

**NACCAS Rules of Practice & Procedure  
February 2012**

**RULES**

**Part 1 – Eligibility For Accreditation, The Accreditation Process, Instructions For  
Submitting Documents To NACCAS; Definitions**

**Sub-Part A – Definitions**

**Section 1.0**      **Definitions**

- (a) The term “adverse action” is an action appealable under these *Rules*. ‘Adverse actions’ are removal from candidate status, denial of initial accreditation, withdrawal of accreditation, and non-approval of changes under [Part 4](#) (see page 75) of these *Rules*.
- (b) The term “certified return receipt” shall also include delivery by courier where written evidence of date of delivery is furnished to the person sending the material.
- (c) Whenever the term “clock hour” or hour is used, the equivalent in credit hours or competencies may be substituted.
- (d) For purposes of these *Rules*, the term “cosmetology arts and sciences,” in addition to encompassing the teaching of the art and science that concerns the external treatments on the body for the health, condition and appearance of the hair, skin and nails, shall also encompass massage and cognate areas that serve to supplement the practical, scientific and business skills of cosmetology, massage, and related professions. For a representative list of curricula and programs covered, refer to [Appendix #1](#) (see page 128).
- (e) Any reference to “day” is a reference to a calendar day. If a time period measured in days ends on a Saturday, Sunday or national holiday, the official end of the time period shall be moved to the next business day.
- (f) For purposes of these *Rules*, “family” means parent, sibling, spouse or child, grandchild, spouse’s parent, sibling, child or grandchild, any of the aforementioned in a “step” relationship, or sibling’s or child’s spouse.
- (g) The term “in operation” means being continuously licensed by the state and training students, as a cosmetology school, a massage school, (or department or program of study of cosmetology or massage) or as a school in a related discipline, and such operation must be immediately preceding and contiguous to the submission of the application for accreditation.
- (h) The term “licensed” means that the cosmetology school (or department of cosmetology or cosmetology program of study) holds a valid state license to operate a cosmetology school, department of cosmetology or cosmetology program of study, or a school in a related discipline (e.g., barbering, electrolysis, or massage). In jurisdictions where no license is issued, the school must submit verification as to time in operation from the government agency with jurisdiction over the institution.

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- (i) Any requirement for “notice” or “notification” shall mean a specific letter to the Executive Director of NACCAS informing the Commission of the specific change or situation for which notice is required under the *Rules*. Incorporation of the information into an unrelated application or communication shall not constitute “notice.”
- (j) The term “private” includes for profit and non-profit institutions.
- (k) The term “recognized accrediting agency” means an accrediting agency recognized by the Secretary of the United States Department of Education in accordance with 34 Code of Federal Regulations Part 602.
- (l) Regular student: A student enrolled under the school’s admissions requirements with individual enrollment agreements between student and school.
- (m) Whenever the term “school” is used in these *Rules*, it shall also include the school where a department or program of study of cosmetology or massage is located. A “school” shall have a single, permanent, non-transferable NACCAS reference number.
- (n) Special student: A student enrolled through a contract with another entity.
- (o) A “specialized school of cosmetology arts and sciences” is one that does not offer a program in basic cosmetology. (Examples: College of Barbering, School of Massage, Skin Care Academy.)
- (p) The term “specialty” means a specialized field of cosmetology arts and sciences or massage. (Examples: aromatherapy, barbering, electrology, esthetics, holistic health, geriatric massage, nail care.)
- (q) The term “United States” means, in addition to the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, and the Commonwealth of the Northern Mariana Islands. The term “international” means any place outside the United States.

### **Sub-Part B - Institutional Eligibility Requirements**

#### **Section 1.1 Basic Information**

- (a) Accreditation is voluntary. An institution that seeks accredited status must be willing to achieve and maintain basic standards for quality education. NACCAS accredits postsecondary institutions whose primary activity is education in the field of the cosmetology arts and sciences. An illustrative list of programs included in this field is found in [Appendix #1](#) (see page 128) to these *Rules*. An institution may offer a broad range of programs or focus on a specialty area.
- (b) NACCAS publishes and makes available to the applicant and, upon request, to the general public a copy of its standards, rules and policies pertaining to candidate status and accreditation, as well as application materials. All key documents are available on the NACCAS Web site at [www.naccas.org](http://www.naccas.org) or by requesting a copy by writing or calling the NACCAS headquarters.

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- (c) NACCAS is a non-profit corporation organized under the laws of Delaware. Fees paid by applicant and accredited institutions support the work of NACCAS to provide the independent recognition of institutions which achieve and maintain quality standards. The schedule of fees is in [Appendix #2](#) (see page 129) to these *Rules*.

**Section 1.2**      **Institutional General Eligibility Requirements**

- (a) An institution may not be granted accredited status before it has been in operation for two years.
- (b) A private<sup>2</sup> cosmetology school (or department of cosmetology or cosmetology program of study) or specialized school of cosmetology arts and sciences, massage, or related program, located within the United States and/or internationally is eligible to apply for accreditation, provided:
- (1) It is a postsecondary institution;
  - (2) It is licensed by the state in which it is located;
  - (3) It is in operation and has been in operation at least eighteen (18) months;
  - (4) It offers at least one program that is more than 150 hours in length or the equivalent measured in credits or competencies;
  - (5) It has complied with the NACCAS Accreditation Workshop attendance policy (See [Appendix #3](#), page 130);
  - (6) It has access to the Internet;
  - (7) It is not owned wholly or in any part by, nor does it employ, any individual who has been debarred from participation in any federal or state program within the past five years;
  - (8) It has complied with the candidate status requirement; and
  - (9) In the case of a specialized school of cosmetology arts and sciences, the school must also meet the following criteria:
    - (i) Be open at least 25 hours per week;
    - (ii) Operate and offer instruction for a minimum of 40 weeks per year; and
    - (iii) Meet all applicable State requirements.
- (c) Exceptions to the “two years in operation” and general eligibility requirements:

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<sup>2</sup> Starting January 1, 2005, the Commission no longer accepts applications from public institutions. Public institutions that were accredited by NACCAS or already in the candidate or initial accreditation process as of that date will continue to be accepted for accreditation by NACCAS under a grandfather clause.

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- (1) An applicant for candidate status does not need to meet the “two years in operation” requirement.
- (2) An institution need not comply with the candidate status requirement if it is owned:
  - (i) By a person(s) or entity that owns at least 10 % of an institution currently accredited by NACCAS; or
  - (ii) By a person(s) or entity that has owned at least 10 % of an institution accredited by and in good standing with a recognized accrediting agency within the past 24 months.
- (3) An institution whose accreditation has been withdrawn by NACCAS (all appeal rights exhausted) or that voluntarily relinquishes accreditation while in withdrawal status may apply for candidate status immediately, but must wait one (1) year before reapplying for accreditation and, subject to the requirements of [Section 2.2\(a\)\(iii\)](#) (see page 62) of these *Rules*, shall be treated as a new school for all other purposes.
- (4) A school under the same Ownership as one or more accredited schools may apply for accreditation after one full year of operation. The Ownership and Control of the new school must be identical to that of the accredited school.
- (5) An applicant for provisional additional location accreditation.

**Section 1.3**     **Programs Approved Within the Aegis of Institutional Accreditation**

- (a) Any program exceeding 150 hours in length or the equivalent in credits or competencies and/or leading to initial state licensure or certification must be approved by the Commission. Approval may occur:
  - (1) In conjunction with an institutional accreditation review; or
  - (2) Between institutional accreditation reviews (see [Part 4](#) (page 75) of the *Rules*).
- (b) Courses required for continuing education for licensure renewal or those hours required by the state regulatory agency after an examinee fails the exam do not require approval by NACCAS.
- (c) Electrology programs must be at least 300 hours in length or the equivalent in credit hours or competencies, unless fewer hours are mandated by state law or regulation.
- (d) At institutions in states where NACCAS accreditation is recognized for schools to obtain licensure by means of accreditation, all programs offered at the institution seeking or continuing NACCAS accreditation must be approved by the Commission.
- (e) Any course for continuing education or professional development, of 150 hours or less, taught or sponsored by the institution which the institution wishes to be listed by NACCAS as an approved course.

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**Sub-Part C – Summary of the Accreditation Process**

**Section 1.4**      **Steps in the Process of Achieving Accredited Status**

- (a) Complete candidate status, if required ([See Part 2](#), page 61);
- (b) Attend a NACCAS Accreditation Workshop (See NACCAS Workshop Requirements, [Appendix #3](#), page 130);
- (c) Submit an application and required fee;
- (d) Complete an Institutional Self-Study (See [Part 2](#) (page 61) of these *Rules*, and Institutional Self-Study: Requirements for Completing the Institutional Self-Study (ISS): Accredited Status, [Appendix #5B](#), page 136);
- (e) Undergo an on-site evaluation (See [Part 3](#), page 68);
- (f) Receive a report of the findings of the on-site evaluation team (See [Part 3](#), page 68);
- (g) Respond to the report findings (See [Part 3](#), page 68) and Guidelines for Responding to a Team Report);
- (h) The findings and the school's response will be reviewed by the Commission (See [Part 8](#), page 101);
- (i) The Commission shall take one of the actions set out in [Part 8](#) (see page 101) of these *Rules* and notify the school of its action;
- (j) When accreditation is initially granted, the school shall be assigned a school reference number (See [Part 8](#), page 101);
- (k) If the Commission takes an adverse action, the school may appeal it (See [Part 9](#), page 113).

**Section 1.5**      **Obligations of the Institution to Maintain Accredited Status**

- (a) In order to maintain accredited status, accredited institutions, departments and programs of study, throughout the period of accreditation granted, must do the following:
  - (1) Continue to meet the eligibility criteria contained in this Part;
  - (2) Submit required applications (See [Parts 2](#), page 61) and [4](#) (page 75) of these *Rules*);
  - (3) Undergo additional on-site evaluations, announced or unannounced, as ordered by the Commission (See [Parts 3](#), page 68) and [8](#) (page 101);
  - (4) Obtain approval for significant changes that take place (See [Part 4](#), page 75);

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- (5) Submit an accurate annual report (See [Part 5](#), page 87);
  - (6) Respond to complaints ([See Part 6](#), page 90), “show cause” orders (See [Part 7](#), page 98) and Commission directives (See [Part 8](#), page 101);
  - (7) Maintain compliance with NACCAS Standards and Criteria, Rules, Policies, Commission directives, and other requirements;
  - (8) Be current in the payment of fees; and
  - (9) Comply with time frames established by the Commission.
- (b) Failure to maintain continued compliance with all NACCAS standards and criteria and other accreditation requirements shall lead to the Commission taking appropriate action under these *Rules*.

**Sub-Part D – General Instructions for  
Submitting Documents to the Commission**

**Section 1.6**      **Submission of Documents to the Commission**

- (a) Whenever documents are submitted by the school to the Commission, the information contained therein shall be:
- (1) Typewritten;
  - (2) In English<sup>3</sup>;
  - (3) Bound and tabbed; and
  - (4) Identified with the school’s NACCAS reference number.
  - (5) Any photographs shall be originals or clear copies.

Institutional Self-Studies and enclosures, responses to team reports, responses to show cause orders, appeals, and any other extensive submission to the Commission shall be done in accordance with these general requirements as well as with specific instructions issued by the Commission, and shall, in all cases, be submitted in an organized manner.

- (b) The NACCAS office may refuse to accept and consider any document not submitted in conformity with this Section and other specific directives pertaining to document submission.

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<sup>3</sup> In cases where the Commission has required the institution to provide multiple copies of a “form” or “boilerplate” agreement (such as the enrollment agreements or SAP reports for multiple students), the Commission may, in its discretion, permit the institution to provide an English translation of the “form” agreement, with an English translation of the student-specific information in each separate agreement.

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- (c) Submit all requests, applications, responses and appeals to:

Executive Director  
Attention: (As Directed)  
NACCAS  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302

- (d) Complete instructions for seeking candidate status, initial accreditation, renewal of accreditation, and change applications are included with the application for each process. A school, upon request, may receive special or additional instructions from the NACCAS staff either by telephone, letter, or in person at the NACCAS headquarters.
- (e) Each institution submitting information and documentation to the Commission for purposes of accreditation must accompany such information or documentation with a certification, signed and dated by a person with authority to submit such information or documentation that reads as follows:

“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.”

- (f) If the Commission determines that an institution has knowingly provided false or misleading information, it shall take any action against the institution that it believes is reasonable and appropriate, including, but not limited to, denying any pending application or taking any accreditation action listed in [Section 8](#) (see page 101) of the *Rules*.

**Section 1.7**      **Withdrawals of Applications**

- (a) Any institution may withdraw an application it has submitted to NACCAS before the Commission considers it.
- (1) Such withdrawal request shall be in writing and sent by a traceable means to the Executive Director of NACCAS.
- (2) No money shall be refunded when an application is withdrawn, except a deposit for an on-site evaluation that has not been scheduled.
- (b) An acknowledgment from NACCAS indicating that the request has been complied with shall be issued.

**Section 1.8**      **Equivalence**

Any institution seeking or holding accreditation from the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) and from another accrediting agency recognized by the U.S. Department of Education or seeking or holding a license, certification, or similar authorization or credential from another state or federal government agency must describe itself in identical terms to each body with regard to

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purpose, governance, Ownership, Ownership structure, programs, program lengths, location of facilities, degrees, diplomas, certificates, personnel, finances and constituents, and must keep each agency apprised of the other agency's actions with respect to such institution, as provided for in [Section 5.3\(a\)](#) (see page 88) of these *Rules*.

### **Section 1.9      Requests for Information**

The Commission may, at any stage in the accreditation process, including appeals, request an institution to produce documentation that it deems pertinent and relevant to an accrediting action. Failure to produce such documentation, in the manner and within the time frame established by the Commission, may result in action being taken by the Commission, consistent with [Part 8](#) ( see page 101) of these *Rules*, including denial or withdrawal of accreditation.

### **Section 1.10      Extensions for Submitting Documents to the Commission**

Throughout the process of consideration of any application for renewal of accreditation, application for a substantive change submitted pursuant to [Part 4](#) (see page 75) of these *Rules*, or monitoring process pursuant to [Part 5](#) (see page 87) and [Part 6](#) (see page 90) of these *Rules*, the maximum combined total of any and all extensions granted shall be 45 days, unless extraordinary circumstances are shown. The days allowed for any administrative "show cause" or administrative "withdrawal" arising from the process shall be counted as extensions for purposes of this Section.

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#### Related Documents

The following documents may be helpful to you in understanding the requirements of this part of the NACCAS *Rules*. They are available on the NACCAS web site at [www.naccas.org](http://www.naccas.org), in the NACCAS *Handbook*.

<a href="#">Appendix #1</a> (see page 128)	Statement of Scope
<a href="#">Appendix #2</a> (see page 129)	Schedule of Fees – Fees are posted on NACCAS' website
<a href="#">Appendix #3</a> (see page 130)	NACCAS Workshop Requirements