

2010 Data Annual Report (Submitted in 2011) Instructions

Welcome to the 2010 (data) Annual Report Instructions. Read the instructions carefully from beginning to end, as changes have been made from the 2009 (data) Instructions. For your convenience, these changes have been indicated with a “✱” emblem (please note that minor clarifications may not be indicated with an icon). **The 2010 (data) Annual Report is due November 30, 2011. If your institution is accredited as of November 30, 2011, then you are required to submit the 2010 (data) Report electronically to NACCAS.** If you require technical assistance, please contact Jason Tiezzi at 703-600-7600 ext. 155 or email jtiezzi@naccas.org.

NOTE: A main and all of its branch campuses accredited as of November 30, 2011 (including those provisionally accredited) must combine information when submitting the 2010 (data) Annual Report, as they are considered one institution.

Steps for Completing the 2010 (data) Annual Report

(You must read these Instructions before beginning)

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Step 1: Review General Information

- The 2010 (data) Annual Report is due at Midnight (EST) on November 30, 2011
- The 2010 (data) Annual Report is required for all institutions accredited prior to November 30, 2011.
- Standard I requires an institution to meet or exceed the following measures of student success: 50% completion; 60% placement; 70% licensure

Each rate is based on a different “cohort” (or group) of students:

Completion: Based on all students scheduled to complete the program in 2010. The scheduled completion date is based on a student’s contract end date, and is adjusted for any applicable leaves of absence, re-entries or schedule changes.

Placement: Based on all students who actually completed the program in 2010 (regardless of when they were scheduled to complete) and are eligible for placement. Institutions may 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.

***Please note that “continuing in higher education” and “not credentialed” (i.e. unlicensed) are no longer valid exclusions/exemptions for placement.**

Licensure: Based on all individuals who sat for their required licensure exam for the first time in 2010. If an institution’s state licensure examination has multiple parts (e.g. a written and practical portion) then the licensure rate will be based upon the number of individuals who sat for their last required portion of the exam for the first time in 2010.

- Submission: The Annual Report must be completed online before midnight (EST) on **November 30, 2011**.
- Certification Form: The certification form (see page 21) must be signed, dated, and returned to NACCAS by mail at the address indicated on the form by November 30, 2011 (post-marked by November 30, 2011 is acceptable).
- Late Filing Fee: There is a late filing penalty of \$505 per campus for any Annual Report not completely submitted prior to midnight (EST) on November 30, 2011. “Completely submitted” includes submitting an Annual Report certification which is post-marked on or before November 30, 2011.
- Financial Statements: Financial statements are not due with the Annual Report. Instead, they are due to NACCAS within six months following the end of the institution’s fiscal year.
- Average Rates: If an institution has fewer than 100 students in any cohort for the current year and the two previous years the institution may use a three-year average based on the 2008, 2009, and 2010 combined cohorts. NACCAS will automatically calculate three-year averages for all eligible institutions which report a rate below the thresholds specified in Standard I. NACCAS will then notify institutions by letter if they are in compliance with Standard I by means of three-year averaging. (*Note: While a three-year average may bring an institution into compliance with Standard I, it does not replace the actual 2010 rate submitted. Accordingly, the 2010 data will remain in NACCAS’ system and will be used for purposes of future three-year averages.*)
- Backup Documentation: Unless otherwise notified by letter, an institution is not required to submit its cohort grids or backup documentation to the NACCAS office. **However, NACCAS reserves the right to request verification for any and all parts of the Annual Report.** Therefore, it is imperative that all institutions maintain completed cohort grids (or equivalent reports) and backup documentation supporting the data in its electronic submission.

Step 2: Gather Documentation

Standard I states that all institutions are required to retain back-up documentation to verify the Annual Report data they submit. Unless otherwise notified by letter, an institution is not required to submit any backup documentation to the NACCAS office; instead, it must retain full backup documentation at its institution. **However, NACCAS reserves the right to request verification for any and all parts of the Annual Report.** Therefore, it is imperative that the institution retains backup documentation that is both accurate and complete. This backup documentation may also be verified during any on-site visit.

Grid # 1 (Completion):

Acceptable back-up documentation of completion includes:

- Documentation showing the student's contract end date (e.g. an enrollment agreement, a printout from a database which clearly shows the scheduled to complete date, etc.)
- ✱ Documentation showing any addendums made to the original contract (e.g. leave of absence request, schedule change, etc.)
- Documentation showing the student's completion information for the program, if applicable (e.g. a copy of a transcript, a diploma, a report to the state oversight agency of a completer's hours, etc.)

Grid # 2 (Placement):

Acceptable back-up documentation of placement includes:

- Documentation showing the student's completion date from the program (e.g. a copy of a transcript, a diploma, a report to the state oversight agency, etc.)
- Documentation showing why a student is declared ineligible to be placed (e.g. records of military service for someone who is deployed in the military)
- Documentation showing the employment of each 2010 completer that is listed as placed. Some ways an institution may document employment are listed below:
 - Employer follow-up surveys
 - Student follow-up surveys
 - Telephone logs of employer or completer contacts
 - Professional business cards of completers
 - Official flyers or advertisements naming completers working in service facilities
 - Notes to the file from instructors certifying they saw the completer working in XYZ salon
 - ✱ Self-certifications from students
 - ✱ Printed copy of email or social networking correspondence from student

NOTE: This list is not all inclusive.

Grid # 3 (Licensure):

An institution must be able to document state licensure examination results for its licensure rate. 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 graduates are working. Some examples of acceptable documentation are:

- Surveys returned by completers indicating when they took the exam and whether they passed
- Log of telephone surveys of completers asking when they took the exam and when they passed
- Log of students who sat for the last required part of the licensing exam in 2010 (verified by email, Facebook, online license lookup, etc.)

The NACCAS Annual Report is based on completers who sat for the licensure exam for the first time in 2010. 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), an institution may base its Report on this 12-month period instead.

Step 3: Cohort 1 Grid (Instructions)

The Cohort 1 Grid will help you calculate your completion rate and verify your Annual Report data during an on-site evaluation, but you are not required to complete it if your institution maintains an equivalent alternative (e.g. a printout from a database, a spreadsheet, etc.). The completion rate is based on the number of students who were scheduled to complete the program during 2010 – regardless of the students' actual start dates and actual completion dates. This scheduled completion date comes from the contract signed at enrollment, and is adjusted for any applicable contract addenda (e.g. leaves of absences, schedule changes, re-enrollments, etc.). Accordingly, there may be students listed on an institution's Grid who actually completed in 2009 and others who actually completed in 2011, so long as they were scheduled to complete in 2010. Any student in this cohort who has completed the program before the Annual Report is due should be counted as a completer (again, the student must have a scheduled completion date in 2010 in order to be included in the completion cohort).

1. Fill in the Cohort 1 Grid, column one, with an alphabetical list of all students who were scheduled to complete in 2010. 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 2010 who actually completed in 2009, 2010, or 2011:** All students scheduled to complete in 2010 will be listed on the Cohort 1 Grid. This includes students who actually completed in 2009, 2010, or 2011. For example, if a student whose original enrollment agreement has him/her scheduled to complete in 2010, but he/she actually completed ahead of schedule in 2009 (or behind schedule in 2011) without a contract change, he/she will be listed on the Cohort 1 Grid.
 - **Students with amended contract end dates in 2010:** For example, if a student whose original enrollment agreement has him/her scheduled to complete in 2009, but he/she had a leave of absence or schedule change which pushed his/her "scheduled to complete" date into 2010, he/she will be listed on the Cohort 1 Grid.
 - **✳ Transfers out who were scheduled to complete in 2010:** 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 a 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 2010:** Students who transferred to your institution and were scheduled to complete in 2010 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:** *the date of determination should be the date the student is determined a withdrawal for purposes of the Cohort 1 Grid in the NACCAS Annual Report*
- **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 2009 or 2011:** For example, if a student whose original enrollment agreement has him/her scheduled to complete in 2010 but he/she had a leave of absence or schedule change which pushed the "scheduled to complete" date into 2011, he/she will not be listed on the Cohort 1 Grid.
- **Re-Enrollments scheduled to complete in 2011 or 2012:** For example, if a student was originally scheduled to complete in 2010, dropped, and subsequently re-enrolled with a new scheduled completion date in 2011, he/she will not be listed on the Cohort 1 Grid in 2010.

2. Count the number of students listed on the Cohort 1 Grid and write this number in Item 1 of the Annual Report Worksheet (see page 13) for this program. This figure is the number of students scheduled to complete in 2010.
3. 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 prior to November 30, 2011 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, or if they have failed to complete their required hours as of the date of report submittal (no later than November 30, 2011), then they will be marked with a "W". An institution may also list the withdrawal date in column three, although this is not mandatory.
4. Count the number of students on the Cohort 1 Grid marked with a "C" (for completer). This is the number that should be entered in Item 2 of the Annual Report Worksheet (see page 13) for this program.
5. Fill in the fourth column of the Grid and double check all information.
6. All eligible institutions with a completion rate below 50% will have an automatic three-year average rate calculated by NACCAS. An eligible institution is one with less than 100 students in each of the 2008, 2009 and 2010 completion rate cohorts (see page 2 of these instructions for more details).

Step 4: Cohort 2 Grid (Instructions)

The Cohort 2 Grid will help you calculate your placement rate and verify your Annual Report data during an on-site evaluation, but you are not required to complete it if your institution maintains an equivalent alternative (e.g. database printout, etc.). The placement rate is based on all students who actually completed in 2010 and are eligible for employment, regardless of when they were scheduled to complete.

1. Fill in a Cohort 2 Grid with an alphabetical list of all students who **actually completed** in 2010. Please fill out a separate Cohort 2 Grid for each program. Please note that:
 - o Some students listed on Grid 1 (who were scheduled to complete in 2010) may also be listed on Grid 2, if they actually completed in 2010.
 - o Other students on Grid 1 (who were scheduled to complete in 2010) will not be listed on Grid 2, because they actually completed in 2009 or 2011.
 - o Some students not included on Grid 1 (who were scheduled to complete in 2009 or 2011) will be listed on Grid 2, because they actually completed in 2010.
2. Identify completers determined to be ineligible for placement on Cohort 2 Grid, column two, by placing the letter "I" 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.

*** Please note that "continuing in higher education" and "not credentialed" (i.e. unlicensed) are no longer valid exclusions/exemptions for placement.**
3. Count the number of completers eligible ("E") for placement on the Cohort 2 Grid. This is the number entered into Item 3 on the Annual Report Worksheet (see page 13) for this program. This figure is also the number of completers eligible for placement in 2010.
4. On the Cohort 2 Grid, column four, enter the name, address, and telephone number of the employers for as many of the eligible completers as possible. Some ways of documenting employment are (*please note that this list is not all-inclusive*):
 - o Employer or student follow-up surveys
 - o Telephone logs of employer or completer contacts
 - o Official flyers, advertisements, or business cards naming completers working in service facilities
 - o Notes to the file from instructors certifying they saw the completer working in XYZ salon
 - o * Self-certifications from students
 - o * Printed copy of email or social networking correspondence with student
5. NACCAS allows an institution to count as employed any 2010 completer who is placed in a field for which their training prepared them prior to November 30, 2011. * 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 a signed employment self-certification from the student. The student must also possess the credentials (e.g., an individual license) required for self-employment, if any are applicable.
6. Count the number of 2010 completers who are employed, as listed in column four, and enter this number into Item 4 of the Annual Report Worksheet (see page 13) for this program.
7. All eligible institutions with a placement rate below 60% will have an automatic three-year average rate calculated by NACCAS. An eligible institution is one with less than 100 students in each of the 2008, 2009 and 2010 placement rate cohorts (see page 2 of these instructions for more details).

COHORT 2 GRID (Placement Rate)

Institution Ref. # _____

Program/Course _____

1. List all students that completed in 2010 (alphabetically by last name and include the date of completion)	2. Place an "I" for ineligible for placement based on the allowable reasons. Place an "E" for eligible for placement.	3. Last Known Address, Telephone # (with area code) and E-mail Address (optional)	4. Employer's Name Address Telephone/Fax E-mail Address(optional)
<p style="text-align: center;">Example 1: Benoit, Jeanne 01/05/2010</p>	E	22 Brown Ave. Apt. 234 Bethesda, MD 20810 (301) 555- 5555	ABC Skin Care 15 Main Street Bethesda, MD 20810 (301) 555-5555 Email: drjeanne76@yahoo.com
<p style="text-align: center;">Example 2: Gibbs, Jethro 04/17/2010</p>	I (military service)	456 Pennsylvania Ave Washington D.C. 20001 (703) 555-5555 Email: N/A	N/A

Step 5: Cohort 3 Grid (Instructions)

The Cohort 3 Grid will help you calculate your licensure rate and verify your Annual Report data during an on-site evaluation, but you are not required to complete it if your institution maintains an equivalent alternative (e.g. a database printout, a spreadsheet, etc.). The licensure rate is based on the number of individuals who sat for their required licensure exam for the first time in 2010. If your state licensure examination has multiple parts (e.g. a written and practical portion) then your licensure rate will be based upon all individuals who sat for their last required portion of the exam for the first time in 2010.

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 2010. 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 2010 for the first time
 - Include individuals who took one portion of the exam in 2009 or earlier, and took the last required portion(s) in 2010

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 2010 or earlier, and have not taken the remaining parts.
 - Do not include individuals who sat for all portions of the test in 2009, and then retook some (or all) portions of the test in 2010 (*these individuals should already be listed in your 2009 licensure cohort*)
2. Count the number of individuals listed on the Cohort 3 Grid and enter this number into Item 5 of the Annual Report Worksheet (see page 13). This figure is the number of individuals who sat for the last required part of the licensure exam in 2010.
 3. Count as "passed" in column two any individual in Cohort 3 who passed all portions of the exam needed for licensure prior to November 30, 2011. This includes individuals who failed the exam on their first attempt in 2010, and re-took and passed the exam in either 2010 or in 2011 prior to November 30. Enter this number into Item 6 of the Annual Report Worksheet (see page 13).
 - The NACCAS Annual Report is based on individuals who sat for the licensure exam for the first time in 2010. 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.
 4. All eligible institutions with a licensure rate below 70% will have an automatic three-year average rate calculated by NACCAS. An eligible institution is one with less than 100 students in each of the 2008, 2009 and 2010 licensure rate cohorts (see page 2 of these instructions for more details).

COHORT 3 GRID (Licensure Rate)

Institution Ref. # _____ Program/Course _____

1. Name of every student who took the last required part of the licensing examination in 2010 for the first time, regardless of when they completed	2. Passed	3. Failed
Example: Dinozzo, Anthony	Passed 01/15/10	

Step 6: Annual Report Worksheet (page 1 of 2)

Complete all of the fields highlighted in gray. Please complete and retain one copy of the Annual Report Worksheet for **each** program.

Program Related Information	
Clock hours required to complete program at this institution (put N/A if program is measured in credit hours or competencies)	
Credit hours required to complete program at this institution (put N/A if program is measured in clock hours or competencies)	
✱ Clock or credit hours required by state law or regulations for this program (put N/A if program is measured in competencies)	
Was program taught in 2010? Y if program was taught in calendar year 2010, otherwise N	
✱ Was program taught in 2009 (<i>only answer this question if you answered "no" to "was program taught in 2010"</i>)? Y if program was taught in calendar year 2009, otherwise N (note: an institution which answers "yes" to this question will retain the option of inputting licensure data for this program into its 2010 Annual Report)	
Does this program lead to state licensing or state or national certifications? Y or N; if N you cannot enter any numbers in the licensing field	

Continues on next page...

Step 6: Annual Report Worksheet (page 2 of 2)

Complete all of the fields highlighted in gray. Please complete and retain one copy of the Annual Report Worksheet for each program. See pages 5, 8, and 10 for details on how to determine Items 1 – 6.

Enrollment Related Information	
<i>(NOTE: A main and all its branch campuses must combine information when submitting the Annual Report as they are considered one institution.)</i>	
Program:	
Indicate number of students enrolled as of January 1, 2010 (those who were in school in 2009 and remained enrolled as of the first of January 2010)	
2010 Year Starts: Include all students who started training in the 2010 calendar year (If a student started more than once, count as one start)	
Number of students scheduled to complete in 2010	Item 1
Number of students from Item 1 who actually completed prior to November 30, 2011	Item 2
Number of students who actually completed the program in 2010 regardless of when they were scheduled to complete AND are eligible for employment (see exclusions in instructions)	Item 3
Number of eligible students (from Item 3 above) who were employed in a field for which their training prepared them prior to November 30, 2011	Item 4
Number of individuals who took the last required portion of the licensing exam for the first time in 2010 regardless of when they completed	Item 5
Number of individuals from Item 5 (above) who passed all portions of the licensing exam prior to November 30, 2011	Item 6
In this program area, indicate the length of the longest NACCAS approved program (P/T or F/T) taught in 2010 or 2011, in calendar weeks	Item 7

Step 7: Calculate Outcome Rates (optional)

Before entering your Annual Report online, you may wish to calculate your outcome rates manually. You can then compare the rates you calculate with the ones calculated by NACCAS; if there is any discrepancy, take a moment to double-check your work. **Note: Use additional sheets if you have more than three programs.*

Completion Rate

(Copied from Annual Report Worksheets)

Completion Rate	First Program Main Campus and Branch(s)	Second Program Main Campus and Branch(s)	Third Program* Main Campus and Branch(s)	Total
[Item 1] Number of students scheduled to complete in 2010				
[Item 2] Number of students from Item 1 who completed				

$$\boxed{} \div \boxed{} = \boxed{} \%$$

Item 2 Total ÷ Item 1 Total = Completion Rate

Placement Rate

(Copied from Annual Report Worksheets)

Placement Rate	First Program Main Campus and Branch(s)	Second Program Main Campus and Branch(s)	Third Program* Main Campus and Branch(s)	Total
[Item 3] Number of completers from 2010 who are eligible for employment				
[Item 4] Number of completers from Item 3 who were employed in a field for which training prepared them				

$$\boxed{} \div \boxed{} = \boxed{} \%$$

Item 4 total ÷ Item 3 Total = Placement Rate

Licensure Rate

(Copied from Annual Report Worksheets)

Licensure Rate	First Program Main Campus and Branch(s)	Second Program Main Campus and Branch(s)	Third Program* Main Campus and Branch(s)	Total
[Item 5] Number of individuals who took the last required part of exam for the first time in 2010				
[Item 6] Number of individuals from Item 5 who passed the exam by the submission of the Report				

$$\boxed{} \div \boxed{} = \boxed{} \%$$

Item 6 Total \div Item 5 Total = Licensure Rate

Step 8: Submit Data Online

1. Go to www.naccas.org and click “Member Menu / Login” (it is the first link from the top on the blue left-hand menu).
2. Click “NACCAS Member Login” to log onto the NACCAS database. The username and password screen will appear. *(Note: Please be aware that the individual signing in may have access to confidential information beyond the Annual Report. Therefore, the owner may wish to review and set restrictions on the information employees are able to view. For questions regarding viewing restrictions, please contact Jason Tiezzi at (703) 600 – 7600, extension 155.)*
3. If you forgot your password, click on “Forgot Password?” The information will be emailed to the address on record if possible. If you do not know either your username or password, please contact Allen Harmon at (703) 600 – 7600, extension 115 for technical assistance.
4. Enter your username and password. Click “Login.”
5. Click the blue tab labeled “Annual Reports” (it should be the second blue tab from the top).
6. You will see a listing of main campuses. Select the main campus for which you would like to complete an Annual Report. A main and all its branch campuses must combine all information when submitting the Annual Report as they are considered one institution.
7. Before you continue, **please verify that the email address listed below the “Go” button is accurate**. If it is not, please make any edits necessary. NACCAS will send a summary of your Annual Report to this email address once it has been submitted.
8. Select “2010” and then click on the “Go” button to enter the current Annual Report. *(Note: You may select other years if you would like to view past Annual Report data submitted.)* You should arrive at a screen which shows eight different program categories, beginning with “All Cosmetology Programs”. This is your “Programs Information Tab”, and will be the first tab of the Annual Report you complete.

Programs Information Tab

9. To start, you will see a list of eight approved program categories. These eight categories are “cosmetology”, “manicuring / nail tech”, “esthetician and skin care”, “teaching”, “massage and massage therapy”, “crossover”, “barbering”, and “business and salon management”. This list is not specific to your institution. If you have multiple programs in the same category (e.g. two esthetics programs), you may combine the data from both programs into the same category. If a program offered by your institution is not listed among these categories, please place your program into the category which you believe to be most relevant. For example, if you offer a cosmetology/manicuring combination program, you may place it in either the “cosmetology” or “manicuring / nail tech” program category. If you feel that no program category is relevant, please contact Jason Tiezzi at (703) 600-7600, extension 155.
10. You will need to enter data for each program category individually. To begin, click the check box next to the program category (e.g. all cosmetology programs) you wish to enter data for. The program category in question should become highlighted in yellow. Then click on the blue “Edit Program Information” button at the bottom of the screen to add/edit data for the selected program category. A pop-up box with all applicable questions should appear. **You must do this for every program category listed, regardless of whether that program type was offered in 2010.**
11. Fill out all of the fields in the “Program Related Information” section of the pop-up box. Make sure to

indicate whether or not the program type was taught in 2010. If it was not taught in 2010, you will be asked if the program type was taught in 2009. If the program type was not taught in either 2010 or 2009, then you will not be required to answer any further questions with respect to this program category.

12. Next, fill out all of the fields in the “Enrollment Related Information” section of the pop-up box. You will copy this data from the Annual Report Worksheets or other verification documents you completed. Make sure to include the reporting period for your licensure data in the correct format. For example, if your state reports licensure data by calendar year, you will enter:

Between: 01/2010
To: 12/2010

If your state reports licensure data from July-June, you will enter:

Between: 07/2009
To: 06/2010

13. Once you are finished adding the data for this program category, click on the “Save” button located at the bottom of the screen. Once saved you will automatically be returned to the program list screen to continue with the next program category.
14. Repeat steps 10 – 13 for each of the eight program categories listed in the “Programs Information” tab. Once all eight program categories have been completed, you may move to the “Loan Program Information” tab. **Please note that all eight program categories must be completed, regardless of whether each program type was offered in 2010.**

Loan Program Information

15. To start, click on the orange “Loan Program Information” tab (it is to the right of the silver “Program Information” tab). Next, click the blue “Edit Loan Program Information” button on the bottom of the screen. A pop-up box with all applicable questions should appear. This section will only need to be completed once; it does not need to be repeated for each program. **Please note that all correspondence concerning any outstanding liabilities, unresolved findings or adverse determinations should be submitted to NACCAS with your Annual Report Certification.**
16. Answer all applicable questions which appear. Explanations for all questions included in this section are shown below:
 - **Participating in Gov’t loan programs?:** Is your institution participating in Title IV loan programs with the Department of Education?
 - **Accredited by others?:** Is your institution accredited by another accrediting agency aside from NACCAS?
 - **DOE taken adverse actions against institution?:** Has the Department of Education taken adverse action against your institution, including withdrawal from Title IV funding as of the date of filing this Annual Report?
 - **Month fiscal year ends:** In what month does your institution’s fiscal year end? For example, if your institution’s fiscal year ends on December 31st, then you would select “12”, since December is the 12th month of the year.
 - **Any state violation(s)?:** Has your institution been cited for any violations by your applicable state regulatory agencies?

- **Did DOE conduct a program review in 2010?:** Did the Department of Education conduct a program review at your institution in 2010? This program review would have involved officials from the Department of Education visiting your institution.
 - **Final program review determination issued?:** Has your institution been sent a letter regarding a final program review determination by the US Department of Education? (*Note: this question only applies to institutions which underwent a program review in 2010.*)
 - **Any outstanding liabilities or unresolved findings?:** Are there any findings identified in the program review which are still considered open by the US Department of Education? This includes instances whereby an institution currently owes liabilities to the Department of Education, or where it has failed to respond adequately to the initial finding(s) identified in the program review. An institution that has resolved all findings (either by submitting an approved corrective action plan and/or by paying outstanding liabilities) would answer “no” to this question. (*Note: this question only applies to institutions which underwent a program review in 2010.*)
- **Has a final audit determination been issued?:** Was the institution issued a final audit determination (in conjunction with the program review process) during 2010? (*Note: this does not refer to annual financial statements submitted to the Department by an institution; rather, this is an audit conducted by the Department of Education itself.*)
 - **Any outstanding liabilities or unresolved findings in this determination?:** Are there any findings identified in this final audit determination which are still considered open by the US Department of Education? This would include any unpaid liabilities owed to the Department or other involved parties. (*Note: this question only applies to institutions which underwent a final audit determination in 2010.*)
- **Did you have an OIG audit in 2010?:** Did your institution undergo an audit conducted by the Office of Inspector General during 2010?
 - **Has OIG audit been closed?:** Has the Office of Inspector General formally closed this audit? (*Note: this question only applies to institutions which underwent an OIG audit in 2010.*)
 - **Any adverse determination by OIG audit?:** Did the Office of Inspector General issue any adverse determinations against your institution? (*Note: this question only applies to institutions which underwent an OIG audit in 2010.*)

17. Once you are finished editing the loan information, click on the “Save” button located at the bottom of the screen to save your work. Once saved, you are ready to move onto the next tab, which is the “Compliance Information.”

Compliance Information

18. To start, click on the pink “Compliance Information” tab (it is to the right of the orange “Loan Program Information” tab). Next, click the blue “Edit Compliance Information” button on the bottom of the screen. A pop-up box with all applicable questions should appear. This section will only need to be completed once; it does not need to be repeated for each program.

19. Answer all applicable questions which appear. Clarifications for certain questions included in this section are shown below:

- **Did the institution cease operation as an educational institution at any point during 2010 or 2011?:** This does not include regularly scheduled holidays and temporary closures such as snow days, but would include school closures of more than a week for natural disasters (e.g. fire, hurricane, flood, etc.).
- **Did the institution notify NACCAS of all institutional changes (substantive or non-sub) made in 2010 or 2011?:** Detailed definitions and explanations of substantive and non-substantive changes are described in Section 4 of NACCAS' *Rules*. Some examples of changes which would require notification to NACCAS include:
 - Changes of ownership or ownership structure (e.g. incorporating)
 - Changes of name
 - Changes of location
 - Establishment of a branch campus
 - Additions or changes of programs

Note: this list is not all-inclusive

20. If you wish to explain any of your answers, please do so in the text box shown on the screen. It is highly recommended that you explain "no" answers to any of the questions listed in this section, with the exception of the "did your institution cease operation" question above (for which you would want to explain a "yes" answer).

21. Click on the "Save" button located at the bottom of the screen to save your work. Please note that NACCAS reserves the right to request verification for all questions in this section in order to ensure compliance with its *Standards and Criteria*. Therefore, it is important that you maintain documentation which verifies the accuracy of your answers. Once saved, you are ready to move onto the next tab, which is the "Growth Information."

Growth Information

22. Click on the light blue "Growth Information" tab (it is to the right of the pink "Compliance Information" tab). *Note: this tab cannot be completed until after the "Programs Information" tab.*

23. NACCAS' automated system will calculate your institution's percentage enrollment growth from 2009 to 2010. This growth is based on the overall number of "starts" reported in the Annual Report for both 2009 and 2010.

24. If your institution reported growth of 50% or less, then you will not be required to answer any questions in this section. Instead, you may simply proceed onto the Annual Report Summary.

25. If your institution reported growth in excess of 50%, then you will be required to complete several questions relating to your growth. To answer these questions, click on the blue "edit growth information" button at the bottom of the screen. A pop-up box with all applicable questions should appear.

26. Answer all questions which appear on the screen. Make sure to indicate whether or not this main campus added any branch campuses in 2010. If this main campus did add a branch (or branches), then you will need to enter the number of students who began training in 2010 at these new branch campuses.

27. Once you have answered all questions, click the “Save” button located at the bottom of the screen to save your work. Once saved, you are ready to move onto the next tab, which is the “Annual Report Summary.”

Annual Report Summary

28. After all information has been entered, click on this tab (highlighted in green) to review the combined data for all programs, along with your overall outcome rates for completion, placement and licensure.

Email Annual Report Summary

29. While NACCAS will automatically send a summary of the Annual Report (once it has been successfully submitted) to the email address you verified in step #7, you may also choose to send a summary to an additional email address (or addresses). Click on the blue “Email Annual Report Summary” tab, and fill in the email address where you would like a copy of the Annual Report summary sent. Click on the “Click Here to Email a Copy of Annual Report to” button to send the summary. **Please note that this summary is not a confirmation that the Annual Report has been received by NACCAS.** In order to submit the Annual Report, please see steps # 30-32 below.

Submit to NACCAS

30. Click on the yellow “**Submit to NACCAS**” tab. Make corrections, if necessary, before submitting the data. **Once you click “submit”, you can no longer edit the data!**
31. Once you are satisfied that the data is accurate, click the “submit” button. The “submit” button will only appear if all sections of the Annual Report have been completed. If you do not see the submit button, please verify that you have completed all applicable sections of the Report.
32. If the data is submitted successfully, you will see a confirmation message at the top of the page and the “submit” button will disappear. **You will also receive a confirmation of your submission via email.**

Modifying the Data after Submission

33. If you discover errors in your data prior to midnight (EST) on November 30, 2011 (but after your Annual Report has been submitted), you will need to contact NACCAS (specifically, Jason Tiezzi at 703 – 600 – 7600, extension 155) in order to unlock your Report. Once your Report has been unlocked, you will be allowed to freely enter and edit data. However, please note that if your Report has been unlocked, then you must re-submit the Annual Report to NACCAS (see steps 30 and 31 above) prior to midnight (EST) on November 30, 2011, in order to avoid being assessed a late fee.
34. If you discover data entry errors after the November 30, 2011 deadline has passed, you will need to complete the following steps to correct your Report:
1. Gather all the supporting documentation to verify the changes.
 2. Go to the “Member Menu / Login” section of the NACCAS website and download the “Annual Report Change Request Form” (it is in Word format). If you are prompted to enter a password, simply click the “cancel” button.
 3. Complete the form according to the instructions.
 4. Send the completed form and supporting documentation to the address below:

NACCAS AR Revisions
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432

Step 9: Annual Report Certification

2010 (DATA) ANNUAL REPORT CERTIFICATION

A hard copy of this 2010 (data) Annual Report Certification should be submitted to the NACCAS office via traceable means no later than November 30, 2011 (postmarked by November 30, 2011 is acceptable).

I HEREBY CERTIFY that all information contained within the 2010 (data) Annual Report for the institutions(s) indicated below is true and accurate to the best of my knowledge, as required by Standard I and section 1.6(f) of NACCAS' *Rules of Practice and Procedure*. I further understand that knowingly providing false or misleading information to NACCAS may result in the Commission taking adverse action against the institution.

Owner ID Number assigned by NACCAS: _____

OPEID Number assigned by the U.S. Department of Education (if applicable): _____

NACCAS Reference Number assigned to the main campus covered by this Annual Report: _____

Institution's fiscal year end: _____

Signature of Institution Owner

Date

Sign and date this page. Include all information below:

ATTACH:

- a) All correspondence concerning any outstanding liabilities, unresolved findings or adverse determinations from the US Department of Education and/or the Office of Inspector General **(if applicable)**.
- b) Comprehensive backup documentation for your Annual Report, **only if your institution is currently on low outcomes monitoring**. All institutions on outcomes monitoring will receive a letter from NACCAS detailing the specific requirements of this backup documentation.
Note: If you are unsure if your institution is currently on low outcomes monitoring, please contact Jason Tiezzi at (703) 600 – 7600, extension 155.
- c) If your institution wishes to remove program(s) currently approved within the aegis of NACCAS accreditation, please attach a list of such programs to this certification page. This list must be signed and dated by the owner of the institution. Again, this applies only to programs for which the institution no longer wishes to maintain NACCAS approval.

Mail this certification and the required attachments to NACCAS on or before November 30, 2011 (postmarked by November 30, 2011 is acceptable) to:

NACCAS
Attn: Mr. Jason Tiezzi
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302