

NACCAS NOW

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



SPECIAL COVER
NACCAS Staff Series

Responsibility 101:
Your Role with NACCAS

The 2012 NACCAS Annual Report

2012 Board of Commissioners Election

Which Department Do I Contact If I Have Questions?



Summer/Fall 2012



FROM THE DESK OF THE EXECUTIVE DIRECTOR:

Responsibility 101: Your Role with NACCAS

By: Dr. Tony Mirando – Executive Director

NACCAS: A LEADER IN ACCREDITATION STANDARDS FOR A BETTER EDUCATIONAL EXPERIENCE



Obtaining your accreditation from NACCAS, or any agency for that matter, is no small feat, and I commend any institution for challenging itself to undertake such a rigorous path to quality educational standards and distinction. NACCAS understands that this path requires an enormous amount of critical thinking, perseverance, and of course, commitment!

However, once accredited, that commitment must quickly be enhanced by taking on the responsibility to look at what you do and how you do it, to stay in compliance with NACCAS. Sometimes, to stay on top of your game, you must change the types of programs you offer, change the location of your facilities, add space to your existing facilities, change the name of your institution, take on a partner, etc.

While NACCAS requires that institutions inform us of most of the changes that are made along the way, for the most part, NACCAS doesn't specifically prescribe how you run your institution. However, what we do care about is the consistent application of quality educational standards and ultimately that you say what you do and then do what you say. When changes need to be made at your institution, it is paramount that you keep NACCAS abreast of these changes. In order to do so, I suggest you first reach out to your NACCAS Regional Accreditation Specialist (RAS) and inquire about which changes NACCAS must officially be notified; always keeping your RAS in-the-loop of all your institution's changes. Again, there are a variety of institutional changes you may decide to make, however NACCAS has two main types of changes, "substantive and non-substantive." To determine which of these two types your change falls under, refer to NACCAS' online version of the NACCAS Handbook at www.naccas.org (*Part 4 of the Rules of Practices & Procedures*). Depending on which type of change it is may require you to simply notify us in writing of the change or it may require the completion of a formal application, with attachments, and accompanying fee.

NACCAS knows that the payment of fees has an impact on your business, and thus we do not like assessing late fees. Thus, we make every effort to strongly advise institutions to ensure timely notification of any institutional changes. Not notifying NACCAS in a timely manner, can generate a late fee, yet is a costly mistake that can be avoided. Further, the delays generated due to the receipt of late changes, puts the administrative responsibility back on NACCAS to expedite these late changes. Such delays require NACCAS to expend additional resources to account for the extra work, extra hours, account for the work being done out of sequence, and can ultimately impact overall reporting to the Department of Education.

In addition to the responsibility of institutions to inform NACCAS of any changes, your institution is also required to submit key documents; such as an Annual Report every November 30th, a yearly Audited Financial Statement (to be submitted six months after your fiscal year-end), as well as, semi-annual sustaining fees in January and July of every year. As an accredited NACCAS institution, it is ultimately your responsibility to not only submit these items, but to do so on time and without having to be reminded. NACCAS understands that many of you have a lot on your plates, and we are willing to help alleviate some of the challenge with remembering these critical deadlines by sending a courtesy reminder notice. However, please do not rely on these courtesy reminders, as sometimes they do not make it to their intended recipients, primarily due to reasons beyond our control. Again, delays in getting these required submissions into NACCAS in a timely manner can trigger a late fee, which can be avoided by keeping these critical deadlines up-to-date on your institution's calendar.

NACCAS understands that responsibility requires commitment and action on both of our parts. Together let's ensure expectations of accreditation and institutional excellence are met!

Thank You

NACCAS' Re-recognition

The National Accrediting Commission of Career Arts & Sciences, Inc. ("NACCAS") Board of Commissioners is pleased to announce that the **U.S. Department of Education (the "Department") has granted NACCAS continued recognition, until August 2016, as an accrediting agency for the accreditation throughout the United States of postsecondary schools and departments of cosmetology arts and sciences and massage therapy.**

Recognition by the Department represents the Department's determination that NACCAS is a reliable authority regarding the quality of education and training provided by the institutions it accredits.

The Commission is committed to continuing to work with the Department to ensure that NACCAS' accreditation standards and procedures comply with Federal law and regulations that govern the recognition of accrediting agencies.

NACCAS has been a recognized accrediting agency since 1970.



The 2011 NACCAS Annual Report

By: Jason Tiezzi, Senior Analyst

Despite its formidable reputation, completing the annual report can be a relatively simple exercise. Below are some tips which will (hopefully) make this year's submission your institution's most straightforward yet:

- **Determine if the annual report applies to your institution:** If your institution is accredited as of November 30, 2012, then you are required to file the 2011 (data) annual report electronically with NACCAS. If your institution is in the "candidate" or "initial applicant" phase of the accreditation process as of November 30, 2012, then you are not required to file the electronic annual report with NACCAS. However, you will need to prepare a hard copy of the annual report prior to your initial accreditation visit, as the visit team will verify your outcome rates on-site.
- **Submit the darn thing on time!** The 2011 (data) annual report is required to be filed electronically no later than midnight (EST) on November 30, 2012. Please be aware, there is a substantial \$505 late fee (per campus) for any annual report filed after this deadline, as late annual reports cost NACCAS a tremendous amount of time and efficiency.
- **Don't forget the certification page:** On the last page of the annual report instructions, there is a certification page which you must complete and return (via mail) to the NACCAS office. Remember to send this page to NACCAS via traceable means (e.g., UPS, Fedex, and Certified Mail). This page and any applicable attachments are a critical part of the report. If it is postmarked after December 1st, you will be assessed a late fee, even if you completed the electronic report on time.
- **Read the instructions:** Yes, they are long. And yes, they are about as interesting as reading a book on the lifecycle of pond algae (my apologies to any biologists). But "boring" does not mean "unimportant". NACCAS places a tremendous amount of emphasis on student outcomes, meaning it is absolutely imperative that your institution's outcome rates are being calculated correctly. NACCAS' instructions are constantly evolving (as the industry evolves, so does our annual report), so what you might remember from five years ago probably isn't accurate for today's report.

These instructions can be found on the NACCAS website (www.naccas.org) in two places: first, in the "NACCAS News" section of the homepage and second, in the "Member Menu / Login" section (it's the first blue link at the top left of the homepage).

- **Document, document, and then (for a change of pace) document some more:** It is critical that you maintain backup documentation in support of your electronic outcome rates. Please be aware that NACCAS verifies a random sample of annual reports every year. What constitutes "acceptable" backup documentation is defined in the annual report instructions, and includes information supporting the completion, placement, and licensure rates. In my experience, the requirement institutions most often forget about is

documentation supporting a student's placement. You must be able to document a student's reported employment in some fashion (e.g., Facebook printout, completed survey from student, letter from the employer, etc.).

- **Understand your database software (if applicable):** Database providers and third-party services can save you a lot of time – provided you use them correctly. However, failing to understand your database (and mindlessly hitting the "run report" button) is a recipe for disaster.

First and foremost, make sure the information entered into your database is consistent and accurate (pay particular attention to contract changes such as leaves of absence and schedule changes). As the old adage goes, "garbage in, garbage out". Second, make sure the report (or query) you are running is generating the information you want. Too often, a school thinks it is running a report that shows X, when it actually shows Y. And third, make sure your software is up to date – as indicated above, NACCAS' instructions have changed a lot over the past several years. Running a report with out-of-date software is sure to result in inaccurate data.

And ultimately, understand that your institution is responsible for the data you submit – not your database provider. Therefore, I highly recommend (at bare minimum) spot checking the information in the database report, in order to ensure its accuracy.

- Please do not hesitate to contact me (Jason Tiezzi) at (703) 600, 7600, extension 155, or email me at jtiezzi@naccas.org, if you have any questions regarding the annual report. I will be more than happy to help answer any questions you might have.





Meet the New NACCAS Staff

The National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) would like to introduce you to the newest members of our staff. These individuals bring to their positions dedication, professionalism, experience and a tremendous amount of enthusiasm.



Eddie Broomfield **Assistant to the Executive Director**

Eddie Broomfield joined NACCAS on July 18, 2012 as Dr. Mirando's new Assistant. Eddie comes to NACCAS from Knoxville, Tennessee, bringing with him the Volunteer spirit. Prior to joining NACCAS, Eddie

worked in retail sales management for seven years and places a strong emphasis on customer service. He received his Bachelor's of Arts degree from King College, in Bristol, TN and his Juris Doctorate degree from the University of Tennessee, Knoxville. Eddie and his wife, Sarah, recently celebrated the birth of Allison, their first child. His interests include theater, film, computer electronics and college athletics. As assistant to Dr. Mirando, Eddie prepares for NACCAS commission meetings, reviews action letters, schedules association meetings, maintains and develops the files and procedures of the executive office, and directly assists Dr. Mirando as needed.



Blaine Chetram **Regional Accreditation Specialist**

Blaine Chetram joined NACCAS on May 2, 2012, as a Regional Accreditation Specialist in the Accreditation Department. He received his Bachelor's of Science Degree in Marketing from Florida International

University. Blaine was born in Jamaica and was raised in Pembroke Pines, Florida. He has a background in customer service and was a marketing intern with Bank of America. Blaine enjoys spending time with his family, watching sports and exploring the Smithsonian Museums.



Suzanna Paradise **Regional Accreditation Specialist**

Suzanna Paradise joined NACCAS on May 8, 2012 as an Accreditation Specialist (Travel Only) in the Accreditation Department. She received Certificates in Accounting and in Nonprofit Management from

Rappahannock Community College as well as a Bachelor's Degree in Media Arts & Design with a Minor in Marketing from James Madison University. After spending ten years in the music industry involved in marketing and promotions, she moved to the nonprofit sector a few years ago, focusing on operations. Suzanna enjoys spending time with friends and family, traveling, and going to the beach whenever possible.



Aphelia Griffin **Regional Accreditation Specialist**

Aphelia Griffin joined NACCAS on May 8, 2012, as an Accreditation Specialist (Travel Only) in the Accreditation Department. She is from Silver Spring, Maryland. She moved to Atlanta, GA and was employed by Sheltering Arms Child Development

and Family Support, a non-profit organization focused on early childhood education, Head Start, and Pre K. Three years later, she found employment at DeVry University as an HR Generalist. During that time, there was a brand new pilot department created named Student Central. She was asked to be one of the first six Student Advocates to set the policies and procedures for this department for the entire corporation. She continued her education with DeVry, earning a Bachelor's of Science for Business Administration with a concentration in Project Management. While employed by DeVry University, She was promoted to Student Success Coach in 2009 and held this position until 2012 when she moved back to Silver Spring, MD and began working for NACCAS.



Margot Campbell **Accreditation Manager for General Operations**

Margot Campbell joined NACCAS on June 11, 2012 as the Accreditation Manager for General Operations. Margot holds a Bachelor's of Science in

Communication and a Certificate in Public Relations from the University at Buffalo. Ms. Campbell has worked in the corporate industry for over seven years as a human resources professional with a special interest in the areas of organizational and employee development, administration, and diversity and inclusion. She is an organized and resourceful professional with an innate ability to think both strategically and creatively. In her spare time she volunteers with non-profit social and professional organizations, travels, and spends time with family.

The NACCAS Commission and Staff Extends a Warm Welcome to our new staff.



On Being an Evaluator

Are you interested in becoming a NACCAS evaluator or have you wondered 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.

As a NACCAS evaluator you have the opportunity to travel the United States and sometimes Puerto Rico. The amount of travel is at your availability. On the first day of an evaluation trip you travel to your destination and meet with your evaluation team.

Subsequent days are either school evaluation days or travel days between school evaluations. A school evaluation involves meeting school staff, touring the school facility, and gathering information through review of documents, interviews, and general observation. Typically a school evaluation is no longer than a standard work day.

Sometimes there is time for shopping, dining, and exploring your surroundings.

An honorarium of \$175 is earned for each school evaluation day or travel day between school evaluations and there is a per diem of \$75 per day. However, the true benefit of being an evaluator is the opportunity to meet new people, visit new places, and witness the many different educational ideas and concepts utilized in the operations of NACCAS accredited schools across the nation.

What it takes to become an Evaluator

- Passion for your industry
- Ability to work well in a team environment
- Complete and submit the Peer Evaluator Application
- Submit your resume and relevant licenses along with the Application
- Attend a NACCAS Accreditation Workshop including Evaluator Training

NACCAS is in need of evaluators of all types: school owner/administrator, academic, and practitioner (particularly Barbers and Massage Therapists). If you are interested in this experience or want to learn more, please visit our website, www.naccas.org, and click on New Peer Evaluator Documents, or contact Kantrice Dorsey, Travel Specialist, at 703-600-7600, ext. 160.

NACCAS' 2013 Appeal Review Panel

Appeals of adverse decisions by NACCAS' Board of Commissioners are heard by a permanent Appeal Review Panel consisting of seven (7) Panelists serving overlapping three-year terms. The Panel is composed of four (4) School Owners/Administrators, one (1) Academic, one (1) Practitioner and one (1) Representative of the Public. Each Panelist is required to meet the same qualifications for his/her position as are required for a Commissioner in the same category as set forth in NACCAS' By-Laws – for example, a School Owner/Administrator Panelist must meet the qualifications for a School Owner/Administrator Commissioner. In addition, every Panelist must also have attended a NACCAS Accreditation Workshop within the previous three (3) years.

The Commission would like to remind all interested persons that the terms of two Panelists – Sandy Dunham (a School Owner/

Administrator Panelist) and Stephen Symbolik (the Representative of the Public) – will expire on December 31, 2012. Later this year, the Commission will begin soliciting applications to fill these two seats on the Panel. Appointments will be made by the Commission prior to December 31, 2012, and will be effective (for a three-year term) on January 1, 2013.

Persons interested in learning more about the operations of the Appeal Review Panel may contact Darin Wallace, Director of NACCAS' Government Relations and Legal Department. The Commission encourages all interested and qualified persons to consider applying to serve on the Appeal Review Panel.



Frequently Asked Questions

Compiled by Jamie Havens, Regional Accreditation Specialist

Accreditation (General)

What is accreditation?

The process through which an agency or organization recognizes that educational institutions or programs of study have met established standards. This is accomplished, generally, through periodic peer evaluations.

How long does it take to become accredited?

Institutions are granted Candidate Status for a period of 2 years. Depending on how long each institution has been in operation, the process can take anywhere from 1-3 years.

What are the criteria necessary for an institution to become accredited?

Please reference the NACCAS *Rules of Practice and Procedure*, Sub-Part B – Institutional Eligibility Requirements. Sections 1.1 and 1.2 outline the “Basic Information” and “Institutional General Eligibility Requirements” for an institution to become accredited. This document may be located at www.naccas.org under the subheading “Rules of Practice and Procedure.”

Who do I address my mail/package to?

All mail should be addressed to the Executive Director, Dr. Anthony Mirando. In addition NACCAS requires that all mail be sent via traceable means.

Can I email or fax my applications/revisions/notices to NACCAS?

No, all applications and notifications must be received via traceable means, such as through the mail or a delivery company.

To which NACCAS department do I address my questions regarding fees?

Please contact NACCAS’ finance department for all questions regarding fees.

What are the application fees?

Please consult the NACCAS schedule of fees, which can be found on the NACCAS website at www.naccas.org, under the heading Member Resources.

When must I notify NACCAS if I plan on making a change at my school, such as moving, adding a new program, changing a program, or selling it?

Thirty (30) days prior to the effective date of the change

How often do I need to attend a NACCAS Accreditation Workshop?

The requirements for attendance at a NACCAS Accreditation Workshop are detailed in the Appendices to NACCAS’ *Rules of Practice and Procedure*, specifically, Appendix #3, NACCAS Workshop Requirements. This document details the requirements for both accredited and non-accredited schools, institutions going through a change of control, and for those individuals aspiring to become NACCAS Evaluators. This document may be located at www.naccas.org under the subheading, “Appendices to the Rules.”

How often are NACCAS Accreditation Workshops held?

NACCAS Accreditation Workshops are held four (4) times a year, in different locations all over the U.S. For a current list of upcoming workshops please consult the website at www.naccas.org.

What is the procedure for submitting a complaint to NACCAS?

NACCAS’ “Complaints Against Schools” form can be found on the NACCAS website (www.naccas.org) under the heading “Applications and Forms.” Complaints are not required to be submitted on the NACCAS form, must be in writing, must include all of the information required on the form (including attachments), and must be signed by the complaining party. NOTE: If the complainant is a student, s/he must provide documentation that s/he has gone through the internal grievance procedure of the school against which the complaint is filed.

When will I be notified of a Commission action?

Per Section 8.17 of NACCAS Rules of Practice and Procedure, whenever the Commission takes an action on an applicant or accredited school, the Commission shall notify the affected institution in writing of that action within 45 days; provided however, that written notice of any action to deny or withdraw accreditation, or to place a school’s accreditation on probation, shall be given within 30 days.

Can I provide my school’s catalog to potential students via my website?

Yes, written documents produced in written copy, web-based, or any other printable media format are considered “written documents under NACCAS Rules.”

Do my substitutes have to complete continuing education?

No, NACCAS only requires all regularly employed instructors, whether full time or part time, to complete the minimum continuing education hours. Substitutes are not considered regularly employed instructors.

How do I become an evaluator?

Those interested in becoming an evaluator must attend a NACCAS Accreditation Workshop and the Evaluator Training concurrent session. In addition, the individual must submit an application to become an evaluator. Please contact Susie Kofler (skofler@naccas.org) or Kantrice Dorsey (kdorsey@naccas.org) for more information.

What programs does NACCAS approve?

Please refer to Appendix #1, Statement of Scope. This document contains a non-exhaustive list which illustrates curricula and programs covered under NACCAS’ scope of accreditation. This document may be located at www.naccas.org under the heading “Appendices to the Rules”.

What kinds of documents do I need to provide the team when they are coming to do an on-site visit?

Please refer to Appendix #14A, On-Site Evaluation: Documentation for On-Site Evaluations. Appendix #14A is a list of the documents that must be available for review for the NACCAS on-site team. The document can be found at www.naccas.org under the heading “Appendices to the Rules”. Please note: On the date of the on-site visit, the NACCAS Evaluation Team may request additional documentation to ensure compliance.

Who is my Commissioner?

Our Commission is made up of 13 members, of which 6 are designated by geographic zone. Please refer to the NACCAS website at www.naccas.org and click on the heading “Commissioners” for a state by state breakdown and your applicable Zone Commissioner.

NACCAS Annual Report

What is the NACCAS Annual Report?

NACCAS’ annual report is a written declaration concerning the administrative capability and educational effectiveness of an accredited institution, submitted to NACCAS each calendar year. The annual report is a yearly requirement for all accredited institutions. It primarily contains information regarding student outcomes (i.e., completion, placement, and licensure rates), among other things. It is filed with NACCAS electronically through the NACCAS website.

When is the annual report due to NACCAS?

The annual report is always due by November 30th of each year for data compiled for the previous year. In other words, data for Completion, Licensure, and Placement rates in 2011 would be due November 30, 2012. Annual reports submitted after that date are assessed a late fee.

Is my school required to file an annual report to NACCAS?

If your school is accredited by NACCAS as of the annual report due date (November 30th), then you are required to file the report electronically with NACCAS. If you are still a candidate or initial applicant school as of the annual report deadline, then you are not required to file the report. However, schools in the initial accreditation phase of the process will need to complete the most recent annual report internally and be able to provide the team with back up documentation that confirms the rates you have stated.

Should I include financial statements with my annual report?

No. NACCAS’ annual report (which deals with student outcome rates) is a completely separate submission from your financial statements. As stated above, the annual report is due to NACCAS on November 30th of every year. However, financial statements are due six (6) months from your institution’s fiscal year end and are to be sent to the Director of Finance. For a staff directory please consult the website at www.naccas.org.

Who should I contact if I have a question regarding the annual report?

Jason Tiezzi is primary point of contact for questions concerning the annual report. You can reach him at extension 155 or at jtiezzi@naccas.org. If Jason is unavailable, you can contact Alex Kim at extension 177, or at akim@naccas.org. The only exception is if you have lost your NACCAS username or password. In this case, you should email Allen Harmon at aharmon@naccas.org. If you are having difficulty uploading your Annual Report information you may contact Cliff Culbreath at extension 135 or at cculbreath@naccas.org.

Where can I find instructions for completing the annual report?

On the NACCAS website, www.naccas.org, there are several links along the left-hand side. The very first link from the top is “Member Menu / Login”. Click on this link, and you will arrive at a screen titled “Member Menu: Welcome NACCAS Members”. Towards the bottom of this screen there will be a file titled “Annual Report Worksheet Instructions”. The most recent version of the annual report instructions will always be posted here. Annual Report instructions are also posted in the “NACCAS News” section of the website.

How do I know my annual report has been successfully submitted to NACCAS?

Upon submitting the report to NACCAS, you should receive a confirmation email which explicitly states “Congratulations! You have successfully submitted your annual report to NACCAS”. If you do not receive this email or are unsure if the report has gone through, feel free to contact Cliff Culbreath at extension 135 or cculbreath@naccas.org.

Institutional Self-Study

What is an Institutional Self-Study (ISS)?

An Institutional Self-Study (ISS) is an in-depth, qualitative written assessment of an institution’s overall educational programs measured in relation to its stated mission, objectives and NACCAS accreditation standards.

What format do I use to compile an ISS?

Please reference Appendix #5A, Requirements for Compiling the ISS and Appendix #5C, Institutional Self-Study Format when completing the Institutional Self-Study. The documents are located at www.naccas.org under the subheading, “Appendices to the Rules.” NOTE: Please be sure to use the most updated version of Appendix #5C each time the institution compiles an ISS.

Do I have to respond to an ISS Review Letter?

The only time an institution is required to respond to an ISS review letter is if it states **Response Required** in the upper right hand corner. Otherwise, it is not necessary or required for an institution to submit revisions to NACCAS. However, if the institution would like for its revisions to be reviewed by NACCAS staff prior to the visit, the revisions must be received within 15 days of receipt of the ISS Review Letter.

Can I have an extension on submitting my ISS revisions if I would like for the revisions to be reviewed (in cases where a response is not required)?

NACCAS does not grant extensions on the submission of ISS revisions, as the revisions are not a required part of the accreditation process.

How many copies of the ISS must I duplicate?

The institution must submit one copy of its ISS to NACCAS. The institution should maintain 4 copies of the ISS once it is submitted. One copy is the institution’s official copy. The other three copies will be sent to the evaluators who will be coming to the institution for the on-site evaluation visit.

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Frequently Asked Questions

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Finance Department

When are my financial statements due to NACCAS?

Six (6) months from your fiscal year end. (The most common fiscal year end is December 31 and those financial statements are due by June 30). Financial statements for schools seeking initial accreditation are due with the initial application and must be for the most recent fiscal year.

Do school financial statements have to be audited?

Yes. All NACCAS-accredited schools, and those seeking initial accreditation, must submit statements audited by an independent Certified Public Accountant (CPA). They must be prepared in accordance with Generally Accepted Accounting Principles (GAAP) on an accrual basis. Also, if a school receives federal Title IV funding, the statements must be audited according to federal government standards.

How many years of financial statements are required at the time of application for initial accreditation?

One (1) year. NACCAS requires audited financial statements for the school's most recent fiscal year. Also, it is not necessary to submit your tax returns to NACCAS.

What financial statements must be submitted for a change of control?

The new owner must provide a balance sheet as of the settlement date of the sale within 30 days after the date of sale. The balance sheet does not have to be audited, but must be at least compiled by an independent CPA on an accrual basis according to GAAP. The Commission requires this balance sheet in order to make a decision on the school's application for change of control.

What are the NACCAS financial criteria for schools?

Under Standard VII a school is required to achieve a composite score of at least 1.5. If it does not pass this test, the school must meet all 3 of the following criteria: (a) Ratio of current assets : current liabilities of at least 1:1, (b) Positive tangible net worth, and (c) Net income for the most recent fiscal year, or at least 2 of the past 3 years. Please note that for NACCAS purposes, intangible assets and unsecured related party receivables are not counted towards assets and net worth.

Where can I find the composite score calculation that NACCAS uses to evaluate school financial statements?

Consult the NACCAS website at www.naccas.org and look under the subheading, "Member Resources" for the Composite Score Formula. A school owner or its CPA may download our Excel file and enter the required data to determine the school's composite score. NACCAS' Director of Finance can provide guidance if necessary. For a staff directory please consult the website at www.naccas.org.

What happens if a NACCAS-accredited school does not submit audited financial statements within six (6) months of fiscal year end?

NACCAS will charge a late fee of \$525 for each campus location under the same ownership. Also, the school will be required to respond to a letter to "show cause" as to why its accreditation should not be withdrawn. An inadequate response may lead to loss of accreditation.

What happens if a NACCAS-accredited school submits audited financial statements that do not meet the composite score test or the alternate criteria specified in Standard VII?

The Commission can place the school on financial monitoring, and the school would then have a limited period of time to demonstrate compliance, per Section 8.18 of the NACCAS Rules of Practice and Procedure. The time limit is determined by the length of the school's longest program. If the school does not return to financial compliance by the specified deadline, its accreditation may be withdrawn.

Does NACCAS accept a letter of credit required by the federal Department of Education as evidence of financial stability?

No. If a school's composite score is below 1.5, it must meet all of the other financial criteria that are specified in Standard VII.

How much does it cost to obtain accreditation with NACCAS?

A school that begins the candidate process and obtains initial accreditation within a year should anticipate NACCAS fees of at least \$9,500 during that time (per fee schedule as of July 2012). This does not include the expense of having school financial statements audited by a CPA, or the cost of any changes required within the school in order to comply with NACCAS standards.

Are there any ongoing fees to remain accredited with NACCAS?

Yes. All schools that are accredited by NACCAS or in the process of seeking accreditation must pay sustaining fees that range from \$1,695 to \$2,055 per year (per fee schedule as of July 2012). These fees are due semi-annually at the end of January and July. There are additional fees during the renewal of accreditation process. Please see the NACCAS Schedule of Fees on our website under Member Resources for complete information.

What happens if a NACCAS fee is not paid by the due date?

NACCAS charges a monthly late fee equal to 25% of the past due balance. For example, if an invoice of \$1,000 is not paid on time, in the following month the school will be charged a late fee of \$250 and it may be required to "show cause" as to why its accreditation should not be withdrawn. If it still does not pay the invoice, then additional late fees of \$250 per month will be assessed, and the school may be in danger of losing its accreditation for failure to pay fees.

How can a school dispute the assessment of a late fee?

The school owner may file a Petition for Variance using a form for this purpose on the NACCAS website under Rules of Practice & Procedure Section 10. These petitions are reviewed by the Commission, and are granted only in the case of significant extenuating circumstances.

NACCAS Increases Certain Fees

NACCAS is a non-profit corporation and closely monitors how its money is spent. However, like many other companies we have experienced higher costs of operation. Therefore, the Commission has found it necessary to raise some of its fees effective July 1, 2012.

The Commission did not increase sustaining fees, which are charged to all active schools in our system (either accredited or seeking accreditation). This fee covers the day-to-day operations of NACCAS, including school consultations by phone or e-mail, maintenance of our website, publication of the quarterly *NACCAS Now* newsletter, and production of webinars for schools. The annual sustaining fees are \$1,695 for all candidate schools, and accredited schools with fewer than 100 students enrolled during the prior year. Fees are \$1,875 for accredited schools with between 100 and 199 students enrolled, and \$2,055 for accredited schools with at least 200 students. (The number of students is the combined total for main and branch campuses reported on the school's Annual Report due to NACCAS on November 30 of each year). Our sustaining fees are invoiced in semi-annual installments due in July and January. The first installment in July is \$990 for all schools and the balance is invoiced in January.

As a result of higher airfares, the Commission found it necessary to increase visit fees by \$100 to \$300. The visit fees now range from

\$1,925 for a candidate consultation visit to \$5,700 for a two-day evaluation visit by a full team.

The fee for workshop registrations was raised to \$365 to cover the higher cost of printing materials for attendees. The \$15 increase applies to all workshop registrations received after June 30, 2012.

Also, the Commission increased school application fees by \$120 to \$250, after holding them steady for several years. The new fee is \$1,440 for our most common applications (candidate, initial, and renewal). The candidate application includes two admissions to a NACCAS workshop, valued at \$730. The higher fees will enable NACCAS to offer greater convenience for schools in our application process. Instead of submitting a paper form with a check, schools will soon be able to complete most applications online and pay by credit card. Also, this is an important part of our transition towards a "paperless office" at NACCAS. We plan to roll out these changes later in 2012 starting with the candidate applications. Please watch your e-mail for further developments!

Our complete Schedule of Fees is available on the NACCAS website www.naccas.org. If you have questions, please contact our Director of Finance, Len Grus, at (703) 600-7600.

2012 NACCAS Board of Commissioners Election

The NACCAS Board of Commissioners at its recent August meeting approved the following individuals as candidates for the up-coming Board of Commissioners election:

School Owner Commissioner Zone 1:

Brenda Scharman - Murray, UT
Lou Starita - Boise, ID

School Owner Commissioner Zone 5:

Tim Hornsby - Cincinnati, OH
Therese Vogel - Tiffin, OH

Academic Commissioner:

Bobby Lott - Pataskala, OH
Stephanie Mitchner - Pine Bluff, AR

Professional Services Commissioner:

Delores Watson - Bastrop, LA
Carmel Owens - Temple Hills, MD
Elizabeth Kirkland - Camden, NC

The official ballots containing the slate of candidates will be sent to eligible accredited schools in October 2012. The Nominating Committee is giving you the opportunity to provide NACCAS with the mailing address where you would like your election ballot (s) to be delivered.

Please send your desired mailing address to Cliff Culbreath at the NACCAS office or via email at cculbreath@naccas.org.

In the event NACCAS has not received a specific request in writing or via email by October 15, 2012. The election ballots will be mailed to the contact information NACCAS has on file for your school (s).

Elections are a very important way for schools to participate in NACCAS, so please vote!



NACCAS Welcomes Newly Accredited Institutions

In the April 2012 through June 2012 meetings the National Accrediting Commission of Career Arts & Sciences, Inc., (NACCAS) Board of Commissioners acted to grant accreditation to the following institutions:

W Institute of Cosmetology

Effective Date: May 2012
4330 Clayton Road, Suite 1-E
Concord, CA 94521
Ref. #: 014390-00

International Academy of Cosmetology & Barbering

2800 North MacDill Avenue,
Suites Q & R
Tampa, FL 33607
Ref. #: 019132-00

Bonnie Joseph Academy of Cosmetology & Barbering

164 South Main Street
Heber City, UT 84032
Ref. #: 054068-00

Nunation School of Cosmetology

Effective Date: June 2012
310 Valley Road
Fairfield, AL 35064
Ref. #: 010097-00

The Salon Professional Academy

4985 Stelton Road
South Plainfield, NJ 07080
Ref. #: 040049-00

Remaining NACCAS Accreditation Workshop Schedule for 2012

September 22, 2012 Candidate Seminar

September 23-24th Accreditation Workshop

September 25th Evaluator Training

At the Renaissance Baltimore Harborplace Hotel
202 East Pratt Street
Baltimore, MD 21202
Hotel Registration Deadline: August 23, 2012
Reservations: 888-236-2427

December 1, 2012 Candidate Seminar

December 2-3rd Accreditation Workshop

December 4th Evaluator Training

At the Las Vegas Hilton
3000 S. Paradise RD.
Las Vegas, NV 89109
Hotel Registration Deadline: November 9, 2012
Reservations: 1-800-635-7711

NACCAS Staff and Phone List: 703-600-7600

EXECUTIVE DEPARTMENT

Tony Mirando, M.S., D.C., Executive Director Ext. 154
Eddie Broomfield, Assistant to Executive Director Ext. 154

ACCREDITATION DEPARTMENT

Demara Stampler, Director of Accreditation Ext. 137
Amy Butler, Executive Assistant to Director of Accreditation Ext. 162
Margot Campbell, Accreditation Manager: General Operations Ext. 191
Carol Orsini, Accreditation Manager: General Compliance Ext. 170
Mary Nell Nacke Myers, Associate Accreditation Manager: CA Ext. 152
Miranda Shurtleff, Accreditation Manager: CA, Ext. 158
Veda Teagle, Senior Accreditation Specialist: AR, IN, LA, TN Ext. 125
Russie Allen, Reg. Accred. Specialist: CT, GA, IA, OH, OK Ext. 116
Yvette Brooks, Reg. Accred. Specialist: CO, MA, MD, MS, PA, RI, WV Ext. 112
Blaine Chetram, Reg. Accred. Specialist: IL, KY, WA, ME, ND, SD, WI Ext. 148
Terrasia Harris, Reg. Accred. Specialist: AK, KS, TX, WY Ext. 168
Jamie Havens, Reg. Accred. Specialist: N.C, N.Y, PR, S.C, HI, GU, VI Ext. 151
Nicole Lindhurst, Reg. Accred. Specialist: AL, ID, MO, MT, NE, NM, UT Ext. 169
Marissa Mercado, Reg. Accred. Specialist: DE, FL, NH, VA, VT Ext. 128
Stephanie Speer, Reg. Accred. Specialist: AZ, MI, MN, NJ, NV, DC, OR Ext. 117
Aphelia Griffin, Accred. Specialist - Travel Only Ext. 121
Suzanna Paradise, Accred. Specialist - Travel Only Ext. 190
Brittany Burnett, Accreditation Specialist for ISS Ext.165
Susan Kofler, Travel Coordinator Ext. 129
Kantrice Dorsey, Travel Specialist Ext. 160

Jeanette Walker, Accreditation Pre-screener Ext. 114
Tiffany Carter, Admin for Accreditation Regional Specialist Ext. 140
Cassandra Billups, Admin for Accreditation Regional Specialist Ext. 156
Noémie Francis, Admin for Accreditation Regional Specialist Ext. 103

COMMUNICATIONS DEPARTMENT

Clifford Culbreath, Director of Communications Ext. 135
Allen C. Harmon III, Production Specialist Ext. 115
Cornelius Snow, Records Specialist Ext. 122
Erica Wilkerson, Receptionist Ext. 110

FINANCE DEPARTMENT

Len Grus, CPA, Director of Finance Ext. 132
Tina Waltower, Admin to Director of Finance Ext. 146
Cynthia McKoy, Controller Ext. 149
Lupeachra Davis, Accounts Receivable Ext. 131
Eric Hurst, Accountant I/ Financial Analyst Ext. 130

GOVERNMENT RELATIONS AND LEGAL DEPARTMENT

Darin M. Wallace, Esq., Director of Government Relations and Legal Ext. 159
Afsheen Mirza, Administrative Assistant Ext. 141
Aisha Burrell, Administrative Assistant Ext. 162
Jason Tiezzi, Senior Analyst Ext. 155
Alex Kim, Compliance Specialist Ext. 177

DEVELOPMENT AND HUMAN RESOURCES DEPARTMENT

Alicia Williams, PHR, Director of Development and Human Resources Ext. 138

Which Department Do I Contact if I Have Questions?

Contact the Accreditation Department

- If your question is regarding:
 - The Process of Accreditation
 - Applications
 - My Institutional Self Study
 - Complaints

Contact the Finance Department

- If your question is regarding:
 - Fees
 - Financials

Contact Jason Tiezzi & Alex Kim

- If your question is regarding:
 - Annual Report

Contact the Communications Department

- If your question is regarding:
 - Becoming an evaluator
 - Workshop Attendance
 - Trouble logging into CRM
 - Submitting the ISS electronically

Please visit our website at www.naccas.org and click on the NACCAS Staff Directory to find a comprehensive list of NACCAS staff members and their contact information, or see the list on page 10 of this publication

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Front Cover Photo: Men of NACCAS:

Back row, left to right: Eric Hurst, Accountant/Financial Analyst, Cornelius Snow, Records Specialist, Alex Kim, Compliance Specialist, Eddie Broomfield, Assistant to Executive Director

Front row, left to right: Allen C. Harmon III, Production Specialist, Russie Allen, Regional Accreditation Specialist, Jason Tiezzi, Senior Analyst, Blaine Chetram, Regional Accreditation Specialist.

Statement of Purpose

The NACCAS NOW is published by the National Accrediting Commission of Career Arts & Sciences, Inc., (NACCAS). NACCAS is a 501(c) (3) nonprofit corporation formed in the State of Delaware. Among the major aims and purposes are the following:

1. To advance and develop standards of education and instruction in cosmetology arts and sciences, massage therapy, and cognate areas which serve to supplement the practical, scientific and business skills of the cosmetology and massage professions. Cosmetology arts and sciences concern the care for health, condition, and appearance of hair, skin, nails, and cognate areas.
2. To give recognition through accreditation to schools that agree to and do maintain high standards of cosmetology and massage education and assure quality programs to their students.
3. To encourage high standards of ethical and professional conduct and activities and programs designed to advance and improve service to the public in the field of cosmetology arts and sciences, massage, and cognate areas.

NACCAS is recognized by the United States Department of Education as a national agency for the institutional accreditation of post-secondary schools and departments of cosmetology arts and sciences and massage, including specialized schools.

NACCAS Board of Commissioners

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Jessica Wolman,
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Cynthia Becher
Second Vice Chair

Ronald Perry
Treasurer

Gina Kinion
Secretary

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Representing Zone 2

Cynthia Becher,
Representing Zone 3

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Representing Zone 5

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Representing Zone 6

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At-Large

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Jenae Davis

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At-Large

Bobby Lott

Chris Strawn



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of Career Arts & Sciences, Inc.**
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