National Accrediting Commission of Cosmetology Arts & Sciences, Inc.
4401 Ford Avenue, Suite 1300 Alexandria, VA 22302-1432 • (703) 600-7600 • FAX (703) 379-2200
http://www.naccas.org naccas@naccas.org

Welcome to the 2008 Annual Report Instructions. Read the instructions carefully from beginning to end, as the definition of cohorts has changed. **The 2008 Annual Report is due November 30, 2009.** If you require technical assistance, contact Cliff Culbreath at 703-600-7600 ext. 135 or email cculbreath@naccas.org.

NOTE: A main and all its branch campuses must combine information when submitting the Annual Report as they are considered one institution. If one of your program (s) from either your branch or main campus is not listed under the program information tab, please contact Cliff Culbreath for assistance.

Steps for Completing the 2008 Annual Report

Step 1: Review General Information

- **The 2008 Annual Report is due November 30, 2009**

- Standard I, Criterion 4 requires your institution to meet or exceed the following measure 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 2008, based on their contract ending date adjusted for any applicable Leaves of Absence, Re- Entry's or schedule changes.

  Placement: based on all students who actually completed the program in 2008 (regardless of when they were scheduled to complete) and are eligible for placement in 2008. Schools may exclude completers from eligibility for placement based on the following reasons:

  a. The completer is deceased
  b. The completer is disabled
  c. The completer is deployed for military service/duty
  d. The completer has continued in higher education
  e. The completer studied under a student visa.
  f. The completer does not possess the credentials required for employment in the state or jurisdiction in which he/she is seeking employment.

  Licensure: based on all individuals who sat for the final part of their licensure exam for the first time in 2008.

- Submission:
  The Annual Report must be completed on-line on or before **November 30, 2009.**

- Certification Form:
  The certification form must be signed, dated, and returned to NACCAS by mail at the address indicated on the form by November 30, 2009.
- Late Filing Fee:
  There is a late filing penalty of $505 for any Annual Report not submitted prior to midnight November 30, 2009 with the deadline; invoices for late fees will be issued on January 15**, 2010.** The late fee is cumulative per school for each month or portion thereof that the annual report is not submitted.
- Financial Statements:
- Financial statements are no longer due with the annual report. The Commission adopted a new timeline for institutions to submit their financial statements. Financial statements are now due within six months following the end of the institution's fiscal year. This means that if your institution(s) participate in federal student financial assistance programs, your financial statements are due at NACCAS and the U.S. Department of Education at the same time. Fill in your institution's fiscal year end information on the 2008 Annual Report Certification Form.
- Average Rates:

. If a school has fewer than 100 students in **any** cohort for the current and the two previous years the school may use a three (3) year average based on the 2006, 2007, and 2008 combined cohorts. Schools may use this methodology in the event that preliminary rates do not meet the required standards. The ability to average must be based on cohorts of 100 students or less. Any cohort above 100 does not allow for averaging to be used by the school. **To use this option please contact Cliff Culbreath for assistance.**

Step 2: Gather Documentation

You are required to retain back-up documentation to verify the Annual Report data you submit.
Grid # 1

Acceptable back-up documentation of completion includes:

- Documentation showing the student's enrollment information.
- Documentation showing the student's completion information for the program, if applicable.

Grid # 2

You must be able to document the employment of each 2008 completer that is eligible to be placed at the time of submission. Some ways you may document employment are listed below:

- Employer follow-up surveys
- Student follow-up surveys
- Telephone logs of employer or completer contacts
- Postcard surveys returned by completers
- Business cards of completers
- Flyers or advertisements naming completers working in service facilities
- Notes to the file from instructors certifying they saw the completer working in XYZ salon

NOTE: This list is not all inclusive.

Grid # 3

You also must be able to document state licensure examination results for your licensure rate. If the state (or test administrator) does not issue examination reports, you will need your own method for tracking students who sit for the exam and their results. Many schools use the same tracking methods to track licensure as they use to find out where graduates are working.

The NACCAS annual report is based on completers who sat for the licensure exam for the first time in 2008 However, if your state (or test administrator) issues reports for a 12-month period other than January 1 – December 31, you may base your report on this 12-month period. For example, July 1 – June 30.

Step 3: Cohort 1 Grid (Instructions)

The Cohort 1 Grid will help you calculate your completion rate and will help you verify your Annual Report data during an on-site evaluation, but you are not required to complete it if you have other means of verifying your data. The completion rate is based on the number of students who were scheduled to complete the program during 2008 – not when the students actually completed. Therefore, there may be students listed on your grid who completed in 2007 and others who completed in 2009. Any student in this group who has completed the program before the Annual Report is due should be counted as a completer.

1. Fill in the Cohort 1 Grid, column 1, with an alphabetical list of all students who were scheduled to complete in 2008.

2. Fill in all remaining columns of the grid and double check the information.

You should fill out a separate Cohort 1 Grid for each program.

- Include only students who were scheduled to complete in 2008.

- If a student whose original enrollment agreement has him/her scheduled to complete in 2008, but he/she actually completed in 2007, he/she **will** be listed on Cohort 1 Grid.

- If a student whose original enrollment agreement has him/her scheduled to complete in 2007, but he/she had a leave of absence that changed the "scheduled to complete" date to a date in 2008, this student **will** be listed on the Cohort 1 Grid.

- If a student whose original enrollment agreement has him/her scheduled to complete in 2008 but he/she had a leave of absence that changed the "scheduled to complete" date to a date in 2009 this student **will not** be listed on the Cohort 1 Grid.

You should not list the following students on the Cohort 1 Grid.

- 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.
- Students in a program of more than one (1) academic year (900 hours) who dropped out within 30 calendar days of beginning classes.
- Students auditing the program for personal enrichment and who are not receiving Title IV Federal Funds shall not be counted.

3. Count the number of students listed on your grid and write this number in Item 1 of the Annual Report Worksheet (see page 11) for this program. This figure is your number of students scheduled to complete in 2008.

4. For each student listed on the grid, write "C" for completer or "W" for withdrawal/drop in the third column.

5. Count the number of students on the Cohort 1 Grid marked with a "C" as completers. This is the number that should be entered in Item 2 of the Annual Report Worksheet (see page 11) corresponding to the program.

6. If you have elected to use a three year average, **please contact Cliff Culbreath for assistance.**

COHORT 1 GRID (Completion Rate)

School Ref. #______________________ Program/Course _______________________

1. Students Scheduled to Complete in 2008 (alphabetically by last name)	2. Date Scheduled to Complete	3. Completion Date (C) Withdrawal Date (W) (Must be a completer by the date of submission.)	4. Last Known Address, e-mail, (optional)and Telephone # (include area codes)
Sample: Queue, Suzy	01 Mar 08	(C) 12 Apr 08	123 Main Street Alexandria, VA 22314 (573) 751-0101 squeue@msn.com

Step 4: Cohort 2 Grid (Instructions)

The Cohort 2 Grid will help you calculate your placement rate and will help you verify your Annual Report data during an on-site evaluation, but you are not required to complete it if you have other means of verifying your data. The placement rate is based on the number of students who completed in 2008 and are eligible for employment, no matter when the students were scheduled to complete.

1. Fill in a Cohort 2 Grid with an alphabetical list of all students who completed in 2008.

   You should fill out a separate Cohort 2 Grid for each program.

- Some students listed on Grid 1 may also be listed on Grid 2 if they completed in 2008.
- Other students on Grid 1 will not be listed on Grid 2, because they completed in 2007 or 2009. Some students who were scheduled to complete in 2007 or earlier will be listed on Grid 2, because they actually completed in 2008.

2. Schools may only exclude completers from eligibility for placement based on the following reasons:
   a. The completer is deceased
   b. The completer is disabled
   c. The completer is deployed for military service/duty
   d. The completer has continued in higher education
   e. The completer studied under a student visa
   f. The completer does not possess the required credential for employment in the state or jurisdiction for which they seek employment.

3. Identify completers determined to be ineligible for placement on Cohort 2 Grid, column 2, by placing the letter **"I"** beside their name. Count the number of eligible (**"E")** for placement completers listed as eligible for placement on the Cohort 2 Grid. This is the number you will enter into Item 3 on the Annual Report Worksheet (see page 11) for this program. This figure is your number of completers eligible for placement in 2008.

4. On the Cohort 2 Grid, column four (4), enter the name, address, and telephone number of the employers for as many of the listed completers as you can. Some ways of documenting employment are:
   a. Employer follow-up surveys
   b. Student follow-up surveys
   c. Telephone logs of employer or completer contacts
   d. Postcard surveys returned by completers
   e. Business cards of completers
   f. Flyers or advertisements naming completers working in service facilities
   g. Notes to the file from instructors certifying they saw the completer working in XYZ salon

   NOTE: This list is not all inclusive

5. NACCAS allows you to count as employed any 2008 completer who is eligible **(E)** to be placed who was employed in a field for which the training prepared them by the date the 2008 Annual Report is due.

6. Count the number of eligible 2008 completers who are employed, as listed in column four (4), and enter this number in Item 4 of the Annual Report Worksheet (see page 11) for this program.

7. If you have elected to use a three year average, **please contact Cliff Culbreath for assistance.**

COHORT 2 GRID (Placement Rate)

School Ref. #____________________ Program/Course ___________________

List all students that completed in 2008 **(alphabetically by last name and include the date of completion)**	**Place an "I" for ineligible for placement based on the allowable reasons. Place an "E" for eligible for placement.**	**Last Known Address, Telephone # (with area code)** E-mail address **(**optional)	**Employer's Name** **Address** **Telephone/Fax** E-mail address **(**optional)
Amass, Susan 01/05/2008	**E**	22 Brown Ave. Apt. 234 Winchester, MO 65103 (940) 333- 2424	ABC Salon & Spa 15 Main Street Winchester, MO 65102 (573) 751-0101 abcsalon@msn.com
Brown, Timothy 04/17/2008	**I** (Optional: military service)	456 Main Street New York, NY 10336 (212) 555-5555 jma@hotmail.com	N/A

Step 5: Cohort 3 Grid (Instructions)

The Cohort 3 Grid will help you calculate your licensure rate and will help you verify your Annual Report data during an on-site evaluation, but you are not required to complete it if you have means of verifying your data. The licensure rate is based on the number of individuals who sat for the last part of their required licensure exam (as defined by your state) for the first time in 2008.

1. Fill in the Cohort 3 Grid with an alphabetical list of all individuals, column one (1), who took the licensure exam in 2008.
   You should fill out a separate Cohort 3 Grid for each program.

   - Include individuals who took all portions of the licensing exam in 2008
   - Include individuals who took one portion of the exam in 2007 or earlier, and took the final part(s) in 2008.
   - Do not include individuals who only took one portion of the exam in 2008 or earlier, and have not taken the remaining parts.

2. Count the number of individuals listed on the Cohort 3 Grid and enter this number on Item 5 of the Annual Report Worksheet (see page 11). This figure is your number of individuals who sat for the final part of the licensure exam in 2008.

3. Count as "passed", column two (2), any individual in Cohort 3 who passed all portions of the exam needed for licensure by the time the annual report is due. Enter this number on Item 6 of the Annual Report Worksheet (see page 11).

   - The NACCAS annual report is based on individuals who sat for the licensure exam for the first time in 2008. However, if your state (or test administrator) issues reports for a 12-month period other than January 1 – December 31, you may base your report on this 12-month period. For example, July 1 – June 30.

   - **The Commission understands that some states may report the number who took the exam and the number who passed. In this case, the state report would be in lieu of the licensure grid.**

4. If you have elected to use a three year average, **please contact Cliff Culbreath for assistance.**

COHORT 3 GRID (Licensure Rate)

School Ref. # ________________________ Program/Course __________________

Name of every individual who took the final part of the licensing examination in 2008, regardless of when they completed.	Passed	Failed
Example: Alexander, Mindy	Passed (Date Optional) 01/15/08	

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

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

Program Related Information	
Program: Use approved pre-set program code	
Program Description: Pre-set	
Hours: Clock hours required to complete the program	
Credit: Credit hours or competencies required to complete program	
Cat: Category code (example C=Cosmetology, TT=Teacher Training) Pre-set	
Was Program Taught: Y if program was offered for calendar year 2008, otherwise N	
Lead to State Licensing or State or National Certifications: Y or N; if N you cannot enter any numbers in the licensing field	
Identify the number of weeks of the longest full time program offered.	
Identify the number of weeks of the longest part time program offered.	

Continues on next page…

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

Complete all of the fields highlighted in gray. You must complete and retain one copy of the Annual Report Worksheet for each program. See instructions on pages 4, 6, and 8 for details on how to determine Items 1 – 6.

Enrollment Related Information (***NOTE: A main and all its branch campuses must combine all information when submitting the Annual Report as they are considered one institution.***	
Program:	
Indicate number of students enrolled as of January 1, 2008 (those who were in school in 2007 and remained enrolled as of the first of January 2008.)	
2008 Year Starts: Include all students who started training in the 2008 calendar year. (If a student started more than once, count as 1 start)	
Number of students scheduled to complete in 2008	Item 1
Number of students from item 1 who actually completed as of submission of this Annual Report	Item 2
Number of students who actually completed the program in 2008 regardless of when they were scheduled to complete AND are eligible for employment (see exclusions in instructions)	Item 3
Number of eligible individuals (from Item 3 above) who are employed in a field for which the training prepared them	Item 4
Number of individuals who took the final portion of the licensing exam for the first time in 2008 regardless of when they completed	Item 5
Number of individuals from Item 5 (above) who passed the final portion of the licensing exam by the date of submission of the annual report	Item 6

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. *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				
[Item 2] Number of students from Item 1 who completed				

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 who are eligible for employment in 2008				
[Item 4] Number of completers from Item 3 who were employed in a field for which training prepared them				

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 second/final part of exam for the first time in 2008				
[Item 6] Number of individuals from Item 6 who passed the exam by the submission of the report				

Item 6 Total ÷ Item 5 Total = Licensure Rate

____ ÷ ____ = ____ %

Step 8: Submit Data Online

1. Go to www.naccas.org and click "Member Menu."

2. Click "NACCAS Member Login" to log onto the NACCAS database. The username and password screen will appear.

3. If you forgot your password or username click on "Forgot Password?" The information will be emailed to the address on record if possible. Schools may be required to contact the NACCAS office for technical assistance.

4. Enter your username and password. Click "Login."

5. You will see a listing of main campuses. Select the main campus for which you would like to complete your Annual Report. A main and all its branch campuses must combine all information when submitting the Annual Report as they are considered one institution.

6. Select "2008" and then click on the "go" button to enter the current Annual Report. You may select other years if you would like to view past Annual Report data submitted. Schools may be required to contact the NACCAS office for access to archived data.

7. You will see five tabs: "Programs Information," "Loan Information," "Annual Report Summary," Email Report," and "Submit." The "Programs Information" tab will automatically open first. Begin by entering your Annual Report data for each program. Schools must submit information for each program listed at a campus before moving to the next tab. **Note: You must click on the "Edit Program/Loan Information" button at the bottom of the screen to edit the selected program/loan information. Once you are finished editing the data, click on the "save" button located at the bottom of the screen.**

Programs Information

8. To start, you will see a list of approved programs for your school. Check the list for accuracy. ***If one of your program (s) from either your branch or main campus is not listed under the program information tab, please contact Cliff Culbreath for assistance.***

9. Click the check box next to the program to enter data for that program. You will need to enter data for each program individually. **Note: You must click on the "Edit Program Information" button at the bottom of the screen to add your data for the selected program.**

10. Fill out all of the fields in the "Program Related Information" section for each program. Make sure to indicate whether or not the course was offered in 2008.

11. Fill out all of the fields in the "Enrollment Related Information" section for each program. 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. For example, if your state reports licensure data by calendar year, you will enter:
    Between: 01/2008
    To: 12/2008
    If your state reports licensure data July-June, you will enter:
    Between: 07/2007
    To: 06/2008

12. Once you are finished adding the data for that program, click on the "save" button located at the bottom of the screen each time. Once saved you will automatically be returned to the program list screen to continue with the next program.

13. Repeat **Steps 9 – 12** for each program, once completed you are ready to move to the "Loan Information" tab.

Loan Information

14. To start, click on the “Loan Information” tab at the top of the page. **Note: To add Loan Information you need to go to the bottom of the screen and click on the “Edit Loan Information” button.** Fill in all questions in the “Loan Information” section. This section will only need to be completed once; it does not need to be repeated for each program.

15. Once you are finished adding 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 “Annual Report Summary.”

Annual Report Summary

16. Click on this tab to review the data you entered before submitting it. You can review the data for each program or for all programs combined.

Email Report

17. Fill in the email address of where you want a copy of the annual report summary sent. Then click on “click here to email Annual Report.” Once sent, then click on the “Submit to NACCAS” tab to move on to the final step.

Submit

18. Make corrections, if necessary, <u>before</u> submitting the data. **Once you click “Submit,” you can no longer edit the data! Again, please print or email a copy for your files.**

19. Once you are satisfied that the data is accurate, click “Submit.” If the data is submitted successfully, you will see a confirmation message at the top of the page and you are done!

20. If any of your cohort rates do not meet the minimum thresholds required by NACCAS, you will be required to submit your preliminary Annual Report for the subsequent year to the NACCAS office by March 15th of the following year.

Modifying the Data after Submission

21. If you discover data entry errors after submitting the data, you need to complete the following steps to correct them:

    1. Gather all the supporting documentation to verify the changes.

    2. Go to Member Menu section of the NACCAS webpage and download the “Annual Report Change Request Form.”

    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

If you have any questions, please contact the NACCAS office for assistance.

Step 9: Annual Report Certification

2008 ANNUAL REPORT CERTIFICATION

I HEREBY CERTIFY that all information contained within the 2008 Annual Report for the school(s) indicated below is true and accurate to the best of my knowledge, as required by Standard I, Criterion 3 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# assigned by NACCAS: ________________________

Entity Number assigned by the U.S. Department of Education (if applicable): _____________

Reference Number assigned by NACCAS to each institution covered by this annual report: __________

Institution's fiscal year end: ________________________

______________________________ _______________
Signature of School Owner Date

Current e-mail address: ____
Please print clearly

Sign and date this page. Include all information;

NEW: ATTACH

a) A copy of the institution's or institutions' most recent license(s) to operate and
b) A letter or other proof of State approval of every program offered at the institution(s) covered by this annual report, if it varies from the state requirement.

Mail this certification and the required attachments to NACCAS on or before November 30, 2009 to:

NACCAS
Attn: Mr. Cliff Culbreath
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302