

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

**Appendix #7B – Modified Program Self-Study Format**

This self-study format is only to be used when multiple schools under the exact same ownership are applying for approval of the same substantive change. In this case, the full Program Self-Study must be completed for one school; all other schools under the same ownership that will be offering the new program must then submit the appropriate number of copies of the Modified Program Self-Study as required by the Application Form.

Please review each Standard statement and the corresponding Criteria. Determine whether or not 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 institutional self-study (ISS). 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 PSS.
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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**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*.

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    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 3.    The institution's written catalog complies with the NACCAS catalog requirements, [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 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.

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.

Describe how the institution notifies distance learning students of any projected additional charges associated with the verification of student identify.

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.

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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. |
| Yes | No | N/A | A 2. | The orientation program provides, at a minimum, information about:  |
| Yes | No | N/A |      | a. the instructional course or program:   |
| Yes | No | N/A |      | b. the educational objectives of each program or course;  |
| Yes | No | N/A |      | c. administrative policies affecting students;  |
| Yes | No | N/A |      | d. support services available to students.  |

Describe below the institution's orientation process, content, and when it occurs.

**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/CREDITS REQUIRED BY STATE**

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;  |
| 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.

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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/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 below the academic and learning methods used during the new program.

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

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.

**STANDARD VI – CURRICULUM  
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. 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 requirements. 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 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    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.

**STANDARD IX: EVALUATION OF STUDENTS  
EXHIBIT SECTION**