2014 Data Annual Report (Submitted in 2015) 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Note: These OUTDATED instructions are provided solely for institutions' reference.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 2014 (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 "�ளᎄ" icon. Please note that minor clarifications may not be indicated with an icon, so read this document thoroughly. **The 2014 (data) Annual Report is due November 30, 2015. If your institution is accredited ✻ or in the process of gaining accreditation (i.e., in candidate or initial applicant status) as of November 30, 2015, then you are required to submit the 2014 (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.
- Eliel Tesone at 703-600-7600 ext. 121 or via email at etesone@naccas.org
- Chiji Alily at 703-600-7600 ext. 177 or via email at calily@naccas.org

Steps for Completing the 2014 (Data) Annual Report

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

Step 1: Review General Information

- **Deredline: The 2014 (data) Annual Report is due electronically before Midnight (EST) on November 30, 2015 for all institutions. ✳ This includes applicants for initial accreditation and institutions in candidate status.**
- Minimum Outcomes Thresholds: NACCAS' Standard I requires an institution to meet or exceed the following measures of student success:
  - 50% graduation; 60% placement; 70% licensure pass rate
- Key Definitions: NACCAS' 2014 (data) Annual Report is derived from a single cohort of students – those scheduled to graduate in 2014. NACCAS' graduation, placement and licensure definitions are described below:
  - Graduation: Based on all students scheduled to graduate from the program in 2014. 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 pages 9-10 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, 2015.
  - Licensure: Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30, 2015. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2015.
- Multiple Campuses: Please note the annual report combines data from a main campus and all affiliated additional locations, as they are considered one institution. Data from provisionally accredited campuses should also be included in the annual report.
- Submission: The 2014 (data) Annual Report must be submitted online before midnight (EST) on **November 30, 2015**. Please remember to test your login information for NACCAS' website prior to the November 30th annual report deadline. 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, 2015. Complete instructions for electronically uploading the certification form are on pages 25-26 of these instructions under the "attachments" header.
- Late Filing Fee: There is a late penalty of $505 per campus for any report not completely submitted before midnight (EST) on November 30, 2015.
- ✳ Incomplete / Incorrect Attachments Filing Fee: If an institution submits its annual report prior to the required deadline, but uploads incorrect or incomplete attachments with its report (see page 28 of these instructions for all required attachments), it will be assessed a $75 penalty for each incorrect/incomplete attachment.
- 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 ✳ 50 students in that cohort for the current year and each of 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 2012, 2013 and 2014 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 2014 rate submitted. Accordingly, the 2014 data will remain in NACCAS' records and will be used for purposes of determining future three-year rates. ✳ *Additional note: The 50 student eligibility threshold will be lowered to 30 students in next year's 2015 (data) Annual Report.*
- Supplemental Filing of the Annual Report*:* NACCAS allows all accredited institutions the option of completing a supplemental filing of the 2014 (data) Annual Report. For further details regarding this optional supplemental filing, please see page 19 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 3-5 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 will also be verified during any on-site full-team visit, and should be readily accessible for the visit team.

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 showing that the student has graduated, 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)
- If a student was scheduled to graduate in 2014, but was not listed on the annual report cohort grid due to one of NACCAS' approved exceptions (e.g., student was deceased, student was deployed for military service, etc.), you should maintain backup documentation supporting the reason the student was not listed on the cohort grid. See pages 7-8 of these instructions for further details regarding the types of documentation required for different scenarios.

Grid # 2 (Placement):

Note regarding placement tracking: NACCAS understands that tracking placement information for graduates represents a substantial challenge for institutions. To help mitigate these challenges, NACCAS has created a national employment database, NNED, that is intended to help institutions track placement information for graduates. While information from NNED alone is **not** acceptable as placement documentation for the annual report, it can serve as a starting point for obtaining basic employment details. For further details regarding the NNED database, please visit http://naccas.org/naccas/NNED.

Acceptable backup documentation for the placement rate includes:

- Documentation showing why a graduate 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 (i.e., a document or survey completed by the employer). All employer surveys must contain (at minimum) the graduate's contact manager, the graduate'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 graduate's position title and the contact manager at the graduate's employer. Phone logs that do not contain this information will be rejected as inadequate.
- Official flyers or advertisements (e.g., salon website) naming graduates working in service facilities
- "Notes to file" from staff members certifying they personally verified the graduate's employment by visiting the employer in question. Such notes must include the staff member's printed name, signature and contact information (such as a personal email and/or phone number). The note must explicitly state where the graduate is working. ✻Beginning with this year's 2014 (data) Annual Report, all "notes to file" must be notarized and include the date the staff member saw the graduate, the graduate's manager and the graduate's position title.
- Self-certifications from graduates (e.g., an exit interview, a survey returned by the graduate, etc.); such self-certifications must include the graduate's signature
- Screenshot or printed copy (in the original formatting) of email or social networking correspondence from graduates and/or employers
- Screenshot or printed copy (in the original formatting) of social networking postings by graduates 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 graduate's phone number
- ✻ Please note: Business cards of graduates are **no longer accepted** as documentation supporting a graduate's employment.
- *This list is not all-inclusive. However, please consult NACCAS before using a type of documentation that is not listed above.*

- For self-employed graduates who are "freelancing" (i.e., graduates who work independently without being affiliated with a physical business establishment) or graduates "working from home" (i.e., graduates who perform beauty services out of a personal residence), NACCAS has special documentation requirements, as described below. These special documentation requirements apply only to freelancers and graduates working from home -- they do NOT apply to graduates who own a licensed, physical salon establishment or graduates who rent a booth from a salon establishment.
  For freelancers or graduates working from home, institutions are required to maintain one of the following two types of documentation:
    (i)   A signed self-certification from the graduate. 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 graduate's self-certification should clearly acknowledge that the document was present at the time when the self-certification was completed by the graduate.
            OR
    (ii)   Direct electronic correspondence from the graduate (e.g., email, Facebook message, etc.) attesting to his/her self-employed status

  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 graduate exam results for its licensure rate. If the institution's state (or testing administrator) issues examination reports that list graduate names and exam results, then the institution **must** use such reports (covering the period 10/1/2013 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 this website as its primary form of documentation. However, if the state and test administrator do not issue examination reports (or if they issue examination reports without graduate names), and do not have exam information accessible on a website, then an institution will need its own method for tracking

graduates who sit for the exam and their results. In states without exam reports and exam websites, many institutions use the same methods to track licensure as they use to find out where graduates are working. This might include tracking licensure information by phone, email, written surveys, Facebook, or other means. 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 or have publically available exam information, **it must have a tracking methodology that accounts for both passing and failing graduates**. An institution that relies solely on an online license verification will only be aware of its passing graduates. 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 graduates who do <u>not</u> 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. ✳For this year's annual report, NACCAS strongly encourages, but does not require, that the cohort grid be completed in Microsoft Excel format. (Institutions that utilize a database may wish to check with their current database provider, as the database may be able to export to Excel format.) For next year's 2015 (data) Annual Report, NACCAS will require that the cohort grid be completed in Excel format. For a sample cohort grid in Excel format, please see the "Annual Report Information" section of NACCAS' website (naccas.org), under the "Accreditation" menu. You must 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 2014 (see steps 1-7 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).

Graduation Cohort:

1. List all students (alphabetically by last name) who were scheduled to graduate from their program in 2014 in column #1 of your annual report cohort grid (see page 14 for a sample annual report cohort grid). 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**. Then, enter each student's contact phone number or their most recent email address in column #2. (Note: If the institution is aware of a student's nickname, NACCAS recommends that the institution add this nickname to column #1 in quotation marks.)

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			

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

- **Students scheduled to graduate in 2014 who actually graduated in 2013, 2014 or 2015:** All students scheduled to graduate in 2014 will be listed on the annual report cohort grid. This includes students who actually graduated in 2013, 2014 or 2015. For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2014, but he/she actually graduated ahead of schedule in 2013 (or behind schedule in 2015) without a contract change, then he/she will be listed on the annual report cohort grid.

- **Students with amended contract end dates in 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, he/she <u>will</u> be listed on the annual report cohort grid.
- **Students scheduled to graduate in 2014 who transferred out to an institution that is <u>not</u> NACCAS accredited:** If a student transferred from your institution to an institution that is <u>not</u> 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 <u>not</u> 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 2014:** Students who transferred into your institution and were scheduled to graduate (at your institution) in 2014 will be listed on the annual report cohort grid.

Students who should <u>not</u> be listed on your annual report cohort grid:

- **Students with amended contract end dates in 2013 or 2015:** For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2014, but he/she has a leave of absence or schedule change which pushes his/her scheduled graduation date into 2015 (or back into 2013), then he/she will <u>not</u> 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 <u>not</u> be listed in the annual report cohort grid. The institution **must** maintain official medical documentation (e.g., a note from a primary licensed healthcare provider, 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 <u>not</u> 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 <u>not</u> be listed on the annual report cohort grid.
    - *Note: The date of <u>last attendance</u> should be the date the student is determined to be a withdrawal <u>for purposes of the annual report cohort grid in the NACCAS annual report.</u>*
- **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 <u>not</u> 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, you must 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 <u>not</u> 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 <u>not</u> 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 <u>not</u> be listed on the annual report cohort grid.

- **Re-Enrollments scheduled to graduate in 2015 or 2016:** If a student was originally scheduled to graduate in 2014, withdrew, and subsequently re-enrolled (prior to the annual reporting deadline) with a new scheduled graduation date in 2015 or 2016, he/she will not be listed on the annual report cohort grid in 2014.
- **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 14 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 2014.

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	4/5/2014	

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 16.

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, 2015 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, 2015, 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)
Jon Snow	masterofpouting@gmail.com	4/5/2014	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 16.

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. The graduation date should be the date the student completed their final remaining graduation requirement. 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 Student Graduated Program (if applicable)
Jon Snow	masterofpouting@gmail.com	4/5/2014	Y	5/4/2014

7. For all students marked with an "N" in column #4 (i.e., students who did not graduate from 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 from the program.

1. Student Name	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)
Rick Grimes	N	N/A	N/A	N/A	N/A	N/A	N/A

Placement Cohort:

8. 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 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 graduates determined to be eligible with an "E" in column #6, and all graduates determined to be ineligible with an "I." If a graduate 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 Student Graduated Program (if applicable)	6. Eligible for Placement?* E=Eligible; I=Ineligible
Oberyn Martell	Y	5/4/2014	I (Deceased)
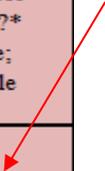
9.   Count the number of graduates marked with an "E" in column #6. This is the total number of graduates eligible for placement and will be the number you enter into "Item 3" of the annual report worksheet on page 16 of these instructions.

10. If a graduate 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 graduates.

1. Student Name	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)
Oberyn Martell	Y	5/4/2014	I (Deceased)	N/A	N/A

11. For all graduates marked with an "E" in column #6, you will need to determine if the graduate 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 beauty industry) at any point prior to November 30, 2015, you may count him/her as "placed." Mark such graduates with a "Y" in column #7. If a graduate 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 Student Graduated Program (if applicable)	6. Eligible for Placement?* E=Eligible; I=Ineligible	7. Placed? (Y/N)
Jon Snow	Y	5/4/2014	E	Y

Reminder: Your institution <u>must</u> maintain backup documentation which supports each placed graduate'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 (e.g., overseeing the student salon dispensary, etc.) must be employed for at least three months in order to count as "placed" in the annual report.

12. Count the number of graduates marked with a "Y" in column #7. This is the number of graduates who were placed in the field and will also be the number you enter into "Item 4" of the annual report worksheet on page 16 of these instructions.

13. For all graduates marked as "placed" in column #7, list the graduate's employer name, employer address and employer phone number in column #8. All three items **must** be entered into column #8 for graduates listed as employed. If you are unable to obtain the employer name, employer address and employer phone number, then you may <u>not</u> report the graduate as employed. For all graduates who were not placed (i.e., those marked with an "N" in column #7), mark this column with "N/A" or an equivalent alternative. (Note: If a graduate is employed at a non-traditional employer within the broader beauty industry, NACCAS recommends, but does not require, including the graduate's position title in column #8.)

1. Student Name	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)
Jon Snow	Y	5/4/2014	E	Y	The Wall Barbershop 123 Northern Neck Road Westeros, AK 01945 555-555-5555

Licensure Cohort:

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 graduates who sat for all portions of their required examination prior to November 30, 2015 with a "Y" in column #9. If a student who graduated from 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 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)
Rick Grimes	E	N	N/A	Y	

15. Count the number of graduates marked with a "Y" in column #9. This is the number of graduates 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 16 of these instructions.

16. If a graduate 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 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)
Rick Grimes	E	N	N/A	N	N/A

17. For graduates who sat for all portions of their required licensure examination (i.e., those graduates marked with a "Y" in column #9), you will need to determine which graduates passed all portions of the exam needed for licensure prior to November 30, 2015. Mark graduates who passed all portions of the exam prior to November 30, 2015 with a "Y" in column #10. This includes individuals who failed one or more portions of the exam on their first attempt, and re-took and passed all portions prior to November 30, 2015. However, if a graduate 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, 2015, then he/she will be marked with an "N" in column #10. (*Note: It is important that failing graduates be marked with an "N" in column #10, as opposed to an "N/A."*)

1. Student Name	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)
Rick Grimes	E	N	N/A	Y	Y

18. Count the number of graduates marked with a "Y" in column #10. This is the number of graduates 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 16 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	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 graduate has been declared ineligible for placement, please enter the reason for his/her ineligibility in parenthesis in column #6

✳ Additional note: As detailed on page 6 of these instructions, for this year's annual report, NACCAS strongly encourages, but does <u>not</u> require, that the cohort grid be completed in Microsoft Excel format. (Institutions that utilize a database should check with their current database provider, as the database may be able to export to Excel format.) For next year's 2015 (data) Annual Report, NACCAS will require that the cohort grid be completed in Excel format. For a sample cohort grid in Microsoft Excel format, please see the "Annual Report Information" section of NACCAS' website (naccas.org), under the "Accreditation" menu.

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, 2014. Enter this number into the box labeled "# Began Year" on the annual report worksheet (see following page). Please note this number is <u>not</u> used in any of NACCAS' outcome rate calculations. It is instead intended as an approximate indicator of the institution's size.

2. Determine the number of unique students who started their training in this program between January 1, 2014 and December 31, 2014 (inclusive). Enter this number into the box labeled "2014 Starts" on the annual report worksheet (see following page). Please note this number is <u>not</u> used in any of NACCAS' outcome rate calculations. It is instead intended as an approximate indicator of the institution's size.

3. Count the number of students listed on your annual report cohort grid (see pages 6-13 for instructions regarding completing the annual report cohort grid). This is the number of students who were scheduled to graduate in 2014. 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 from the program prior to November 30, 2015. Enter this number into Item 2 of your annual report worksheet (see following page).

5. Count the number of graduates on your annual report cohort grid who are marked with an "E" in column #6. This is the number of graduates 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 graduates on your annual report cohort grid who are marked with a "Y" in column #7. This is the number of graduates 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 graduates on your annual report cohort grid who are marked with a "Y" in column #9. This is the number of graduates 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 graduates on your annual report cohort grid who are marked with a "Y" in column #10. This is the number of graduates 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 2014 or 2015, 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 rule, NACCAS does <u>not</u> allow modifications to "Item 7" after the annual report deadline has passed.

Annual Report Worksheet

Enrollment Related Information	
Program:	
# Began Year: Indicate number of students enrolled as of January 1, 2014 (i.e., those who were in school in 2013 and remained enrolled as of the first of January 2014)	# Began Year
2014 Year Starts: Include all students who started training in the 2014 calendar year (if a student started more than once, count as one start)	2014 Starts
Item 1: Number of students scheduled to graduate in 2014 (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, 2015 (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 graduates from Item 2 who were eligible for employment (i.e., the total number of graduates marked with an "E" in column #6 of the annual report cohort grid)	Item 3
Item 4: Number of eligible graduates from Item 3 who were employed in a field for which their training prepared them prior to November 30, 2015 (i.e., the total number of graduates 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, 2015 (i.e., the total number of graduates marked with a "Y" in column #9 of the annual report cohort grid)	Item 5
Item 6: Number of individuals from Item 5 who passed all portions of their required licensing exam prior to November 30, 2015 (i.e., the total number of graduates 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 version of this program (full-time or part-time) offered in 2014 or 2015, 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 four programs or two campuses.*

(Copied from annual report worksheets)

Graduation Rate	Program #1 (Main Campus)	Program #2 (Main Campus)	Program #3 (Main Campus)	Program #4 (Main Campus)	Program #1 (Add'l Location)	Program #2 (Add'l Location)	Program #3 (Add'l Location)	Program #4 (Add'l Location)	Total
[Item 1] Number of students scheduled to graduate in '14									
[Item 2] Number of students from Item 1 who graduated									

$$(\quad \div \quad) \quad \times 100 \quad = \quad \% $$

(Item 2 Total ÷ Item 1 Total)   x 100   =   Graduation Rate

Placement Rate	Program #1 (Main Campus)	Program #2 (Main Campus)	Program #3 (Main Campus)	Program #4 (Main Campus)	Program #1 (Add'l Location)	Program #2 (Add'l Location)	Program #3 (Add'l Location)	Program #4 (Add'l Location)	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 field									

$$(\quad \div \quad) \quad \times 100 \quad = \quad \% $$

(Item 4 total   ÷   Item 3 Total)   x   100   =   Placement Rate

Licensure Rate	Program #1 (Main Campus)	Program #2 (Main Campus)	Program #3 (Main Campus)	Program #4 (Main Campus)	Program #1 (Add'l Location)	Program #2 (Add'l Location)	Program #3 (Add'l Location)	Program #4 (Add'l Location)	Total
[Item 5] Number of grads. from Item 2 who sat for all portions of exam									
[Item 6] Number of grads from Item 5 who passed all portions of exam									

$$(\quad\boxed{}\quad \div \quad\boxed{}\quad) \quad \text{x } 100 \quad = \quad \boxed{}\quad \%$$

(Item 6 Total   ÷   Item 5 Total)   x 100   =   Licensure Rate

Step 6: The Supplemental Filing of the Annual Report (<u>optional</u>)

NACCAS allows all accredited institutions the option of submitting a supplemental filing of the 2014 (data) Annual Report. This supplemental filing is designed to (i) provide qualifying students listed as "not employed" in your 2014 placement cohort with additional time to become placed and (ii) provide qualifying students listed as "fails" in your 2014 licensure cohort with additional time to retake and pass their licensure exam. Detailed instructions for completing the supplemental filing will be published in March of 2016. Some basic information regarding the supplemental filing is described below:

- **The Supplemental Filing is <u>Optional</u>:** 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 **<u>not</u>** 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, 2016:** The supplemental filing of the 2014 (data) Annual Report is due no later than May 31, 2016, although it may be submitted at any point from March 1, 2016 through May 31, 2016. NACCAS will <u>not</u> 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, 2015, is final.
- **Only Students Who Graduated in 2015 are Eligible for the Supplemental Filing:** Only students included in your 2014 (data) Annual Report who actually graduated in calendar year 2015 and either (i) did not secure employment or (ii) failed their licensure exam may be included in the supplemental filing of the 2014 (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 2014 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 a complete and correct submission of the 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 in March of 2016. 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 2014 (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 2014 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 <u>not</u> be permitted to submit a supplemental filing.
- **Process for Submitting a Supplemental Filing:** The full process for submitting a supplemental filing of the 2014 (data) Annual Report will be described in the supplemental filing instructions (to be published in March of 2016). However, below is the general framework for how the supplemental filing process will work:

    1. In the electronic 2014 (data) Annual Report (*due no later than November 30, 2015*), 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 <u>the option</u> 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 2014 (data) Annual Report.

    2. If your institution wishes to submit a supplemental filing, it must electronically upload a copy of its 2014 annual report cohort grid or an equivalent alternative (see page 14 for a sample cohort grid) in the attachments tab of its original annual report submission (see pages 25-26

of these instructions for details regarding uploading attachments). 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, 2016 and May 31, 2016, 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 2014 (data) Annual Report who actually graduated in calendar year 2015 and either (i) did not secure employment or (ii) failed their licensure exam may be included in the supplemental filing of the 2014 (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 left, after "home," "about us," "news," and "events & webinars"). A drop down menu should appear. Then click on the first link on the drop down menu, which is "member login" (see screenshot below).

2. You should arrive at a screen that says "Member Login." Right below this header, there is link titled "Click here to login." Click on this link. 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 Mike Pickus at (703) 600 – 7600, extension 135.*

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 (in addition to the owner's email address on record) once the report has been submitted. (In order to update the email address, you must type in the email address and then click the gold "Click to Update Email" button.) Please note that updating the email address on this screen does not update the official contact email for all NACCAS correspondence. If you wish to update the official contact email for all NACCAS correspondence, please contact the NACCAS help desk at (703) 600 - 7600.

8. Select "2014 (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 <u>not</u> 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 Information" section of the pop-up box. Make sure to indicate whether or not the program type was taught in 2014.

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 (see pages 15-16 of these instructions) or other related documents you completed.

13. Once you are finished entering 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 taught in 2014.**

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 at 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, adverse determinations, or state or Federal investigations 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 main campus or any of your additional locations covered by this report are currently (as of the date of report submission) participating in Federal financial aid programs with the US Department of Education.

    - **OPE ID # Assigned by US Department of Education:** If your institution is currently participating in Federal financial aid programs, you will be prompted to answer this question. The OPE ID # is a unique, six-digit identification number (not including the final two zeros) assigned to each institution by the US Department of Education. This number can be found on the first page of your Eligibility and Certification Approval Report, Program Participation Agreement, or any other correspondence from the US Department of Education.

- **Accredited by others?:** Answer this question "yes" if your main campus or any of your additional locations covered by this report are accredited by another accrediting agency aside from NACCAS.

- **Did DOE limit, suspend or terminate the institution's Title IV loan or grant programs in 2014 or 2015?** Answer this question "yes" if the US Department of Education has suspended, limited, terminated, or otherwise taken action against your main campus' or an affiliated additional location's Title IV loan or grant programs .

- **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.

- **Did DOE conduct a program review in 2014?:** Answer this question "yes" if your main campus or any of your additional locations covered by this report underwent a US Department of Education program review in 2014. 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 2014.*)

    - **Any outstanding liabilities or unresolved findings?:** Answer this question "yes" if there any findings identified in the final program review determination 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, as would an institution that has not been issued a final program review determination. (*Note: You will only be prompted to answer this question if you underwent a program review in 2014.*)

- **Did DOE issue a final audit determination in 2014?**: Answer this question "yes" if your main campus or any additional locations were issued a "final audit determination" by the US Department of Education in 2014. If you have <u>not</u> received a "final audit determination" letter from the Department of Education, 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 <u>issued</u> by the Department of Education.)*

      ○ **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 2014.*)

      ● **Has the institution been investigated by any state or Federal agency in 2014 or 2015?:** Answer this question "yes" if your main campus or any additional locations covered by this report have been (or are currently being) investigated for non-compliance by any state or Federal agency. This does <u>not</u> include routine, annual (or semi-annual) inspections conducted by the state, but <u>does</u> include special investigations conducted by the state or Federal government, including investigations by the US Office of Inspector General.

           ○ **Have you already notified NACCAS of the investigation?:** Answer this question "yes" if you have already notified NACCAS of this investigation as it currently (as of the date of report submission) stands. (*Note: You will only be prompted to answer this question if you were investigated by a state or Federal agency in 2014 or 2015.*)

           ○ **Did this investigation result in any findings?** Answer this question "yes" if the investigating agency issued any determinations of non-compliance against your institution. If you have been issued findings of non-compliance, please ensure you upload correspondence relating to these findings in the attachments tab (see steps # 31-35 below). (*Note: You will only be prompted to answer this question if you were investigated by a state or Federal agency in 2014 or 2015.*)

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. All questions apply to your institution's <u>current</u> compliance with NACCAS' *Standards.* 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 answer the questions accurately and maintain documentation which verifies the accuracy of your answers.

20. If you wish to explain any of your answers, please do so in the text box shown on the screen. It is <u>required</u> 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."

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 <u>after</u> the "Programs Information" tab.*

Published June 1, 2015; Updated w/ Instructions for Electronic Submission 9/10/2015

23. NACCAS' automated system will calculate your institution's percentage enrollment growth from 2013 to 2014. This growth is based on the overall number of "starts" reported in the annual report for 2013 and 2014.

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 with 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 to 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). If you answer "no," you will not (under any circumstances) be permitted to submit a supplemental filing of your 2014 (data) Annual Report. For more details regarding the supplemental filing, please see page 19 of these instructions.

30. Once you have answered this question, 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 2014 (data) Annual Report Certification (see page 28 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 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, the "upload status" should show as a green checkmark. Click on the "view certification" link (right above the "Delete Certification" button) to ensure that you have uploaded the correct document. It is important that you verify the document has been uploaded properly, and that it is fully completed. **Failure to upload a signed or otherwise complete certification will result in a $75 fee.**

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 ongoing state or Federal investigations, and all correspondence regarding adverse determinations, unpaid liabilities, and/or outstanding findings from the US Department of Education. The chart of annual report data for each location and your cohort grid may be uploaded in either PDF or Microsoft Excel (.xls or .xlsx) format, while the ECAR and correspondence must be in PDF format. Please refer to the annual report certification (page 28 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. **Failure to upload the complete and correct attachments will result in a $75 fee for each incorrect attachment.** 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." (If an attachment is incorrectly showing as "N/A," please contact Jason Tiezzi at (703) 600 - 7600, extension 155 for guidance.)

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 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 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. If you do not receive the email confirmation, please contact Jason Tiezzi at (703) 600 - 7600, extension 155 for additional guidance.**

Modifying the Data after Submission

41. If you discover errors in your data <u>prior</u> to midnight (EST) on November 30, 2015 (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 <u>must</u> re-submit the report to NACCAS (see steps #38-40 above) prior to midnight (EST) on November 30, 2015, in order to avoid being assessed a late fee.

42. If you discover data entry errors after the November 30, 2015 deadline has passed, you will need to complete the following steps to correct your report:

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

Step 8: Annual Report Certification

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

I HEREBY CERTIFY that all information contained within the 2014 (data) Annual Report for the institution(s) indicated below is true and accurate to the best of my knowledge, as required by Standard I and Section 1.6(f) of NACCAS' *Rules of Practice and Procedure*. I understand that knowingly providing false or misleading information to NACCAS may result in the Commission taking disciplinary action against my institution(s).

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

Institution name: _____

Owner ID Number* assigned by NACCAS: _____

_____   _____
Signature of Institution Owner   Date

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

Upload the following attachments to your electronic annual report:

a) **If your institution is participating in Title IV programs with the US Department of Education (USDOE):** A copy of your institution's most recent / current Eligibility and Certification Approval Report (ECAR) from the USDOE. Please note that the ECAR is approximately eight pages long and contains general information regarding the institution's location, approved programs, ownership, etc. If your institution is not currently participating in Title IV programs with the USDOE, then you will not have an ECAR.
b) If your annual report combines data from a main campus and additional locations, please provide NACCAS with a spreadsheet or chart which shows the overall data from each campus' graduation, placement and licensure rates. This data does not need to include student names, nor does it need to be separated by program (i.e., it can be provided in aggregate for each campus). Please see the example in Appendix A (on the following page) for details regarding what such a chart might look like. This chart/spreadsheet will only be used for purposes of annual report verification at both main campuses and additional locations.
c) A copy of your annual report cohort grid(s) or equivalent alternatives, **only** if your institution wishes to retain the option of submitting a supplemental filing of the 2014 (data) Annual Report. If you do not intend to complete a supplemental filing, then your institution is not required to upload its cohort grids.
d) All correspondence concerning any outstanding liabilities, unresolved findings or adverse determinations from the US Department of Education, or any correspondence regarding Federal or state investigations of the institution **(if applicable).**

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

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 28 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