

PROCESSES AND ESTIMATED TIMETABLE FOR COMMISSION ACTION*

- Add/Change Program Application** - (Substantive) -12-18 weeks from receipt at the NACCAS office
- Advisory Opinion Request Notification** - 6-12 weeks from receipt at the NACCAS office
- Appeal** - Within 6-9 months from receipt at the NACCAS office of Notice of Intent to Appeal
- Branches, Initial Accreditation Application** - 5-7 weeks from receipt at the NACCAS office
- Branches, Initial Accreditation Application (Universal part 1- Form 16A)** - 5-7 weeks from receipt at the NACCAS office
- Branches, Initial Accreditation Application (Universal part 2 - Form 16B)** - 2 weeks from receipt at the NACCAS office
- Branches, Initial Accreditation Visits (2 visits)** - 1st visit within 6 months after approval - 2nd visit- between 12-18 months after approval
- Candidate Application** - 2-4 weeks from receipt at the NACCAS office
- Candidate Consultation Visit** - Within 2-4 months after request for visit is received at NACCAS office
- Change of Location Application** (Categories 1 and 2) - 5-7 weeks from the initial notification requirement received at the NACCAS office
- Change of Location Visit** - Category 2 phase 2 - Within 90 days after approval of change
- Change of Name Application** - 6-8 weeks from receipt at the NACCAS office
- Change of Ownership Application** (Categories 1 thru 5) - 5-7 weeks from the initial notification requirement received at the NACCAS office
- Change of Ownership Visit** (Categories 4, 5 & Change of Control) - Within 6 months after change.
- Clock/Credit Hour Conversion Application** - 6-8 weeks from receipt at the NACCAS office
- Initial Accreditation Application** (no limitations) - 8-10 months from receipt at the NACCAS office
- Petition for Variance** - 6-12 weeks from receipt at the NACCAS office
- Renewal of Accreditation Application** - 12-14 months from receipt at the NACCAS office

ESTIMATED TIMETABLE FOR ACKNOWLEDGEMENT OF NON-SUBSTANTIVE CHANGE*

- Non-Substantive Change of Ownership Notification** - 2-4 weeks from receipt at the NACCAS office
- Non-Substantive Expanded Campus Notification** - 2-4 weeks from receipt at the NACCAS office
- Non-Substantive Program Change Notification** - 2-4 weeks from receipt at the NACCAS office
- Non-Substantive State Mandated Program Change** - 2-4 weeks from receipt at the NACCAS office

* The chart above sets out NACCAS' estimate of the average length of time necessary to complete the described accreditation process, from the date NACCAS receives the applicable application, request, petition or notice, to the date of acknowledgement, or final Commission action on such application, etc. This timetable assumes that each such application, etc., and each other response by the school to NACCAS' requests for additional or follow-up information, is complete. The timelines set out above do not commence until a complete application, etc. has been received.

The Commission meets face to face four (4) times per year and (typically) via teleconference eight (8) times per year (on the third Wednesday of the month). The dates of all such meetings are posted in advance on NACCAS' website, www.naccas.org. The Commission reserves consideration of complex processes and other complicated matters for face-to-face meetings. Please use the chart above to plan your process.

Schools should note that this timetable represents NACCAS' estimate of the average length of time necessary to complete a process under ordinary business conditions, and is presented here for planning purposes only. The actual time necessary to complete any specific process will vary depending upon all facts and circumstances relevant to the matter (including, without limitation, the completeness and timeliness of the school's submissions, other matters then pending before the Commission, and other circumstances beyond the control of NACCAS). NACCAS cannot guarantee that any specific process will be completed within the timeframe described in the chart.

Schools should also note that the chart above does not take into account the time necessary to communicate the Commission's decision to the school. NACCAS' *Rules of Practice and Procedure* provides that schools will be notified of Commission action within 45 days of that action. However, NACCAS makes every effort to get these action letters out within 14 days.

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