

2006 Annual Report

Worksheet

And

Instructions



Due: November 30, 2007

2006 Annual Report On-Line

General

1. The Annual Report must be completed on-line.
2. The certification form on page 3, must be signed and dated and returned to NACCAS by mail, as indicated on the form.
3. Fee:
 - a. There is no fee for filing the annual report on time.
 - b. Late fee: There is a late filing penalty of \$405 for any Annual Report not submitted by November 30. Invoices for late fees will be issued on December 1. The late fee is cumulative per school for each month or portion there of that the annual report is not submitted.
4. Financial statements: Financial statements are no longer due with the annual report. In 2007, 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.
5. Much of the information included on the NACCAS annual report is by program. You may find it helpful to transfer the information from your supporting documentation for each program onto the Grids provided by NACCAS. There is a Grid available on NACCAS’ website for each cohort or group of students covered by the annual report:

Grid		Use to fill in the annual report worksheet:
Cohort 1 Grid	Provides information used to calculate your completion rate	Items 1, 2, 8 and ATB information
Cohort 2 Grid	Provides information used to calculate your placement rate	Items 3, 4, 5, 9 and ATB information
Cohort 3 Grid	Provides information used to calculate your licensure rate	Items 6 and 7 and ATB information

6. If you are interested in whether your outcomes rates will meet or exceed NACCAS’ standard, you can manually complete the preliminary annual report forms on NACCAS’ home page under “recent updates.” If you begin working on the annual report early and find a preliminary rate is below the standard, you will have an opportunity to track students and gather documentation that may improve the low rate.

2006-2007 ANNUAL REPORT CERTIFICATION

I HEREBY CERTIFY that all information contained within the 2006-2007 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:

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.

Mail this certification and the required attachments to NACCAS on or before November 30, 2007 to:

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

Getting Started on your 2006 Annual Report

1. Gather the documents that will support the data you report.
2. After transferring information from your back-up documents onto the Grids, double check it for accuracy. When you are sure the information is correct, you are ready to fill in the worksheet for each program.
3. Complete an annual report worksheet for each program offered at your institution before you begin to complete the on-line report.

Annual Report Worksheet (Make a copy for each program offered.)

Program Code: Approved program codes are pre-set	
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 2006, otherwise N	
Lead to State Licensing or State or National Certifications: Y or N, If N you cannot enter any numbers in the licensing fields	
Tuition Cost: Tuition charged by the school	
Books & Supply: Books and Supply costs	
Room & Board: Room and Board costs	

PROGRAM:	
Beginning Enrollment: Number transferred from ending enrollment submitted on last annual report as of December 31, 2005	
Ending Enrollment: Include all students who had started training and were currently enrolled as of December 31, 2006	
Past Year Enrollment: Include all students who enrolled and started training during the 2006 calendar year (A student enrolled more than once, count as 1 enrollment).	
Count the number of students listed on the Cohort 1 Grid as “scheduled to graduate” in 2006 and enter this number in Item 1. Please note that the following students do not need to be counted in the Cohort 1 – Students Scheduled to Graduate in 2006 but do need to be counted as enrolled (above): a) Any student who enrolled in a program of <u>less than one (1) academic year</u> in length who dropped out within 15 days of enrollment. b) Any student who enrolled in a program <u>which is more than one (1) academic year</u> in length who dropped out within thirty (30) days of enrollment. c) Any student in a short program that is not eligible for Title IV funding who audited the program only for “personal enrichment”. d) A student enrolled under a third party contract (such as an agreement with a school district) which only enabled him or her to take a portion of the program which will not satisfy state requirements for licensure, or certifications.	Item 1
Count the number of students listed on the Cohort 1 Grid as graduated (“G”) then enter the number in Item 2. Do not count incomplete graduates (“IG”). Incomplete graduates are a) Completers who owe the school money, if full payment of money owed is a requirement for graduation; b) Students who have completed all hours but have not completed required tests, examinations, or subjects. Note: $\text{Item 2} \div \text{Item 1} = \text{Completion Rate}$	Item 2
Count the number of students listed on the Cohort 2 Grid as graduated in 2006, no matter what year they were scheduled to graduate, and enter the number in Item 3. [Do not enter 2006!]	Item 3
Count the number of students listed on the Cohort 2 Grid as having been employed in the field for which trained and enter the number in Item 4.	Item 4
Count the number of students listed on the Cohort 2 Grid as unavailable for employment for the reasons allowed as exceptions and enter the correct number for each category.	Item 5 (Total all categories)
Deceased	
Disabled	

PROGRAM:			
Active Military			
Continuing in Higher Education			
Studied under a Student Visa			
Note: $\text{Item 4} \div (\text{Item 3} - \text{Item 5}) = \text{Placement Rate}$			
Count the number of graduates listed on the Cohort 3 Grid as having taken the state licensure examination in 2006 and enter this number in Item 6. a. If a graduate can take parts of the exam at different times, count him in the year he takes the last part of the exam for the first time. b. If your state provides licensure information for a period other than the calendar year, you may use the data provided, however, you must identify the twelve-month period of time the report covers: _____(mm/yy) to _____(mm/yy).			Item 6
Count the number of graduates listed on the Cohort 3 Grid as having passed, by the end of 2006, all portions of the examination needed for state licensure. Enter this number in Item 7. If a student takes the licensing exam more than one time, only count her/him once. Example: The student takes the exam twice; fails the first time, passes the second time. Count the student once, as passing. Note: $\text{Item 7} \div \text{Item 6} = \text{Licensure Rate}$			Item 7
Completion, placement and licensure data are only for the purposes of complying with NACCAS' reporting requirements. Disclosure of this information to NACCAS will not fulfill the requirements of the Student Right to Know, Campus Security Act, or IPEDS.			
Ability to Benefit Students: If you do not accept ATB students, you must enter NONE for test type and NONE for method. Test grade level may be left blank. Enter 0 in all other boxes. If you do accept ATB students, you have already counted them in Items 1 – 7 above, but must now provide data for the sub-group of ATB students.			
ATB Test Type: If you test your ATB students, which test do you use? (Enter NONE if you do not accept ATB students).			
ATB Method: Identify the method used to determine the Ability-to-Benefit for students who enrolled in this program. (Enter NONE if you do not accept ATB students).			
ATB Grade Level: If the test you use is a nationally recognized, standardized test, indicate grade level that most closely corresponds to the level of the test you are using.			
Number of ATB students counted as completers in Item 2 above.			Item 8

PROGRAM:	
Number of ATB students who did not complete the program.	
Number of ATB students counted as employed in Item 4 above.	Item 9
Number of ATB students, listed on the Cohort 2 Grid, who did not find jobs.	
Number of ATB students listed on the Cohort 3 Grid who passed the Licensure Exam.	
Number of ATB students listed on the Cohort 3 Grid who failed the Licensure Exam.	

Instructions for Completing the Report On-Line

1. Go to www.naccas.org, click the Member Menu Link.
2. If you forgot your password or username click on that field. The information will be e-mailed to the address on record.
3. Click [here](#) to log onto the NACCAS database. The Username and password screen will appear.
4. Enter username, password, and database name (NACCAS). Click connect.
5. You will see the menu options screen.
6. For annual report, enter option 3 in the space provided and hit enter key.
7. A screen titled “Annual Report Year Selection” will appear. Select current report year (06-07) and click select button.
8. A screen titled “Annual Report List” will appear.
 - a. AR Ltr. Recd: Leave this blank.
 - b. Due date: pre-set
Entity Number: This is a pre-set for repeat reporters who participate in Federal Title IV programs.
 - d. You will see your school(s) reference number(s) grouped for reporting.
 - e. Click the “edit” button next to one group or school.
9. A screen titled “NACCAS Annual Report Entry Screen” will appear. The information in the shaded top portion is pre-set.
10. There are tabs for:
 - 1) School(s): Pre-Set. School Tab: Top block lists main campus, reference number and school name on same entity number. Middle block lists school(s) on same financial report. Bottom block lists programs accredited by another agency. Verify this information. Make changes in the entity number, as necessary.
 - 2) Course information tab: This screen lists all Program(s) approved by NACCAS for the school(s) listed. We have pre-set program codes previously approved by NACCAS. You may add a program not listed by double-clicking a blank program code field. You will see a list of program codes. Choose the code to enter into the block. Note: If the program has not been previously approved by NACCAS, you MUST submit a Change/Addition of New Program Application along with any applicable fees.

- 3) Program information: Copy the numbers from the annual report worksheet for each program.
- 4) Loan Programs tab: Answer the questions. Attach information, if required.

Do you participate in Federal Student Financial Aid Programs? YES or NO

Last Compliance Audit Year _____

Did you have any material findings on your most recent compliance audit? YES or NO

If yes, you must submit a copy of your corrective action plan with this annual report.

Has the school in the reporting entity had a program review or OIG audit in the most recent 24 months? YES or NO

If yes, have you received your final determination letter?

If yes, you must submit a copy of the final determination letter and a copy of your corrective action plan with this annual report.

11. Submit your report using the Submit Report Tab

- a. Annual Report Status: O-Open or S-Submit; open status allows updating of your data. Submit only allows viewing of data. You must change the status to 'S' by November 30, 2007 to avoid cumulative late fees.
- b. Double and triple check all information before changing "O" (open) to "S" (submitted) on the Submit Report Tab because once you have submitted the report you may not change it.
- c. NOTE: The Computer will not allow you to submit your report if you have left the ATB section of program information blank. This section must be filled in even if your institution does not accept ATB students. Go back to the annual report worksheet and follow the instructions regarding reporting on ATB students in your programs.
- d. There are no bells or whistles when you change from "O" to "S". Remember, after the status is changed to "S", you will be able to view your data, but will not be able to modify it.
- e. After submitting your annual report, you may view your outcome rates immediately. To do so,
 - 1) Exit the annual report screen and return to the member menu.
 - 2) Select the "school information" option.

- 3) Then click on the AR Summary at the top of the page to view your outcome rates for 2006 and past years.
12. Modifying Data after Submission: If after submission, you discover data entry errors, you need to complete the following steps to correct them:
- a. Gather all the supporting documentation to verify the changes.
 - b. Go to member menu section and download the appropriate forms as shown below

Annual Report Resources

- **Forms For Revising Submitted Reports**

- Beginning Enrollment List [MS WORD](#) | [ADOBE PDF](#)
- Ending Enrollment List [MS WORD](#) | [ADOBE PDF](#)
- Completion & Placement Grid [MS WORD](#) | [ADOBE PDF](#)

- c. Finally, send the back-up documents with the annual report worksheet showing the proposed changes to the address below.

NACCAS AR Revisions
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432

Or fax all documents to 703/379-2200 Attention: NACCAS AR Revisions

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

13. Three-Year Average Rates

Starting with the 2006 annual report, the Commission will allow some institutions to use a three-year average rate, if all of the following conditions are met:

- a. The official rate for 2006 is below NACCAS' standard.
- b. The total number of students in the cohort for each of the consecutive years (2004, 2005, and 2006) is below 100.
- c. The institution submits a request to use a three-year average rate.