

**Instructions for Reporting Competency Based Programs**  
**Competency Based/Clock Hour Hybrid Programs**

**NACCAS has determined that schools approved to teach a competency-based program are in reality a hybrid between the competency-based education model and the clock hour education models.**

**To that end all schools teaching students in a competency based/clock hour hybrid model must provide information for the following additional questions. These will accompany any relevant application submitted to NACCAS.**

1. What is the institution's established minimum number of clock hours required for each competency based/clock hour hybrid program offered at the institution? Please list each program and the minimum number of clock hours required. (*Note: refer to state core curriculum minimum requirements*)
2. What are the state requirements and procedures for submitting the curriculum and/or plan for each program of this nature? (*Note: this information should match the answer in question 1 above*)
3. What are the state requirements regarding the student clocking in and clocking out for the purpose of an official transcript?
4. Provide documentation of state approval for these/this program(s).
5. What are the established check points in clock hours when a student will be evaluated through the use of competency that confirms they are progressing through the program?
6. What are the specific criteria used to assess a student's competency in order to progress through the program?
7. Provide a copy of the course outline(s) that detail(s) the levels of skill a student must achieve to demonstrate mastery.
8. Describe who conducts the competency based assessments.
9. Provide documentation that explains how the assessor has the qualifications to assess the student's performance specific to competency based education and are able to determine a student's mastery.

***Note: If you are planning on applying for Title IV Federal Financial Aid for this type of program you must report yourself to the US Department of Education in the same manner as outlined below per Part 1.8 of the Rules of Practice and Procedure.***