

Attachment O

Instructions for Preparing the Preliminary 2009 Annual Report for Institutions Required to Do So

- I. No later than March 15, 2010 the institution must submit a preliminary annual report for 2009 on the forms included in this attachment.
  
- II. To verify Cohort 1 – Completion Rate:
  - A. With the preliminary annual report, submit back-up documentation for each student whose name appears on a line with an asterisk on Grid 1. This will be used to verify that these students were scheduled to graduate in 2009. Examples of acceptable backup documentation are:
    1. Copy of student contract or enrollment agreement, with addendums.
    2. Copy of a “leave of absence” approval form that indicates the student’s new expected graduation date.
    3. Print-outs from a database that clearly show the expected graduation date according to the student contract and changes to the contract.
    4. A copy of a licensure exam application or affidavit certifying program completion
  
  - B. With the preliminary annual report, submit back-up documentation for each student whose name appears on a line with an asterisk, who is counted as a completer. Examples of acceptable back-up documentation are:
    1. Copy of a student transcript.
    2. Copy of a report to the State Oversight Agency.
    3. Copy of a certificate of completion or diploma.
  
- III. To verify Cohort 2 – Placement Rate:
  - A. For each student marked with an asterisk on Grid 2, submit back-up documentation to verify that such student completed between January 1 and December 31, 2009. Examples of acceptable back-up documentation are:
    1. Copy of a student transcript.
    2. Copy of a report to the State Oversight Agency.
    3. Copy of a certificate of completion or diploma.
  
  - B. For each student marked with an asterisk on Grid 2 who is counted as employed or placed, submit back-up documentation to verify that placement. Examples of acceptable documentation are:
    1. Log of telephone survey with the employer confirming employment of the completer.
    2. Business card or flyer showing where the completer is employed.
    3. Survey form returned by the employer.
    4. Letter or survey from completer stating where he/she is employed.
    5. Note in file from teacher who saw the student working in XYZ salon.

- C. The school should also submit a copy of the procedure used for gathering and maintaining employment information. For example, if employer surveys are mailed, indicate how often they are sent, what information is collected and how the information is logged
- D. If the school destroys back-up documents upon entering the employment information in a computer database, submit a copy of the written procedure for gathering and maintaining employment information together with copies of computer print-outs.
- E. For every completer listed on Grid 2 who is counted as “unavailable for employment” submit documentation of the reason he or she is unavailable for employment.

IV. To verify Cohort 3 – Licensure Rate:

- A. With Grid 3, submit a copy of a licensure examination report obtained from the State licensing agency or test administrator in your state.
- B. Examples of other acceptable documentation of licensure are:
  - 1. Log of completers, with copies of licensure information copied from the State licensure web site.
  - 2. Surveys returned by completers including information on when they took the exam and when they passed.
  - 3. Log of telephone surveys of completers asking when they took the exam and when they passed.

If you receive official test results reports from the state or test administrator that cover a twelve (12) month period other than the calendar year, July 1 – June 30 for instance, you may base your annual report on these and submit them for the study.

V. Mail the documents for I-IV above to NACCAS in an envelope clearly marked for delivery to:

**NACCAS**  
**Attn.: Jason Tiezzi**  
**4401 Ford Avenue – Suite 1300**  
**Alexandria, VA 22302**

NACCAS Staff will review your documents and consult with you about them and may request additional back-up documentation. The Commission will review the record related to this monitoring directive and may take further action on the institution.

## COHORT 1 GRID (Completion Rate)

School Ref. # \_\_\_\_\_

Program/Course \_\_\_\_\_

1. Students Scheduled to Complete in 2009 (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 09	(C) 12 Apr 09	123 Main Street Alexandria, VA 22314 (573) 751-0101 squeue@msn.com
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## COHORT 2 GRID (Placement Rate)

School Ref. # \_\_\_\_\_

Program/Course \_\_\_\_\_

List all students that completed in 2009  ( 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  01/05/2009	<b>E</b>	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  04/17/2009	<b>I</b>  (Optional: military service)	456 Main Street New York, NY 10336 (212) 555-5555 jma@hotmail.com	N/A
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**Preliminary 2009 Annual Report Data for Calculating Student Outcomes**

Program:		
Number of students scheduled to complete in 2009		Item 1
Number of students from item 1 who actually completed as of submission of this Preliminary Annual Report		Item 2
Number of students who actually completed the program in 2009, regardless of when they were scheduled to complete, AND are eligible for employment (see exclusions in 2008 Annual Report 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 2009 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