

Appendices to the Rules of Practice and Procedure

February 2012

Appendix #7A – Program Self-Study Format

Please review each standard statement and the corresponding Criteria. Determine whether the institution is in compliance, out of compliance, or if the criterion does not apply to the institution and check, circle, or underscore the appropriate response.

The institution shall provide exhibits as requested with each Standard. Exhibits should be placed behind the standard, labeled to correlate with the applicable criterion, and entered into the ISS. (See [Appendix 5B](#), page 136). For example, when providing a copy of the licenses of the instructors for the new program, please label the exhibit as Exhibit II. 1.

Inclusion of exhibits can be achieved in a variety of ways, as follows:

1. Documents may be copied, labeled and placed behind a tab after the applicable Standard, if submitting a hard copy of the ISS.
2. Documents may be “cut and pasted,” labeled, and placed after the Standard, if submitting via a CD ROM.
3. Documents may be labeled, saved into a pdf format, and placed after the Standard, if submitting via CD ROM.

I. EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION

The institution has a published mission statement identifying the institution as providing career preparation. The institution assesses its performance as related to its stated objectives, summarizes the results of the assessment, and uses the assessment to maintain or improve institution performance.

Yes No N/A D 1. A mission statement has been adopted by the institution and clearly identifies the institution as one preparing graduates for employment.

Yes No N/A D 2. The mission statement is published in the institution’s catalog.

List below the page number in the institution’s catalog where the mission statement can be found.

Yes No N/A D 6. The institution has an external advisory committee comprised of an employer or employers representing the field(s) of study offered by the institution. A committee member may represent multiple fields.

List the name(s) of the advisory committee member that satisfies this criterion for the new program. Also list the advisory committee member(s)’s name of business, business address, and field(s) for which the member may employ graduates below.

Committee Member Name	Business Name	Business Address	Fields of Employment
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Yes No N/A D 11. Based on the feedback received, the institution implements improvements and changes, as applicable.

Describe how the institution will assess the effectiveness of the new program and implement improvement and changes.

**STANDARD I: EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION
EXHIBITS SECTION**

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II. INSTRUCTIONAL STAFF

The institution employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational courses and/or program(s) regardless of mode of delivery.

Yes No N/A D 1. Instructors hold teaching credentials demonstrating compliance with applicable state requirements.

Insert copies of licenses for all regularly employed, current instructors responsible for the new program as exhibits at the end of this Standard. In states where a teaching credential is not required, submit a copy of the applicable practitioner license(s) and a copy of the state regulation addressing qualifications for instructors.

Yes No N/A A 2. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures.

Provide a list of all substitute instructors for the new program and their license numbers below. Please explain how the institution ensures that substitutes are familiar with the institution's curriculum, policies, and procedures.

**STANDARD II: INSTRUCTIONAL STAFF
EXHIBITS SECTION**

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III. ADMINISTRATIVE SERVICES

The institution has in place administrative policies and services appropriate to the educational courses and/or program(s). Such policies and services meet applicable federal, state, local, and NACCAS policies.

Yes No N/A A/O/D 3. The institution complies with applicable federal, state and local statutes and regulations governing the operations of the institution including the NACCAS [Rules of Practice and Procedure](#) (see page 53).

Provide evidence that the school is approved to teach the new or changed program from applicable state or local regulatory agencies.

Describe below how the institution ensures that it remains in compliance with all the local, state, and federal regulations that impact the institution.

Yes No N/A D 7. The institution has current, signed participation agreement(s) and Eligibility Certification Approval Report (ECAR) listing approved courses and/or programs, if applicable;

List the financial aid programs in which the institution participates below. Indicate if the school will be utilizing financial aid programs for the new program offered.

Yes No N/A D/O 9. Advertising for the institution is factual.
Yes No N/A D 10. Advertising conforms to the NACCAS [Policy on Advertising](#) (see page 24).

Submit as an exhibit, copies of examples of any current or proposed advertising relevant to the new or changed program.

Yes No N/A O 16. The institution utilizes technologies and practices that are effective in verifying the identity of a distance learning student who participates in class or coursework (such as secure login and pass code or proctored examinations) while protecting student privacy.

Describe how the institution verifies the identity of the distance learner and insert any exhibits or forms used for compliance.

Yes No N/A A/D 17. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be in the language in which the course will be taught.

Describe the policies, procedures and documents used by the institution that ensures compliance with this requirement.

**STANDARD III: ADMINISTRATIVE SERVICES
EXHIBIT SECTION**

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IV. ADMISSIONS POLICIES AND PROCEDURES

The institution has published student admissions policies that are appropriate for the educational courses and/or program(s), and the institution follows these policies.

- Yes No N/A D 1. The institution's admission policies require that each student meet one of the following:
- a. Have a high school diploma, or its equivalent, a transcript showing completion, or a certificate of attainment (only applicable for non-Title IV recipients) certified/verified by the high school's state or other recognized agency; or
 - b. Have a state-issued credential for secondary institution completion if home- schooled; or
 - c. Have the ability to benefit from the training, according to the NACCAS [Ability-To-Benefit Policy](#) (see page 30).
 - d. If enrolled under a training agreement with a government agency, institution district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

State below the page number in the catalog where the institution's admission policy can be found.

- Yes No N/A D 3. The institution's written catalog complies with the NACCAS catalog requirements, found in [Policy IV.04](#) (see page 33).

Submit a copy of the institution's cross-referenced student catalog as an exhibit at the end of the standard. Indicate by either highlighting the catalog or listing the page numbers below where the changes made to the catalog in relation to the new program are located, including but not limited to: admission requirements, program listing, tuition and fees, refund policy, graduation requirements, etc.

- Yes No N/A D 4. Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog.

Describe the procedure followed to ensure that all applicants have access to a copy of the institution's catalog prior to signing an enrollment agreement.

- Yes No N/A D 5. Before enrollment, each applicant is provided access to written information that accurately reflects the most recent annual report statistics.

Describe below how the institution ensures that applicants have access to written information that accurately reflects the institution's most recent annual report year statistics.

- Yes No N/A D 6. Before enrollment each applicant is provided access to written information that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates.

Describe below how the institution ensures that applicants have access to written information that accurately reflects the licensure requirements of the new program.

- Yes No N/A D 7. The institution uses an enrollment agreement that complies with the NACCAS [Enrollment Agreement Requirements](#) (see page 31).

Insert as an exhibit at the end of this Standard a copy of the institution's enrollment agreement that is highlighted to show the changes made for the new program.

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Yes No N/A D 15. The institution notifies distance learning students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

If the new program incorporates distance learning, describe how the institution notifies distance learning students of any projected additional charges associated with the verification of student identity.

Yes No N/A D 16. If the institution offers a program that is longer than the state requirements, before enrollment, each applicant is provided the rationale for completing the additional hours and the benefits to be derived from the additional training.

Please provide a copy below or as an exhibit at the end of this standard, the rationale given to applicants for the additional hours of training and include any documents or promotional material used for this purpose.

Yes No N/A D 17. Before enrollment, each applicant is provided access to written information that reflects generally known pre requisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided such as:

- licensure requirements;
- regulatory oversight restrictions;
- physical requirements of the industry;
- ability to meet requirements set forth by employers.

Describe how the institution provides information on prerequisites and other factors relevant to obtaining employment including all bullet point items listed and include as an exhibit to this standard any documents or forms utilized for this purpose.

STANDARD IV: ADMISSIONS
EXHIBIT SECTION

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V. STUDENT SUPPORT SERVICES

The institution has in place student support services that provide appropriate information and advice to students.

Yes	No	N/A	A 1.	The institution provides access to an orientation program whether verbal, printed, web-based, or other media format on or before the first day of class.
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Yes	No	N/A	A 2.	The orientation program provides, at a minimum information about:
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Yes	No	N/A		a. the instructional course or program,
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Yes	No	N/A		b. the educational objectives of each program or course,
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Yes	No	N/A		c. administrative policies affecting students, and
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Yes	No	N/A		d. support services available to students.
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Describe below the institution's orientation process, content, and when it occurs.

Yes	No	N/A	A 3.	Students are provided with academic advising and additional assistance as necessary.
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Describe below the institution's policy and procedures regarding advising or counseling students.

Yes	No	N/A	A 4.	Referrals for professional assistance for students are made as necessary.
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Describe below the institution's policy and procedures regarding referring students for professional assistance.

Yes	No	N/A	A 5.	Information and advice are available to students on regulations governing the scope of practice for which they are training.
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Describe below how students are advised or educated about the laws and regulations applicable to licensure for this new program.

Yes	No	N/A	A 7.	Information and advice on any available financial assistance is accessible to students.
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Describe how the institution makes information and advice on applicable financial assistance programs accessible to students.

**STANDARD V: STUDENT SUPPORT SERVICES
EXHIBIT SECTION**

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VI. CURRICULUM

The institution offers educational courses and/or programs congruent with the mission of the institution and its educational objectives. Courses and/or programs incorporate job market requirements in instruction through involvement with its advisory committee. The institution ensures that all courses and/or programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent.

Yes No N/A A/O 1. Courses and/or programs are congruent with the mission of the institution and its educational objectives.

Describe how the new course and/or program offered by the institution is relative to the institution's mission and educational objectives.

Yes No N/A A/O 2. Courses and/or programs meet the state requirements where the student is seeking licensure and/or certification, if applicable.

List below the new course offered at the institution along with the hours/credits required by the institution, as well as the hours required by the state.

COURSE OFFERED- HOURS/CREDITS REQUIRED BY INSTITUTION - HOURS/CREDIT REQUIRED BY STATE

Yes No N/A D 3. Each student is provided with a written program and/or course outline, at the beginning of the program and/or course.

Describe the institution's procedure to ensure that each student has access to a copy of the program and/or course outline at the beginning of the course.

Yes No N/A D 4. The course and/or program outlines(s) must include each of the following elements:

Yes No N/A a. Name of the course or program;

Yes No N/A b. Course and/or program description;

Yes No N/A c. Course and/or program educational objectives;

Yes No N/A d. Contents of the units of instruction and, as applicable, hours, credits and/or competencies devoted to each unit;

Yes No N/A e. Instructional methods used to teach the program and/or course;

Yes No N/A f. Grading procedures.

Submit a copy of the most recently revised outline for the new program or course offered by the institution as an exhibit at the end of the Standard.

Yes No N/A A/O 5. In order to fulfill program and/or course requirements, the institution makes available to students the following:

Yes No N/A a. Textbooks and/or text materials,

Yes No N/A b. Supplementary instructional resources,

Yes No N/A c. Equipment, as applicable,

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Yes No N/A d. Products and supplies, as applicable.

Describe below how the institution ensures that it meets each of the requirements of this criterion in regards to the new program.

Yes No N/A A/O 6. The institution provides students and teachers with access to current written reference materials, to support the educational course and/or program(s) offered.

Describe below how the institution provides sufficient, current, written, or web-based reference materials to support the new program offered.

Yes No N/A D 7. Programs and/or courses offered by the institution comply with the applicable regulatory agency curriculum requirements. In the absence of oversight agency regulations regarding curriculum, programs and/or courses are designed to meet industry standards using feedback from the institution's advisory committee.

Describe below how the institution's new course and/or program complies with applicable regulatory agency requirements or with the industry standards established by the institution's advisory committee. Attach as an exhibit at the end of this Standard a copy of any applicable state statutes and/or regulations with any curriculum requirements in relation to the new program.

Yes No N/A A 8. Each program or course provides supervised instruction in the applicable skills and competencies.

Describe below how the institution's new course and/or program offered provides supervised instruction in the applicable skills and competencies for the new course and/or program.

Yes No N/A D 9. Academic and practical learning precede student salon or clinic activities, as applicable.

Describe how the institution's curriculum for the new program is designed to ensure that students acquire knowledge and skills prior to entering the student salon and providing services to the public. Submit as an exhibit at the end of the standard the schedule for the institution's first phase or level of study of this program.

Yes No N/A A/O 10. Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, distance learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used during the program.

List the academic and learning methods used during the new program.

Yes No N/A A 11. Effective training aids and audiovisual materials are used to supplement the instructional process.

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Provide a list below of training aids and audiovisual materials to be used by the institution to support the instructional process of the new program.

- | | | | |
|-----|----|-----|---|
| Yes | No | N/A | D 12. Instruction in classrooms, labs, student salons, and/or via distance learning, if applicable, is effectively organized as evidenced by: |
| Yes | No | N/A | a. Program and/or course outlines |
| Yes | No | N/A | b. Lesson objectives |
| Yes | No | N/A | c. Evaluations |
| Yes | No | N/A | d. Other applicable instructional materials |

Submit as exhibits at the end of the standard for the new course and/or program the following:

- Course and/or program objectives as stated in the course/program outline.
- Five examples of lesson objectives.
- Five examples of a written and practical evaluation.
- Any other applicable instructional materials the institution will utilize for this program.

- | | | | |
|-----|----|-----|--|
| Yes | No | N/A | D 13. To offer a course and/or program that exceeds the required minimum course length by more than 50%, the institution must justify the course or program length. In accordance with the mission of the institution, the justification must state how the course or program length is necessitated by the following factors: |
| Yes | No | N/A | a. Industry needs as determined and/or recommended by the institution's Advisory Committee. |
| Yes | No | N/A | b. Special academic needs of the students served. |

If the new program length exceeds the required minimum by more than 50%, list it below, as well as the hours required by the state.

COURSES OFFERED	INSTITUTION'S HOURS/CREDITS	STATE HOURS/CREDITS
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For any new course that exceeds the state requirements by more than 50%, please describe the method used to determine the course and/or program length and the rationale for establishing the expanded course.

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|-----|----|-----|---|
| Yes | No | N/A | D 14. If an institution participates in an externship, the institution's course complies with all applicable requirements established by the state regulatory agency. In the absence of regulations promulgated by the state regulatory agency, the institution's externship will comply with the NACCAS <i>Externship Requirements Policy</i> (see page 40). |
|-----|----|-----|---|

If applicable, please describe the institution's externship program below or submit as an exhibit at the end of the standard.

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Yes No N/A D 15. The institution is responsible for the management, control, and delivery of distance education instruction.

If applicable, describe how the institution ensures that the management, control and delivery of the distance education are done by the approved institution.

Yes No N/A D 16. Distance education cannot be used as a mode of delivery for more than 50% of any program.

If applicable, describe how the institution ensures that no more than 50% of any program is delivered via distance education. Provide as an exhibit to this standard a list of units of instruction that delineates what portion is delivered on site and what portion is documentation of the percentage of any program that is delivered via distance education.

Note: If the program does not lead to licensure/certification, include as a supplement a detailed rationale for the program length and requirements.

STANDARD VI: CURRICULUM
EXHIBIT SECTION

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VII. FINANCIAL PRACTICES AND MANAGEMENT

Yes No N/A D 1. Financial statements must be submitted no later than six months after the end of the institution's fiscal year. Institutions applying for initial accreditation must submit their financial statements for the most recent fiscal year at the time they submit their application for initial accreditation.

Indicate below the institution's fiscal year end as well as the date of the most recent submission to NACCAS, as applicable. Indicate how often the institution prepares financial statements (monthly, quarterly, etc.).

Yes No N/A D 2. The financial statements of the institution demonstrate that it has the financial resources to ensure continuity of operation, education programs and services, and to fulfill its obligations to students and employees, by meeting the following:

- a. Has met the requirements as set forth by the U.S. Department of Education in accordance with 34 C.F.R. 668.171, or the successor regulation, or
- b. A ratio of current assets to current liabilities of one-to-one or greater (current ratio); a positive tangible net worth; and a profit in the most recent accounting year or in two of the most recent three accounting years. Any assets of the institution that are excluded in the calculation of the composite score shall also be excluded by NACCAS in the calculation of the current ratio and net worth.
- c. Are audited by an independent Certified Public Accountant;
- d. Are prepared on an accrual basis, and in accordance with Generally Accepted Accounting Principles (GAAP).

Yes No N/A D 3. Institutions participating in Title IV funding programs must submit audited financial statements in accordance with federal auditing standards and guidelines.

The institution's financial statements are submitted to the NACCAS Director of Finance who will determine if they are in compliance with [Standard VII](#) (see page 15).

Yes No N/A D 6. Unless superseded by a state-, federal-, or program-mandated refund policy, the Institution shall adopt a policy that complies with the NACCAS [Withdrawal and Settlement Policy and Checklist](#) (see page 41).

Explain below which refund policy is used by the institution and submit as an exhibit at the end of the standard a cross-referenced NACCAS [Withdrawal and Settlement Policy and Checklist](#) (see page 41) regardless of which policy is followed. State if the institution participates in federal financial aid programs.

Yes No N/A D/A 11. Staff working with financial and accounting records is qualified by training and/or experience in accounting and bookkeeping.

Describe below how the institution ensures that staff members working with financial and accounting records are qualified to do so. Submit a copy of the resume for each staff member working with financial and accounting records as an exhibit at the end of the Standard. Describe any staff changes made or changes planned in this area since the change of ownership.

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Yes No N/A D/A 12. Staff working with student financial aid is qualified by training and/or experience in applicable laws and regulations.

Describe below how the institution ensures that staff members working with financial aid programs are qualified to do so. Submit a copy of the resume for each staff member working with financial aid programs as an exhibit at the end of the Standard. Describe any staff changes made or planned in this area since the change of ownership.

STANDARD VII: FINANCIAL PRACTICES
EXHIBIT SECTION

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VIII. INSTRUCTIONAL SPACE AND FACILITIES

The institution provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene.

Yes No N/A O 1. Instructional areas allow for effective delivery of instruction.

Describe how the institution ensures that all instructional areas allow for effective delivery of instruction.

Yes No N/A O/A 2. Institutional space is equipped to accommodate the numbers of students assembled at one time.

Describe how the institution's space is equipped to accommodate the number of students assembled at one time. Provide an explanation of any changes that have occurred or will occur to the space, facilities or equipment with regard to the new program. Submit as an exhibit at the end of the Standard a floor plan and a description of the facilities provided for the program.

Yes No N/A O 3. The institution meets applicable fire, building, health, ventilation, heating and safety requirement. In particular:

Yes No N/A a. Sanitary drinking water is available.

Yes No N/A b. Sanitary lavatories have hot and cold running water.

Yes No N/A c. Appropriately located fire extinguishers are maintained in operable condition.

Yes No N/A d. Electrical service is adequate to serve institution needs; and

Yes No N/A e. Emergency evacuation plans are known to staff and students.

Describe any changes that were made for the new program by the institution to ensure that it meets each of the requirements for this criterion.

**STANDARD VIII: INSTRUCTIONAL SPACE AND FACILITIES
EXHIBIT SECTION**

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IX. EVALUATION OF STUDENTS

The institution uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.

Yes No N/A D 1. Each student is evaluated periodically on attendance, academic and/or practical learning, as applicable.

Describe how and when students are periodically evaluated on academic and practical learning in the new program.

Yes No N/A D 2. Practical learning is evaluated using written criteria, such as rubrics or Similar means.

Provide examples of written criteria used and any applicable forms used to evaluate practical learning. Describe how the institution ensures consistency in practical grading among instructors. Describe how the institution's practical grading process informs the student of any deficiencies that may exist in any specific skill set.

Yes No N/A A 3. Student evaluation results are provided to students.

Describe when students are apprised of their academic performance, practical skills development, and, as applicable, attendance in the new program. Include a copy of applicable forms used as exhibits at the end of the Standard.

Yes No N/A D 4. The institution documents that each student who graduates or is otherwise awarded a certificate of completion has fully met the institution's published graduation requirements.

List below the page number in the catalog where the graduation requirements can be found. Describe how the school ensures that a student has fully met the requirements of the new program prior to being issued a diploma or certificate of completion.

Yes No N/A D 5. The institution's satisfactory academic progress policy complies with the NACCAS Satisfactory Academic Progress Policy and Checklist for [Programs Measured in Clock Hours or Competencies](#) (see page 47) or for [Programs Measured in Credit Hours](#) (see page 50).

If applicable, provide a copy of the institution's satisfactory progress policy, which incorporates the new program, cross-referenced to the NACCAS *Satisfactory Progress Policy and Checklist* for [Programs Measured in Clock Hours or Competencies](#) (see page 47) or for [Programs Measured in Credit Hours](#) (see page 50).

Yes No N/A D 6. The institution accurately evaluates student progress according to the requirements of the NACCAS *Satisfactory Academic Progress Policy and Checklist* for [Programs Measured in Clock Hours or Competencies](#) (see page 47) or for [Programs Measured in Credit Hours](#) (see page 50), if applicable.

If applicable, provide copies of the satisfactory progress evaluation forms used by the institution for this program.

STANDARD IX: EVALUATION OF STUDENTS
EXHIBIT SECTION

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X. OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS

******Only complete this portion of the PSS format if the program being added is an Occupational Associate Degree program and/or course.******

The institution offers Occupational Associate Degree programs and/or courses that are consistent with the institution's mission and educational objectives. The general education courses offered in the program are applicable to the occupation. Institutions offering degree programs and/or courses must meet all other applicable standards of accreditation.

Yes	No	N/A	D 1.	Instructors teaching applied general education courses must have at least an associate's degree with appropriate course work in the subject area(s) taught OR related work experience (3 years) and college level course work in the subject area being taught.
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If the program being added falls under this category, provide a list of instructors including a resume indicating formal education or related work experience, as applicable.

Yes	No	N/A	D 2.	If the institution has a transfer policy, it must state that a minimum of 25% of the degree program must be delivered by the institution awarding the degree.
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State the institution's transfer policy below or include as an exhibit at the end of the standard.

Yes	No	N/A	D 3.	The program must consist of a minimum of two academic years and 60 semester credit hours in length.
Yes	No	N/A	D 4.	A minimum of 45 semester credit hours must be included in the occupational area.
Yes	No	N/A	D 5.	At least 15 semester hours in general education courses must be included.

List below the page number in the catalog where the program content and requisite course hours can be found. Describe course content and explain how credits are allocated to occupational and general education. List the page in the catalog where this information can be found.

Yes	No	N/A	A 6.	Courses and/or programs enhance the ability of an individual to apply academic and occupational skills in the workplace.
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Describe how the institution ensures that the new course and/or program enhances the ability of the individual to apply academic and occupational skills in the workplace.

Yes	No	N/A	A 7.	Courses and/or programs must be qualitatively related to the occupational degree offered.
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Describe how the institution ensures that the new course and/or program is qualitatively related to the occupational degree offered.

Yes	No	N/A	D 8.	Resource materials available to degree-seeking students are relevant, current, and appropriate to the courses of study and/or programs.
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List examples of materials available to degree-seeking students and explain how the institution ensures they are relevant, current, and appropriate to the courses of study and/or programs.

**STANDARD X:OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS
EXHIBIT SECTION**