

**Appendices to the *Rules of Practice and Procedure***  
**February 2012**

**Appendix #6 – Procedure for Addition Or Change Of A Substantive Program**

Pursuant to [Section 1.3](#) (see page 56) of the NACCAS *Rules of Practice and Procedure*, any program exceeding 150 hours in length, or the equivalent in credits or competencies and/or leading to state licensure or certification or offered by a school that obtains state licensure by means of accreditation must be approved by the Commission. When an institution makes substantive additions and/or changes to program offering as defined in [Part 4A.4](#) (see page 80) of NACCAS' *Rules of Practice and Procedure*, they must be evaluated and approved by NACCAS either through the renewal process or the change procedure described in this policy.

All substantive additions or program changes including specialized programs as specified in [Appendix #1](#) (see page 128), those in cognate areas that serve to supplement the practical, scientific and business skills of the cosmetology or massage professions and programs within NACCAS' expanded scope<sup>14</sup>, added subsequent to the time of the institution's most recent accreditation evaluation, shall be subject to review by two outside program evaluators, one practitioner in the field represented by the new program, and one academic. The program shall also be subject to in-house review.

**PROGRAM REVIEW PROCEDURE**

1. A request for a rationale for program requirements (competencies, credit hours, or clock hours) will be included in the applications for initial, additional location, and renewal of accreditation, as well as in the Application for Addition or Change of a Program (ANP). If the program requirements are more than 50%<sup>15</sup> above the state requirements, or, if the program does not lead to licensure or certification and has not been previously approved by NACCAS for inclusion in the school's programs, the school is required to include a supplement to the application, a detailed rationale for the additional requirements over the state requirements.
2. Program evaluators will provide, in the Visit Reports of on-site evaluations and on the Review Form for Addition or Change of a Program, an explanation of their determination that a program's length is or is not appropriate for its content and objectives.
3. Programs added to schools' programs through the Addition or Change of a Program process will be reviewed by two evaluators: a practitioner with experience in the field represented by the program, and an academic.
4. Program evaluators shall fulfill the requirements for academic and practitioner representatives set out in [Section 3.3](#) (see page 69) of the *Rules*, except the workshop requirement may be waived in accordance with the NACCAS [Workshop Requirements](#) (see page 130).

The steps for program approval vary depending on the category of program.

1. Programs directly related to fields covered by NACCAS' recognition by the Secretary of Education (new programs, expansion or reduction of requirements, or combination programs), i.e., manicuring, esthetics, massage, and teacher training:

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<sup>14</sup> At this time, courses approved under the expansion of scope are not covered by NACCAS' recognition by the Secretary of Education. Such recognition is not being sought at this time. Therefore, no federal student financial assistance monies are available to eligible students enrolled in these programs. However, schools that offer business-related courses, courses in the allied health field, the fashion field and other areas, may find it advantageous to ensure assessment of their quality through the peer review system of accreditation.

<sup>15</sup> Effective May 2008, the requirement was changed from 20% to 50%.

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- a. Schools must submit an application and required documents;
  - b. The application will be reviewed by two outside program reviewers;
  - c. Approval will be granted after the application process is completed; and
  - d. The new program can be funded by Title IV money if deemed eligible by the U.S. Department of Education.
2. Programs in cognate areas (see [Appendix #1](#) (page 128) to the *Rules*) i.e., fashion merchandising and business programs:
- a. Schools must submit an application and required documents;
  - b. The application will be reviewed by two outside program reviewers;
  - c. Approval will be granted after the application process is completed.
3. Programs unrelated to cosmetology or massage, i.e., nursing assistant, dental assistant and medical assistant:
- a. Schools must submit an application and required exhibits;
  - b. The application will be reviewed and an on-site visit conducted by an administrator, an academic and a practitioner representative with knowledge of the program;
  - c. Approval will be granted after review of the report of the on-site evaluation; and
  - d. The new program cannot be funded by Title IV money.