

## **REQUIREMENTS FOR THE ORGANIZATION OF DOCUMENT SUBMISSIONS TO NACCAS**

Each year, NACCAS-accredited schools submit hundreds of applications, self-studies, petitions and responses of various types for review and consideration by the Board of Commissioners. Collectively, those individual submissions (including their exhibits) amount to tens of thousands of pages of documents received annually.

The Commission has adopted these Requirements for the Organization of Document Submissions to NACCAS (“Requirements”) to establish a uniform format for the submission of documents to NACCAS. The Commission’s intent in establishing these Requirements is to ensure that the documents it reviews are presented to it in an organized and user-friendly format that facilitates a thorough and efficient review.

The general principles underlying these Requirements are that, in a well-organized submission, (1) any document (and any page of any document) can be quickly and easily located by a reviewer and (2) the entire submission can be taken apart, randomized, and then reassembled based solely on page numbers and a table of contents.

### **General Rules Concerning Application of the Requirements**

1. These Requirements apply to **all** documents submitted to NACCAS in hard-copy format. Where NACCAS permits electronic submissions (e.g., electronic applications), these Requirements also apply generally to any supplemental documents (such as exhibits) submitted in hard-copy, and to the organization, page numbering, etc. of any such documents that may be uploaded as part of the electronic submission.
2. Submissions that do not comply with these Requirements will **not** be accepted by NACCAS. A submission will not be considered complete, and will not be accepted, until all portions of the submission have been received in a format that complies with these Requirements.
3. If a noncompliant document submission is received, the institution will be notified that it must **resubmit** the documents in a format that complies with these Requirements. The notice will identify the errors or deficiencies in the original submission that must be corrected. Noncompliant document submissions **will not** be returned to the institution unless the institution requests their return and pays the applicable shipping costs.
4. The Commission may specify **additional** organizational or formatting requirements for particular applications, responses or other required submissions. Those submissions must **also** comply with these Requirements unless the Commission’s instructions clearly state otherwise.

## REQUIREMENTS

### 1. Complete and Compliant as to Form.

All documents submitted for which a specific form (e.g., an application), format (e.g., an institutional self-study) or content are required by NACCAS must be both compliant as to form and complete.

A submission is **compliant as to form** if submitted on the NACCAS-provided application form or (for other types of documents) in the NACCAS-prescribed format in effect and required by NACCAS on the date of submittal.

A submission is complete if it includes all of the information required by the applicable form or format, with no omissions (except as permitted and expressly noted in accordance with the applicable NACCAS instructions, such as the use of an “N/A” notation), and is accompanied by all required exhibits or attachments (which must also be compliant as to form and complete).

### 2. Binders.

All documents must be submitted in **3-ring binders**. (Spiral binding is not acceptable.) Binders must be large enough to allow reviewers to easily turn pages (i.e., no “overstuffed” binders). If necessary, a submission should be divided into multiple binders to permit ease of review.<sup>1</sup>

Each binder must be **labeled** on its front and its spine. Front labels must include the institution’s name, NACCAS reference number, and the name of the application or type of submission enclosed. Spine labels should include (at a minimum) the institution’s NACCAS reference number. If the submission requires multiple binders, binders should be consecutively numbered.

**Exception:** Single documents of less than 20 pages that have no exhibits, attachments, enclosures or other accompanying documents are not required to be bound.

### 3. Tabs.

If the submission includes more than one (1) document, every document in the submission must be behind a **tabbed divider**. **Tabs** should be labeled with consecutive numbers or letters (no document names).

#### Examples:

1. “1, 2, 3” **or** “Tab 1, Tab 2, Tab 3” **or** “Exhibit 1, Exhibit 2, Exhibit 3”
2. “I, II, III” **or** “Tab I, Tab II, Tab III” **or** “Exhibit I, Exhibit II, Exhibit III”
3. “A, B, C” **or** “Tab A, Tab B, Tab C” **or** “Exhibit A, Exhibit B, Exhibit C”

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<sup>1</sup> Note: Throughout these Requirements, “multiple binders” refers to the number of binders necessary to submit a single copy of the complete submission, not to the number of copies being submitted.

**Exception:** If a submission consists of a single primary document (e.g., an application) plus exhibits, the primary document must be the first document in the binder, but is not required to be behind a Tab. If the institution chooses to use a Tab for this document, that Tab may be labeled with the document name (e.g., “Application for Renewal of Accreditation”).

4. **Table of Contents.**

A **Table of Contents** must be included in the front of each binder. The Table of Contents must list each Tab, in order, identifying the document behind that Tab. (If the institution chooses not to put the first document behind a Tab, that document must still be listed in the Table of Contents.)

5. **Page Numbering.**

**Every** page of the submission must be **numbered**, including the pages of exhibits or attachments that are copies of pre-existing documents. The numbers must be **consecutive** and **unique** to each page.

Example: The submission is 100 pages long. Its pages are numbered “1” through “100.”

The institution may assign unique numbers to the pages of each exhibit or attachment (rather than number the entire submission consecutively), so long as (i) the numbering behind each Tab is consecutive and (ii) it is clear to which exhibit each page belongs.

1. Example: The document behind Tab 1 is 20 pages long. Its pages are numbered “1-1” through “1-20.”
2. Example: The document behind Tab G is 15 pages long. Its pages are numbered “G-1” through “G-15.”