

Instructions for the Supplemental Filing of the 2012 (Data) Annual Report

Welcome to the instructions for the supplemental filing of the 2012 (data) Annual Report. Please read the instructions carefully from beginning to end. The supplemental filing of the 2012 (data) Annual Report is due no later than May 31, 2014. **Please note that the supplemental filing is optional (as outlined on page two) for all accredited institutions that submitted a 2012 (data) Annual Report.** If you require technical assistance, please contact Jason Tiezzi at 703-600-7600 ext. 155 or email jtiezzi@naccas.org.

Steps for Completing the Supplemental Filing of the 2012 (Data) Annual Report

(You must read these instructions before beginning!)

Step 1: Review the enclosed general information	page 2
Step 2: Complete your supplemental cohort grids for placement and licensure	page 4
Sample supplemental cohort grids	page 10
Step 3: Gather backup documentation to support your supplemental data	page 12
Step 4: Complete the supplemental annual report worksheet for each program.....	page 14
Step 5: Calculate your outcome rates (optional)	page 16
Step 6: Submit your supplemental filing online	page 19
Step 7: Print, complete and mail the annual report certification form for the supplemental filing	page 23

Step 1: Review General Information

NACCAS allows all accredited institutions the option to submit a supplemental filing of the 2012 (data) Annual Report, which was originally due November 30, 2013. This supplemental filing is designed to (i) provide qualifying students listed as “not employed” in your original 2012 placement cohort with additional time to become placed and (ii) provide qualifying students listed as “fails” in your original 2012 licensure cohort with additional time to retake and pass their licensure exam. Some basic information regarding the supplemental filing is described below:

- **The Supplemental Filing is Optional:** The supplemental filing represents an opportunity for accredited institutions to provide further information with respect to their 2012 placement and licensure rates. Please note, however, that an institution is **not** (under any circumstances) required to submit a supplemental filing to NACCAS.
- **Institutional Eligibility Requirements for the Supplemental Filing:** In order to be eligible to submit a supplemental filing of the 2012 (data) Annual Report, an institution must meet all of the following criteria:
 1. The institution must have indicated in its electronic 2012 (data) Annual Report that it intended to retain the option of submitting a supplemental filing
 2. The institution must have submitted its original electronic 2012 (data) Annual Report on or before November 30, 2013
 3. The institution must have submitted a compliant 2012 Annual Report Certification prior to the required deadline
 4. The institution must have submitted a copy of its annual report cohort grids to NACCAS with its 2012 Annual Report Certification

If an institution fails to meet any one of the criteria above, it is **not** permitted to submit a supplemental filing of the 2012 (data) Annual Report to NACCAS.

- **The Supplemental Filing Deadline is May 31, 2014:** The supplemental filing of the 2012 (data) Annual Report is due no later than May 31, 2014, although it may be submitted at any point from March 1, 2014 through May 31, 2014. As the supplemental filing is optional, there is no late penalty associated with failure to submit prior to May 31, 2014. NACCAS will not, however, accept supplemental filings received after the May 31st deadline.
- **Submission:** The supplemental filing of the 2012 (data) Annual Report is submitted electronically through NACCAS’ website. Please note that it is your institution’s responsibility to ensure that your username and password work properly prior to the May 31st deadline. (See pages 19-22 for detailed instructions regarding electronic submission)
- **Certification Form:** Following electronic submission, the supplemental certification form (see page 23 of these instructions) must be signed, dated, and returned to NACCAS with a postmark no later than June 2, 2014. Failure to submit a timely supplemental certification page (with all required attachments) will result in the rejection of the institution’s supplemental filing.
- **The Supplemental Filing Applies to the 2012 Placement and Licensure Rates:** The supplemental filing allows your institution additional time to place and/or license late graduating students from your 2012 (data) Annual Report. The graduation rate, as reported on or before November 30, 2013, is final.
- **Only Students Who Graduated in 2013 are Eligible for the Supplemental Filing:** Only students included in your 2012 (data) Annual Report who actually graduated in calendar year 2013 and either (i) did not secure employment or (ii) failed their licensure exam may be included in the

supplemental filing of the 2012 (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 a “fail” to a “pass.” (See pages 4-11 of these instructions for additional information regarding compiling your supplemental data.)

- **Backup Documentation:** Unless an institution is on low outcomes monitoring or is otherwise notified by formal letter, it is not required to submit any documentation to the NACCAS office beyond the supplemental cohort grids that are required with the annual report certification page (see page 23 of these instructions for a copy of the certification page). **However, NACCAS reserves the right to request verification for any and all parts of the annual report and supplemental filing.** 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 supplemental filing is defined on pages 12-13 of these instructions.
- **Official Outcome Rates:** Prior to submission of the supplemental filing, an institution’s originally reported 2012 outcome rates will be the “official” rates used by NACCAS for purposes of assessing institutional compliance with NACCAS’ *Standards*. Following submission of a supplemental filing, an institution’s amended outcome rates will become the “official” rates used for both determinations of compliance and institutional reporting to prospective students.

Step 2: Complete Supplemental Cohort Grids

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

Instructions for Completing the Supplemental Placement Cohort Grid

(See page 10 for a sample supplemental placement grid)

1. First, you will need to determine all students who are eligible for the placement portion of the supplemental filing. These are the students who will be listed on your supplemental placement grid. To determine which students are eligible for the placement portion of the supplemental filing, take your originally submitted cohort grid (i.e., the cohort grid that was originally submitted to NACCAS with your 2012 (data) Annual Report) and identify all students who meet all of the following conditions:

- The student must have been included in your original 2012 (data) Annual Report
- The student must have actually graduated from the program behind schedule in calendar year 2013
- The student must have been reported as “not placed” by your institution in its originally submitted 2012 (data) Annual Report

If a student meets all of the above criteria, then they should be listed on your supplemental placement grid.

Students who should be listed on your supplemental placement cohort grid:

- As noted above, any student who meets all of the required criteria should be listed on your supplemental placement grid, regardless of whether the student was actually placed during the supplemental reporting period.

Students who should not be listed on your supplemental placement cohort grid:

- Students who were not included in your originally submitted 2012 (data) Annual Report, regardless of their reason for exclusion
- Students who were scheduled to graduate in either 2011 or 2013 (i.e., students with a most recent contract end date in 2011 or 2013)
- Students who actually graduated in 2011, 2012 or 2014 (a student must be scheduled to graduate in 2012, but must actually graduate in 2013 in order to be eligible for the supplemental filing)
- Students who were reported as placed in your originally submitted 2012 (data) Annual Report. Only students who were listed as “not placed” in the original 2012 (data) Annual Report should be included in your supplemental placement grid.
- Students who were reported as ineligible for employment in your originally submitted 2012 (data) Annual Report
- Students who were listed as non-graduates in your originally submitted 2012 (data) Annual Report

Once you have determined all students who are eligible for the placement portion of the supplemental filing, list these students alphabetically by student last name in column #1 of your supplemental placement grid. (See page 10 for a sample supplemental placement grid)

2. Next, enter each student’s contact phone number or their most recent email address in column #2 of the supplemental placement grid.
3. In column #3 of the supplemental placement grid, write each student’s scheduled graduation date. This scheduled graduation date must (i) be in calendar year 2012 and (ii) match the student’s scheduled graduation date as listed on your originally submitted 2012 (data) Annual Report cohort grid.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate (All dates should be in 2012)	4. Date Student Actually Graduated (All dates should be in 2013)
John Watson	whysherlock@holmes.com	11/14/2012	

4. In column #4 of the supplemental placement grid, write each student’s actual graduation date. This actual graduation date must (i) be in calendar year 2013 and (ii) match the actual graduation date listed on your originally submitted 2012 (data) Annual Report cohort grid.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate (All dates should be in 2012)	4. Date Student Actually Graduated (All dates should be in 2013)	5. Was Student Placed During Supplemental Reporting Period (Y or N)
John Watson	whysherlock@holmes.com	11/14/2012	2/10/2013	

5. For each student listed on your supplemental placement cohort grid, you will need to determine if the student was placed during the supplemental reporting period. This supplemental reporting period extends from the date you submitted your original 2012 (data) Annual Report (no later than November 30, 2013) through May 31, 2014. A student may count as “placed” if they were employed in a field for which their training prepared them (i.e., in a position within the broader beauty industry) during the supplemental reporting period. For all students placed during the supplemental reporting period, mark column #5 with a “Y.” If a student was not placed during the supplemental reporting period, mark column #5 with an “N.”

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate (All dates should be in 2012)	4. Date Student Actually Graduated (All dates should be in 2013)	5. Was Student Placed During Supplemental Reporting Period?* (Y/N)
John Watson	whysherlock@holmes.com	11/14/2012	2/10/2013	Y

- 6. Count the number of students marked with a “Y” in column #5. This is the number of students who were placed in the field during the supplemental period, and will also be the number you enter into “Item 4 Supplemental” of the supplemental annual report worksheet on page 15 of these instructions.
- 7. If a student was marked as “not placed” in column #5, mark column #6 with “N/A” or an equivalent substitute.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate (All dates should be in 2012)	4. Date Student Actually Graduated (All dates should be in 2013)	5. Was Student Placed During Supplemental Reporting Period?* (Y/N)	6. Employer Info (Name, Address, Phone #) If Student was Placed in Supplemental Period
John Watson	whysherlock@holmes.com	11/14/2012	2/10/2013	N	N/A

- 8. For all students marked as “placed” in column #5, list the student’s employer name, employer address, and employer phone number in column #6. All three items must be entered into column #6 for students listed as employed. If you are unable to obtain the employer name, employer address, or employer phone number, then you may not report the student as employed.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate (All dates should be in 2012)	4. Date Student Actually Graduated (All dates should be in 2013)	5. Was Student Placed During Supplemental Reporting Period?* (Y/N)	6. Employer Info (Name, Address, Phone #) If Student Was Placed During Suppl. Period
John Watson	whysherlock@holmes.com	11/14/2012	2/10/2013	Y	Mary's Hair 221B Baker Street London, KY 40774 555-555-5555

Instructions for Completing the Supplemental Licensure Cohort Grid

(See page 11 for a sample supplemental licensure grid)

1. First, you will need to determine all students who are eligible for the licensure portion of the supplemental filing. These are the students who will be listed on your supplemental licensure grid. To determine which students are eligible for the licensure portion of the supplemental filing, take your originally submitted cohort grid (i.e., the cohort grid that was originally submitted to NACCAS with your 2012 (data) Annual Report) and identify all students who meet all of the following conditions:

- The student must have been included in your original 2012 (data) Annual Report
- The student must have actually graduated from the program behind schedule in calendar year 2013
- The student must have been reported as a licensure “fail” by your institution in its originally submitted 2012 (data) Annual Report

If a student meets all of the above criteria, then they should be listed on your supplemental licensure grid.

Students who should be listed on your supplemental licensure cohort grid:

- As noted above, any student who meets all of the required criteria should be listed on your supplemental licensure grid, regardless of whether the student actually passed the exam during the supplemental reporting period.

Students who should not be listed on your supplemental licensure cohort grid:

- Students who were not included in your originally submitted 2012 (data) Annual Report, regardless of their reason for exclusion
- Students who were scheduled to graduate in either 2011 or 2013, regardless of when the student sat for the exam (i.e., students with a most recent contract end date in 2011 or 2013)
- Students who actually graduated in 2011, 2012 or 2014 (a student must be scheduled to graduate in 2012, but must actually graduate in 2013 in order to be eligible for the supplemental filing)
- Students who sat for the exam for the first time during the supplemental reporting period. Only students who were listed in the original 2012 (data) Annual Report as licensure “fails” should be included in the supplemental licensure grid.
- Students who were reported as licensure “passes” in your originally submitted 2012 (data) Annual Report. Only students who were listed as licensure “fails” in the original 2012 (data) Annual Report should be included in the supplemental licensure grid.
- Students who were listed as non-graduates in your originally submitted 2012 (data) Annual Report

2. Next, enter each student’s contact phone number or their most recent email address in column #2 of the supplemental licensure grid.

3. In column #3 of the supplemental licensure grid, write each student's scheduled graduation date. This scheduled graduation date must (i) be in calendar year 2012 and (ii) match the student's scheduled graduation date listed on your originally submitted 2012 (data) Annual Report cohort grid.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate (All dates should be in 2012)	4. Date Student Actually Graduated (All dates should be in 2013)
John Watson	whysherlock@holmes.com	11/14/2012	

4. In column #4 of the supplemental licensure grid, write each student's actual graduation date. This actual graduation date must (i) be in calendar year 2013 and (ii) match the student's actual graduation date listed on your originally submitted 2012 (data) Annual Report cohort grid.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate (All dates should be in 2012)	4. Date Student Actually Graduated (All dates should be in 2013)	5. Did Student Pass Exam During Supplemental Period? (Y/N)
John Watson	whysherlock@holmes.com	11/14/2012	2/10/2013	

5. For each student listed on your supplemental licensure grid, you will need to determine whether the student passed all portions of their required licensure exam. A student may count as a "pass" if they passed the final portion of the exam required for licensure during the supplemental reporting period, which extends from the date of your institution's original annual report submission through May 31, 2014. If a student has passed all required portions of the exam required for licensure, they may be marked with a "Y" in column #5. If the student has failed to pass all required portions of the licensure exam, they should be marked with an "N" in column #5.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate (All dates should be in 2012)	4. Date Student Actually Graduated (All dates should be in 2013)	5. Did Student Pass Exam During Supplemental Period? (Y/N)
John Watson	whysherlock@holmes.com	11/14/2012	2/10/2013	Y

6. Count the number of students marked with a “Y” in column #5. This is the number of students who passed the exam on a retake during the supplemental period, and will also be the number you enter into “Item 6 Supplemental” of the supplemental annual report worksheet on page 15 of these instructions.
7. If a student was marked as “not licensed” in column #5, mark column #6 with “N/A” or an equivalent substitute.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate (All dates should be in 2012)	4. Date Student Actually Graduated (All dates should be in 2013)	5. Did Student Pass Exam During Supplemental Period?*(Y/N)	6. Date Student Passed Exam (if applicable)
John Watson	whysherlock@holmes.com	11/14/2012	2/10/2013	N	N/A

8. For all students on the supplemental cohort grid marked as having passed the exam in column #5, enter the date the student passed their exam in column #6. If your state’s licensure examination has multiple parts (e.g., a written and practical portion), enter the date the student passed the last required portion of the exam. If the exact date the student passed the exam cannot be determined, the date the student’s license was issued will suffice.

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Scheduled to Graduate (All dates should be in 2012)	4. Date Student Actually Graduated (All dates should be in 2013)	5. Did Student Pass Exam During Supplemental Period?*(Y/N)	6. Date Student Passed Exam (if applicable)
John Watson	whysherlock@holmes.com	11/14/2012	2/10/2013	Y	4/15/2014

Supplemental Cohort Grid -- Placement

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Student Was Scheduled to Graduate (All dates should be in 2012)	4. Date Student Actually Graduated (All dates should be in 2013)	5. Was Student Placed During Supplemental Reporting Period?*(Y/N)	6. Employer Info (Name, Address, Phone #) If Student was Placed in Supplemental Period

*As noted on page 5 of these instructions, the supplemental reporting period extends from the date of your institution's original annual report submission through May 31, 2014.

Supplemental Cohort Grid -- Licensure

1. Student Name	2. Student Contact Info (Phone # or Email)	3. Date Student Was Scheduled to Graduate (All dates should be in 2012)	4. Date Student Actually Graduated (All dates should be in 2013)	5. Did Student Pass Exam During Supplemental Reporting Period?*	6. Date Student Passed Exam (if applicable)

*As noted on page 8 of these instructions, the supplemental reporting period extends from the date of your institution's original annual report submission through May 31, 2014.

Step 3: Gather Supporting Documentation

Standard I states that all institutions are required to retain backup documentation to verify the annual report data they submit. Please note that **NACCAS reserves the right to request verification for any and all parts of the annual report.** Therefore, it is imperative that each institution retain backup documentation that is both accurate and complete. This backup documentation may also be verified during any on-site visit, or through a monitoring process.

Supplemental placement grid: In support of its supplemental placement grid, the institution should retain the following documentation:

- For all students listed on the supplemental placement grid, the institution should maintain documentation showing each student's graduation date from the program (e.g., an official (signed and/or sealed) diploma, a report to the state oversight agency releasing the graduate's hours, etc.). Please note that if an official transcript is used, the institution must also maintain documentation showing the date the student met all non-academic graduation requirements (e.g., a student ledger showing when the student paid all fees, etc.).
- Documentation showing the employment of each graduate listed as placed during the supplemental reporting period. 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 or student follow-up surveys. NACCAS recommends, but does not require, that all surveys contain the student's contact manager, the student's position title, and the date the survey was completed.
 - Telephone logs of employer or graduate contacts. Such phone logs must thoroughly document information relevant to the student's employment beyond the basic employer name, address, and phone number. Additionally, NACCAS recommends, but does not require, that all phone logs contain the following information: the date the phone verification was conducted, the individual conducting the verification, the student's position title, and the contact manager at the student's employer.
 - Professional business cards of graduates, to include the salon name, address and phone number (In order to ensure accuracy, the institution should verify the information on the business card with the student's reported employer.)
 - Official flyers or advertisements naming graduates working in service facilities
 - Notes to the file from staff members certifying they personally verified that the graduate was working in XYZ salon. Such notes must include the staff member's printed name, signature, and contact information (including personal email and/or phone number). Such notes must also explicitly state where the student is working. (In order to ensure accuracy, the institution should confirm the reported information directly with the student's employer.)
 - Self-certifications from students
 - Printed copy of email or social networking correspondence from students
 - Copies of booth rental licenses showing employment
 - Printed copies of text messages, provided the institution can prove that the text message originated from the student's phone number
 - *Note: This list is not all-inclusive. However, please consult with NACCAS before using a type of documentation that is not described above.*

For self-employed students, the institution must maintain:

- Documentation that clearly and definitively shows the student to be self-employed (i.e., any of the forms of placement documentation listed in the section above are acceptable)

AND

- Proof that the self-employed individual possesses the credentials (e.g., an individual license) required for self employment, if any are applicable

Supplemental licensure grid: In support of its supplemental licensure grid, the institution should retain the following documentation:

- For all students listed on the supplemental licensure grid, the institution should maintain documentation showing each student's graduation date from the program (e.g., an official (signed and/or sealed) diploma, a report to the state oversight agency releasing the graduate's hours, etc.). Please note that if an official transcript is used, the institution must also maintain documentation showing the date the student met all non-academic graduation requirements (e.g., a student ledger showing when the student paid all fees, etc.).
- Documentation proving that each student listed as passing the licensure exam during the supplemental reporting period actually passed the exam, along with the date the student passed the exam. (If the exact date the student passed the exam cannot be determined, the date the student's license was issued will suffice.) Examples of acceptable documentation include:
 - Examination reports from your state or testing agency which clearly show that the student has passed all required portions of the exam
 - A print-off of the student's licensure status from your state's online license verification website
 - A copy of the student's license
 - Surveys / phone logs documenting that the student passed all parts of their examination (only allowable if your state does not have examination reports or an online license verification)
 - *Note: Please consult with NACCAS before using a type of documentation that is not described above.*

Step 4: Complete the Supplemental Annual Report Worksheet for Each Program

1. First, locate a copy of the annual report worksheets that were used to submit your original 2012 (data) Annual Report. Several data fields in your supplemental annual report worksheet will be copied directly from your original annual report worksheet.
2. Take the number reported in “Item 3” of your original annual report worksheet for this program (i.e., the annual report worksheet that was created with your originally submitted 2012 (data) Annual Report). Copy this number into the first vertical box on your supplemental annual report worksheet, titled “Item 3 Original” (see following page). Again, “Item 3” from your original annual report worksheet should match the number in the “Item 3 Original” box in your supplemental annual report worksheet. You may not make changes to “Item 3” in your supplemental filing.
3. Take the number reported in “Item 4” of your original annual report worksheet for this program. Copy this number into the second vertical box on your supplemental annual report worksheet, titled “Item 4 Original” (see following page). Again, “Item 4” from your original annual report worksheet should match the number in the “Item 4 Original” box in your supplemental annual report worksheet. You may not make changes to “Item 4 Original” in your supplemental filing.
4. Count the number of students on your supplemental placement cohort grid who are marked with a “Y” in column #5. This is the number of students from your annual report who were placed during the supplemental reporting period. Enter this number into the “Item 4 Supplemental” box of your annual report worksheet (see following page).
5. Take the number reported in “Item 5” of your original annual report worksheet for this program. Copy this number into the fourth vertical box on your supplemental annual report worksheet, titled “Item 5 Original” (see following page). Again, “Item 5” from your original annual report worksheet should match the number in the “Item 5 Original” box in your supplemental annual report worksheet. You may not make changes to “Item 5” in your supplemental filing.
6. Take the number reported in “Item 6” of your original annual report worksheet for this program. Copy this number into the fifth vertical box on your supplemental annual report worksheet, titled “Item 6 Original” (see following page). Again, “Item 6” from your original annual report worksheet should match the number in the “Item 6 Original” box in your supplemental annual report worksheet. You may not make changes to “Item 6 Original” in your supplemental filing.
7. Count the number of students on your supplemental licensure cohort grid who are marked with a “Y” in column #5. This is the number of students from your annual report who passed the exam on a retake during the supplemental reporting period. Enter this number into the “Item 6 Supplemental” box of your annual report worksheet (see following page).

Supplemental Annual Report Worksheet

(NOTE: A main and all of its additional locations must combine information when submitting the annual report as they are considered one institution.)	
Program:	
Item 3 Original: Number of students in this program who were eligible for employment in your <u>originally submitted</u> 2012 (data) Annual Report. Copy this number directly from "Item 3" of this program's original annual report worksheet. THIS NUMBER CANNOT BE MODIFIED IN THE SUPPLEMENTAL FILING.	ITEM 3 ORIGINAL (TAKEN DIRECTLY FROM ORIGINAL REPORT)
Item 4 Original: Number of students in this program who were employed in a field for which their training prepared them prior to the submittal of your <u>original</u> 2012 (data) Annual Report. This number should be copied directly from "Item 4" of this program's originally submitted annual report worksheet. THIS NUMBER CANNOT BE MODIFIED IN THE SUPPLEMENTAL FILING.	ITEM 4 ORIGINAL (TAKEN DIRECTLY FROM ORIGINAL REPORT)
Item 4 Supplemental: Number of 2013 graduates in this program from Item 3 above who were originally reported to NACCAS as "not placed," but were placed during the supplemental reporting period. This should be the number of students marked on your supplemental placement grid with a "Y" in column #5.	ITEM 4 SUPPLEMENTAL
Item 5 Original: Number of individuals in this program who took all portions of their licensing exam prior to the submittal of your <u>original</u> annual report. This number should be copied directly from "Item 5" of this program's originally submitted annual report worksheet. THIS NUMBER CANNOT BE MODIFIED IN THE SUPPLEMENTAL FILING.	ITEM 5 ORIGINAL (TAKEN DIRECTLY FROM ORIGINAL REPORT)
Item 6 Original: Number of individuals in this program who passed all portions of their licensing exam prior to the submittal of your original annual report. This number should be copied directly from "Item 6" of this program's originally submitted annual report worksheet. THIS NUMBER CANNOT BE MODIFIED IN THE SUPPLEMENTAL FILING.	ITEM 6 ORIGINAL (TAKEN DIRECTLY FROM ORIGINAL REPORT)
Item 6 Supplemental: Number of 2013 graduates in this program from Item 5 above who were originally reported to NACCAS as having failed the exam, but passed the exam on a retake during the supplemental reporting period. This should be the number of students marked with a "Y" in column #5 of your supplemental licensure grid.	ITEM 6 SUPPLEMENTAL

Step 5: Calculate your Outcome Rates (optional)

Before entering your annual report online, you may wish to calculate your outcome rates manually. You are not required to complete this step, however, as NACCAS' electronic submission system will automatically calculate your outcome rates for you.

Placement:

Step 1: Using your supplemental annual report worksheets, enter each program's "Item 3 Original" number into one of the boxes below. (*Note: If you have more than four programs, you may use additional copies of this page.*) Then, add the "Item 3 Original" numbers from each program together to form a total number for Item 3 Original.

Item 3 Original (Program #1)		Item 3 Original (Program #2)		Item 3 Original (Program #3)		Item 3 Original (Program #4)		Item 3 Original Total
	+		+		+		=	

Step 2: Using your supplemental annual report worksheets, enter each program's "Item 4 Original" number into one of the boxes below. Then, add the "Item 4 Original" numbers from each program together to form a total number for Item 4 Original.

Item 4 Original (Program #1)		Item 4 Original (Program #2)		Item 4 Original (Program #3)		Item 4 Original (Program #4)		Item 4 Original Total
	+		+		+		=	

Step 3: Using your supplemental annual report worksheets, enter each program's "Item 4 Supplemental" number into one of the boxes below. Then, add the "Item 4 Supplemental" numbers from each program together to form a total number for Item 4 Supplemental.

Item 4 Suppl. (Program #1)		Item 4 Suppl. (Program #2)		Item 4 Suppl. (Program #3)		Item 4 Suppl. (Program #4)		Item 4 Suppl. Total
	+		+		+		=	

Step 4: Take the total of “Item 4 Original” (from step 2 above) and add it to the total of “Item 4 Supplemental” (from step 3 above) to form an “Item 4 Overall Total.” This overall total represents the total number of students employed from both the original annual report and the supplemental filing.

Item 4 Original Total (From Step 2)	+	Item 4 Suppl. Total (From Step 3)	=	Item 4 Overall Total

Step 5: Take the “Item 4 Overall Total” (from step 4 above) and divide this by “Item 3 Original Total” (from step 1 above). In doing this, you are dividing the total number of placed students by the total number of students eligible for employment to arrive at your placement number. Multiply the resulting placement number by 100 to arrive at your school’s final placement rate. This final placement rate should match the placement rate shown in your electronic annual report after your supplemental placement data has been entered. If not, please take a moment to double-check your calculations.

Item 4 Overall Total (From Step 4)	/	Item 3 Original Total (From Step 1)	=	Placement Number	x	100	=	Final Placement Rate

Licensure:

Step 1: Using your supplemental annual report worksheets, enter each program’s “Item 5 Original” number into one of the boxes below. (*Note: If you have more than four programs, you may use additional copies of this page.*) Then, add the “Item 5 Original” numbers from each program together to form a total number for Item 5 Original.

Item 5 Original (Program #1)	+	Item 5 Original (Program #2)	+	Item 5 Original (Program #3)	+	Item 5 Original (Program #4)	=	Item 5 Original Total

Step 2: Using your supplemental annual report worksheets, enter each program’s “Item 6 Original” number into one of the boxes below. Then, add the “Item 6 Original” numbers from each program together to form a total number for Item 6 Original.

Item 6 Original (Program #1)	+	Item 6 Original (Program #2)	+	Item 6 Original (Program #3)	+	Item 6 Original (Program #4)	=	Item 6 Original Total

Step 3: Using your supplemental annual report worksheets, enter each program’s “Item 6 Supplemental” number into one of the boxes below. Then, add the “Item 6 Supplemental” numbers from each program together to form a total number for Item 6 Supplemental.

Item 6 Suppl. (Program #1)		Item 6 Suppl. (Program #2)		Item 6 Suppl. (Program #3)		Item 6 Suppl. (Program #4)		Item 6 Suppl. Total
	+		+		+		=	

Step 4: Take the total of “Item 6 Original” (from step 2 above) and add it to the total of “Item 6 Supplemental” (from step 3 above) to form an “Item 6 Overall Total.” This overall total represents the total number of students who passed the exam from both the original annual report and the supplemental filing.

Item 6 Original Total (From Step 2)		Item 6 Suppl. Total (From Step 3)		Item 6 Overall Total
	+		=	

Step 5: Take the “Item 6 Overall Total” (from step 4 above) and divide this by “Item 5 Original Total” (from step 1 above). In doing this, you are dividing the total number of licensure passes by the total number of students who sat for the exam to arrive at your licensure number. Multiply the resulting licensure number by 100 to arrive at your school’s final licensure rate. This final licensure rate should match the licensure rate shown in your electronic annual report after your supplemental licensure data has been entered. If not, please take a moment to double-check your calculations.

Item 6 Overall Total (From Step 4)		Item 5 Original Total (From Step 1)		Licensure Number		100		Final Licensure Rate
	/		=		x	100	=	

Step 6: Instructions for Electronic Submission

General Note: Please use version 7, 8 or 9 of Internet Explorer to complete the electronic portion of your supplemental filing.

1. Go to www.naccas.org and scroll over the “Accreditation” Menu at the top of the page (it will be the fifth menu from the right, after “Home,” “About Us,” “News,” and “Events & Webinars”). A drop down menu will appear. Then click on the first link on the drop down menu, which is “Member Login” (see screen-shot below).



2. You should arrive at a screen that says “Welcome NACCAS Members.” Right below this text, there is link titled “User Login.” Click on this link to log into the NACCAS database. The username and password screen will appear. (Note: Please be aware that the individual signing in may have access to confidential information beyond the supplemental filing. Therefore, the owner may wish to review and set restrictions on the information employees are able to view. For questions regarding viewing restrictions, please contact Jason Tiezzi at (703) 600 – 7600, extension 155.)
3. If you do not know your password, click on “Forgot your password?” Enter your username and the information will be emailed to the email address on record. If you do not know either your username or password, please email Allen Harmon at aharmon@naccas.org for assistance. Please note that it is your institution’s responsibility to ensure that its username and password work properly prior to the May 31st deadline for the supplemental filing. NACCAS recommends that all institutions check their username and password at least two weeks prior to the supplemental filing deadline.
4. Enter your username and password. Click “Login.”

5. Click the gold tab labeled “Annual Reports” (it is the second gold tab from the top). You will see a drop-down menu with a list of main campuses. Select the main campus for which you would like to complete a supplemental filing of your annual report. A main campus and all additional locations must combine information when submitting the annual report as they are considered one institution.
6. Before you continue, please verify that the email address listed below the “Go” button is accurate. If it is not, please make any edits necessary. NACCAS will send a summary of your annual report to this email address once the report has been submitted.
7. Select “2012 (data) Supp. Filing” and then click on the “Go” button to enter the supplemental filing. **If you do not see an option for “Supp. filing” in the drop-down selection menu, please contact NACCAS for assistance.**
8. 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 tab where you enter your supplemental program information.

Please note: When you are completing the supplemental filing, you will not be allowed to view or edit any information on the “Loan Program Information,” “Compliance Information,” “Growth Information,” or “Supplemental Filing / Alt. Names” tabs. Following submission of the supplemental filing, you will once again be able to view these tabs.

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.” If you did not offer a particular program category in 2012, then the program status will show in green as “completed (not taught),” meaning you will not need to enter supplemental data. If you did offer a program in 2012, the program status will show in red as “not completed,” meaning you will need to enter supplemental data.
10. You will need to enter data for each program category individually. To begin, click the check box next to the first program category that shows on your screen as “not completed.” The program category in question should become highlighted in yellow. Then click on the gold “Edit Supplemental 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.

Note: Please list your supplemental program data under the same program category as in your originally submitted 2012 (data) Annual Report. For instance, if you reported a salon/business management program in the “other / misc.” program category in your original annual report, you should report your supplemental data for this program under “other / misc.” too.

11. Once the pop-up screen appears, use your supplemental annual report worksheet (see page 15 of these instructions) to fill in the two empty boxes shown on the screen. You will input the number of supplemental placements (i.e., “Item 4 Supplemental” from the supplemental annual report worksheet) into the top box, and the number of supplemental licensure passes (i.e., “Item 6 Supplemental” from the supplemental annual report worksheet) into the bottom box. If you have no supplemental data for a particular program, please enter the number “0” into the appropriate boxes in the pop-up screen.

Please note: The number of supplemental placements and licensure passes cannot result in an overall placement or licensure rate greater than 100%. If you attempt to enter data which brings either rate above 100%, you will receive an error message. If you receive such an error message, please double-check the data you are reporting.

12. Once you are finished adding the data for this program category, click on the “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.
13. Repeat steps # 10-12 for each program category listed until all program categories show as “completed.” **If any programs show as “not completed,” you will be unable to submit your supplemental report to NACCAS.**

Annual Report Summary

14. After all data has been entered in the “Programs Information” tab, click on the “Annual Report Summary” tab (highlighted in green) to review the combined data for all programs, along with your overall outcome rates for graduation, placement and licensure. The outcome rates displayed in this tab reflect the inclusion of the supplemental filing data.

Email Annual Report Summary

15. NACCAS will automatically send a summary of your overall annual report data (once it has been successfully submitted) to the email address you verified in step #6, 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 supplemental filing has been received by NACCAS.** In order to submit the supplemental filing, please see steps # 16-18 below.

Submit to NACCAS

16. 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!**
17. Once you are satisfied that the data is accurate, click the “submit” button. The “submit” button will only appear if all sections of the supplemental filing have been completed. **If you do not see the submit button, please verify that you have completed all programs listed in the “Programs Information” tab.**
18. 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 to the email address you verified in step #6, along with the owner contact email address on record.

Modifying the Data after Submission

19. If you discover errors in your supplemental filing data prior to midnight (EST) on May 31, 2014 (but after your supplemental filing has been submitted), you will need to contact Jason Tiezzi at 703 – 600 – 7600, extension 155 in order to unlock your supplemental filing. Once your supplemental filing has been unlocked, you will be allowed to freely enter and edit data. However, please note that if your supplemental filing has been unlocked, then you must re-submit the report to NACCAS (see steps # 16-18 above) prior to midnight (EST) on May 31, 2014.
20. If you discover data entry errors after the May 31, 2014 deadline has passed, you will need to complete the following steps to correct your report:
 1. Gather all the supporting documentation to verify the changes
 2. Go to the “Member Menu / Login” section of the NACCAS website and download the “Supplemental Filing Change Request Form” (it is in Microsoft Word format). If you are prompted to enter a password, click the “cancel” button.
 3. Complete the form according to the instructions
 4. Send the completed form and supporting documentation to the address listed on the form

Step 7: Annual Report Certification (Supplemental Filing)

A hard copy of this 2012 (data) Annual Report Certification must be submitted to the NACCAS office via traceable means with a postmark no later than June 2, 2014. *Please note the use of regular (i.e., untraceable) mail is done at the institution's own risk.*

I HEREBY CERTIFY that all information contained within the supplemental filing of the 2012 (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 of NACCAS' *Rules of Practice and Procedure*. I understand that knowingly providing false or misleading information to NACCAS may result in the Commission taking adverse action against the institution(s).

NACCAS Reference Number assigned to the main campus covered by this supplemental filing: _____

Institution name: _____

Owner ID Number assigned by NACCAS: _____

Signature of Institution Owner

Date

Sign and date this page. Attach all information below, as applicable:

- a) **For all institutions:** A copy of your supplemental placement and licensure cohort grids or equivalent alternatives. Failure to include these cohort grids will result in NACCAS rejecting your institution's supplemental filing.
- b) If your annual report combines data from a main campus and additional locations, please provide NACCAS with an updated spreadsheet or chart that shows the overall data (following the inclusion of the supplemental 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.

Mail this certification and the required attachments to NACCAS via traceable means with a postmark on or before June 2, 2014 to:

NACCAS
Attn: Mr. Jason Tiezzi
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302

As the supplemental filing is optional, there is no fee associated with a late certification page. Please note, however, that NACCAS will not accept supplemental filings that have a certification page postmarked after the June 2nd deadline.

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" of the annual report certification (previous page) for further details.

<u>Category</u>	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 most recent electronic submission