

- (2) Submit required applications (See Parts 2 and 4 of these *Rules*);
 - (3) Undergo additional on-site evaluations, announced or unannounced, as ordered by the Commission (See Parts 3 and 8);
 - (4) Obtain approval for significant changes that take place (See Part 4);
 - (5) Submit an accurate annual report (See Part 5);
 - (6) Respond to complaints (See Part 6), “show cause” orders (See Part 7) and Commission directives (See Part 8);
 - (7) Maintain compliance with NACCAS standards and criteria, rules, policies, Commission directives, and other requirements;
 - (8) Be current in the payment of fees; and
 - (9) Comply with time frames established by the Commission.
- (b) Failure to maintain continued compliance with all NACCAS standards and criteria and other accreditation requirements shall lead to the Commission taking appropriate action under these *Rules*.

**Sub-Part D – General Instructions for
Submitting Documents to the Commission**

Section 1.6 Submission of Documents to the Commission

- (a) Whenever documents are submitted by the school to the Commission, the information contained therein shall be
- (1) Typewritten,
 - (2) In English²,
 - (3) Bound and tabbed, and
 - (4) Identified with the school’s NACCAS reference number.
 - (5) Any photographs shall be originals or clear copies.
- Institutional Self-Studies and enclosures, responses to team reports, responses to show cause orders, appeals, and any other extensive submission to the Commission shall be done in accordance with these general requirements as well as with specific instructions issued by the Commission, and shall, in all cases, be submitted in an organized manner.
- (b) The NACCAS office may refuse to accept and consider any document not submitted in conformity with this section and other specific directives pertaining to document submission.
- (c) Submit all requests, applications, responses and appeals to

² In cases where the Commission has required the institution to provide multiple copies of a “form” or “boilerplate” agreement (such as the enrollment agreements or SAP reports for multiple students) the Commission may, in its discretion, permit the institution to provide an English translation of the “form” agreement, together with an English translation of the student-specific information in each separate agreement

Executive Director
Attention: (As Directed)
NACCAS
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302

- (d) Complete instructions for seeking candidate status, initial accreditation, renewal of accreditation, and change applications are included with the application for each process. A school, upon request, may receive special or additional instructions from the NACCAS staff either by telephone, letter, or in person at the NACCAS headquarters.
- (e) Each institution submitting information and documentation to the Commission for purposes of accreditation must accompany such information or documentation with a certification, signed and dated by a person with authority to submit such information or documentation, that reads as follows:

"I certify that the information provided herein is true and correct to the best of my knowledge and belief. I further understand that knowingly providing false or misleading information to NACCAS may result in the Commission taking adverse action against the institution."

- (f) If the Commission determines that an institution has knowingly provided false or misleading information, it shall take any action against the institution which it believes is reasonable and appropriate, including, but not limited to, denying any pending application or taking any accreditation action listed in Section 8 of the *Rules*.

Section 1.7 Withdrawals of Applications

- (a) Any institution may withdraw an application it has submitted to NACCAS before the Commission considers it.
 - (1) Such withdrawal request shall be in writing and sent by a traceable means to the Executive Director of NACCAS.
 - (2) No money shall be refunded when an application is withdrawn, except a deposit for an on-site evaluation which has not been scheduled.
- (b) An acknowledgment from NACCAS indicating that the request has been complied with shall be issued.

Section 1.8 Equivalence

Any institution seeking or holding accreditation from the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) and from another accrediting agency recognized by the U.S. Department of Education or seeking or holding a license, certification, or similar authorization or credential from another state or federal government agency must describe itself in identical terms to each body with regard to purpose, governance, ownership, ownership structure, programs, program lengths, location of facilities, degrees, diplomas, certificates, personnel, finances and constituents, and must keep each agency apprised of the other agency's actions with respect to such institution, as provided for in Section 5.1(a) of these *Rules*.

Section 1.9 Requests for Information

The Commission may, at any stage in the accreditation process, including appeals, request an institution to produce documentation which it deems pertinent and relevant to an accrediting action. Failure to produce such