

School Name: _____
School Ref. # _____

Evaluator Name: _____
NACCAS Standards & Criteria Effective July 2010

On-Site Evaluation Form: School Administrator- Evaluator

Review each of the criteria in each standard and determine if the institution is in compliance. Check/Circle Yes if the institution is in compliance, No if the institution is not in compliance, or N/A if the criterion does not apply to the institution. If you check No on any criterion, clearly state the limitation in the space provided, or if extra space is needed, utilize the "Summary of Findings" document, which appears at the end of this packet.

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 D 1. The institution is legally authorized to provide training.

LIMITATION:

Yes No N/A O 2. Appropriate licenses and certificates issued by state and/or other regulatory authorities are publicly displayed.

LIMITATION:

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*.

LIMITATION:

Yes No N/A D 4. The institution has adopted written operating policies and procedures.

LIMITATION:

Yes No N/A A 5. The institution's written operating policies and procedures are implemented and maintained effectively.

LIMITATION:

Yes No N/A D 6. The institution effectively administers all the student financial assistance programs in which the institution participates.

LIMITATION:

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;

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Yes No N/A D 8. If participating in federal loan programs, the institution maintains an official cohort default rate below the threshold established by the U.S. Department of Education.

LIMITATION:

Yes No N/A D/O 9. Advertising for the institution is factual.

LIMITATION:

Yes No N/A D 10. Advertising conforms to the NACCAS Policy on Advertising.

LIMITATION:

Yes No N/A D 11. The institution maintains copies of any training agreements with government agencies, school districts and/or other entities, if applicable.

LIMITATION:

Yes No N/A D 12. The institution guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records.

LIMITATION:

Yes No N/A D 13. The institution provides access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission.

LIMITATION:

Yes No N/A D/O 14. The institution complies with the Family Education Right to Privacy Act (FERPA).

LIMITATION:

Yes No N/A O 15. All institution records are maintained and safeguarded against loss, theft, identify theft, or damage.

LIMITATION:

Yes No N/A A 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 a secure login and pass code or proctored examinations) while protecting student privacy.

LIMITATION:

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 institution 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 institution'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.
 - 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.

LIMITATION:

- Yes No N/A D 2. The institution's written catalog complies with the NACCAS catalog requirements.

LIMITATION:

- Yes No N/A D 3. Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog.

LIMITATION:

- Yes No N/A D 4. Before enrollment each applicant is provided access to written information that accurately reflects the most recent annual report statistics.

LIMITATION:

- Yes No N/A D 5. 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.

LIMITATION:

- Yes No N/A D 6. The institution uses an enrollment agreement that complies with the NACCAS Enrollment Agreement Requirements.

LIMITATION:

- Yes No N/A D 7. A copy of the fully executed enrollment agreement is provided to the student and legal guardian, as applicable.

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LIMITATION:

Yes No N/A D 8. A copy of the fully executed enrollment agreement is maintained by the institution.

LIMITATION:

Yes No N/A D 9. The institution's policies clearly state that the institution does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students.

LIMITATION:

Yes No N/A D 10. The institution has a policy that clearly defines how training or education received at another institution is applied to the receiving institution's course or program requirements for graduation (including the possibility that no such transfer credit is granted).

LIMITATION:

Yes No N/A D 11. The institution maintains a list of institutions with which it has established an articulation agreement, if applicable.

LIMITATION:

Yes No N/A D 12. The institution's practices are consistent with its admissions policies and requirements.

LIMITATION:

Yes No N/A D 13. 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.

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VII. FINANCIAL PRACTICES AND MANAGEMENT

The institution maintains a sound financial condition and has qualified financial management.

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.

LIMITATION:

Yes No N/A D 7. For institutions participating in federal Title IV financial aid programs, the institutional refund policy applies in addition to applicable returns to Title IV programs.

LIMITATION:

Yes No N/A D 8. The institution applies the applicable refund policy to all terminations for any reason, by either party, including student decision, course and/or program cancellation, or institution closure.

LIMITATION:

Yes No N/A D 9. The institution accurately implements the applicable refund policy.

LIMITATION:

Yes No N/A D 10. The institution complies with the NACCAS Policy on Extra Instructional Charges, if applicable.

LIMITATION:

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.

LIMITATION:

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.

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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 5. 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.

LIMITATION:

Yes No N/A D 6. The institution's Satisfactory Progress Policy complies with the NACCAS Satisfactory Progress Policy and Checklist.

LIMITATION:

Yes No N/A D 7. The institution accurately evaluates student progress according to the requirements of the NACCAS Policy on Satisfactory Progress, if applicable.

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NACCAS ON-SITE EVALUATION VISIT REPORT

School Name: _____ **Ref #** _____

SUMMARY OF FINDINGS

Standard and Criterion Number: _____

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