conducted by the US Department of Education. Such reviews are generally conducted on-site at the institution.

    - **Final program review determination issued?:** Answer this question "yes" if your institution has been sent an official "final program review determination" by the US Department of Education. (*Note: You will only be prompted to answer this question if you underwent a program review in 2013*.)

    - **Any outstanding liabilities or unresolved findings?:** Answer this question "yes" if there any findings identified in the program review which are still considered open by the US Department of Education. This includes instances in which an institution owes liabilities to the Department of Education, or where it has failed to respond adequately to the initial finding(s) identified in the program review. An institution that has resolved all findings (either by submitting an approved corrective action plan and/or by paying outstanding liabilities) would answer "no" to this question. (*Note: You will only be prompted to answer this question if you underwent a program review in 2013*.)

- **Did DOE issue a final audit determination in 2013?**: Answer this question "yes" if your institution was issued a "final audit determination" by the US Department of Education in 2013. If you have not received a "final audit determination" letter from the DOE, then you should answer this question "no." (*Note: A "final audit determination" does <u>not</u> refer to annual financial statements submitted to the Department of Education by an institution; rather, this is an audit determination issued by the Department of Education itself.)*

    - **Any outstanding liabilities or unresolved findings in this determination?:** Answer this question "yes" if there are any findings identified in this final audit determination which are still considered open by the US Department of Education. This would include any unpaid liabilities owed to the Department or other involved parties. (*Note: You will only be prompted to answer this question if you were issued a final audit determination in 2013*.)

- **Did you have an OIG audit in 2013?:** Answer this question "yes" if your institution underwent an audit conducted by the Office of Inspector General during 2013.

- **Has OIG audit been closed?:** Answer this question "yes" if the Office of Inspector General has formally closed this audit. (*Note: This question only applies to institutions that underwent an OIG audit in 2013.*)

- **Any adverse determination by OIG audit?:** Answer this question "yes" if the Office of Inspector General issued any adverse determinations against your institution. (*Note: This question only applies to institutions that underwent an OIG audit in 2013.*)

17. Once you are finished editing the financial aid information, click on the "Save" button located at the bottom of the screen to save your work. Once saved, you are ready to move onto the next tab, which is "Compliance Information."

Compliance Information

18. To start, click on the pink "Compliance Information" tab (it is to the right of the orange "Financial Aid Information" tab). Next, click the gold "Edit Compliance Information" button on the bottom of the screen. A pop-up box with all applicable questions should appear.

19. Answer all applicable questions which appear. Please note that all questions apply to your institution's current compliance with NACCAS' *Standards.* Make sure to read the questions carefully!

20. If you wish to explain any of your answers, please do so in the text box shown on the screen. It is required that you explain "no" answers to any of the questions listed in this section.

21. Click on the "Save" button located at the bottom of the screen to save your work. Once saved, you are ready to move onto the next tab, which is "Growth Information." (Please note that NACCAS reserves the right to request verification for all questions in this section in order to ensure compliance with its *Standards and Criteria*. Therefore, it is important that you maintain documentation which verifies the accuracy of your answers.)

Growth Information

22. Click on the light blue "Growth Information" tab (it is to the right of the pink "Compliance Information" tab). *Note: This tab must be completed after the "Programs Information" tab.*

23. NACCAS' automated system will calculate your institution's percentage enrollment growth from 2012 to 2013. This growth is based on the overall number of "starts" reported in the annual report for both 2012 and 2013.

24. If your institution reported growth of 50% or less, then you will not be required to answer any questions in this section. Instead, you may proceed onto the "Supplemental Filing" tab (see step #28 below).

25. If your institution reported growth in excess of 50%, then you will be required to complete several questions relating to your growth. To answer these questions, click on the gold "Edit Growth Information" button at the bottom of the screen. A pop-up box with all applicable questions should appear.

26. Answer all questions that appear on the screen. Make sure to provide a brief narrative explanation describing (i) the reasons for your institution's growth and (ii) how your institution continues to offer a quality education to students through its increased enrollment.

27. Once you have answered all questions, click the "Save" button located at the bottom of the screen. Once saved, you are ready to move onto the "Supplemental Filing" tab.

Supplemental Filing

28. Click on the tan “Supplemental Filing” tab (it is to the right of the light blue “Growth Information” tab). Next, click the gold “Edit Information” button on the bottom of the screen. A pop-up box with one question should appear.

29. Indicate (“yes” or “no”) whether your institution intends to retain the option of submitting a supplemental filing to the annual report. Please note that a "yes" answer will not commit your institution to submitting a supplemental filing with NACCAS. Rather a "yes" answer will give your institution the option of submitting a supplemental filing at a later date. If you answer "yes," you will also be required to upload a copy of your annual report cohort grid in the “attachments” tab of the report (see steps #31-35 below). However if you answer "no," you will not (under any circumstances) be permitted to submit a supplemental filing of your 2013 (data) Annual Report. For more details regarding the supplemental filing, please see page 17 of these instructions.

30. Once you have answered all questions, click the “Save” button located at the bottom of the screen. Once saved, you are ready to move onto the “Attachments” tab.

Attachments

31. Click on the purple “Attachments” tab. In order to complete your report, you will need to upload your annual report certification and all required attachments.

32. The first attachment listed in this tab is the 2013 (data) Annual Report Certification (see page 25 of these instructions for a copy of a blank certification page). **This attachment is required for all schools**. First, have the owner of your institution complete and sign the certification. Then, scan the form to create a PDF file, and save this PDF file to your computer’s hard drive. (Please note that the file must be in .PDF format in order to be uploaded.) To upload the form, click the gold “upload certification” button. A pop-up dialog box should appear. Using this box, select the appropriate .PDF file on your hard drive, and click “open.” (*Note: For more detailed instructions regarding how to upload PDF documents to the NACCAS website, please click on the “requirements and instructions for submission of PDF documents” link at the bottom of the “Attachments” tab.*)

33. Once the file has been uploaded, click on the “view certification” link (right above the “Delete Certification” button) to ensure that you have uploaded the correct document. The upload status should now show as a green checkmark.

34. Once the certification has been uploaded, you will need to upload all required attachments to the certification page. These attachments should be uploaded as separate documents. There are four remaining attachments that may or may not be applicable to your institution: (i) your institution’s ECAR; (ii) a chart of your annual report data for each location; (iii) a copy of your institution’s cohort grid; and (iv) any correspondence regarding adverse determinations, unpaid liabilities, or outstanding findings from the US Department of Education. Please refer to the annual report certification (page 25 of these instructions) in order to determine which of these attachments are required for your institution.

35. Using the procedure described in steps #32-33 above, upload all attachments that are applicable to your institution. Once these attachments are uploaded, please verify that they have been uploaded correctly by hitting the “view” button. Again, the upload status for all required attachments should show as a green checkmark. Any attachments that are not required will have a status of “N/A.”

Annual Report Summary

36. After all information has been entered, click on this tab (highlighted in green) to review the combined data for all programs, along with your overall outcome rates for graduation, placement and licensure.

Email Annual Report Summary

37. NACCAS will automatically send a summary of the annual report (once it has been successfully submitted) to the email address you verified in step #7, 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 gold "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 annual report has been received by NACCAS.** In order to submit the annual report, please see steps #38-40 below.

Submit to NACCAS

38. 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!**

39. Once you are satisfied that the data is accurate, click the "submit" button. The "submit" button will only appear if all sections of the annual report have been completed. **If you do not see the submit button, please verify that you have completed all applicable sections of the report.**

40. 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 via email.**

Modifying the Data after Submission

41. If you discover errors in your data prior to midnight (EST) on November 30, 2014 (but after your annual report has been submitted), you will need to contact NACCAS (specifically, Jason Tiezzi at 703 – 600 – 7600, extension 155) in order to unlock your report. Once your report has been unlocked, you will be allowed to freely enter and edit data. However, please note that if your annual report has been unlocked, then you must re-submit the report to NACCAS (see steps #38-40 above) prior to midnight (EST) on November 30, 2014, in order to avoid being assessed a late fee.

42. If you discover data entry errors after the November 30, 2014 deadline has passed, you will need to complete the following steps to correct your report:

    1. Gather all the supporting documentation to verify the changes.
    2. Go to the "Member Login" section of the NACCAS website and download the "Annual Report Change Request Form" (it is in Microsoft Word format).
    3. Complete the form according to the instructions.
    4. Send the completed form and supporting documentation to the address listed on the last page of the form.

Step 8: Annual Report Certification

* A copy of this 2013 (data) Annual Report Certification must be **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 on page 23.

I HEREBY CERTIFY that all information contained within 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(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 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: _____

OPEID Number assigned by US Department of Education (if applicable): _____

_____ _____
Signature of Institution Owner Date

Sign and date this page. Then upload it to NACCAS' website, along with the following attachments:

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 2013 (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 and/or the Office of Inspector General **(if applicable).**

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" on the annual report certification (page 25 of these instructions) for further details.

Category	Ref. #011024-00	Ref. #B11024-01	Ref. #B11024-02	**Totals***
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 electronic submission