NACCAS NOW
A NON-PROFIT EDUCATIONAL COMMISSION SERVING STUDENTS THROUGH THE HIGHEST STANDARDS OF EDUCATION

NACCAS Commission Appoints New Member

NACCAS Responds to NPRM

Getting the Most from Your Candidate Consultation Visit

2011 Accreditation Workshop Schedule

Fall 2010
ACCREDITED INSTITUTIONS HAVE AN OBLIGATION TO NACCAS

Criteria covering the following areas:

• Educational objectives and institutional evaluation
• Instructional staff
• Administrative services
• Admission and retention policies and procedures
• Student support services
• Curriculum
• Financial practices and management
• Instructional space and facilities
• Evaluation of students

Once the above is achieved, your obligation to NACCAS is not over. As an accredited school you have an obligation to NACCAS to continuously adhere to the Standards, Criteria, and Rules as set forth throughout the official NACCAS Handbook. Further, in adherence to Section 1.5 of the NACCAS Rules of Practice & Procedure is required:

(a) In order to maintain accredited status, accredited institutions, departments and programs of study, throughout the period of accreditation granted, must:

(1) Continue to meet the eligibility criteria contained in Part 1 of NACCAS Rules;
   • Examples: Be open and operate continuously, be licensed, and have programs approved, etc.
(2) Submit required applications (See Parts 2 and 4 of NACCAS Rules);
   • Examples: Renewal, addition of new program, addition of a branch, etc.
(3) Undergo additional on-site evaluations, announced or unannounced, as ordered by the Commission (See Parts 3 and 8 of NACCAS Rules);
   • Examples: Renewal visit, change of ownership visit, branch visits, etc.
(4) Obtain approval for significant changes, substantive and non-substantive, that take place (See Part 4 of NACCAS Rules);
   • Examples: Change of ownership, change of location, expanded campus facilities, etc.
(5) Submit an accurate annual report (See Part 5 of NACCAS Rules);
   • Examples: Outcomes, year- and financial reports, special reports, etc.
(6) Respond to complaints (See Part 6 of NACCAS Rules), “show cause” orders (See Part 7 of NACCAS Rules) and Commission directives (See Part 8 of NACCAS Rules);
   • Examples: Official complaints received at NACCAS, show-cause letters, Commission stipulations, etc.
(7) Maintain compliance with NACCAS Standards and Criteria, Rules, Policies, Commission directives, and other requirements;
   • Examples: Stay up-to-date with all NACCAS changes to its standards and criteria, and rules, and other Commission directives.
(8) Be current in the payment of fees;
   • Examples: Send in your semi-annual sustaining fees, application fees, late fees, etc.
(9) Comply with time frames established by the Commission;
   • Examples: Submitting your outcomes report by Nov. 30th, your financials six months after your year-end, and your sustaining fee semi-annually, etc.
(b) Failure to maintain continued compliance with all NACCAS Standards and Criteria and other accreditation requirements shall lead to the Commission taking appropriate action under these NACCAS Rules.

Being an accredited institution is a voluntary process that requires your attention to detail on a daily basis. Always keep in the back of your mind that accreditation does set you apart from those institutions who do not have that distinction. You worked very hard to become accredited, do not allow non-compliance of NACCAS’ Standards, Criteria, and Rules to stand in your way of your continued accreditation and success.

Thank You
NACCAS Accreditation Workshop Schedule for 2011

March 19, 2011 Candidate Seminar
March 20-21st Accreditation Workshop
March 22nd Evaluator Training
At the Hyatt Regency-Albuquerque
333 Tijeras NW, New Mexico USA 87102
Hotel Registration Deadline: February 28, 2011
Reservations: 888-421-1442 or 402-952-6644
June 25, 2011 Candidate Seminar
June 26-27th Accreditation Workshop
June 28th Evaluator Training
At the Marriott Pittsburgh City Center
112 Washington Place, Pittsburgh, PA 15219
Hotel Registration Deadline: June 2, 2011
Reservations: 877-645-3053 or 412-471-4000

NACCAS Staff and Phone List

Executive Department
Tony Miranda, M.B., D.C., Executive Director
Brenda Hicks, Executive Assistant to Executive Director
Ex. 126

Accreditation Department
Demara Starrner, Director of Accreditation
Amy Iam, Executive Assistant to Director of Accreditation
Alien Leson, Program Manager
Carol Omri, Program Manager
Ex. 146
Ex. 155
Ex. 112
Ex. 149
Ex. 117

Aisha Burrell, Administrative Assistant
Jason Tiezzi, Research Technician
Shabobe Glover, Legal Secretary
Darin M. Wallace, Esq., Director of Government Relations and Legal
Government Relations and Legal Department
Eric Hurst, Accountant I/Financial Analyst
Lupeachra Davis, Accounts Receivable
Finance Department
Annette McNeil, Records Specialist
Allen C. Harmon III, Production Specialist
Clifford Culbreath, Director of Communications
Mike Finigan, Travel Administrative Assistant
Afsheen Mirza, Admin for Accreditation Regional Specialist
Development and Human Resources Department
Alicia Williams, PHR, Director of Development and Human Resources
Development and Human Resources Department

FROM THE EYES OF A NEW COMMISSIONER

by: Gina Kinion, NACCAS Commissioner

As you read this I will have participated in 2 face to face Commission Meetings, a number of conference calls and quite a few file reviews. All I can say at this point is WOW! What an experience I have had so far. I have had a wonderful time learning how to be a Commissioner and look forward to my continued service to the schools in the Cosmetology industry.

There’s a saying that goes like this: You don’t know what you don’t know, until you know you don’t know it. What? Well, I can tell you I didn’t know how hard Commissioners work until I became one. I can honestly say the Commissioners that you have voted on and put in place work very hard to make sure schools are dealt with fairly and honestly. I have been a school owner for many years and I used to think that the decisions NACCAS made were just made without a lot of thought or care for the schools, but I can tell you from my experience that this is the farthest thing from the truth. The Commissioners want schools to do their best and be the best they can be and they want to help the schools achieve their goals and be successful.

Commissions meet face to face at least 4 times per year, but each month there are conference calls, emails, and file reviews in order to work on the schools as quickly and as effectively as they can in order to help the schools become accredited or stay accredited.

In closing, I want to say that I will continue to work hard at representing the Cosmetology Industry and I look forward to my continued work on the Commission for as long as I can.

NACCAS Board of Commissioners Appoints New Member

Mr. Bill Church, Chairman of the NACCAS Board of Commissioners, announced that school owner Gina Kinion, from Wentzville, Missouri was appointed to the NACCAS Board of Commissioners as School Owner Commissioner Representing Zone 4 to complete the vacant position of Commissioner Jim Goins. Mrs. Kinion’s term began August 4, 2010 and will end December 31, 2011. Mrs. Kinion is the owner of Elaine Steven Beauty College, St. Louis, Missouri, and Advance Beauty College with locations in Warrenton and Hannibal, Missouri. Mrs. Kinion began working in cosmetology education in 1977. She has held numerous positions at Elaine Steven Beauty College, which was owned by her parents. She became the sole owner of Elaine Steven Beauty College in 2000. She is a past member of the Missouri Association of Cosmetology Schools and the Missouri State Board of Cosmetology and Barber Examiners. Mrs. Kinion has also been a NACCAS School Owner Evaluator since March 2005.

Mrs. Kinion is currently serving on Educational Quality and Compliance Committee, Constitution and Procedures Committee, Committee on Re-Recognition, Academic and Institutional Changes Committee and is a member of the File Review #1 Team. On behalf of the NACCAS Board of Commissioners and Staff we extend our congratulations to Mrs. Kinion.

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NACCAS Responds to NPRM

On June 18, 2010, the U.S. Department of Education published a Notice of Proposed Rulemaking ("NPRM"), inviting public comment on proposed changes to federal regulations relating, generally, to Title IV program integrity. The NPRM (which was preceded by a negotiated rulemaking process in which NACCAS’ Executive Director Dr. Tony Miranda represented national accrediting agencies) addressed a large number of issues of importance to NACCAS’ accredited schools, including regulations relating to (1) the measurement and reporting of “gainful employment”, (2) the definition of a credit hour and the regulation of clock hour-to-credit hour conversions, (3) incentive compensation in recruitment, (4) verification of high school diplomas, (5) verification of student aid hour conversions, (6) misrepresentation in disclosures and verification of high school diplomas, including regulations relating to (1) the measurement and reporting of “gainful employment”, (2) the definition of a credit hour and the regulation of clock hour-to-credit hour conversions, (3) incentive compensation in recruitment, (4) verification of high school diplomas, (5) verification of student aid application information, and (6) misrepresentation in disclosures relating to such matters as the nature of a program, financial charges, and employability of graduates.

The Department’s proposals were highly anticipated by the postsecondary educational community, and many were very controversial. During the 45-day comment period, the Department received almost 2000 written responses (from nearly 1200 different commenters). NACCAS, as an accrediting agency, limited its comments to the accrediting process – primarily, to the potential for student confusion under new regulations governing school disclosure of student placement statistics. To view NACCAS’ entire response to the NPRM:

2. Check the box marked “Public Submissions”;
3. When the screen re-sets, enter NACCAS in the “Search within the Docket Folder” box, then click “Search.”

2009 NACCAS Annual Report is Available On-line

The 2009 NACCAS Annual Report is due no later than November 30, 2010. Every year, each school holding accreditation status shall submit an Annual Report to NACCAS on-line. Please visit the NACCAS Member Menu/Login located at the top left side of our homepage at www.naccas.org. The NACCAS Member Menu will provide you with access to the Member Menu/Login, as well as to the 2009 Annual Report Worksheets and Instructions that can help you complete the annual report. If you have any questions, please contact Jason Tiezzi at 703-600-7600, extension 155 for assistance.

On Being an Evaluator

Interested in becoming a NACCAS evaluator or wonder what a NACCAS evaluator does? This article aims to share with you the qualifications, the experiences, and the benefits of being a NACCAS evaluator.

There are three categories of NACCAS peer evaluators: practitioner, academic, and school owner/administrator. The practitioner should be qualified in one or more of the many fields within the scope of NACCAS (i.e. Cosmetology, Barbering, Esthetics, Massage Therapy, etc.). The practitioner evaluator must maintain a current practitioner license and demonstrate abiding interest in the field. The academic evaluator must have expertise and teaching experience in post-secondary education, knowledge of pedagogy and the development of curriculum, and recent industry involvement. The school owner/administrator evaluator must have a minimum of two years experience in a NACCAS accredited school and be currently active in school operations or have five years experience in an administrative position in a NACCAS accredited school and demonstrate industry involvement.

To become a peer evaluator for NACCAS you must submit an application. As application can be found on our website, www.

### NACCAS Updates:

#### Commissioners Vote on Amendments to NACCAS’ Policies

The National Accrediting Commission of Cosmetology Arts & Sciences, Inc. (NACCAS) Board of Commissioners began publishing the votes of Commissioners on policy issues in January 2007. The following are the votes of the Commissioners from the June 7th and June 16, 2010 Commissioner Conference Call meetings in the form of the actual motions made and voted on. The references below to amended Appendices and Policies refer to the final forms of the applicable Appendices and Policies that went into effect July 1, 2010. These Appendices and Policies can be viewed on NACCAS’ website at www.naccas.org.

1. **Motion:** Approve the amended Appendix 5A, in the form attached hereto as Exhibit 1, effective July 1, 2010.
   - Soressi/Barnes: Carried

2. **Motion:** Approve the amended Appendix 5D, in the form attached hereto as Exhibit 2, effective July 1, 2010.
   - Wolman/Camp: Carried

3. **Motion:** Approve the amended Appendix 7, in the form attached hereto as Exhibit 3, effective July 1, 2010.
   - Soressi/Pappacoda: Carried

4. **Motion:** Approve the amended Appendix 7A, in the form attached hereto as Exhibit 4, effective July 1, 2010.
   - Soressi/Camp: Carried

5. **Motion:** Approve the amended Appendix 7B, in the form attached hereto as Exhibit 5, effective July 1, 2010.
   - Wolman/Becher: Carried

6. **Motion:** Approve the amended Policy I.03, in the form attached hereto as Exhibit 6, effective July 1, 2010.
   - Soressi/Barnes: Carried

7. **Motion:** Approve the amended Policy IV.01, in the form attached hereto as Exhibit 7, effective July 1, 2010.
   - Soressi/Camp: Carried

8. **Motion:** Approve the amended Policy IV.03, in the form attached hereto as Exhibit 8, effective July 1, 2010.
   - Soressi/Chave: Carried

9. **Motion:** Approve the amended Policy IV.04, in the form attached hereto as Exhibit 9, effective July 1, 2010.
   - Camp/Becher: Carried

10. **Motion:** Approve the amended Policy IV.01, in the form attached hereto as Exhibit 10, effective July 1, 2010.
    - Soressi/Davis: Carried

11. **Motion:** Approve the Extremity Policy, in the form attached hereto as Exhibit 11, effective July 1, 2010.
    - Soressi/Barnes: Carried

12. **Motion:** Approve the Interpretation Document, in the form attached hereto as Exhibit 12, effective July 1, 2010.
    - Camp/Davis: Carried

13. **Motion:** Approve the definition of “articulation agreement” for inclusion in the NACCAS Handbook, in the form attached hereto as Exhibit 13, effective July 1, 2010.
    - Chave/Soressi: Carried

14. **Motion:** Approve the removal of “Guidelines” from the Handbook to be placed in the Samples and Guidelines booklet, and subsequent re-numbering. This change to occur not later than the end of the first quarter following NACCAS’ receipt of NACIQI’s recommendation on NACCAS re-acceptance petition.
    - Barnes/Pappacoda: Carried

15. **Motion:** Approve the amended Appendix #14A, in the form attached hereto as Exhibit 15, effective July 1, 2010.
    - Camp/Chave: Carried

16. **Motion:** The first sentence of the first paragraph of Policy #III.01 shall be amended to read as follows: An official cohort default rate in Title IV student financial assistance programs in excess of the threshold established by the U.S. Department of Education will “flag” an institution for monitoring by the Commission, in accordance with Section 8.11 and 8.15 of the Rules of Practice and Procedure.
    - Soressi/Wolman: Carried
Section 5.3 reporting obligations include not only events that result in the event of a disaster (natural or otherwise) that threatens the continued operation of the school, the school has an obligation to notify NACCAS within ten (10) calendar days of the event. That obligation arises under Section 5.3 of NACCAS’ Rules of Practice and Procedure, which provides that each accredited school and each applicant for initial accreditation must notify NACCAS in writing of “any material event which may jeopardize its continued operation as a licensed accredited school” that threatens the continued operation of the school or the loss of its accreditation. These events include, but are not limited to:

1. The filing of a petition for bankruptcy;
2. The limitation, suspension or revocation of the school’s license or right to operate;
3. Ceasing to teach classes at the school;
4. Any show cause order, imposition of probationary status, denial or withdrawal of accreditation by another accrediting agency;
5. Voluntary relinquishment of accreditation received from another accrediting agency;
6. Any criminal or civil action filed by state or federal authorities against the school, its officers or employees;
7. Any final action against the school to limit, suspend or terminate student loan guarantees or participation in external programs by a guaranty agency or the U.S. Department of Education;
8. Any determination, in accordance with requirements of the U.S. Department of Education, that the institution is not meeting the Department’s requirements; and
9. Any qualified or adverse statement, or statement related to an institution’s status as an “ongoing concern,” included on an audited financial statement.

The school’s report to NACCAS must be in writing (Rules, Sections 1.6 and 5.3(a)), must include both a complete explanation of the event being reported and copies of any documents or information relevant to that event (Rules, Section 5.3(a)); and must comply with the requirements for submitting documents to the Commission (under Rules, Section 1.6).

The school should also bear in mind that the obligation to make a “special report” under Section 5.3 is in addition to – and not a substitute for – any other obligation the school has to make a report to or a filing with NACCAS under the Rules. So, for example, the fact that the school has notified NACCAS that it has (temporarily) closed as a result of a fire does not relieve the school of its obligation to file an annual report, submit financial statements, respond to show cause orders, file renewal or change applications, or provide any other information (when due) that is required to be submitted to the Commission under the Rules. If the school wishes the Commission to suspend (or extend the deadline for) any required submission, it must file a petition for variance in accordance with Section 10.5 of the Rules.

As always, the school should contact its Regional Accreditation Specialist with any questions it may have concerning its reporting obligations under Section 5.3 of the Rules.

The NACCAS Accreditation Workshops: Have You Registered?

Each year the National Accreditation Commission of Cosmetology Arts & Sciences, Inc. (NACCAS) conducts a minimum of four accreditation workshops for institutions applying for their initial accreditation or reaccreditation. NACCAS held its most recent workshop on September 25-27, 2010 in Chicago, Illinois.

Two hundred school owners and administrators were in attendance for the Accreditation Workshop as they converged on the Chicago Downtown Marriott for a unique learning experience. They were greeted by Commission Chairman Bill Church and NACCAS Executive Director, Dr. Tony Miranda.

The workshop focused on the new Standards and Criteria which became effective as of July 1, 2010. There were concurrent sessions that dealt with institutional self-study (ISS), satisfactory progress and refunds, annual report and low outcomes. Instructors at this workshop were primarily made up of NACCAS Accreditation staff that included Eugene (E.T.) Hague, Miranda Shurleff, Marissa Mercado, Mary Neil Nacke, Terrasia Stewart and Jason Tezzi, Research Technician. Dr. Tony Miranda and Demara Stanlier, Director of Accreditation were instructors as well. In addition, Commissioners Letha Barnes, Darrell Camp and Gina Kinion were in attendance to provide individual consultations to the workshop attendees.

NACCAS is in need of evaluators of all types: practitioner (particularly Barbers and Massage Therapists), academic, and school owner/administrator. If you are interested in this experience or want to learn more, please visit our website, www.naccas.org, or contact Susie Koffer, Travel Coordinator, at 703-600-7600.
Meet the New NACCAS Staff

The National Accrediting Commission of Cosmetology Arts & Sciences, Inc. (NACCAS) would like to introduce you to the newest member of our staff. This individual brings to her position dedication, professionalism, experience and a tremendous amount of enthusiasm.

Aisha Burrell, Administrative Assistant

Aisha joined NACCAS in August 2010. She is a native of Washington D.C. but currently resides in Brandywine, Maryland. She has over five years of experience in the administrative field and is currently working on her Bachelor’s degree in Business Administration at Kaplan University. Aisha is a licensed realtor in the State of Maryland. She enjoys spending time with her daughter, shopping, and watching movies.

NACCAS Accreditation Workshops (continued from page 5)

If your institution’s reaccreditation date is September 2012 you may want to consider attending the next workshop being held December 5-6, 2010 at the New Orleans Marriott, New Orleans, Louisiana. The hotel telephone number for reservations is 1-800-228-9290 or 504-581-1000. The registration deadline for the hotel is November 12, 2010 or until room block is sold out.

The NACCAS Accreditation staff and Commissioners have worked extremely hard to improve the learning experience at each NACCAS Accreditation Workshop. Here are some testimonials from recent attendees;

“NACCAS really cares about the success of our schools!”

“Being accredited is not an easy process but a process that is more clear and understandable now, especially if I use the NACCAS resources and a little common sense!”

“The instructors took relatively boring information and presented it in a way that was easy to absorb. I also appreciated the light-heartedness and sense of humor that was brought to the table.”

“NACCAS is not as scary as I thought they were. The Commissioners and staff made me a lot more comfortable talking to them and asking questions.”

“Well informed presenters ... and so professional!”

Over the past two years the Accreditation Workshops have sold out early. Don’t delay, register today! The Accreditation Workshop schedule for 2011 can be viewed on page 10.

Getting the Most from Your Candidate Consultation Visit

by Matthew Wyse, Accreditation Documents Specialist

The purpose of the candidate consultation visit is to help your school identify what steps remain in coming into compliance with the NACCAS Standards and Policies. This is your opportunity to ask questions about the accreditation requirements. The school representative who attended the NACCAS Accreditation Workshop must be present during this candidate consultation visit.

NACCAS will send a two member consultation team to answer your questions, evaluate the operations of your school, and review your institutional self-study (ISS) with you. These consultants will also tour the school and review a randomly selected sample of student files.

To get the most out of the visit:

✓ Prepare questions
Write down those burning questions that arise while you are putting the self-study together and have them ready to ask the consultants.

✓ Take good notes
You will receive a candidate consultation report with much detail on what needs to be done, however, many ideas and thoughts for improvement will be discussed and not everything will be within this report.

✓ Follow up
At the end of the visit, you and the NACCAS consultants will agree to a reasonable timeline for you to make any revisions to the self-study. A report detailing the findings of the candidate consultation will be sent to you. This report will include actions that you will need to take and a timetable for finalizing the self-study. If you have any questions, please don’t hesitate to contact us.

We would also like to remind you that the NACCAS website, www.naccas.org, has a link for candidate schools. Click on the “Become Accredited” link on the left-side menu of the website to find helpful information on the accreditation process.

✓ Have a complete institutional self-study
Answer as many questions as possible. The more complete the self-study, the more beneficial the consultation visit will be to your school.

✓ Be ready
Please have some student files available for the team to review and at least one copy of the institutional self-study. It is recommended, however, that you have enough copies of the self-study for both the NACCAS consultants and school staff so they can follow along during the review. Also, please take the necessary steps to dedicate your time and attention to the consultants.

Show here: Demara Stamler, Director of Accreditation, as she speaks to the candidate class on the new Standards and Criteria.

WELCOME TO THE NEW STAFF!