

On-Site Evaluation of Standards & Criteria

Please Note: If the school is found out of compliance, Refer to the Summary of Findings

Standard I. EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION	
<p>The school has a published mission statement identifying the school as providing career preparation in cosmetology arts and sciences, the massage field, and/or related fields and/or unrelated fields. The school assesses its performance against its stated objectives, documents the results of the assessment, and uses the assessment to maintain or improve institutional performance.</p>	
Criteria	
1. A mission statement has been adopted by the institution and clearly identifies the institution as one preparing graduates for careers in cosmetology arts and sciences, the massage field, and/or related fields and/or unrelated fields. (Refer to Guidelines for Development of a Mission Statement.)	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
2. The mission statement is published in the institution's catalog.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
3. The data contained in the school's most recent NACCAS Annual Report are accurate. The school maintains on file its rates of completion, licensure/certification, and employment for at least the most recent Annual Report, along with the supporting documentation.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
4. The institution meets or exceeds the following outcomes: a. Completion rate - 50% b. Pass rate on certification or state licensing examinations, if required – 70% c. Placement rate of graduates - 60% (Refer to Part 5 of the <i>Rules of Practice and Procedure</i> .)	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
5. The school must solicit, periodically, feedback from an advisory committee which includes, at a minimum, employers from the fields for which training is provided.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
6. The feedback from the advisory committee must include, but does not have to be limited to, information about the school's a. Curriculum, b. Facilities, supplies, and equipment, c. Completion, licensure or certification, and placement rates, and d. Student support services. The school must maintain the feedback received.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
7. The school must have a written assessment plan which reviews and assesses a. The institution's pass rates on examination for certification/ licensure to practice; b. The institution's rates of employment and/or placement; c. The institution's completion rates; and d. The feedback (as described in criterion 6 above) that has been collected from the school's advisory committee, students, and graduates. Based on the results of the assessment, the school prepares a written improvement plan if needed.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance

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Standard II. INSTRUCTIONAL STAFF	
The school employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational program(s) and institution.	
Criteria	
1. Instructors hold teaching credentials demonstrating compliance with applicable state requirements. In states where no licensing or certification of instructors occurs, the instructors have successfully completed a teacher education program and/or a program in the area in which they teach.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
2. The instructional staff has opportunities to prepare for class, evaluate students' progress in the program, provide academic advising, and participate in activities of continuing education.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
3. Qualified substitute instructors who are familiar with the school's curriculum, policies and procedures are available and used when needed.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
4. The instructional staff has regularly scheduled meetings at which instructional and other relevant issues are discussed.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
5. The school has in operation a written plan for continuing education of all instructors requiring them to meet their state requirements for licensure or certification renewal, if applicable, but not less than 12 clock hours of such activity each year per instructor. The average number of hours attended per year for each instructor is 12. (Refer to Guidelines for Compliance with NACCAS' Continuing Education Requirements.)	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
6. Each instructor receives a written evaluation of performance at least annually. The evaluation deals with teaching effectiveness in classroom and laboratory, preparation for teaching, improvement of teaching skills, participation and cooperation in the operation of the school, and any other areas deemed necessary by the school. The evaluation assesses present strengths and weaknesses, and proposes specific ways in which performance can be improved.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance

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Standard III. ADMINISTRATIVE SERVICES	
The school has in place administrative policies and services appropriate to the educational program(s). Such policies and services meet applicable federal, state, local, and NACCAS policies.	
Criteria	
1. The legal authorization of the school to provide training is attested by the prominent display of the appropriate licenses and certificates issued by state and/or other regulatory authorities.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
2. The school has adopted written policies and procedures describing each area of responsibility, administrative lines of authority, and operating procedures for the administration of the school.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
3. The school's administrative staff provides evidence, through documentation of attendance at training sessions and conferences, and in other appropriate ways, that they have knowledge of applicable federal, state, and local statutes and regulations governing the operations of the school. The school complies with the NACCAS <i>Rules of Practice and Procedure</i> and other NACCAS accreditation requirements.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
4. A school that participates in any student financial assistance program must demonstrate, at minimum, that: <ol style="list-style-type: none"> a. It has a designated staff person who is capable of, and responsible for, administering and/or supervising administration of all the student financial assistance programs in which the school participates; b. It has a current, signed participation agreement with the source of the program, if applicable; c. It submits any audits required by the program in accordance with the participation agreement and/or the regulations applicable to the program; d. If participating in federal loan programs, it maintains a default rate below the threshold established by the U.S. Department of Education for termination from the program. This requirement shall be waived by the Commission if the school submits documentation which shows that: <ol style="list-style-type: none"> 1. The number of students in default represented by the official default rate were fewer than 15% of all students enrolled at the institution for the period of time covered by the official default rate; or 2. The dollar amount of the defaults covered by the official default rate is less than 20% of all financial assistance received from the program by students attending the institution during the period covered by the official default rate; or 3. 5% or fewer of the institution's students who were enrolled on at least a half-time basis during the most recently completed fiscal year received any other student loan from the same source; or 4. Two-thirds or more of the institution's students, during the most recently completed fiscal year were individuals from disadvantaged economic backgrounds (based on the Pell grant index for zero family contributed the institution has complied with NACCAS' outcomes standards for the two most recent years for which annual reports were required to be submitted to NACCAS. 	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
5. Advertising for the school is factual and conforms to the NACCAS Policy on Advertising.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
6. All school records are maintained and safeguarded against loss or damage.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance

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Standard III. ADMINISTRATIVE SERVICES – Continued	
Criteria	
<p>7. The school follows policies that</p> <ul style="list-style-type: none"> a. Guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records; b. Require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law; c. Before publishing "directory information" such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items; d. Provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission. 	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
<p>8. The school maintains copies of any training agreements with government agencies, school districts and/or other entities.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
<p>9. In the event that concerns are raised about a school's compliance with applicable federal, state or local laws and regulations, the school demonstrates that the reasons for such concerns do not represent a lack of educational quality or a violation of NACCAS' accreditation requirements.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
<p>10. If a school uses credits or competencies to measure academic programs, and the school elects to have a Student Attendance Policy, it must be applied uniformly and fairly. A school recording student attendance in clock hours gives appropriate attendance credit for all hours attended. For the purpose of determining unofficial withdrawals, schools that take attendance must monitor attendance at least monthly.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance

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Standard IV. ADMISSIONS POLICIES AND PROCEDURES	
The school has published student admissions policies that are appropriate for the educational program(s), and the school follows these policies.	
Criteria	
1. Before accepting an applicant for admission, the school provides the applicant with either a copy of the school catalog that meets NACCAS' catalog guidelines or documentation that the student has received through the school's website, in the language in which the program will be taught, information specified in the NACCAS Catalog Requirements.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
2. The school's admission policies require that each admitted student meet one of the following: <ul style="list-style-type: none"> a. Have a high school diploma, or its equivalent, or a certificate of attainment (only applicable for non-Title IV recipients); b. Be above the age of compulsory school attendance in the state in which the school is located and fulfill criteria for admission as a student who has the ability to benefit from the training, according to the NACCAS Ability to Benefit Policy; or c. If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations. 	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
3. A limited number of secondary students who are not enrolled under a training agreement as described in item 2(c) above (no more than 10% of the number of students enrolled in a year) may be admitted if they successfully complete a pre-enrollment exam in compliance with the NACCAS Ability-to-Benefit Policy and obtain permission in writing from the secondary school in which they are enrolled.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
4. The school's admission policies clearly state: <ul style="list-style-type: none"> a. How credit for training or education received at another school is applied to the receiving school's requirements for graduation (including the possibility that no such transfer credit is granted); b. That the school does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students; c. That the school does not recruit students already attending or admitted to another school offering a similar program of study; 	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
5. The school's practices are consistent with its admissions policies and requirements.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
6. Before enrollment each student is provided with current written information, that is available through handouts or the school's website, in the language in which the course will be taught, that accurately describes: <ul style="list-style-type: none"> a. Completion rates for students in the school; b. Pass/fail rates of school graduates on certification or licensing examinations (if either is required to practice); c. Placement rates of the school's graduates; d. Compensation a successful graduate may reasonably expect; e. The physical demands of practicing the profession; f. Safety requirements for the profession; g. Certification or licensing requirements for the jurisdiction in which the school is located, or for which it is preparing graduates. 	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance

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Standard IV. ADMISSIONS POLICIES AND PROCEDURES - Continued	
Criteria	
7. The school prepares for each student admitted an enrollment agreement in the language in which the program will be taught. The enrollment agreement must comply with the NACCAS Enrollment Agreement Requirements, and a copy of the agreement must be provided to the student or legal guardian if the student is a dependent minor. The agreement gives complete information on the total cost of the program. A copy of the completed enrollment agreement is maintained by the school.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
8. Advertising of financial aid includes a qualifying statement (e.g. financial aid available for those who qualify).	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance

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Standard V. STUDENT SUPPORT SERVICES	
The school has in place student support services, which provide appropriate information and advice to students.	
Criteria	
1. The school conducts an orientation on or before the first day of class. The orientation provides information about the instructional program, the goals of each program or course, any policies affecting students, and services available to students.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
2. Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
3. Information and advice are available to students on these subjects: a. Regulations governing certification or licensure to practice, including reciprocity among jurisdictions; b. Opportunities for continuing education following graduation.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
4. The school offers job placement services to help graduates' efforts to secure employment in the field represented by the program the graduate completed, or in a related field, that include, but are not limited to i. Professional appearance guidelines ii. Job referral iii. Follow-up	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
5. Information and advice on any available financial assistance are accessible to students. The school demonstrates that it complies with applicable state and/or federal regulations in providing this advice.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
6. The school has and follows an internal procedure to consider student complaints. It responds to student complaints received by NACCAS in accordance with Part 6 of the NACCAS <i>Rules of Practice and Procedure</i> .	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance

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Standard VI. CURRICULUM

The school offers a program (or programs) of study of appropriate length in cosmetology arts and sciences, electrology, massage, and/or related fields and/or unrelated fields. Schools shall develop a written curriculum which is based on its stated mission. The curriculum for programs in the cosmetology field shall include instruction in the fundamental principles of the care of the health, condition, and appearance of the hair, skin and nails, and shall include instruction in the cognate areas which serve to supplement the practical, scientific and business skills of the cosmetology profession. The curriculum for programs in the massage field shall include instruction in the fundamental principles of massage and/or bodywork. Each program includes both theoretical knowledge and skill development.

Criteria

<p>1. Programs provide instruction in theory and are designed to develop practical skills required for licensure or certification and employment, or (in the absence of licensure or certification requirements) as required by industry standards for employment. Theory and practice are integrated throughout the program.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
<p>2. Each program has written program or course outline(s), which are provided to each student at the beginning of each term. The program or course course outline(s) must include each of the following elements:</p> <ol style="list-style-type: none"> a. Name of the program or course; b. Program/course description; c. Program and course goals/objectives; d. Contents of the units or courses of instruction and, as applicable, hours, credits and/or competencies devoted to each unit or course; e. Instructional methods used to teach the program or course; f. Grading procedures. <p>(Please refer to the Program/Course Outline Guidelines.)</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
<p>3. Programs in the cosmetology arts and sciences, electrology, and massage fields include instruction in the following specific subject areas as applicable to the programs, unless prohibited by state law or regulation:</p> <ol style="list-style-type: none"> a. Cosmetology Training Programs include instruction in: <ol style="list-style-type: none"> 1. Health, sanitation and infection control <ol style="list-style-type: none"> i. Products, tools and equipment - use and safety 2. Sciences <ol style="list-style-type: none"> i. Chemistry ii. Anatomy iii. Bacteriology/biology 3. Product knowledge, use and safety 4. Principles and techniques of hair styling and hair cutting 	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance

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Standard VI. CURRICULUM – Continued	
	Criteria
<ul style="list-style-type: none"> 5. Principles and techniques of: <ul style="list-style-type: none"> i. Hair coloring ii. Permanent waving iii. Chemical relaxing iv. Skin chemical procedures 6. Principles and techniques of scalp and hair treatments 7. Principles and techniques of skin care treatments and application of cosmetics 8. Principles and techniques of nail services 9. Career and employment information <ul style="list-style-type: none"> i. Professional ethics ii. Effective communication and human relations iii. Compensation packages and payroll deductions iv. Licensing or certification requirements and regulations v. Fundamentals of business management b. Massage training programs include instruction in: <ul style="list-style-type: none"> 1. Health, Safety, Sanitation and Infection Control <ul style="list-style-type: none"> i. Infection control ii. Universal precautions iii. Use and safety of products, tools, equipment iv. Body mechanics of the practitioner v. CPR and First Aid if required by the jurisdiction 2. Sciences <ul style="list-style-type: none"> a. Anatomy and physiology <ul style="list-style-type: none"> i. The human body systems relative to the program ii. Biomechanics – movement iii. Basic medical terminology b. Pathology <ul style="list-style-type: none"> i. Diseases and conditions related to systems ii. Client history: indications, contraindications, endangerment sites 3. Theory and Application of Technique <ul style="list-style-type: none"> i. Intake Process ii. Preparation of the service environment iii. Preparation and self-care for the practitioner iv. Client preparation and for services 	

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Standard VI. CURRICULUM - Continued	
Criteria	
<ul style="list-style-type: none"> b. c. 4. c. 	<p>Theory and Application of Techniques: (as applicable to the discipline being taught): Traditional Massage techniques:</p> <ul style="list-style-type: none"> i. Manipulation of the soft tissue utilizing, as applicable, hands, fingers, forearms, elbows, feet, fists ii. Stroking, kneading, tapping, percussive, compressive, vibratory, and friction techniques, and joint mobilization iii. Effects of technique being taught <p>Theory application of Techniques: (as applicable to the discipline being taught): Energetic Bodywork techniques:</p> <ul style="list-style-type: none"> i. Anatomy of the energetic system iii. Principles and practice of the energetic system iii. Effects of techniques being taught <p>Career Focus (all programs)</p> <ul style="list-style-type: none"> a. Career and employment information b. Effective communication and human relations c. Compensation packages and payroll deductions d. Licensing, certification, and registration requirements and regulations e. Fundamentals of business management f. Professional ethics and boundaries <p>Electrology Training Programs include instruction in:</p> <ul style="list-style-type: none"> 1. History of Electrology 2. Health, sanitation and infection control <ul style="list-style-type: none"> i. Products, tools and equipment – use and safety ii. Basic medical terminology 3. Sciences <ul style="list-style-type: none"> i. Anatomy and physiology ii. Bacteriology iii. Chemistry iv. Electricity v. Pathology

On-Site Evaluation of Standards & Criteria

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Standard VI. CURRICULUM - Continued	
Criteria	
<ul style="list-style-type: none"> 4. Product knowledge, use and safety 5. Principles and techniques of <ul style="list-style-type: none"> i. The use of Electrolysis equipment; and ii. Consultations 6. Career and employment information <ul style="list-style-type: none"> i. Professional ethics ii. Effective communication and human relations iii. Compensation packages and payroll deductions iv. Licensing or certification requirements and regulations v. Fundamentals of business management d. Instructor training programs include instruction in: <ul style="list-style-type: none"> 1. Review of the content of the program in cosmetology arts and sciences, electrology or massage field for which the student is training as an instructor. 2. Principles of teaching/learning 3. Teaching methodology <ul style="list-style-type: none"> a. Lesson plan development b. Development and use of teaching aids c. Student motivation and learning d. Presentation techniques 4. Assessment of student learning <ul style="list-style-type: none"> a. Evaluation of overall progress b. Development and use of testing/measurement instruments 5. Academic advising: providing feedback and orientation to students about progress in the program or courses 6. Program, course development, and review 7. Administrative responsibilities <ul style="list-style-type: none"> a. Records management b. Applicable organizational and regulatory requirements 	

On-Site Evaluation of Standards & Criteria

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Standard VI. CURRICULUM - Continued	
Criteria	
<p>8. Career and employment information</p> <ul style="list-style-type: none"> a. Professional ethics b. Effective communication and human relations c. Compensation packages and payroll deductions d. Licensing or certification requirements and regulations e. Fundamentals of business management 	
<p>4. Each program includes laboratory or field activities in which students are supervised while providing services.</p> <ul style="list-style-type: none"> a. Theory and practice must precede laboratory or field activities, and students must be evaluated for competence in both theory and practice before being allowed to participate in such activities. b. Instruction in theory and practice must not be replaced by laboratory or field activities, and students must not be excused from scheduled classes to work in the laboratory. 	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
<p>5. Effective teaching methods (e.g. discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, student presentations) are used.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
<p>6. Appropriate training aids and audiovisual materials are used to supplement the instructional process.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
<p>7. Lesson plans, commercially prepared or institutionally developed, should meet program and course objectives and correlate with the program/course outline. Lesson plans should cover the entire content of the program/course outline.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
<p>8. Educational programs offered by the institution must comply with the minimum requirements for program length established by the state for licensure or certification. In the absence of state or other applicable minimum requirements for program length, or if the school wants to exceed the required minimums by more than 50%, the institution, in developing a program, must include the three points in the following model to assess effective program length for quality education.</p> <ul style="list-style-type: none"> a. Industry needs as determined and/or recommended by the institution's Advisory Committee; b. Public safety and sanitation requirements established by the State Board of Cosmetology or other state and local regulatory agencies, if applicable state agencies exist; and c. Special academic needs of the students served, and in accordance with the mission of the institution. 	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance

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Standard VI. CURRICULUM - Continued	
Criteria	
<p>9. If a school participates in an externship, the school’s course complies with all applicable requirements established by the state regulatory agency. In the absence of regulations promulgated by the state regulatory agency, the school’s externship will, at a minimum, meet the following requirements:</p> <ul style="list-style-type: none"> a. The school has a written agreement with an appropriate service facility for each externship course offered to its students; b. If state licensing is required, the service facility where the externship occurs must be licensed by the state; c. If the state does not require licensing of the service facility, it must have a business license to operate; d. Each individual supervising students in the service facility must <ul style="list-style-type: none"> i. Hold any required certification or state license(s), or ii. If no state certification or license is required, have at least one year of experience in the field for which supervision is being provided; e. Students cannot accrue more than 10% of the contracted program (competencies, credits, or hours) in the externship program; unless the school provides a justification for a greater percentage; f. A school must select students for the externship based on written criteria and the school must ensure that the participating students met these criteria; g. Students must have taken and passed a comprehensive written and practical examination establishing the individual’s qualification to participate in the course; h. A written training plan and goals for students that specify the particular applications and experiences that are to be secured during the externship; <ul style="list-style-type: none"> i. School official must make periodic visits to participating establishment to observe and verify these requirements are being met; j. Establishment must evaluate the students’ performance for activities completed during the externship; k. Students are evaluated by the service facility with respect to their attainment of the training objectives for the externship; l. Establishment must complete a certificate of attendance and training (competencies, credits, or hours) as related to course requirements which are completed during the externship; and m. School must recognize training (competencies, credits, or hours) certified by the establishment toward a student’s course completion. 	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance

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Standard VII. FINANCIAL PRACTICES AND MANAGEMENT	
The school maintains a sound financial condition and has qualified financial management.	
Criteria	
1. School financial statements and accounting documents are prepared in accordance with generally accepted accounting principles. <u>Not reviewed on-site.</u>	N/A <u>Not reviewed on-site.</u>
2. The financial statements of the school demonstrate that it has the financial resources to ensure continuity of operation, educational programs and services, and to fulfill its obligations to students and employees by meeting the following requirements: <ul style="list-style-type: none"> a. Has met the requirements as set forth by the US Department of Education in accordance with section 34 C.F.R. 668.171, or the successor regulation, or b. An acid-test ratio of current assets to current liabilities of one to one or greater; a positive tangible net worth; and a profit in the most recent accounting year or in two of the most recent three accounting years. An accredited institution that fails to meet the requirements listed in a or b above, may be granted limited time to bring themselves into compliance, in accordance with section 8.18 of the <i>Rules of Practice and Procedure</i> , if it can show it meets c or d below: <ul style="list-style-type: none"> c. A copy of a letter of credit which has been accepted by the U.S. Department of Education; or d. Evidence that the U.S. Department of Education has granted the school a waiver under 34 C.F.R. 668.171 or subsequent regulation. <p><i>In accordance with Section 8.18 of the NACCAS Rules of Practice and Procedure, a school is required to bring itself into compliance with accreditation requirements within the time frames established in the Rules.</i></p> In addition, the school's financial statements are: <ul style="list-style-type: none"> e. Prepared by an independent Certified Public Accountant; f. Prepared on an accrual basis, and in accordance with Generally Accepted Accounting Principles (GAAP); and g. Either compiled or audited. If an institution participates in Title IV funding programs, audited financial statements meeting a higher standard may be submitted in lieu of compiled statements. <u>Not Reviewed on-site.</u> 	N/A <u>Not reviewed on-site.</u>
3. The school documents that it meets all applicable state regulations dealing with refund of tuition and fees to students who withdraw, and that it also meets the NACCAS Cancellation and Settlement Policy and Minimum Refund Guidelines.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
4. The school makes any additional charges for students who extend training beyond the period specified in the enrollment agreement only in agreement with the NACCAS Policy on Extra Instructional Charges.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
5. Staff working with financial and accounting records are qualified by training and/or experience in accounting and bookkeeping and, if applicable, have specific knowledge about laws and regulations governing student financial aid.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance

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Standard VIII. INSTRUCTIONAL SPACE AND FACILITIES	
The school provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene.	
Criteria	
1. The school makes available to students textbooks, supplementary instructional materials, and equipment needed to fulfill program and course requirements.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
2. The school provides students and teachers with access to current reference books, periodicals, written matter, and/or audio-visual equipment and materials, to support the educational program(s). Equipment for producing copies of supplementary instructional materials are readily available and in satisfactory operating condition.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
3. Classroom and demonstration areas are shielded from visual and auditory distractions, and are designed to allow students to see and hear instruction clearly.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
4. Classrooms for theory instruction have sufficient tables or desks and chairs to serve all students assembled at one time.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
5. The school meets applicable fire, building, health, ventilation, heating and safety requirements. In particular, <ul style="list-style-type: none"> a. Drinking water is available from sanitary fixtures; b. Lavatories with hot and cold running water are maintained in sanitary condition; c. Fire extinguisher inspections are current, and fire extinguishers are conveniently located and maintained in operable condition; d. Electrical service is adequate to serve school needs; and e. Emergency evacuation plans are known to staff and students. 	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
6. Each student is given access to a locker or other secured enclosure for temporary storage of personal effects. Sharing of such secured enclosure is limited to two students.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance

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Standard VIII. INSTRUCTIONAL SPACE AND FACILITIES - Continued	
Criteria	
<p>7. Laboratory facilities are used exclusively as training facilities. In particular,</p> <ul style="list-style-type: none"> a. Laboratory facilities have sufficient resources to meet the training needs of all students scheduled for laboratory work at the same time. The laboratory must have access to hot and cold running water for hand washing; b. A sign indicating clearly that all work is performed by supervised students is posted in a place easily seen by laboratory patrons; c. A legible price list is posted in the reception area, or each patron is provided with a written copy of the price list before a service is performed; d. Products and supplies needed for laboratory work are provided by the school, and are adequate in quantity and variety to meet the educational needs of each program. Products not available for use by students may be demonstrated to provide instruction either in class or in the laboratory. 	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
<p>8. When a professional service facility and a school are under the same ownership or otherwise associated, separate operation of the service facility and the school is maintained. In particular,</p> <ul style="list-style-type: none"> a. If the service facility and the school are located in the same building, separate entrances and visitor reception areas are maintained; and b. The service facility and the school use separate public information releases, advertisements, names, and advertising signs. 	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
<p>9. Only one school may operate in the facility(ies) approved for that school.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
<p>10. The name of the school appears on exterior signs at the school location. The name clearly identifies the school as an educational institution. The school may use an abbreviated or shortened version of the school's name in certain circumstances, as outlined in NACCAS' Policy on Advertising.</p>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance

On-Site Evaluation of Standards & Criteria

Please Note: If the school is found out of compliance, Refer to the Summary of Findings

Standard IX. EVALUATION OF STUDENTS	
The school uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.	
Criteria	
1. When the school evaluates the students' practical skills, it must use written criteria established by the school for the purpose of measuring student learning.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
2. Each student is evaluated periodically on theory and skill development. The evaluations are graded and reviewed with the students.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
3. The school records student progress evaluations according to the requirements of the NACCAS Policy on Satisfactory Academic Progress. The school has established a minimum acceptable level of academic progress of at least the equivalent of a 70% grade point average or project completion rate.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
4. Instructors must be available to discuss the student's progress. Each student must be apprised of his progress through a program, at a minimum as follows: <ul style="list-style-type: none"> a. A program measured in competencies: Each student has a document which is attested to by the appropriate school employee upon demonstration of the competencies in theory, in practical work, and in other requirements for each unit of instruction. b. Program measured in credit hours: Each student is provided with a written report at the end of each term. The reports evaluate the student's performance in theory and practical work, and informs the student of the number of credits earned. c. Program measured in clock hours: Each student is provided with at least two written progress reports during programs that are 150 hours in length or longer, and at least one progress report during programs of less than 150 hours. The reports evaluate the student's performance in theory, in practical work, and, if a school selects or is required to take attendance, the student's attendance progress may be included in the progress report. 	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance
5. The school documents that each student who graduates or is otherwise awarded a certificate of completion has fully met the school's published graduation requirements.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Out of Compliance

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