



NACCAS NOW

A non-profit educational Commission serving students through the highest standards of education.

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NACCAS Accreditation Workshops:

Have You Registered?

Each year the National Accrediting Commission of Cosmetology Arts & Sciences, Inc. (NACCAS) conducts a minimum of four accreditation workshops for institutions applying for their initial accreditation or reaccreditation. NACCAS held its most recent workshop on June 12-14, 2007 in Las Vegas, Nevada.

Over two hundred school owners and school administrators converged on the Orleans Hotel for a unique learning experience. They were greeted by Commission Chairman Jim Goins, Commissioners Phillip Stewart and Lisha Barnes.

Christopher Walck, Executive Director presented a NACCAS up-date. The workshop focused on the NACCAS *Standards and Criteria* for accreditation. Instructors at this workshop included NACCAS staff members Christopher Walck, Fouad Kraishan, Carol Orsini, Judy Sandler, Matt Wyse, and Sonya Laws. A new session on Change of Ownership was introduced at the June workshop and taught by Christopher Walck. The Outcomes Seminar was taught by school owner Karen Dieckman.



Shown here: Christopher Walck, Executive Director teaching a Concurrent Session on the Change of Ownership process.

In order for a school to receive credit toward meeting the requirements of NACCAS' Workshop Policy, a representative of the school must attend both an Accreditation Workshop and a concurrent session at the workshop.

Workshop attendance for an accredited institution is based on the school's accreditation anniversary date. The owner or designee of an accredited institution must attend a NACCAS Accreditation Workshop at least nine (9) months prior to and no more than twenty-four (24) months in advance of the school's reaccreditation anniversary date.

If your institution's reaccreditation anniversary date is September 2009 you may want to consider attending the final workshop of the year that will be held December 2-4 at the Doubletree Hotel New Orleans, in New Orleans, Louisiana. The hotel telephone number for reservations is 504-581-1300. The registration deadline for the hotel is November 12, 2007.

The schedule of the 2008 workshops will be available shortly.

Avoid Surprises on Your 2006 NACCAS Annual Report

You may now calculate your preliminary completion, placement and licensure rates for your annual reporting entity by using forms available on NACCAS' home page. These forms may be found under "Recent Updates."

There is a Grid to help you organize your information on each cohort or group of students required for NACCAS' annual report.

Cohort 1 Grid: List students who were scheduled to graduate in 2006.

Cohort 2 Grid: List students who graduated in 2006 no matter what year they were scheduled to graduate.

Cohort 3 Grid: List students who sat for the licensing examination in 2006.

The Grids and the Preliminary 2006-2007 Annual Report Worksheet provide:

- Pointers for students who have completed hours but have not completed graduation requirements.
- Pointers for students whose enrollment was so brief, they do not need to be included in the completion rate calculation.
- Pointers for when to count a graduate for licensing examination statistics.
- Pointers for types of documentation that will show employment of graduates.

We hope that by using the Grids, and following the steps, you will arrive at your preliminary rates easily. However, if you need additional technical assistance, you may contact NACCAS:

Ask for Cliff Culbreath or Mary Bird.

2006 NACCAS Annual Report is Available On-Line

The 2006 NACCAS Annual Report is due no later than November 30, 2007. Every year, each school holding accreditation status or status as an applicant for initial accreditation shall submit an Annual Report to NACCAS on-line.

Please visit the NACCAS Member Menu located at the top left side of our homepage at www.naccas.org. The NACCAS Member Menu will provide you with access to the Member Menu, as well as to worksheets and other useful forms that you can download to help you complete the Annual Report. If you have any questions, please contact Cliff Culbreath at 703-600-7600, extension 135 for assistance.

Special Announcement Submitting the Institutional Self- Study (ISS): Accredited Status

At its May 2007 meeting, the Commission announced that schools may send their Institutional Self-Study (ISS) to evaluators on a CD Rom or a flash drive rather than a hard copy. The school must submit all portions of the ISS, including exhibits, to each evaluator via certified mail or some other means by which shipment can be traced, if necessary. Institutional Self-Studies must be submitted by applicants for:

- Initial Accreditation
- Renewal of Accreditation
- Full Branch Campus Accreditation
- Change of Ownership - Category 5

Please submit a hard copy of the ISS including exhibits to the NACCAS office and retain the original copy at the school for your permanent record and for future reference.

The Commission is currently working on a format that will allow schools to submit their Institutional Self-Study on-line.

Board of Commissioners Adopt a Change to the 2006 NACCAS Annual Report

The Board of Commissioners recently adopted a change in the licensure rate cohort. The change will apply to the 2006 Annual Report due on or before November 30, 2007.

Item 6 of the annual report is the number of students who took the licensing exam for the first time in 2006. A school may now count any student from Item 6 who passes all parts of the exam by the time the school files the Annual Report (due no later than November 30, 2007).

If you would like to calculate your preliminary 2006 rates, please visit our web site at www.naccas.org and click on the Revised NACCAS Preliminary Annual Report Worksheets and Grids.

Please note the change to the annual report is identified below in bold.

Licensure Data: (Cohort 3 Grid: Students who sat for the licensure examination for the first time, no matter what year they graduated)

Fill in a Cohort 3 Grid for each program, following the instructions on the Grid.

Attach a copy of state licensing examination reports for 2006 to the Cohort 3 Grid.

Count the number of examinees listed on Grid 3. Enter this number in Item 6 of the Form 10 Worksheet corresponding to the program.

Count the number of examinees listed as having passed all portions of the licensure examination up to the submission of the annual report on November 30 2007. Enter this number in Item 7 of the Form 10 Worksheet.

If you have any questions, please feel free to contact our office for clarification at 703-600-7600.

Most Frequently Cited Criterion Standard III, Criterion 3: Administrative Staff Knowledge

by Matthew Wyse, Accreditation Specialist

How knowledgeable are you about federal, state, and local statutes and regulations governing your school? How knowledgeable are you on the *Rules* and accreditation requirements of NACCAS? This criterion requires the school to document that it is knowledgeable of the regulations and rules from all of these agencies.

The criterion states:

“The school’s administrative staff provides evidence, through documentation of attendance at training sessions and conferences, and in other appropriate ways, that they have knowledge of applicable federal, state, and local statutes and regulations governing the operation of the school. The school complies with the NACCAS Rules of Practice and Procedure and other NACCAS accreditation requirements.”

Because it encompasses so many different regulatory agencies and their accompanying rules and requirements, this criterion is frequently cited during on-site evaluations. Let’s separate the different parts of the criterion and examine them to determine how the school can become knowledgeable and stay in compliance with the criterion.

First – Acquire Knowledge by Attending Workshops and Training:

The school needs to have certificates to document that someone from the school attended workshops and training. This staff person should, therefore, know what the school needs to do in order to fulfill the requirements of the regulatory agencies. If the school participates in the U.S. Department of Education Title IV programs, a school representative is required to attend a workshop about Title IV funding. The school should keep documentation showing that someone attended. The workshop can be provided by the U.S. Department of Education or another source if the topics covered include Title IV funding.

(continued on page 4)

Most Frequently Cited Criterion *(continued from page 3)*

Some third party servicers have workshops to educate the schools in the administration and regulations of the Title IV programs of the U.S. Department of Education. The NACCAS Accreditation Workshop (while informative and interesting) does not provide the Title IV training required to demonstrate knowledge of the regulations required by the U.S. Department of Education.

NACCAS requires the school owner or designee to attend a NACCAS Accreditation Workshop at certain times based on the school's accreditation anniversary date (at least 9 months before renewal, but no more than 24 months before the renewal). This policy is stated in Appendix 3 of the NACCAS *Handbook* and covers the Workshop attendance requirements for schools applying for Candidate Status or Initial Accreditation and new owners of schools undergoing changes of ownership. The NACCAS *Standards and Criteria*, NACCAS *Rules of Practice and Procedure*, and other accreditation requirements are published in the NACCAS *Handbook* and on the NACCAS web site, but it is through these Accreditation Workshops that the school's understanding of the accreditation requirements are clarified and reinforced.

In the Institutional Self-Study (ISS) and when the team comes to the school, the school should have copies of certificates showing that a staff person has attended a NACCAS workshop and a staff person has received training for Title IV (if participating in Title IV). These certificates document that the school's administrative staff has knowledge of the regulations governing the school and the accreditation requirements of NACCAS.

Second – Demonstrate your Knowledge by Following Rules and Regulations:

Now that you have attended the appropriate workshops and training, you must demonstrate that you are indeed knowledgeable by following the rules and regulations of the various agencies and NACCAS. Usually the school is in compliance with the local and state regulations as regulatory agencies monitor the school closely and advise a school of any changes. Make sure you disseminate to your staff important changes to the regulations.

A school can receive a limitation during the on-site evaluation in this criterion, if it is not following the NACCAS *Rules* and other policies and procedures. The NACCAS

Rules of Practice and Procedure starts on page 39 of the 2007 NACCAS *Handbook*, Volume 1. The *Rules* cover institutional eligibility requirements, various applications, institutional self-study, on-site evaluations, substantive changes and notification requirements, the Annual Report, complaint procedure, and more.

Probably the most common reason a school receives a limitation for this criterion is failure to comply with Part 4 of the *Rules: Substantive Changes and Notification Requirements*. When substantive changes take place at the school, the school is required to inform the NACCAS office about the changes. For example, if the school moves, changes ownership (even without controlling interest of the school changing), or changes the name, NACCAS requires the school inform the office according to Section 4.2, 4.3 or 4.8 of the NACCAS *Rules of Practice and Procedure*. Other substantive changes covered in Part 4 include: change of mission, establishment of a branch campus, expansion of campus facilities, addition of new program, change in the way programs are measured, change in program length, contracting education programs, change in participation in federal student assistance programs, and teach-out or school closure agreements.

Besides following the rules on notification of substantive changes and other sections of the *Rules*, schools must also follow any directive it has received from NACCAS. If the school receives a letter requiring it to submit a document, pay a fee, attend a workshop, or some other directive, it needs to follow through.

In conclusion - Prevention:

As you can tell, this criterion is a catch all for a variety of regulations and requirements, but there are several ways to avoid the pitfalls and limitations.

- Keep up to date with the regulations of the federal, state, and local regulatory agencies.
- Keep up-to-date with NACCAS requirements by attending workshops, reading the *Handbook*, the *NACCAS NOW*, or on-line at www.naccas.org.
- If your school is about to make some changes and are not sure if the changes at the school require you to notify NACCAS, call or email the office and ask. The NACCAS staff is happy to explain the rules and requirements, and help you follow them. ***When in doubt, call the office. We are here to help!!!***

Candidate Column

Candidate Status

by Matthew Wyse, Accreditation Specialist

Institutions that are interested in applying for initial accreditation, must first obtain candidate status. An institution need not comply with the candidate status requirement if it is owned by a person(s) or entity that owns an institution currently accredited by NACCAS or by a person(s) or entity that has owned an institution accredited by and in good standing with a recognized accrediting agency within the past twenty-four (24) months.

The purpose of candidate status is for institutions interested in becoming accredited by NACCAS to become knowledgeable of NACCAS Accreditation *Standards* and other requirements and to implement them in the operation of the institutions. In other words, the purpose of candidate status is to prepare institutions to meet the requirements for initial accreditation.

Before an institution can be granted candidate status, the institution must first completely fill out and submit the Application for Candidate Status with required attachments and pay the non-refundable application fee. After NACCAS receives this application, the institution will be billed for a pro-rated amount of the required sustaining fee. The candidate process will not proceed until this fee is paid.

The institution's Application for Candidate Status will then be considered by the Commission at the next available meeting. Candidate status shall be granted by the Commission if the application is complete and demonstrates the applicant meets institutional eligibility requirements, and the required sustaining fee has been paid. Your institution will be notified by letter that the Commission has granted your institution candidate status. Only then will candidate status begin.

Before candidate status begins your institution will be assigned a reference number, you are eligible to attend a NACCAS Accreditation Workshop, you can contact NACCAS personnel at anytime to answer questions or provide clarification, and you may begin working on its Institutional Self-Study. However, a candidate consultation visit will not be scheduled until the institution is granted

candidate status, finished its Preliminary Institutional Self-Study, and has submitted in writing a request for the candidate consultation visit with a copy of its NACCAS Accreditation Workshop certificate, catalog, and enrollment agreement.

Candidate status may not last more than twenty-four (24) months. A candidate school must apply for initial accreditation within twenty-four (24) months from the date of the notice from NACCAS that candidate status has been granted to the institution. An institution that does not submit an Application for Initial Accreditation before the twenty-four-month deadline may be dropped from the accreditation process.

If you have any questions regarding candidate status or other accreditation requirements, please contact the NACCAS office. We would also like to remind you that the NACCAS web site has a link for candidate schools. Click on the "Become Accredited" link from the homepage at www.naccas.org to find helpful information on the accreditation process.

NACCAS Service Survey Results

by Lisa D. Shapiro, Research Technician

In October 2006, NACCAS sent a questionnaire to all applicant and accredited schools, on-site evaluators, and interested parties to find out about how well the NACCAS Staff serve their communities of interest. The survey was designed to inquire anonymously about the assistance that individuals receive when contacting NACCAS for assistance. The questionnaire asks respondents to rate the services being provided by NACCAS as well as to provide comments and suggestions for improvement. The questionnaire was divided into the various service areas such as Communication, Workshops, and Accounting. In addition, there was a section that addressed those who may be interested in serving on the NACCAS Commission or becoming an evaluator. The survey was posted on the NACCAS website, offered at NACCAS workshops, and at the AACCS Convention.

There were a total of 181 respondents. The findings show that the majority of the schools contact NACCAS 2-3 times a year. Fifty-nine out of 181 respondents or 32% say that they contact the office via telephone two to three times per year while only 18% contact the office on a daily or weekly

(continued on page 6)

NACCAS Service Survey

(continued from page 5)

basis. Out of 181 respondents, 142 or 78% say that they feel that their calls are adequately directed by the automated system, however, there were a few who would prefer a live person to speak with. One respondent said, "Having a real person to speak with would be nice, because sometimes you need to be directed on a call or whom to speak with." Others provided suggestions to better improve the automated options the caller could select, such as "the name of person, the job they perform, and the extension number."

Over 85% of the respondents said that they are able to speak with an accreditation staff member within a reasonable amount of time and are satisfied with the length of time with which the accreditation staff return calls if they are not available at the time at which the person calls.

Even though most people in the workplace feel that email is an easier and more efficient method of communication, school officials say that they only contact NACCAS via email two to three times per year or less than once a year. Only 2 out of 181 respondents or 2% say that they contact NACCAS weekly via email. One respondent suggested that NACCAS confirm when an email is received by a NACCAS staff member.

All respondents have accessed the NACCAS webpage and 36% of respondents say that they visit the web site monthly. Some suggestions for improvement were provided, "more obvious wording with site organization," "information on DOE classes," and "ISS information with samples."

The NACCAS Handbook is used on a monthly basis by 48% of the respondents. Some suggestions for improvement to the printed version included: "an alphabetical index to refer you to a specific page or pages per subject," and "reference tabs, example, general information, *Standards and Rules*." Other respondents showed interest in a CD version and a smaller version for travel. Some suggestions for improvement to the electronic version are: "to be able to search for key phrases on the web," "links to forms and appendix," and "a sample 'completed' ISS."

When asked in what areas that schools would like to receive more technical assistance, most, or 26% indicated that they would like more technical assistance with the NACCAS Annual Report. Almost 17% said that they would like more technical assistance with outcomes assessment.

Less than 40% of the schools that responded indicated that they were randomly selected to participate in the NACCAS Annual Report Verification Study (ARVS). Of those schools that have participated, the majority feel that they have a better understanding of how to prepare the annual report as a result. One respondent said that the process provided a, "clearer understanding of the annual report." Other respondents indicated that the ARVS process helped them improve their tracking processes to improve outcomes.

Over 75% of the respondents have attended a workshop in the last 5 years. Respondents were asked to provide suggestions for improvements to the workshops. About 39% indicated that they learned a lot but would like a greater emphasis on problematic areas. Other suggestions on workshop content were to have "refresher workshops," a short (1 day) workshop that would cover only changes in *Rules* and policies, educational sessions, policy development, and current trends.

The majority of the respondents said that they would prefer to stay in a downtown hotel or, close to the airport and would like to see workshops being held in sunny places in the winter and cooler places in the summer. Chicago, Illinois and Orlando, Florida received the most "votes" as cities where NACCAS workshops should be held.

NACCAS would like to express its appreciation to all of the individuals who took the time to respond to the survey and would like everyone to know that many of the changes suggested will be implemented in the near future.

NACCAS Accreditation Workshop Schedule for 2007

**The following are the remaining
two Accreditation Workshops
scheduled for 2007.**

Don't miss out, register early!

September 30- October 1, 2007

Trump Plaza Hotel

Atlantic City, New Jersey

For NACCAS Registration contact:

New York State Beauty Schools Association

c/o Mr. Vanacore, President

PH: 718-273-1735

Fax: 718-442-5449

Room Rate: \$125.00 single/double

Reservations: 1-800-677-7787

Code # ANYBO7

December 2-4, 2007

Doubletree Hotel New Orleans

300 Canal Street

New Orleans, Louisiana 70130

NACCAS Registration Deadline:

November 3, 2007 or until full

Room Rate: \$145.00 single/double

Reservations: 1-504-581-1300

Cut-off date for hotel reservations:

November 12, 2007

GOTO
The **NACCAS JOB BANK**
post **RESUMES**
find **JOBS**
locate **SALONS**
NACCAS.ORG

NACCAS Staff and Phone List:

703-600-7600

Fax:

703-379-2200

Mary Bird, extension 138

Yvette Brooks, extension 112

Cliff Culbreath, extension 135

Lupeachra Davis, extension 131

Saleh El-Khatib, extension 130

Shabobe Glover, extension 141

Rebecca Gottlieb, extension 147

Jose Guevara, extension 115

Brenda Hicks, extension 154

Mary Jamieson, extension 122

Susie Kofler, extension 129

Fouad Kraishan, extension 132

Sonya Laws, extension 139

Eileen Manrique, extension 121

Sean McGuern, extension 119

Cynthia McKoy, extension 149

Jonathan Murphy, extension 116

Carol Orsini, extension 113

Robin Polk, extension 134

Veda Teagle, extension 125

Suki Tinkleman, extension 124

Christopher Walck, extension 127

Jeanette Walker, extension 110

Tina Waltower, extension 146

Matthew Wyse, 1-704-271-3846

Publisher:

National Accrediting Commission of
Cosmetology Arts & Sciences, Inc.

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302-1432

Staff: Christopher C. Walck,

Executive Director

Clifford A. Culbreath, Editor

Special Thanks to Contributors:

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Statement of Purpose

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tional Accrediting Commission of Cosme-
tology Arts & Sciences, Inc., (NACCAS®).
NACCAS is a 501(c) (3) nonprofit corpo-
ration formed in the State of Delaware.
Among the major aims and purposes are
the following:

1. To advance and develop standards of
education and instruction in cosmetology
arts and sciences and cognate areas which
serve to supplement the practical, scientific
and business skills of the cosmetology and
massage professions. Cosmetology arts and
sciences concern the care for the health,
condition, and appearance of hair, skin,
nails, massage, and cognate areas.
2. To give recognition through accredita-
tion to schools that agree to and do main-
tain high standards of cosmetology and
massage education and assure quality pro-
grams to their students.
3. To encourage high standards of ethical
and professional conduct and activities and
programs designed to advance and improve
service to the public in the field of cosme-
tology, arts and sciences, massage, and cog-
nate areas.

NACCAS is recognized by the United
States Department of Education as a na-
tional agency for the institutional accredi-
tation of post-secondary schools and de-
partments of cosmetology arts and sciences
and massage, including specialized schools.

Subscription Rates:

Contact the Editor.

Highlights

- ☐ *NACCAS Accreditation Workshops:
Have You Registered?* (Front Page)
- ☐ *Preliminary Results of the Community Call for
Comment and May Policy Meeting* (Page 3)
- ☐ *Most Frequently Cited Criterion Standard III,
Criterion 3: Administrative Staff Knowledge* (Page 3)
- ☐ *NACCAS Service Survey Results* (Page 5)

National Accrediting Commission of Cosmetology Arts and Sciences, Inc. ®
www.naccas.org

***The National Accrediting Commission
of Cosmetology Arts & Sciences, Inc.
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432***

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