

**APPLICATION FOR BRANCH CAMPUS
UNDER UNIVERSAL BRANCHING APPLICATION**

For NACCAS Use Only: OWNER I. D. _____ Temporary Ref. # _____
 Universal Branching Application for Owner: Effective? _____

You must submit four (4) copies of this application with its attachments together with the application fee. Please note that all sections of this application must be complete and all attachments must be included or NACCAS will return the application to you. If an item on the application does not apply to your institution, mark it N/A. Please refer to NACCAS' *Rules of Practice and Procedure* for details relevant to an application for branch campus accreditation. Documents must be submitted to NACCAS in accordance with Section 1.6 of the *Rules* and must be printed or typed.

A. APPLICABILITY OF UNIVERSAL BRANCHING APPLICATION

Please answer “True” or “False” to each of the following statements. This Form may only be used if the applicant school answers “True” to each of the following statements. If the answer to any statement is “False”, DO NOT PROCEED FURTHER. The school must apply for branch accreditation using NACCAS Application Form #3 (Application for Initial Branch Campus).

	<u>True</u>	<u>False</u>
<u>Questions concerning Universal Branching Application</u>		
1. NACCAS has approved a Universal Branching Application for the owner of the branch to which this application applies (the “Applicant Branch”), and that Universal Branching Application is effective as of the date of this application and has not been Terminated or Suspended.	_____	_____
2. The information provided on the applicable Universal Branching Application is true and correct as of the date of this application and applies to the Applicant Branch.	_____	_____
3. The Applicant Branch will be a branch of, and will be under exactly the same ownership as, the main campus described in the applicable Universal Branching Application (the “Main Campus”).	_____	_____
<u>Questions concerning the Main Campus</u>		
4. The accreditation of the Main Campus has not been withdrawn (pending appeal) and is not currently on probation.	_____	_____
5. The Main Campus has submitted the most recent financial statements required to be submitted under NACCAS’ <i>Rules of Practice and Procedure</i> , those financial statements showed compliance with NACCAS’ Standard for Financial Practices and Management, and the Main Campus is not currently subject to financial reporting requirements.	_____	_____
6. The Main Campus has submitted the most recent annual report required to be submitted under NACCAS’ <i>Rules of Practice and Procedure</i> , that annual report showed compliance with NACCAS’ Standard for Educational Objectives and Institutional Evaluation, and the Main Campus is not currently subject to low outcomes monitoring or reporting requirements.	_____	_____

- | | <u>True</u> | <u>False</u> |
|--|-------------|--------------|
| 7. The Main Campus is not currently subject to a show cause order. | _____ | _____ |
| 8. The Main Campus does not currently owe any past due fees to NACCAS. | _____ | _____ |

Questions concerning the Applicant Branch

- | | | |
|---|-------|-------|
| 9. All of the programs proposed to be offered by the Applicant Branch (see Question #25 below) have been approved by NACCAS to be offered at the Main Campus. | _____ | _____ |
| 10. All programs to be offered by the Applicant Branch are regulated by the state, and the requirements for each such program do not exceed state requirements by 50 percent or more. | _____ | _____ |
| 11. The Applicant Branch does not employ any person debarred from participation in any federal or state program within the past five (5) years. | _____ | _____ |
| 12. The Applicant Branch is not currently accredited by another accrediting agency. | _____ | _____ |
| 13. The Applicant Branch has never been denied candidate or accredited status by NACCAS or any other accrediting agency. | _____ | _____ |

B. BRANCH INFORMATION

14. Official Name on State License _____

15. Alternate School Names Used _____

(Note: All names and alternate or shortened names must comply with NACCAS’ Policy on Advertising and clearly identify the branch as an educational institution.)

16. Street Address: _____

City _____ State _____ Zip _____

17. Branch Telephone: (_____) _____ E-mail: _____

Fax (_____) _____ Web site: _____

18. Date campus was originally licensed: _____

19. Date first class started: _____

20. Current school license number: _____

21. School acquired by applicant on: _____

22. If you have a consultant for accreditation matters, you must complete Notification Form #2 and attach it to this application. Notification Form #2 is attached: Yes _____ No _____

23. Please indicate any periods in the calendar year when the branch is closed.

Date(s): _____

24. Does your institution offer instruction in a language other than English? Yes _____ No _____
 If yes, please identify the language(s) in which instruction is delivered. _____

25. **PROGRAM SCHEDULE.** Please list all programs to be offered at the branch campus. (See Question #9 above.) The program schedule must list and provide information on every program offered at your institution which is more than 150 hours in length or leads to state licensure. If your school obtains state licensure by means of accreditation, you must list all programs offered at your institution, including programs 150 hours or less in length and not leading to licensure. Attach as many copies of the chart as needed to provide information on all of the programs for which information is required.

Required Information		Programs and Schedule			
Name of program					
State requirements: Total clock hours, credit hour, or competencies required by state law or regulation.					
Your school requirements					
Total weeks required to complete the program (full-time student)					
Total weeks to complete the program (part-time student)					
Tuition					
No. of current students					
Date of first graduating class					
No. of full-time instructors					
No. of part-time instructors					
CLASS SCHEDULE: Full-time student					
Hours per week	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				

26. The person responsible for the day-to-day operations of the applicant institution is:

Name: _____

Title: _____

Telephone: (_____) _____ E-mail: _____

27. The designated accreditation liaison who attended the require NACCAS accreditation workshop is:

Name: _____

Title: _____

Telephone: (_____) _____ E-mail: _____

C. REQUIRED ATTACHMENTS

You must submit four (4) copies of this application with the attachments listed below.

1. An outside photograph of the school showing the advertising sign.
2. Verification from the appropriate state agency as to when the school was originally licensed.
3. Verification that all programs offered at the school have been approved by the state.
4. Submit a Mapquest printout or equivalent showing distances between related main and branch campuses.
5. Non-refundable Application Fee \$2,580.00, and the annual sustaining fee based upon the chart listed on the last page of this application.

IF APPLICABLE:

6. If the name of the school incorporates a trade name, the institution must attach a certification that it has authority from the franchisor or licensing company to use that name.
7. Copies of contracts or training agreements for any arrangements you have to train students from school districts, community colleges, State-funded programs, etc.
8. If you have a consultant for accreditation matters, you must complete Notification Form #2 and attach it to this application.

D. CERTIFICATION

I hereby certify that the branch campus for which this application is being made is not under any citation by the state licensing agency for any violations of licensing laws. The branch will not make any promotional use of the application prior to receiving a grant of accreditation (provisional branch status).

In addition, I hereby provide a release for purposes of eliciting information from state boards and government entities, as well as an acknowledgment of the fact that accrediting information may, at the discretion of NACCAS, be shared with other accrediting agencies and governmental entities.

I certify that I understand that the use of any technical assistance or consultation services provided by NACCAS does not in any way guarantee the grant of accreditation and that NACCAS' Board of Commissioners has the final authority in determining an institution's compliance with accreditation requirements.

I understand that if the Main Campus's Universal Branching Application is Terminated or Suspended prior to the approval of this application, this application will not be approved

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.

School Owner/or other Designated Individual

Date

Chart for Candidate and Branch Applications:

Month Application Received by NACCAS	Pro-Rated Fee Due With Application	Month Application Received by NACCAS	Pro-Rated Fee Due With Application
January	\$810	July	\$810
February	\$675	August	\$675
March	\$540	September	\$540
April	\$405	October	\$405
May	\$270	November	\$270
June	\$135	December	\$135

NACCAS sustaining fees are invoiced semi-annually in January and July. See Schedule of Fees at www.naccas.org for additional information.

On the initial application, we need to indicate the pro-rated fee applies only to schools that skipped candidate status:

Month Application Received by NACCAS	Pro-Rated Fee Due With Application*	Month Application Received by NACCAS	Pro-Rated Fee Due With Application*
January	\$810	July	\$810
February	\$675	August	\$675
March	\$540	September	\$540
April	\$405	October	\$405
May	\$270	November	\$270
June	\$135	December	\$135

*Note: The requirement to submit pro-rated sustaining fee does not apply to schools that are presently in candidate status. NACCAS sustaining fees are invoiced semi-annually in January and July. See Schedule of Fees at www.naccas.org for additional information