

NACCAS NOW

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

**NACCAS
Welcomes Elected
Commissioners**

**2014 Changes
to NACCAS
Rules of
Practice and
Procedure**

**Top 10 Most
Commonly Cited
Limitations – 2013**



Spring 2014



FROM THE DESK OF THE EXECUTIVE DIRECTOR:

Springtime: Sowing Seeds of Success

By: Tony Miranda, MS, DC – Executive Director

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



While Winter continues to make its mark here in the DC Metro area, we know that Spring is knocking at the back door. With Spring in the air and thus change upon us, we thought we'd take this time to draw upon our Spring 2011 NACCAS NOW article to remind us of how you can ensure your school is ready to meet the challenge of CHANGE. And

while many of us get complacent with our lives and our businesses, in order to be successful, or even stay successful, you need to give back to your business. Spring time is always a good time to re-access your commitment to your school and students. I know that many of you are saying to yourself, I give, I give, I give, but I just am not sure it is working or appreciated. I understand that many of you go home stressed out and exhausted from all that you do. Take a new approach, don't look at how much you are doing for your school, but look at "what" you are doing for your school. Maybe it is time to shake it up a little, try something a bit different, step out of your comfort zone, and think outside of the box.

Running a business is like being involved in a personal relationship; it is constantly changing and evolving. Take a new approach at work, and maybe, just maybe, you can rejuvenate your passion and commitment to your students and your school. Plan to reevaluate the way you presently do things. Look at your school and determine whether or not you are accomplishing your mission. Are your students happy, I know they will never be totally happy, but are they adding value to your school? Are your Instructors committed to teaching what is needed to ensure the students future successes? You need to make a commitment to yourself, your school, to have a **PLAN** to bring about the changes necessary to be successful. All NACCAS accredited schools are required to have an Emergency Preparedness Plan (EPP). Ensure your EPP, contains all critical elements from important contact numbers, what to do in the event of a fire/natural disaster and your continuity of operations plan, in the event your institution is severely damaged and you must regroup at an alternative location. Then **ORGANIZE** yourself, and I don't mean put things in order, I mean organize your "human capital." **Human capital**, (Wikipedia) is the stock of competences, knowledge and personality attributes embodied in the ability to perform labor so as to produce economic value. I am referring to your staff, Advisory Committee, and maybe even some of your students. Remember, a successful organization has the right people at the right time with their skills being utilized in the right way. So, figure out who is best at what, and get them to

buy in to helping you accomplish your **PLAN**. Take a hard look at all of them, are they contributing to your overall success, or are they a part of your stress? DON'T settle for mediocre, when you can strive towards excellence. Surround yourself with the best, and you will be the best!

Can you **LEAD**? Your success is as good as your ability to properly articulate what you are trying to accomplish. If you are trying to have excellent school outcomes, are you translating those requirements into action? Have you done your due diligence in opening up your mind to creative ideas to achieve those requirements? Have you empowered others to help accomplish the task? As a leader, you must demonstrate that you believe in your plan, are willing to provide the resources "human capital", and that you are establishing the necessary culture and environment to fulfill your **PLAN**.

It's ok to try different things until you are successful. As the saying goes, if at first you don't succeed, try, try again. In order for you to be successful, you must establish **CONTROLS**. These are tools, procedures, or even a set of processes that aid in ensuring that your plan is effectively **ORGANIZED**, and executed properly, to ensure successful results are achieved. If not, then these set of controls should be able to get you back on track to fulfill your **Plan**.

When all is said and done, by sowing the right seeds of success into your business, you will have better positioned your institution to not only be a model for others, but will also ensure your students are well-equipped to succeed in their chosen field of study.



NACCAS Board of Commissioners Elects Executive Committee Members for 2014

By: Clifford A. Culbreath, Director of Communications



Executive Board Members from left to right: Ms. Gina Kinion, Mr. Michael D. Bouman, Ms. Jessica Wolman, Chairwoman, Ms. Chris Strawn and Mr. Gary Trottier.

At its December 2013 Commission meeting, the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) Board of Commissioners elected its new Executive Committee. The Executive Committee members will serve a one year term. The new Executive Committee members are:

Ms. Jessica Wolman – School Owner Commissioner from Scottsdale, Arizona, as Chairwoman of the Commission.

Mr. Gary Trottier – School Owner Commissioner from Claremont, New Hampshire as First Vice Chairman.

Ms. Gina Kinion – School Owner Commissioner from Wentzville, Missouri as Second Vice Chairwoman.

Mr. Michael D. Bouman – School Owner/Administrator Commissioner At-Large from Orwigsburg, Pennsylvania as Treasurer.

Ms. Chris Strawn – Commissioner Representing the Academic Field from Jacksonville, Arkansas as Secretary.



Ms. Jessica Wolman Chairwoman

Ms. Jessica Wolman has been a member of the Board of Commissioners since 2009 as the School Owner Commissioner Representing Zone 2. She was elected by the NACCAS Board of Commis-

sioners in 2011 to serve as First Vice Chairwoman of the Executive Committee and in 2012 she was elected to serve as Chairwoman of the Executive Committee. In December 2013, she was elected to her second term as Chairwoman of the NACCAS Board of Commissioners Executive Committee.

Ms. Wolman started her career as an admissions representative and became a school owner over 14 years ago. Ms. Wolman owns and operates 20 cosmetology schools in 5 states and has been in the cosmetology industry for 31 years. She currently is Chairwoman of the Advisory Council on Career Education (ACCRED) and a member of the Committee on Re-Recognition.



Mr. Gary Trottier First Vice Chairman

Mr. Gary Trottier has been a member of the Board of Commissioners since 2011 as the School Owner Commissioner Representing Zone 6. Mr. Trottier is the owner of New England School of Hair Design, Inc. located in Lebanon, New Hampshire. He has been in the cosmetology industry for 39 years.

Mr. Trottier is currently the Chairman of the Standards and Policies (S&P) Committee and the Advisory Committee on Standards, he is a member of the Academic and Institutional Changes Committee (AICC), the Nomination Committee, and the File Review #3 team.



Ms. Gina Kinion Second Vice Chairwoman

Ms. Gina Kinion has been a member of the Board of Commissioners since 2010 as School Owner Commissioner Representing Zone 4. She is the owner of Elaine Steven Beauty College located in St. Louis, Missouri and Advance Beauty College with locations in Warrenton and Hannibal, Missouri. Ms. Kinion has been in the cosmetology industry for 37 years. Prior to her election as a Commissioner, Ms. Kinion was a School Owner Evaluator for NACCAS from March 2005 until 2010.

Ms. Kinion is Chairwoman of the Constitution and Procedures (C&P) Committee, a member of the Institutional Changes and Finance (ICF) Committee, Educational Quality and Compliance Committee (EQCC), and a member of the File Review #3 team.

(continued on page 4)



NACCAS Board of Commissioners Elects Executive Committee Members for 2014

(continued from page 3)



Mr. Michael D. Bouman
Treasurer

Mr. Michael Bouman was elected to the NACCAS Board of Commissioners in 2012 to serve as School Owner/Administrator Commissioner At-Large. Mr. Bouman has been active in the cosmetology industry for more than 19 years. Mr. Bouman joined the Empire Education Group in November 1998 as the Director of Student Enrollment and Retention and was promoted to Vice President, Strategic Planning in 2000. In 2003, he was named Executive Vice President and in 2005, he was named President and Chief Operation Officer (COO). Empire Education Group has grown from 19 campuses in one state to 107 in twenty-two states and the student population has increased from 1,100 to 20,000 students annually.

Mr. Bouman is currently Chairman of the Institutional Changes & Finance (ICF) Committee, a member of the Educational Quality and Compliance Committee (EQCC), the Constitution and Procedures (C&P) Committee, the Advisory Council on Career Education (ACCRED) and a member of the File Review #4 team.



Ms. Chris Strawn
Secretary

Ms. Chris Strawn was elected to NACCAS Board of Commissioners in 2012 to serve as Commissioner Representing the Academic Field. Ms. Strawn is the Owner and Director of Arthur's Beauty College, Inc. with four locations in the State of Arkansas. She is a third generation school owner and has been the owner since 1999. She is also the owner of Ablution, A Day Spa and Salon. Ms. Strawn manages the corporate directors, develops curriculum and provides professional development classes for instructors. She successfully completed the Master Educator and Advanced Master Educator through Milady Career Institute.

Ms. Strawn is currently the Chairwoman of the Appeal Review Panel Application Committee (ARPAC) and the File Review #1 team; she is also, a member of the Standards and Policy (S&P) Committee, and the Academic and Institutional Changes Committee (AICC).

Meet the New NACCAS Staff

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



Val Gonzalez
Financial Analyst

Val joined NACCAS on December 5th, 2013, as a Financial Analyst. She is an Economist currently pursuing a certification in Accounting. Val brings to NACCAS more than 10 years of experience of Economic and Financial Analysis in both the private and public sector. She is fluent in Spanish, and has post-graduate studies in Public Planning and Management. Beyond data and charts interpretation, Val truly enjoys dancing and is a dance fitness instructor 3 times a week. Her favorite pastime is spending quality time with her family, reading, and working out.



Clarice Bynum
Administrative Assistant

Clarice Bynum joined NACCAS on October 13th, 2013, as an Administrative Assistant in the Accreditation Department. Clarice has attended Prince Georges Community College for two years and Strayer University for one year in Business Administration. She has worked in the Administrative field for over 15 years. She brings to this position experience in customer service and dedication. When Clarice is not busy with her family, she enjoys her passion which is singing and is currently working on a Gospel single.

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

2014 Changes to NACCAS Rules of Practice and Procedure

The National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) Board of Commissioners, at its recent meeting held February 4, 2014, in accordance with NACCAS' Rules of Practice and Procedures, Section 10.3, (b), adopted changes by emergency action that became effective immediately and some that are effective immediately to the:

- Standards and Policies, with the removal of Policy III.01, (by emergency action);
- *Rules of Practice and Procedure*, Section 7.3 (by emergency action) (the changes made have been bold and black-lined).
(Refer to Part 7.3(c) of the *Rules of Practice and Procedure and Standard III Guidelines* in the "Sample Forms, Guidelines, and Guidance for Understanding Standards and Policies" publication found on the NACCAS website)
- Appendices to the *Rules of Practice and Procedure*, deletion of Appendix #14A, (effective immediately)
- Appendices to the *Rules of Practice and Procedure*, Appendix #9, (effective immediately) (the changes made have been bold and black-lined)
- *Rules of Practice and Procedure*, Section 2.5, (effective immediately) (the changes made have been bold and black-lined).

Section 7.3 **Decision on Show Cause Order**

Upon expiration of the time limits for submission of the Response to the Show Cause Order or any progress report or additional requirements placed on a school in relation to the Show Cause Order, a decision will be made on the institution's compliance with the accreditation standard, procedure or other requirement cited in the order.

- (c) Where an administrative show cause order is issued based on an official cohort default rate in excess of the threshold established by the U.S. Department of Education, the Commission or a committee shall remove the order with a reporting requirement if the institution's response shows that any one of the following was present during the 24 months preceding issuance of the show cause order:
- (1) Fifteen percent or fewer of the institution's students who are enrolled on at least a half-time basis have received any federal student loan; or
 - (2) Two-thirds or more of the institution's students are individuals from disadvantaged economic backgrounds (based on the Pell grant index for zero family contribution) and the institution has complied with NACCAS' outcomes standards for the two most recent years for which annual reports were required to be submitted to NACCAS; or
 - (3) One or more of the bases for waiving monitoring under the Default Management Consultation Policy is met.

- (3) The institution submits a copy of its letter to the U.S. Department of Education formally withdrawing from participation in the Title IV Higher Education Opportunity Act (HEOA) loan program(s), together with the receipt indicating the letter was received by the Department;
- (4) The institution submits a letter from the U.S. Department of Education accepting the institution's withdrawal from participation in the Family Federal Education Loan Program (FFEL);
- (5) The institution submits evidence that its official default rate has been below the congressional threshold for the past three years;
- (6) The institution is successful in obtaining a rescission of the show cause order under Part 7 (see page 102) of the Rules;
- (7) The institution's appeal of its official default rate is pending before the U.S. Department of Education; or
- (8) The institution has a default management plan that complies with the Guidelines for Preparation of a Default Management Plan in NACCAS' *Sample Forms and Guidelines* booklet (found on the NACCAS website under "Other Key Documents").

Appendix #9 - Change Of Control Categories And Requirements

Requirements General to Categories 2 and 3

1. At least 30 days before the expected effective date of the Change of Control, submit the required application form, together with:
 - f. A balance sheet for the institution as of the effective date of the Change of Control (to be submitted within 30 days after the effective date of the Change of Control, **but prior to the Commission's approval**, **audited** compiled by an independent certified public accountant on an accrual basis of accounting according to GAAP.

Section 2.5 Application for Initial Accreditation

Application form for initial accreditation, Application #2, is found on the NACCAS website at www.naccas.org under

"Applications and Forms." The application form for initial accreditation Application #2, found on the NACCAS website under "Applications and Forms" may be printed from the NACCAS Website at www.naccas.org or requested by writing or telephoning the NACCAS headquarters. The correct mailing address of the school must be specified in the request.



Top 10 Most Commonly Cited Limitations – 2013

By: Demara Stamler, Director of Accreditation

Each year NACCAS reviews data coming out of our school visits to determine, among other statistics, what areas of our Standards and requirements schools typically struggle to understand.

Interestingly enough, the 10 most cited limitations are the same 10 most cited limitations from 2012, although some landed in different positions on the rating scale.

As we look at the common limitations below you will see that the Commission has been diligently working on creating resources for our schools to assist them with understanding NACCAS' requirements in order for schools to be successful as educational institutions providing a high quality education to the students.

The #1 most commonly cited limitation is Standard IX, Criterion 6 – Implementation of Satisfactory Academic Progress (SAP).

Although some of our schools misunderstand SAP in general and may have areas of non-compliance in their SAP Policy, because a Policy can be corrected during an on-site visit it is not often cited as a limitation. What cannot be corrected during an on-site visit is the actual implementation of SAP - how the schools are evaluating and documenting the evaluation of students for SAP purposes.

For help with this, I strongly recommend that if you are not sure you fully understand SAP, or if you have a new staff person who will be assisting with SAP, or if you are someone who has little to no experience working with SAP - please take the time to view the 5-part webinar series available on the NACCAS website under Events and Webinars. Each of the five (5) webinars is less than an hour long. The first one is an overview explaining SAP. The next three (3) go over each element of the SAP Checklist, and the final webinar covers common misunderstandings and answers to general questions. You can view one or all of the five (5) parts depending on what you need.

The 2nd most commonly cited limitation is Standard III, Criterion 3 – Compliance with Federal, State, and local regulations and NACCAS' Rules of Practice and Procedure (Rules).

Limitations for this criterion generally fall under three (3) areas:

1. The institution made a change in its ownership structure without informing NACCAS. Oftentimes this is a minor change in ownership %, however any change to the ownership must be reported to NACCAS as outlined in Section 4.7 or Section 4.15(a) of the Rules.
2. The institution added additional space that is not within its current space but no farther than two (2) miles away without informing

NACCAS as outlined in Section 4.15(b) of the Rules.

3. The institution is offering an unapproved program as outlined in Section 1.3 of the Rules.

An easy way to avoid these limitations is to simply complete a Non-Substantive Change of Control or Approval of a Program, at least 30 days prior to the change. The take home message here is to refer to Part 4 of the Rules of Practice and Procedure that outlines what kind of changes you must get approved by NACCAS and then to contact your NACCAS Specialist before you make any changes for specific guidance.

The 3rd, 4th, and 5th most commonly cited limitations fall under Standard IV. These Criteria are 8, 9 and 10 and deal with Enrollment Agreements being “fully executed”.

What does “fully executed” mean you ask? Let’s take a look at the Glossary that is found in the NACCAS Handbook. In general it means that:

1. The agreement contains all of the obligations the student is agreeing to as they enroll in the program, (see Policy IV.03 for specific elements required in your Enrollment Agreement),
2. The document does not contain any blank areas, (make sure if it is not applicable to the situation there is an N/A inserted), and
3. Where ever changes are made to the agreement the student and the institution have initialed and dated next to the change to verify that both parties are aware of the change to the document.

Criterion 8 is specifically about ensuring that the document is fully executed.

Criterion 9 requires that a copy of that fully executed enrollment agreement has been given to the student and legal guardian, if there is one.

And, Criterion 10 requires that a copy of the fully executed enrollment agreement is maintained by the school.

So you can see that if you have a limitation for Criterion 8, you are likely to have limitations in 9 and 10 as well. You should note, however, that you can be compliant with Criterion 8 but get a limitation for Criteria 9 and/or Criteria 10 if a copy of the enrollment agreement is not found on file or the student was not given a copy of the enrollment agreement.

Please be on the look-out for a webinar this year that provides detailed information on what is required regarding Enrollment Agreements.

The 6th, 7th, and 8th most commonly cited limitations are all related to the Annual Report outcomes as outlined in Standard I, Criteria 5, 3, and 4 (in order of most common limitation).

Criterion 5 is the sixth most commonly cited limitation and specifies that the outcomes rates comply with NACCAS minimum rates of:

(continued on page 7)

Top 10 Most Commonly Cited Limitations

(continued from page 6)

Completion	50%
Licensure	70%
Placement	60%

Criterion 3 is the seventh most cited limitation and requires that the data in the Annual Report is accurate. As one example, when the evaluation team comes on site and verifies the data contained in the back up documentation, the information cannot be verified as accurate between the student lists and the documentation in the student's file. In this case the school would be cited a limitation under this criteria since the Annual Report outcome rates are not accurate.

For Criterion 4, the eighth most commonly cited limitation, you are required to have back up documentation that supports the outcomes rates you have reported. In this criterion, when the team verifies your outcomes rate you need to make sure that you have the documentation to support those rates. *Great news for schools is that we also have several excellent webinars on the Annual Report processes available on the NACCAS website under Events and Webinars.*

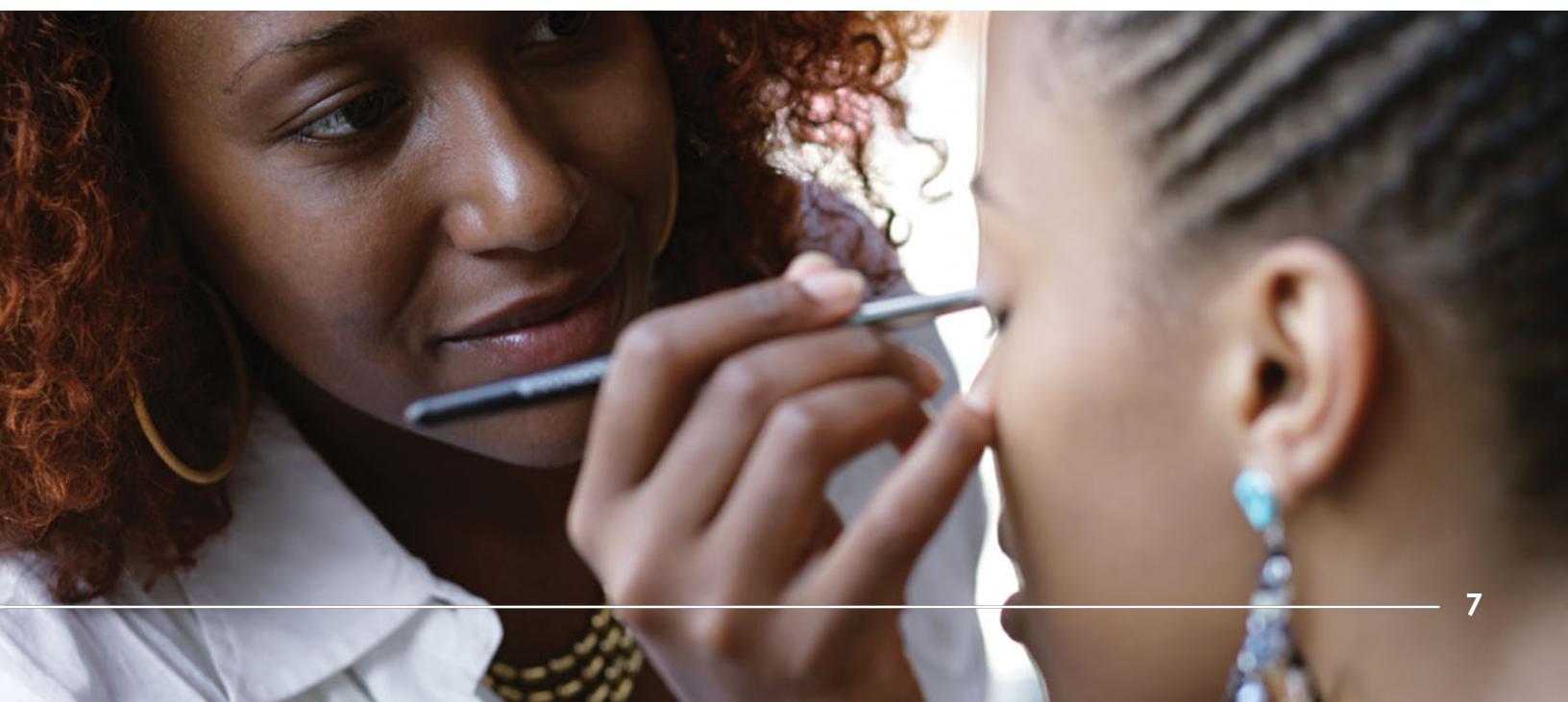
The 9th most commonly cited limitation is Standard VII, Criterion 8 (Criterion 7 in the 2013 Standards). This criterion requires that all refunds have been accurately implemented. By that the Commission means that a refund calculation has been done on all withdrawn or terminated students regardless of whether the institution believes there will be money owed. For this verification the on-site evaluation team is expecting to see a refund calculation in each students' file that has been withdrawn or been terminated and the refund calculation is implemented based on the institution's policy. *Schools will be glad to know that there will be a webinar presented this year*

on the ins and outs of Refunds. Stay tuned and watch your emails for the email blast announcements.

And for the 10th most commonly cited limitation we have Standard II, Criterion 8. This criterion requires that instructors have completed at least four (4) hours of the 12 hours of continuing education required in Teaching Methodology at least every 12 months. The criterion also requires that documentation of the continuing education is maintained for each instructor. There has been some confusion about what NACCAS expects for these four (4) hours of teaching methodology. *The best resources available to schools are found in both the Glossary in the Handbook and the publication found on the NACCAS website called "Sample Forms, Guidelines, and Guidance for Understanding Standards and Policies".*

Now that we've gone over the 10 most commonly cited limitations for 2013, and for that matter 2012, its important to reiterate that the Commission is focused on continually developing ways to help our schools understand what is required and how to stay in compliance. NACCAS provides several resources to assist schools in being successful as an excellent educational institution. Some of those resources are:

- The NACCAS Handbook (found on the NACCAS website under Standards and Policies)
- The Sample Forms, Guidelines, and Guidance to Understanding Standards and Policies publication (found on the NACCAS website under Accreditation/Other Key Documents)
- NACCAS Staff (locate the Staff Director under About Us on the NACCAS website)
- Webinars (found on the NACCAS website under Events and Webinars)
- Pocket Seminars (contact me at dstamler@naccas.org if you are interested in having expert NACCAS staff instructors come to your school to teach you and your staff about accreditation)





Frequently Asked Questions

Compiled by: Erica Wilkerson and Veda Teagle

1. How do I get my school accredited?

Becoming an accredited institution is not an overnight process, as the path towards accreditation is one of a personal and financial commitment on your part.

The following steps are required of an institution to become an initially accredited institution:

- a. Get your school licensed.
- b. Begin to continuously train post-secondary student(s) in fields within NACCAS' Scope of Accreditation as outlined in Appendix #1 of the NACCAS Handbook.
- c. Complete the Application for Candidate Status accurately (Application Form #1) and send it to the NACCAS office with the required exhibits and fees.
- d. Get granted Candidate Status by the Executive Director of NACCAS.
- e. Attend a NACCAS Accreditation Workshop. The school owner and/or a representative(s) must attend all three (3) days.
- f. Prepare the preliminary Institutional Self-Study (ISS) in the required format.
- g. Request a Candidate Consultation Visit by sending in the Candidate Consultation Visit Request Form with all the required exhibits and fees. Please also note that the institution should request this visit within one (1) year of attendance of the NACCAS workshop.
- h. Have a Candidate Consultation Visit.
- i. Accurately complete an Application for Initial Accreditation (include all required exhibits as outlined on the form) and submit it to NACCAS along with one (1) copy of the final version of the Institutional Self-Study (ISS). Please also note that if the ISS and other required exhibits are not submitted with the application, the institution has up to one (1) year to complete the application.
- j. NACCAS Visit Staff confirm and schedule a visit date for the on-site evaluation.
- k. Have an on-site evaluation with a full evaluation team.
- l. Respond to the Team Report. This would occur only if the institution were to have received limitations during the on-site evaluation. The institution would have 45 days to respond from receipt of the institution's team report being received.
- m. The institution's application along with its financials are reviewed and considered by the Commission for accreditation.

- n. What happens next? Once the school receives accreditation, the school's owners may apply to participate in federal student financial aid programs. Please note that the Federal Financial Aid application process is entirely independent from NACCAS.

2. How long does the accreditation process take?

The Accreditation process depends on how long the institution has been in operation. Generally, the process can take anywhere from 1-3 years.

3. What is the exact cost to become accredited?

Any fees which NACCAS requires an institution seeking accreditation to pay may be found within the NACCAS schedule of fees, which can be found on our NACCAS homepage at www.naccas.org. The estimated cost for accreditation is varied and an institution must keep in mind that there may be additional costs associated with the accreditation process.

4. How do I file a complaint against an accredited school?

Complaints against schools may be filed by visiting naccas.org->Applications and Forms-> All Applications and Forms-> Complaints against schools

5. How long do I have to wait before I can offer Financial Aid?

NACCAS does not handle financial aid. Contact the U.S. Department of Education regarding this process.

6. How do I get a copy of my transcripts since the school is now closed?

Copies of student transcripts are not in NACCAS' purview.

7. How do I get my username and password for my institution?

The NACCAS Communications Department is responsible for issuing usernames and passwords. Please send an email request to Cliff Culbreath at cculbreath@naccas.org.

8. How do I find out if a school is accredited?

In order to confirm the accreditation status of a particular NACCAS accredited school, you can visit naccas.org->Accredited Schools>Accredited School Search.

9. Is there a list of schools that have lost their accreditation?

NACCAS does publish on our website the institutions that have been withdrawn and/or have relinquished their accreditation. This information can be found on our NACCAS homepage under NACCAS News.

10. What does it mean when a school is on probation?

When a school is on probation, it means that the institution is presently not meeting the minimum requirement in an aspect of an accreditation requirement(s) and is given a timeframe to bring themselves into compliance with the requirement(s). The institution is still accredited during this time on probation.

11. How long does a school's probation status last?

An institution's probationary status varies.

12. What does it mean when a school says they are in Candidate status?

A school in candidate status has submitted an application to become a candidate for accreditation and has taken the first step towards accreditation.

13. Is there a printed list of all of the accredited schools available?

No, however you can search for any of the NACCAS accredited institutions, as well as those institutions currently seeking accreditation (candidate status schools), via the Accredited School Search feature found under Accredited Schools on the NACCAS homepage at www.naccas.org.

14. Where do I find my school reference number?

The school reference number is listed on any documents received from NACCAS.

You may also call the NACCAS office or visit the website and look up any school through the accredited school search.

15. Can edits be made to the Annual Report once it has been submitted?

Yes, Contact Jason Tiezzi or Alex Kim regarding the Annual Report.

16. Who can I speak to when my accreditation specialist is out on business travel?

The Accreditation Managers Miranda Shurtleff or Mary Nell Myers should be your first line of contact, however, if they are unavailable, one of the Regional Accreditation Specialists that are in the office should be able to assist you.

17. Do documents have to be in the office on the due date or postmarked by the due date?

Documents have to be in the office by the due date and not sent by a postmarked date. It is always advised to send in items to the NACCAS office via a traceable means.

18. What kinds of programs do you offer?

We do not offer any programs since we are not a school.

19. How do I update my email address to receive NACCAS emails?

Send an email to the Director of Communications Cliff Culbreath at cculbreath@naccas.org

20. How do I become a NACCAS Independent Contractor Peer Evaluator (ICPE)?

In order to become a NACCAS ICPE, you must go first to the NACCAS website at www.naccas.org and click on Events and Webinars/Webinars and look for the webinar titled "Peer Evaluator Training" viewing this webinar is mandatory.

Upon completion of the viewing, you will be directed to contact Alicia Williams to receive the Assessment. Once you complete the Assessment and return it to Alicia Williams you will receive (via email) a Certificate of Attendance and three documents to complete.

21. To whose attention should documents be mailed?

All documents should be sent to the attention of the Executive Director Dr. Mirando.

22. Can applications be faxed?

No, we do not accept faxed applications.

23. Can fees be paid online?

Fees cannot be paid online but that is something that we are working towards.

24. Can applications be handwritten or do they have to be typed?

In order to ensure all information received via the application is clear, concise and accurate, it is recommended that all applications be typed.

25. Why am I unable to type into NACCAS documents?

This usually means that the version of software that you are using may need to be updated. However applications can be handwritten as long as they are legible.

26. Can I register for a NACCAS workshop over the phone?

No, registration forms for the workshops must be faxed or mailed in. If the registration form is faxed you can call to make a credit card payment.

27. Can Audited Financial Statements be emailed?

No. They must be submitted electronically by your independent CPA.

28. How can I get a copy of my accreditation letter?

You can request a copy of your accreditation letter from the Regional Accreditation Specialist for your state.

29. How do you upload documents through the NACCAS Website (ISS and financials)

Currently, in order to upload your ISS' or Financials, you would need to access this upload feature via the member menu login screen found on our NACCAS homepage.



NACCAS Welcomes Elected Commissioners

By: Clifford A. Culbreath, Director of Communications

The National Accrediting Commission of Career Arts & Sciences, Inc., (NACCAS) on December 5, 2013, received the election results for the 2013 election of NACCAS Commissioners from the certified public accounting firm of Miller/Musmar, Certified Public Accountants, located in Reston, Virginia. Ms. Wanda Zachary from Oswego, Illinois was elected to serve as School Owner Commissioner Representing Zone 3; Mr. Gary Trottier from West Lebanon, New Hampshire was re-elected to serve as School Owner Commissioner Representing Zone 6, Ms. Julie Vargas from Pflugerville, Texas was elected to serve as Commissioner Representing the Professional Services field, and Mr. Allen Lee Smith from Munroe Falls, Ohio was elected to serve as Commissioner Representing the Public Interest. Each Commissioner will serve a three-year term. Terms for the newly elected Commissioners began January 1, 2014.



Ms. Wanda Zachary elected to serve as School Owner Commissioner Representing Zone 3.

Ms. Wanda Zachary has been in the private cosmetology school business for 34 years. She has been an owner of Hair Professionals School of Cosmetology, Inc. located in Oswego, Illinois since 1979. In addition, she owns Hair Professionals Career College, Inc. located in Sycamore, Illinois and Palos Educators, Inc. DBA Hair Professionals Career College located in Palos Hills, Illinois.

Ms. Zachary is a member of the NACCAS Board of Commissioners' Educational Quality and Compliance Committee (EQCC), the Constitution and Procedures Committee (C&P), and the File Review #1 team.

Ms. Zachary has served two terms as President of the Illinois State Association of Cosmetology (IACS) and is currently Immediate Past Chair of IACS. She has also been a Board member of the Illinois Department of Professional Regulation, the state licensing Board for Barbering, Cosmetology, Esthetics, and Nail Technology for the most recent 10 years. She is a member of the American Association of Cosmetology Schools (AACS) and a member of the National Association of Student Financial Aid Administrators (NASFAA).

Her main goal has been to help future professionals achieve their educational goals and follow their dream of a career in the health and beauty industry.



Mr. Gary Trottier re-elected to serve as School Owner Commissioner Representing Zone 6.

Mr. Gary Trottier has been in the cosmetology profession for 39 years. He has been the owner of New England School of Hair Design, Inc. since 1977. Mr. Trottier was first elected to the NACCAS

Board of Commissioners in December 2010 and has been a member since January 1, 2011. Mr. Trottier was elected First Vice-Chair to the NACCAS Board of Commissioners Executive Committee in 2013. He is currently Chairman of the Standards and Policies (S&P) Committee and the Advisory Committee on Standards. He is also a member of the Academic and Institutional Changes Committee (AICC), the Nomination Committee and the File Review #2 team.

Mr. Trottier is Vice-Chairman of the New Hampshire Board of Cosmetology. He is part owner of Quale Company, makers of the patented "Color Shell" hair high-lightening tool.



Ms. Julie Vargas elected to serve as Professional Services Commissioner.

Ms. Julie Vargas has been associated with the cosmetology industry for 27 years. She is the Director of Career Opportunities for Sport Clips. She has been with Sport Clips for 20 years, having held many different roles within the organization. She has been Director of Career Opportunities since 2005. In her current position she oversees recruitment, retention strategies and industry relations.

Ms. Vargas held the position of Regional Coach (Educator) from 2000-2005, where she conducted technical classes for all new Sport Clips employees. In addition, she conducted operations training for all new Team Leaders (franchisees) and Area Developers. She lead leadership trainings and management development classes and helped open stores in the northeast and trained all new employees on client service and operating standards.

Ms. Vargas is a member of the NACCAS Board of Commissioners' Constitution and Procedures (C&P) Committee, Academic and Institutional Changes Committee (AICC) and the File Review #3 team.

Ms. Vargas attended Western Texas College in Snyder, Texas where she studied Fashion Design and graduated from Aladdin Beauty College in San Angelo, Texas in 1987. She is a certified Paul Mitchell Advisor and a graduate of the American Crew Academy.

(continued on page 11)

NACCAS Welcomes Elected Commissioners

(continued from page 10)



Mr. Allen Lee Smith elected to serve as
Commissioner Representing the Public Interest.

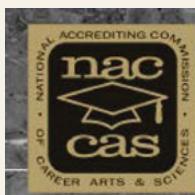
Mr. Allen Lee Smith is a retired educator. He taught manufacturing technology at Theodore Roosevelt High School in Kent, Ohio for 31 years and pre-engineering for 10 years. He was Chairman for the Career Education Department for the North Central Evaluation and served on the Executive Teachers Committee. He taught evening classes at Kent State University in engineering graphics, manufacturing processes and computer aided design and computer aided manufacturing (CAD/CAM).

Mr. Smith was appointed by Governor Taft to the State Board for College Tech Prep and was the only teacher representative on the board.

Mr. Smith is a member of the NACCAS Board of Commissioners Institutional Changes & Finance (ICF) Committee, the Standards and Policies (S&P) Committee, the Academic and Institutional Changes Committee (AICC) and a member of the File Review #2 team.

Mr. Smith received his Bachelor of Science degree in Education from Kent State University and his Master's Degree in Educational Administration from Kent State University. In addition, he completed engineering courses at the University of Akron as part of B.F. Goodrich Company.

NACCAS' Commission and Staff extend their congratulations to each of our elected Commissioners.



NACCAS

National Accrediting Commission of Career Arts & Sciences

The Board of Commissioners for the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS), in an ongoing effort to cut costs and to continue to provide our schools with the highest level of excellence in service, has been exploring, over the course of the past 12 months, the feasibility of opening up a Western Office, for one (1) year to determine financial and practical viability. Through the gathering of data, airline hub and cost savings statistics, weather considerations, cost of operations and the like, the Commission has approved the opening of the 160 sq. ft. NACCAS Utah Office Suite located in Salt Lake City, Utah.

With its March 3, 2014 opening, its primary function is to conduct on-site school visits in the mid to western quadrants of the United States. As a result, this Office will not receive any correspondence from accredited schools. All correspondence must be sent to the NACCAS headquarters office in Alexandria, Virginia.

The NACCAS Board of Commissioners and Staff are excited about the new expansion of our office and look forward to continuing to be A Leader in Accreditation Standards for a Better Educational Experience.



NACCAS NOW SPRING 2014

By: Yetta Hughes, CPA, Director of Finance

At the February, 2014 NACCAS Board of Commissioners meeting, the board adopted effective immediately, the following changes:

1. Electronic Submission of Financial Statements

Schools must have their independent CPA submit their audited financial statements electronically to NACCAS. Schools can create user profiles for their CPA's through the member login portal. There will be a \$250 processing fee assessed for schools who fail to submit their financial statements electronically. The \$250 processing fee is waived until June 30, 2014. The fee for late submission of audited financial statements is not waived.

2. Regarding, Appendix #9 - Change Of Control Categories and Requirements

Requirements General to Categories 2 and 3

Section 1f:

A balance sheet for the institution as of the effective date of the Change of Control (to be submitted within 30 days after the effective date of the Change of Control, **but prior to the Commission's approval**), **audited** by an independent certified public accountant on an accrual basis of accounting according to GAAP.

3. Notes to Audited Financial Statements

The following calculations must be in paragraph form included in the audit notes:

- i. Calculated Composite Score
- ii. Current Asset/Current Liability ratio
- iii. Tangible Net Worth
- iv. Profit in the current audit year, and the past 2 previous audit years

Who to ask....in Finance

Accounts Payable....Fortina (Tina) Waltower, x146

- Vendor invoices
- Vendor payments
- Contractor/Consultant invoices
- Contractor/Consultant payments
- 1099 Questions

Accounts Receivable...Lupeachra Davis, x131

- Invoices to schools
- Schools account payable/balances
- Payments applied to school accounts
- Payment plans

Pre-Screener.....Jeanette Walker, x 114

- New candidate applications
- Renewal candidate application
- Incomplete/returned applications

General Accounting....Cynthia McKoy, x149

- General Ledger inquiries
- Subsidiary ledger inquiries
- Payroll questions
- Credit card issues

Finance....Yetta L. Hughes, x132

- Finance Operations
- Financial Compliance/Audits
- School Financial Statements
- Standard VII



NACCAS Accreditation Workshop Schedule for 2014

June 28- July 1, 2014

Crystal Gateway Marriott
1700 Jefferson Davis Highway
Arlington, VA 22202
Rates: \$144/ single/double
Phone: 703-920-3230
Hotel cut-off date: 6/5/14
NACCAS Registration Deadline:
June 20, 2014 or until attendance
capacity is met.

September 27-30, 2014

Hyatt Regency St. Louis
315 Chestnut Street
St. Louis, MO 63102
Rates: \$155/ single/double
Phone: 888-421-1442
Hotel cut-off date: 9/4/14
NACCAS Registration Deadline:
September 15, 2014 or until
attendance capacity is met.

December 6-9, 2014

The Las Vegas Hotel & Casino
3000 Paradise Road
Las Vegas, NV 89109
Rates: \$84/ single/double
Hotel cut-off date: 11/14/14
NACCAS Registration Deadline:
November 24, 2014 or until attendance
capacity is met.

Please visit our website at www.naccas.org for more workshop information.

Which Department Do I Contact if I Have Questions?

Contact the Accreditation Department

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

Contact the Finance Department

- If your question is regarding:
 - Accreditation Fees
 - School Financials Statements

Contact Jason Tiezzi & Alex Kim

- If your question is regarding:
 - Annual Report
 - Certification of Annual Report Data (CARD)

Contact the Human Resources and Training Department

- If your question is regarding:
 - Full Time Employment
 - Webinars
 - ICPE Insurance and Background Checks

Contact the Communications Department

- If your question is regarding:
 - ICPE Recruitment
 - Workshop Attendance
 - Trouble logging into the CRM
 - Submitting documents electronically

Please visit our website at www.naccas.org and click on the NACCAS Staff Directory under "About Us" to find a comprehensive list of NACCAS staff members and their contact information.





NACCAS Staff and Phone List: 703-600-7600

EXECUTIVE DEPARTMENT

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

Ext. 154
Ext. 154

Cassandra Billups, Admin for Travel
Clarice Bynum, Accreditation Administrative Support
Noémie Francis, Admin for Regional Accreditation Specialist

Ext. 156
Ext. 130
Ext. 103

ACCREDITATION DEPARTMENT

Demara Stamler, Director of Accreditation
Tiffany Carter, Accreditation Administrative Coordinator
Carol Orsini, Accreditation Manager: General Compliance
Mary Nell Nacke Myers, Accreditation Manager:
Miranda Shurtleff, Regional Accreditation Manager:
Veda Teagle, Senior Accreditation Specialist: AR, IN, LA, MT, TN
Yvette Brooks, Senior Accred. Specialist:
AL, CO, ID, MA, MD, MS, PA, RI, WV
Blaine Chetram, Reg. Accred. Specialist:
IL, KY, ME, ND, NE SD, WA, WI
Kim Danielson, Reg. Accred. Specialist: CA, MO
Vacant, Reg. Accred. Specialist:
Francisco Figueira, Reg. Accred. Specialist: CT, GA, OH, OK
Jamie Havens, Accreditation Coordinator – Team Reports
Sean McGuern, Reg. Accred. Specialist: AK, NM, PR, TX, WY,
Marissa Mercado, Accreditation Coordinator – FRC: DE, FL, NH, UT,
VA, VT, VI
Stephanie Speer, Reg. Accred. Specialist: AZ, DC, MI, MN, NJ, NV, OR
Jocelyn Alexander-Tate, Reg. Accred. Specialist: GU, HI, KS, NY,
NC, SC
Brittany Salazar, Accreditation Coordinator – ISS
Susan Kofler, Travel Manager
Kantrice Dorsey, Travel Specialist

Ext. 137
Ext. 162
Ext. 170
Ext. 152
Ext. 158
Ext. 125
Ext. 112
Ext. 148
Ext. 183
Ext.
Ext. 140
Ext. 151
Ext. 168
Ext. 128
Ext. 117
Ext. 169
Ext. 165
Ext. 129
Ext. 160

COMMUNICATIONS DEPARTMENT

Clifford Culbreath, Director of Communications
Zoul-Kifl Pio, IT Specialist
Vacant, Administrative Assistant
Dayne Wills, Records Specialist

Ext. 135
Ext. 115
Ext. 110
Ext. 122

FINANCE DEPARTMENT

Yetta Hughes, CPA, Director of Finance
Cynthia McKoy, Controller
Tina Waltower, Accounts Payable
Lupeachra Davis, Accounts Receivable
Val Gonzalez, Financial Analyst
Jeanette Walker, Accreditation Pre-screener

Ext. 132
Ext. 149
Ext. 146
Ext. 131
Ext. 116
Ext. 114

GOVERNMENT RELATIONS AND LEGAL DEPARTMENT

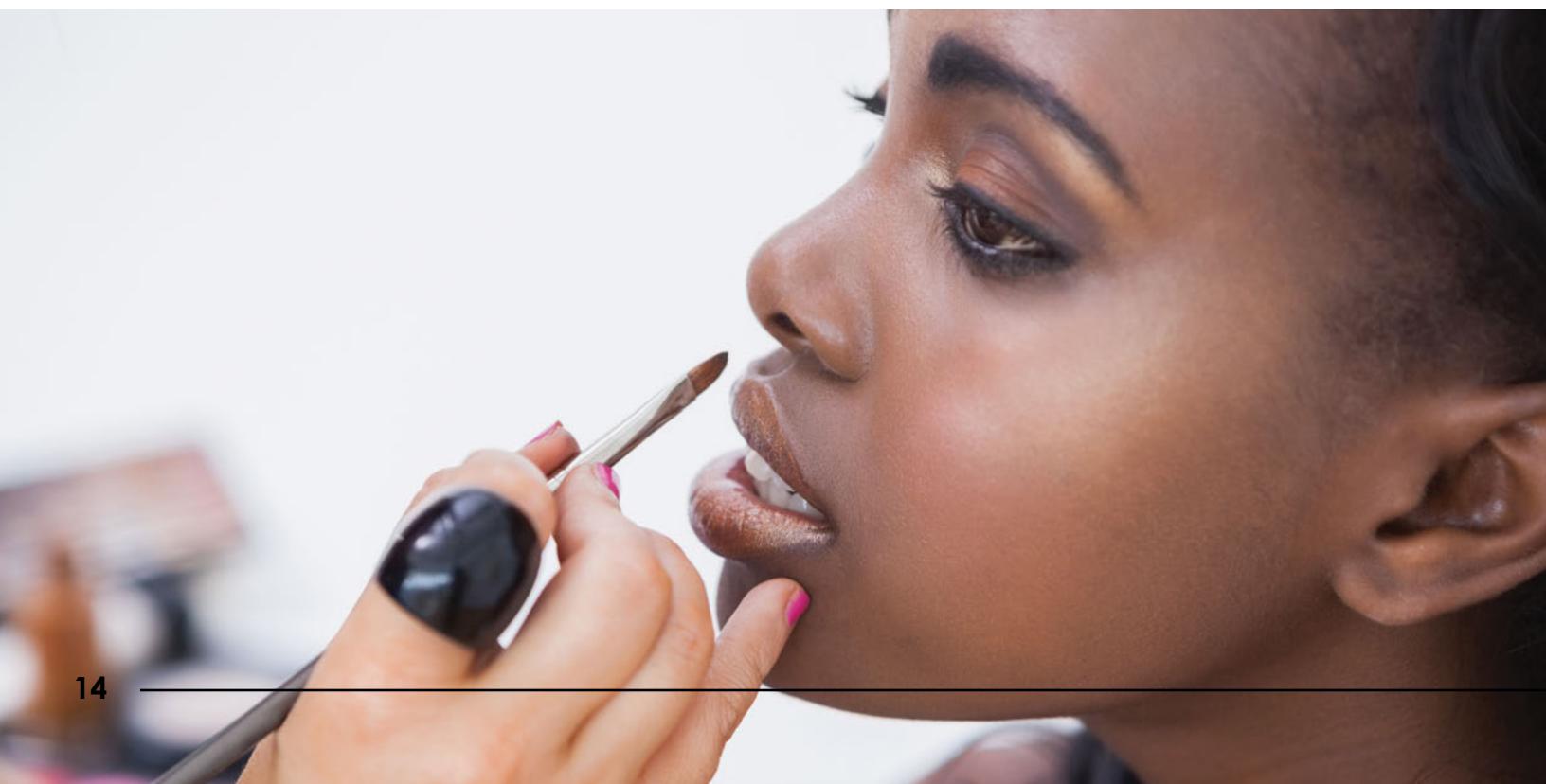
Darin M. Wallace, Esq., Director of Government Relations and Legal
Erica Wilkerson, Administrative Assistant
Jason Tiezzi, Research Analyst
Alex Kim, Compliance Specialist

Ext. 159
Ext. 141
Ext. 155
Ext. 177

HUMAN RESOURCES AND TRAINING DEPARTMENT

Alicia Williams, PHR, Director of Human Resources and Training

Ext. 138



Publisher:

National Accrediting Commission of Career Arts & Sciences, Inc.
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432

Staff:

Clifford A. Culbreath, Editor

Special Thanks to Contributors:

Tony Mirando, M.S., D.C.; Yetta Hughes, CPA; Alicia Williams, PHR, Director of Human Resources and Training; Demara Stamler, Director of Accreditation; Erica Wilkerson, Administrative Assistant; Veda Teagle, Senior 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 of NACCAS 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

Executive Committee

Jessica Wolman
Chairwoman

Gary Trottier
First Vice Chairman

Gina Kinion
Second Vice Chairwoman

Michael D. Bouman
Treasurer

Chris Strawn
Secretary

School Owner Commissioners

Louis Starita
Representing Zone 1

Jessica Wolman
Representing Zone 2

Wanda Zachary
Representing Zone 3

Gina Kinion
Representing Zone 4

Therese E. Vogel
Representing Zone 5

Gary Trottier
Representing Zone 6

Michael D. Bouman
At-Large

Commissioners Representing the Public Interest

At-Large

Mary Gail Lowery
Allen Lee Smith

Commissioners Representing the Professional Services Field

At-Large

Elizabeth Kirkland
Julie Vargas

Commissioner Representing the Academic Field

At-Large

Bobby Lott
Chris Strawn



**The National Accrediting Commission
of Career Arts & Sciences, Inc.**

4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432

