

## **Attachment O: Instructions for Preliminary 2012 Annual Report**

The 2012 Preliminary Annual Report is due no later than March 31, 2013. **The 2012 Preliminary Annual Report is only required for institutions notified as such. If you have not received formal notification from NACCAS of a requirement to submit this report, then your institution is exempt from its submission. If you are unsure as to whether this report is required for your institution, please contact Alex Kim at (703) 600-7600, extension 177.** Please follow the instructions below in order to properly submit your report.

### **Part I: Complete your Cohort Grids**

Use the instructions below to complete the cohort grids included in this Attachment. (*Note: you may use equivalent alternatives in lieu of the cohort grids, so long as all information required on the cohort grid is present such alternatives.*)

**Cohort Grid #1 (Completion):** The completion rate is based on the number of students who were scheduled to complete their program during 2012 – regardless of when the students actually completed. This scheduled to complete date comes from the contract signed at enrollment (the enrollment agreement), and is adjusted for any applicable leaves of absence, schedule changes, and/or re-enrollments. As the completion cohort is based on the most recent scheduled to complete date, there may be students listed who actually completed in 2011 or 2013.

A completer is defined as any student who has completed his/her required hours and all applicable curriculum requirements prior to the report deadline. This means any student with a scheduled to complete date in 2012 who has completed the program before your report is due should be counted as a completer. Students that are still enrolled but have not yet completed their required hours as of the date of report submittal should be marked as “Active”.

1. Fill in the Cohort 1 Grid, column one, with an alphabetical list of all students who were scheduled to complete in 2012. Please fill out a separate Cohort 1 Grid for each program. Make sure to include the following students on the Cohort 1 Grid:
  - **Students scheduled to complete in 2012 who actually completed in 2011, 2012, or 2013:** All students scheduled to complete in 2012 will be listed on the Cohort 1 Grid. This includes students who actually completed in 2011, 2012, or 2013. For example, if a student whose original enrollment agreement has him/her scheduled to complete in 2012, but he/she actually completed ahead of schedule in 2011 (or behind schedule in 2013) without a contract change, he/she will be listed on the Cohort 1 Grid.
  - **Students with amended scheduled completion dates in 2012:** For example, if a student whose original enrollment agreement has him/her scheduled to complete in 2011, but he/she had a leave of absence or schedule change which pushed his/her “scheduled to complete” date into 2012, he/she will be listed on the Cohort 1 Grid.
  - **Transfers out who were scheduled to complete in 2012:** Students which transferred out to another institution will be listed on the Cohort 1 Grid unless the student transferred to another NACCAS-accredited institution while remaining in an equivalent program. If the student remains at any NACCAS-accredited institution in an equivalent program then they will not be listed on the Cohort 1 Grid.
  - **Transfers in who were scheduled to complete in 2012:** Students who transferred to your institution and were scheduled to complete in 2012 will be listed on the Cohort 1 Grid.

Conversely, an institution should not list the following students on its Cohort 1 Grid:

- **Early withdrawals:**
  - Students in a program of less than one (1) academic year (900 hours) in length who dropped out within 15 calendar days of beginning classes will not be listed on the Cohort 1 Grid.
  - Students in a program of one (1) academic year (900 hours) or greater who dropped out within 30 calendar days of beginning classes will not be listed on the Cohort 1 Grid.
  - *Note: for purposes of the Cohort 1 Grid in the NACCAS Annual Report the date of last attendance should be the date the student is determined a withdrawal.*

- **Deceased students:** If a student passed away during his/her training, you are not required to list them on your Cohort 1 Grid so long as you maintain proof (e.g., death certificate, newspaper clipping, letter from family, etc.) that the student is deceased.
  - **Auditing students:** Students auditing a class or program for personal enrichment (i.e., no credit or diploma/certificate given) will not be listed on the Cohort 1 Grid.
  - **Students with amended contract end dates in 2011 or 2013:** For example, if a student whose original enrollment agreement has him/her scheduled to complete in 2012 but he/she had a leave of absence or schedule change which pushed the “scheduled to complete” date into 2013, he/she will not be listed on the Cohort 1 Grid.
  - **Re-Enrollments scheduled to complete in 2013 or 2014:** For example, if a student was originally scheduled to complete in 2012, dropped, and subsequently re-enrolled with a new scheduled completion date in 2013, he/she will not be listed on the Cohort 1 Grid in 2012.
2. In column three of the Cohort 1 Grid, write “C” for completer or “W” for withdrawal for each student listed. Any student who has completed their required hours and all applicable curriculum requirements prior to this report may be marked with a “C” (make sure to list the student’s actual completion date in this column as well). If a student has withdrawn from the program, then they will be marked with a “W”. An institution may also list the withdrawal date in column three, although this is optional. Students that are currently active but have not yet completed their required hours as of the date of report submittal will be marked as “Active”.

## COHORT 1 GRID (Completion Rate)

Institution Ref. # \_\_\_\_\_

Program/Course \_\_\_\_\_

<p style="text-align: center;">e. <b>Students Scheduled to Complete in 2012</b> (List alphabetically by last name)</p>	<p style="text-align: center;"><b>2. Date Scheduled to Complete</b> (i.e., student's <u>most recent</u> contract end date)</p>	<p style="text-align: center;"><b>3. Actual Completion Date</b> (Indicate all completers with a "C" and all withdrawals with a "W")</p>	<p style="text-align: center;"><b>4. Last Known Address, Telephone # (include area codes), and E-mail Address (optional)</b></p>
<p>Example: Grimes, Rick</p>	<p>20 Jan 2012</p>	<p>I 17 Jan 2012</p>	<p style="text-align: center;">123 Deputy Way Walton, GA 22301 (703) 555-5555 <a href="mailto:betterthanshane@gmail.com">betterthanshane@gmail.com</a></p>
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*			

**Cohort Grid #2 (Placement):** The placement rate is based on the number of students who actually completed in 2012 and are eligible for employment, no matter when the students were scheduled to complete.

1. Fill in a Cohort 2 Grid with an alphabetical list of all students who actually completed in 2012. Please fill out a separate Cohort 2 Grid for each program. Please note that:
  - Some students listed on Grid 1 (who were scheduled to complete in 2012) may also be listed on Grid 2, if they actually completed in 2012.
  - Other students on Grid 1 (who were scheduled to complete in 2012) will not be listed on Grid 2, because they actually completed in 2011 or 2013.
  - Some students not included on Grid 1 (who were scheduled to complete in 2011 or 2013) will be listed on Grid 2, because they actually completed in 2012.
2. Identify completers determined to be ineligible for placement on Cohort 2 Grid, column three, by placing the letter “P” beside their name. Also in this column, please include the reason they have been declared ineligible in parenthesis. Then mark all remaining students on the Grid with an “E” in column two. Please note that institutions may only exclude completers from eligibility for placement based on the following reasons:
  - a. The completer is deceased
  - b. The completer is permanently disabled
  - c. The completer is deployed for military service/duty
  - d. The completer studied under a student visa and is ineligible for employment in the U.S.
  - e. The completer is continuing their education at an institution under the same ownership (e.g., a completer of your cosmetology program is now enrolled in the esthetics program of an institution under the same ownership)

***Please note that “not credentialed” (i.e., unlicensed) is no longer a valid exclusion/exemption for employment.***

3. On the Cohort 2 Grid, column four, enter a contact phone number or email for each student. Then, in column five, enter the name, address, and telephone number of the employers for as many of the eligible completers as possible. This information must be entered for all students counted as employed. Some ways of documenting employment are (*note: list is not all-inclusive*):
  - Employer or student follow-up surveys
  - Telephone logs of employer or completer contacts. Such phone logs must thoroughly document information relevant to the student’s employment. While NACCAS does not prescribe the specific information required in any given phone log, such information might include the student’s employment dates, the contact manager, the person conducting the verification, the date verification was conducted, salary information, etc. Employer phone logs which document only the employer name, employer address, and employer phone number will be rejected as insufficient.
  - Official flyers, ads, or business cards naming completers working in service facilities
  - Notes to the file from staff members certifying they saw the completer working in XYZ salon. Such notes must include the staff member’s printed name, signature, and contact information (including personal email and/or phone number). Such notes must also explicitly state where the student is working.
  - Self-certifications from students
  - Printed copy of email or social networking correspondence with student

(Continued on following page)

4. NACCAS allows an institution to count as employed any 2012 completer who is placed in a field for which their training prepared them prior to the date of this report.
  - If a student is self-employed in a field for which their training prepared them, an institution may count the student as “employed” under the condition that the institution maintains documentation which clearly and definitively shows the student to be self-employed (e.g., self-certification from student, email from student, printout from student’s Facebook page, etc.). This documentation must provide NACCAS with an avenue for independent verification of the student’s self-employed status (i.e., such documentation should include either a contact phone number or email address that was accurate as of the date of the institution’s verification). The student must also possess the credentials (e.g., an individual license) required for self-employment, if any are applicable.

## COHORT 2 GRID (Placement Rate)

Institution Ref. # \_\_\_\_\_

Program/Course \_\_\_\_\_

<b>1. Students Who Actually Completed in 2012</b> (List alphabetically by last name)	<b>Actual Completion Date</b> (All dates below should be in 2012)	<b>3. Placement Eligibility Status</b> (Place an "I" for ineligible and "E" for eligible. See page 4 for eligibility exemptions.)	<b>4. Student Contact Phone # or Email</b>	<b>5. Employer's Name (Required)</b> <b>Address (Required)</b> <b>Phone # (Required)</b> <b>E-mail (Optional)</b>
Example 1: Dixon, Daryl	1/5/2012	E	(404) 555-5555	Crossbow Barbers 2341 Quarry Ln. Amherst, GA 24032 (404) 444-4444
Example 2: Dixon, Merle	1/31/2012	I (permanently disabled)	(303) 323-3232	N/A
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*				

**Cohort Grid #3 (Licensure):** The licensure rate is based on the number of individuals who sat for the last required part of their licensure exam (as defined by your state) for the first time in 2012.

1. Fill in column one of the Cohort 3 Grid with an alphabetical list of all individuals who took the last required part of the licensure exam for the first time in 2012. Please fill out a separate Cohort 3 Grid for each program. Make sure to list the following individuals on the Cohort 3 Grid:

- Include individuals who took all portions of the licensing exam in 2012 for the first time
- Include individuals who took one portion of the exam in 2011 or earlier, and took the last required portion(s) in 2012

Conversely, an institution should not list the following individuals on this year's Cohort 3 Grid:

- Do not include individuals who only took one portion of the exam in 2012 or earlier, and have not taken the remaining parts.
- Do not include individuals who sat for all portions of the test in 2011, and then retook some (or all) portions of the test in 2012 (*these individuals should already be listed in your 2011 licensure cohort*)

2. Count as "passed" in column two any individual in Cohort 3 who passed all portions of the exam needed for licensure prior to the date of this report. This includes individuals who failed the exam on their first attempt in 2012, and re-took and passed the exam in either 2012 or in 2013 prior to the date of this report.

- The NACCAS Annual Report is based on individuals who sat for the licensure exam for the first time in 2012. However, if a state (or test administrator) issues reports for a 12-month period other than January 1 – December 31 (e.g. July 1 – June 30), then the institution may base its report on this 12-month period instead.
- The Commission understands that some states may issue institutional reports with a list of passing and failing individuals, along with the test date. In this case, the report may be used in lieu of the Cohort 3 Grid, provided that (i) the report lists student names, and (ii) the report differentiates between first time exam results and retakes.

## COHORT 3 GRID (Licensure Rate)

Institution Ref. # \_\_\_\_\_ Program/Course \_\_\_\_\_

1. Students Who First Sat for the (Last Required Portion of the) Exam in 2012	2. Date First Sat for the (Last Required Portion of the) Exam	3. Has Student Passed All Portions of Exam Prior to November 30, 2013? (Y/N)	4. Date Passed (Last Required Portion of) Exam (Place an "N/A" for failing students)
Example: Greene, Maggie	1/15/2012	Y	01/15/2012
Grimes, Lori	10/24/2012	N	N/A
*			
*			



## **Part II: Gather Backup Documentation**

For all students which fall on an asterisk in the cohort grids above, you are required to provide backup to the NACCAS office. Acceptable backup for each cohort is defined below:

### **Grid # 1 (Completion):**

For all students which fall on an asterisk in the completion cohort grid attached (i.e., every fourth student), acceptable backup documentation must include:

1. A copy of the student's original enrollment agreement
2. Documentation showing any addendums to the student's contract, if applicable. Examples include, but are not limited to:
  - Leave of absence forms which clearly show the revised contract end date
  - Schedule change forms which clearly show the revised contract end date
  - A printout from the institution's database which clearly shows that a leave of absence, schedule change, re-enrollment or other contract change has occurred. This printout should also include a revised contract end date.
3. Documentation showing the student's completion information for the program, if applicable. Examples include, but are not limited to:
  - A copy of an official (signed and/or sealed) certificate of completion or diploma
  - A copy of an official student transcript
  - A copy of a report to the state oversight agency certifying the completer's hours

### **Grid # 2 (Placement):**

For all students which fall on an asterisk in the placement cohort grid (i.e., every fourth student), acceptable backup documentation must include:

1. Documentation showing the student's completion date from the program. Examples include, but are not limited to:
  - A copy of an official (signed and/or sealed) certificate of completion or diploma
  - A copy of an official student transcript
  - A copy of a report to the state oversight agency certifying the completer's hours
2. Documentation showing why a student is declared ineligible to be placed (if applicable). Examples include, but are not limited to:
  - A letter or note from the student documenting the reason for their ineligibility (e.g., student certifying that they have suffered a permanent disability)
  - A record which proves the student's exemption (e.g., documents which show military deployment)
3. Documentation showing the employment of each 2012 completer as applicable. Examples include, but are not limited to:
  - Employer or student follow-up surveys
  - Telephone logs of employer or completer contacts. **(Such phone logs must thoroughly document information relevant to the student's employment. While NACCAS does not prescribe the specific information required in any given phone log, such information might include the student's employment dates, the contact manager, the person conducting the verification, the date verification was conducted, salary information, etc. Employer phone logs which document only the employer name, employer address, and employer phone number will be rejected as insufficient.)**
  - Professional business cards of completers
  - Official flyers or advertisements naming completers working in service facilities

- Notes to the file from staff members certifying they saw the completer working in XYZ salon. **Such notes must include the staff member's printed name, signature, and contact information (including personal email and/or phone number). Such notes must also explicitly state where the student is working.**
- Signed self-certifications from students
- Printed copy of email or social networking correspondence from student

**Grid # 3 (Licensure):**

For all students which fall on an asterisk in the licensure cohort (every fourth student), an institution must be able to document both when students sat for their required licensure exam(s), and when they passed (if applicable). If the institution's state (or testing administrator) issues examination report(s) which list student names and exam dates, then the institution **must** use such report(s) that cover the report period (January 1, 2012 – December 31, 2012) as backup documentation. However, if the state (or test administrator) does not issue examination reports, an institution will need its own method for tracking students who sit for the exam and their results. Many institutions use the same methods to track licensure as they use to find out where completers are working. Some examples of acceptable documentation are:

- Surveys returned by completers indicating when they took the exam and whether they passed
- Log of students who first sat for the last required part of the licensing exam in 2012 (verified by phone, email, Facebook, etc.). Passing exam results may be confirmed via an online license verification.

### **Part III: Submit Report to NACCAS**

Mail the cohort grids (or equivalent reports) and all required backup documentation to NACCAS via traceable means in an envelope clearly marked for delivery to:

**NACCAS**  
**Attention: Alex Kim**  
**4401 Ford Avenue – Suite 1300**  
**Alexandria, VA 22302**

Please ensure your report is clearly organized, bound, and tabbed. The report must be received by NACCAS no later than March 31, 2013. Only one copy of this report is required. NACCAS staff will review your documents and may request additional backup documentation. The Commission will review the record of the referenced institution with respect to this monitoring directive and may take further action. If you have any questions regarding this process or your submission, do not hesitate to contact Alex Kim at (703) 600-7600, extension 177 or via email at [akim@naccas.org](mailto:akim@naccas.org).